

**Administrative Staff Council (ASC)**  
**Meeting Minutes**  
**Thursday, June 2, 2016**  
**308 Bowen-Thompson Student Union**

**In Attendance:** Jessica Belcher (Secretary), Jacey Brooks, Kalee Carlton, Beth Detwiler, Donna Dick, Rhonda Dicke, Judy Donald (BGSURA), Kim Fleshman, Leslie Galan (Communications), Linda Hamman (CSC), Chet Hesson, Trinity Jeter, Jeremy Joseph (Chair), Margo Kammeyer, Mary Ellen Kellow, Steve Letzring, Connie Molnar, Paul Obringer (At-Large), Steven Overholt, Heidi Popovitch (Treasurer), Susan Sadoff, Claire Semer, Lindy Smith, Susan Stearns, Dawn Swain, Jessica Turos (Ombuds), Cindy Valentine, Robin Veitch, Chris Wammes

**Substitutes:** Cynthia Snodgrass for Sheila Brown, Jennifer Buening for Brigitte Green-Churchwell, Joe Phillips for Brett Pogan

**Absent:** Eric Bucks, Eve Crandall, Lynne Gochenour, Krishna Han, Jason Januszewicz, Michael Keane, Rebecca Lyons, Emily Monago, Abby Priehs, Jennifer Twu, Tony Wagener

**Call to Order:** Jeremy Joseph, Chair of ASC, called the meeting to order at 1:30 pm.

**Guest Speaker:** None

**Chair's Report:** Jeremy thanked the Council for a great year as he closed out his term as Chair of ASC. He thanked those whose term was ending at the June meeting and those who served on the Executive Committee as Division representatives during 2015 – 16.

**HR Meeting:** Several questions were sent regarding the new overtime threshold change. Human Resources is actively working on this and will be working with employees who fall below this threshold to set up face-to-face meetings regarding the changes. We should expect a communication later this summer regarding the updates to the tuition waiver policy based on what the faculty Collective Bargaining Agreement (CBA) set as effective July 1. Supervisors have discretion to ask employees for sick leave documentation, but the policy should be department wide and fair among all employees.

**Tri Chairs Meeting:** None

**University Council:** A presentation took place from the Bowling Green Leadership Institute. Presentations included ideas to utilize campus during the summer and a predictive model for fundraising for the campus campaign. The new smoking policy committee worked towards a revised policy with an extension of the timeline for the new policy roll out, as well as other proposed changes that would allow for enforcement options and extension of the free smoking cessation program.

**Discussion:** None

**Treasurer's Report:** A few expenses are still being paid from the awards reception and we hope to pay those out by the end of the fiscal year.

**Secretary's Report:** Minutes from the May meeting were sent out for review on May 17, no comments or edits were received. The May minutes were approved 1<sup>st</sup> by Leslie Galan and 2<sup>nd</sup> by Mary Ellen Kellow. The motion passed.

**Committee Reports:**

Amendments & Policies: A quiz was given out at the luncheon regarding the Administrative Staff Handbook. Results will be coming soon.

Awards & Recognitions:

**2015 – 16 Activities and Highlights:** Awarded key awards at the spring Awards Reception. Spirit Awards were given out to two individuals this year.

Elections & Orientation:

**2015 – 16 Activities and Highlights:**

- Started the self-nomination process on March 7, 2016
- Elections began on March 28, 2016
- 2016 – 17 roster of representatives confirmed on April 22, 2016
- Newly elected representatives were invited to the May and June ASC meetings
- Orientation for the new members was held on several dates to accommodate the schedules of the new representatives.
- Notice was sent to all current and new ASC representatives regarding Standing Committee selection on May 18

Outreach & Activities: No report.

Marketing & Communications: No report.

Personnel Welfare & Compensation: The memo was submitted, but we are waiting on Sheri Stoll's written response.

Professional Development: The summer application deadline has passed and the committee has made their recommendations for funding. Notification of the awardees should go out soon.

Student Scholarships: A change was made to the scholarship criteria this year from the top 10% of each college anyone with a 3.0 or higher GPA. This year they raised \$1,195.

**Liaison Reports:**

Classified Staff Council: The awards banquet was held on May 18 for Classified Staff and included scholarship awards for students.

Faculty Senate Representative: No report.

Retiree Association: No report.

Ombuds Update: 1 case this month.

ASC Historian: Most of the scanning is complete. Our new historian will be Lindy Smith, appointed by the Executive Committee at their last meeting in May.

**University Committee Reports:**

Health Wellness & Insurance: They are proposing that mammograms be allowed every year instead of every two years; this decision is pending.

Well-Aware: New initiatives starting soon, including the Strive for Five program.

Consensual Amorous Relationship Policy: They are still finalizing the policy.

**Old Business**: None

**New Business**: None

**Upcoming Dates:**

June 23 Board of Trustees Meeting – Firelands College

Sept 1 First ASC Meeting for 2016-2017

**Good of the Order**: Vicky Kulicke is out for the rest of the year due to injury, but and would love get well messages via email while she is out for the next several months. Not in Our Town won an award and Leslie Galan will be attending the reception in Chicago for that next week. Special thanks were given to Jeremy for his service as Chair for the past year. BGSU Dining is hosting a culinary class on June 25, 2-hour class designed for kids 4 – 6 years of age. The Learning Commons is open this summer and they have tutoring available with limited hours.

**Adjournment**: Leslie Galan made a motion to adjourn. Kim Fleshman seconded the motion. The meeting adjourned at 2:16 pm.