

**Administrative Staff Council (ASC)**  
**Meeting Minutes**  
**Thursday, February 2, 2017**  
**201 Bowen-Thompson Student Union**

**In Attendance:** Jessica Belcher (Secretary), Jacey Brooks, Sheila Brown, Kalee Carlton, Beth Detwiler (Chair Elect), Michael Ginnetti, Kerry Gonzalez, Krishna Han, Linda Hamman (CSC), Chet Hesson, Jhaakira Jacobs, Trinidy Jeter, Jeremy Joseph (Tri-Chair, Past Chair), Margo Kammeyer (Tri-Chair), Aaron Kane, Sheri Leatherman, Steve Letzring, Patrick Lisk, Rebecca Lyons, Benjamin Martin, Ryan Miller, Jennifer Poggali, Heidi Popovitch (Treasurer), Thomas Rapier, Lindy Smith, Jamie Spradlin, Susan Stearns, David Theby, Jennifer Twu, Cindy Valentine, Chris Wammes

**Substitutes:** Alex DelPiombo for Danijela Tomic

**Absent:** Dawn Chong, Rhonda Dicke, Judy Donald (BGSURA), Kim Fleshman, Leslie Galan (Tri-Chair), Jason Januszewicz, Allen Kohn, Connie Molnar, Brett Pogan, Jessica Turos (Ombuds), Robin Veitch (Communication)

**Call to Order:** Margo Kammeyer, Tri-Chair of ASC, called the meeting to order at 1:30pm.

**Guest Speaker:** Cerita Fowler – Admissions

- Volunteers needed for Presidents' Day Open House. You can sign up online and attend one short training session the week before.
- Over 700 hundred students registered as of today which is almost triple what it normally is by this time.
- Send any questions to Cerita regarding the volunteer needs.
- The main volunteer locations will be the Stroh Center, Bowen-Thompson Student Union, and Olscamp Hall. There are no outside locations this year.

**Chair's Report:** We went around the room and every representative introduced themselves, stating what office they worked in, what division they represented on ASC, and why they joined ASC. Jeremy Joseph, Tri-Chair, mentioned that any representative can place a new business item on the agenda. He also mentioned the new agenda item "Hearing of the Public" which is a point in the meeting where guests can bring items before the council.

**HR Meeting:** A proposed timeline was provided for the revisions to the Administrative Staff Handbook. Jeremy Joseph and Beth Detwiler are the ASC representative on the committee looking at the handbook. Feedback on the current handbook will be given by Jeremy and Beth to Human Resources by Feb. 22. The initial draft will be sent out after that with feedback on the initial draft required by March 15.

**Tri Chairs Meeting:** No report.

**University Council:**

- Strategic Plan Updates:
  - The Board is going more electronic.
  - Lots of construction and maintenance work is planned for this summer and staff should plan for a high level of disruptions.

- There will be a brand refresh for admissions released soon.
- Athletics was recently awarded the NCAA Diversity and Inclusion Award.
- Admissions applications up 12% from last year at this time. Growth is mainly in undergraduates at the main campus.
- An update was provided on the governance documents review (i.e. employee handbooks, student charter, etc.).

**Hearing of the Public – Opportunity for guests to address the council:** None.

**Discussion:** Rebecca Lyons asked if there is more information available about the proposed “J Session” which is targeted to begin in the 2018-19 school year. The “J Session” is a shorter 3-week session for classes in December – January.

Answer: We are still waiting on Board approval but expect this item to be discussed at their February meeting. The schedule changes may also include shorter semester times. We hope to hear more about these potential changes after they are approved. The Tri-Chairs will request that President Mazey address this matter when she presents to the council at our May meeting.

**Treasurer’s Report:** No changes since the last meeting. Reminder to the awards committee to send expenses to Heidi for the Awards Reception.

**Secretary’s Report:** Minutes from the January meeting were sent out on January 11. The January minutes were approved 1<sup>st</sup> by Rebecca Lyons and 2<sup>nd</sup> by Jennifer Poggali. The motion passed.

Elections have begun; self-nomination is open until February 13. Following the end of self-nominations, we will begin the voting process. We are still looking for several more self-nominations for representative positions as well as current or past members to self-nominate for officer positions. Please spread the word in your division to get more people interested.

We have three new ASC members as of Feb. 1:

- Ryan Miller replaces Mary Ellen Kellow who stepped down from ASC.
- Benjamin Martin replaces Anthony Rivera who left BGSU.
- David Theby replaces Susan Sadoff who stepped down from ASC.

These individuals will serve out the remainder of the 2016-17 year but will not serve on a committee as they are joining at such a late date.

### **Committee Reports:**

Amendments & Policies: We began our review of the Administration Staff Handbook and started compiling a list items for review. We will also be meeting prior to our ASC meeting to discuss our findings.

Awards & Recognitions: Met to further plan awards ceremony; Dr. Mazey will be in attendance. Keeping the same the theme from last year, “Celebrating the past, shaping the future”. Working on an MC and will let everyone know when that person is confirmed. Thinking about doing drawings during the ceremony for small prizes such as donations from departments. Awards will start to be advertised starting on Monday, February 6<sup>th</sup>, and the deadline to submit is May 1<sup>st</sup>.

Outreach & Activities: Monthly social at Stones Throw restaurant tomorrow(Feb. 3). The bowling event is coming later in February, date to be determined.

Personnel Welfare & Compensation: Completed the CUPA study Friday, Feb. 20<sup>th</sup> with Human Resources. Reviewing ASC Handbook with committee on Monday, February 6th

Professional Development: The professional Development committee reviewed the four requests for funding for the spring term. The Requests and awards are presented below. The committee has allocated all professional development funds for this academic year. The committee is meeting after today's main meeting to discuss alternative, on site, professional development opportunities for the 2017-2018 academic year. The committee is using this year's budget of \$2,000.00 for planning considerations.

Student Scholarships: Kim was just trained on the new Academic Works system. Our committee meets after the ASC meeting on Thursday and we plan to roll out a plan for soliciting for nominations as well as start seeking donations for the Auction.

### **Liaison Reports:**

Classified Staff Council: They participated in the Martin Luther King Jr. Day of Service by packing sacked lunches. The council is working on their handbook changes and planning the award ceremony.

### Faculty Senate Representative:

- The Provost spoke about the 15-week term planning progress.
- The Office of Campus Sustainability presented on a "Green Office" designation that offices across campus can apply for, contact Nicholas Hennessy for more information.
- The Faculty Senate will be hosting a social event on Feb. 25 at the hockey game. This event is open to members of all three councils; Faculty, Administrative, and Classified. This is only open to the council members and one guest.
- The President addressed the request to make BGSU a Sanctuary Campus. She stated that BGSU must comply with state and federal law and can therefore not be a Sanctuary Campus. However, Dr. Mazey did state that BGSU would support the Bridge Act and DACA (Deferred Action for Childhood Arrivals).

Retiree Association: No report.

Ombuds Update: Contacted by two people last month.

ASC Historian: The files are being formatted for placement on Scholar Works and should be ready by the next meeting.

### **University Committee Reports:**

Student Union: Two more meetings will be held this year. A new payment plan will be going into place this summer for all union room rentals. All rooms will come with some level of charge but audio visual equipment will be included in that price.

Library: Scholarly Works assistance is available; contact Emily Gatozzi in the library for more information.

**Old Business**: None.

**New Business:** ASC Scholarship Criteria

- New criteria was provided to the entire council for a vote for a first reading.
- Suggestions were made to change the criteria to say “Please submit a resume that includes your work history during your college career and/or service at BGSU or outside organizations”.
- Margo Kammeyer motioned to table until March and Trinity Jeter 2<sup>nd</sup> the motion. The motion passed without objection.
- The business will be tabled until the March meeting to allow the scholarship committee to review and revise the requirements based on the council suggestions.

**Upcoming ASC Dates:**

February 13 – ASC Self-Nominations Due

February 20 – President’s Day

March 2, 1:30 – ASC General Assembly – 201 BTSU

May 1 – ASC Award Nominations Due

May 23, 10:00 – ASC Awards Reception

**Good of the Order:** The library has a new outdoor book return by the parking lot pay machine. Men’s Hockey, Men’s and Women’s Basketball, and Women’s Gymnastics are all home this weekend. Football season tickets are on sale now; the full football schedule is expected to be released in March. The Family and Consumer’s Science Building and West Hall will be closed starting Monday for construction. A Privilege walk will take place on February 22 from 4-6 pm in 202B Student Union. The Reader’s Theatre event will take place at the Wolfe Center on February 9<sup>th</sup> at 7pm. Please volunteer for Presidents’ Day (<http://uas.bgsu.edu/volunteer/>).

**Adjournment:** Heidi Popovitch made a motion to adjourn. Rebecca Lyons seconded the motion. The meeting adjourned at 2:50 pm.