

Administrative Staff Council
Meeting Minutes
Thursday, January 3rd, 2013
www.bgsu.edu/asc

In Attendance: Andrea Brock, Terry Carver, Nora Cassidy, Jason Dunn, Laura Emch, Kim Fleshman, Leslie Galan, Linda Hamilton, Bes Huyghe, David Janik, Mary Ellen Kellow, Stephen Kendall, Jeanne Langendorfer, Sandra Mencer, Karen Meyers, Ryan Miller, Connie Molnar, Paul Obringer, Steve Overholt, Heidi Popovitch, Marlene Reynolds, Tom Siebenaler, Elizabeth Wood, Lisa Zollars

Substitutes: Rebecca Lyons for Abby Priehs & Kari Johnson for Mary Beth Zachary

Guests: Juli McCarroll

Tom Siebenaler, ASC Chair, called the meeting to order and introduced Barbara Waddell as our guest speaker.

Guest Speaker: Barbara Waddell, Director of Equity and Diversity/Assistant to the Provost, distributed a handout, which explains all of the facets her office manages on campus (see attached handout). The Office of Equity and Diversity (OED) monitors University compliance with federal and state equal opportunity and non-discrimination laws and regulations. The Equal Opportunity Compliance Committee is a University standing committee, which has developed a diversity template for all of the deans and colleges and their goal is to move all colleges to have a diversity plan. Barbara reviewed the laws monitored and enforced by her office. She also reviewed prohibited employment policies and practices. OED is currently updating the sexual harassment training video and she recommends supervisors view the video no less than annually. She is also the Title IX Coordinator. An OED representative is also available if a college or department is in need of mediation. She then discussed University hiring practices. She explained President Mazey would like to see the BGSU campus become more diverse. The President has set a goal and announced to the Board of Trustees to increase diversity racial, ethnic and gender of faculty and staff at BGSU. It is now a requirement for University search committees to be diverse. In an effort to assist offices with this requirement, OED is creating a database of student, faculty and staff interested in filling this role on search committees campus-wide.

Chair's Report:

Board of Trustees – Tom Siebenaler presented the accomplishments and projects that ASC are currently working on. His presentation was received well by those members present.

University Council: Tom Siebenaler submitted our BGSU Brand statement to the President's Office on December 21st.

Administrative Staff: Performance Evaluation Forms – A revised draft was submitted for the ASC Executive Committee to review at the next meeting. Tom Siebenaler will place this item on the ASC February meeting agenda and get copies for you to review.

ASC Chair-Elect – Tom Siebenaler created a document with a summary of duties for this position. (See attached). Anyone who is interested in serving as ASC Chair-Elect this year, please contact Tom for more information.

Secretary's Report:

Marlene Reynolds announced she is continuing to work on the minutes from the December 6th ASC meeting. She congratulated Steve Kendall and Kim Fleshman on their re-appointment to the Health, Wellness and Insurance and Bookstore Advisory Committee.

Treasurer Report:

Heidi Popovitch had no expenses to report.

Committee Reports:

Amendments – No report

Awards & Recognition – Nora Cassidy informed everyone in attendance that the November “Spirit of BG” award was presented to Ann Light, Associate Director of Continued and Extended Education. She asked everyone in attendance to encourage their colleagues to submit nominations for the “Spirit of BG” award as well as the Ferrari Award to be presented at the Spring Reception in April.

Internal Affairs – Jason Dunn will be distributing posters for the Administrative Staff monthly social gatherings that will be held at Beckett’s beginning February 6th from 5:00-6:30PM. These gatherings are in honor of the ASC’s 30th anniversary.

The committee is working on the food options for the Spring Reception. Jason and Sherri Orwick Ogden will be working out details with ASC Executive Committee for a new annual award, “Rookie of the Year.” Tom Siebenaler has invited Dr. Michael Ferrari, President Mazey and Jill Carr. They are currently gathering a list of Administrative Staff Council alumni to also invite to this event.

Personal Welfare – Steve Kendall announced the committee is currently reviewing College and University Professional Association (CUPA) data with the Human Resource Department. This data compares and analyzes salaries between universities. The committee will also begin working on the bonus policy this semester.

Professional Development –David Janik announced there is still time to apply for Professional Development Funds. The committee will be meeting in January to begin working on a spring event/speaker.

Scholarships – Steven Overholt announced that the committee is working on securing raffle prizes for the overcoming scholarship raffle.

Liaison Reports:

Classified Staff Council – Terry Carver, Classified Staff Chair, reported four “Spirit of BG” nominations. She also stated Classified Staff Council is also working on many of the same challenges/projects as

Administrative Staff Council.

Faculty Senate Representative – Elizabeth Wood noted a proposal brought to the SEC by the Provost with support from the Committee on Academic Affairs is to add to the Charter an additional exception for “Students who are required to participate in **official University business**, as defined in the student handbooks...” also a statement that – when excused – the student still has the responsibility for **completing assignments** where replication of work in the class or classes missed is possible.

BGSU Retirees – Linda Hamilton had no report.

Other Reports:

Ombudsman – Jeanne Langendorfer had one case this month.

Old Business:

OBOR Proposed Campus Tobacco Ban- Jason Dunn announced there has not been a recent meeting in regards to the proposed tobacco ban. They will be meeting in the next couple weeks.

ASC Student Mentors- There are still opportunities for Administrative Staff to volunteer to be a student mentor. Please see Tom Siebenaler for more details.

New Business:

None

Good of the Order

None

Next Meeting

The next ASC meeting will be held on Thursday, February 7th, in BTSU Room 201.

Heidi Popovitch motioned to adjourn the meeting. Steve Kendall seconded the motion. Meeting adjourned.

Respectfully Submitted,

Marlene Reynolds

Marlene Reynolds
Secretary, Administrative Staff Council