

Administrative Staff Council
Meeting Minutes
Thursday, March 7th, 2013
www.bgsu.edu/asc

In Attendance:

Terry Carver, Eve Crandall, Jason Dunn, Laura Emch, Kimberly Fleshman, Leslie Galan, Kerry Gonzalez, Thomas Gorman, Michael Hachtel, Linda Hamilton, Bess Huyghe, David Janik, Mary Ellen Kellow, Stephen Kendall, Michael Kudela, Jeanne Langendorfer, Benjamin Martin, Sandra Mencer, Ryan Miller, Connie Molnar, Emily Monago, Paul Obringer, Tim Parish, Brett Pogan, Heidi Popovich, Anthony Short, Thomas Siebenaler, Kurt Thomas, Jennifer Twu, Elizabeth Wood, Mary Beth Zachary, Lisa Zollars

Substitutes: Sally Dreier for Donna Dick and Dave Chatfield for Brian Childs

Guests: Juli McCarroll

Tom Siebenaler, ASC Chair, called the meeting to order.

Guest Speaker: Robin Gerrow, Chief Communications Officer of Marketing and Communications, announced her office launched the BGSU Magazine as an app that will automatically update on iPhone or iPad Newsstand. She explained this was an important feature that allows BGSU to reach younger Alumni. Also discussed was the redesign of the BGSU website by fall 2013 semester. Marketing and Communications Office is working on a visual redesign, content management system change and a complete change to the information architecture. This will allow for more options while incorporating social media. Part of this project involves asking all units to update their website and eliminate pages that are not current or have not been used in years. Robin is also interested in investigating the website needs of the campus community, to make it a more useful tool. She encouraged anyone with thoughts and ideas to please email her at robstan@bgsu.edu. She hopes to make the transition to the new website as painless as possible.

Chair's Report:

ASC Chair-Elect – This position is still vacant. Please see Tom Siebenaler for a job description. He also encouraged anyone interested in the position to feel free to contact him with questions. He reminded all in attendance that the chair position could be shared with a colleague.

President Mazey Meeting: Morale Committee – Please see the attached document that lists the top five Morale Committee recommendations. This list was created from a previous meeting held between the Morale Committee and President Mazey several weeks ago. It is currently a draft and can be updated as feedback and input is gathered. Tom reviewed the list and explained we are looking at implementing recommendations that would use the resources we already have available. Many ideas and suggestions were conveyed, which Tom will get clarification on items needing further discussion.

Human Resources: Please see Tom Siebenaler's attached document concerning his meeting with the HR Department.

HLC Reaccreditation – Eve Crandall and Tom Siebenaler reviewed the document for the Reaccreditation and provided feedback.

Board of Trustees – The meeting was held at Firelands campus. The trustees will be presenting Bob Sebo with an honorary degree. The trustees discussed at length the various new buildings and renovation projects. Personnel changes were also on the agenda.

University Council –“Not In Our Town” project was discussed, which addresses hate crimes, bullying and intolerance on campus and how BGSU can work to create a welcoming and inclusive climate.

Secretary’s Report: Tom Siebenaler announced February minutes were approved and distributed.

Treasurer Report: Heidi Popovich announced she is just starting to see bills submitted for the 30th Anniversary and ASC Reception.

Committee Reports:

Amendments – Mary Beth Zachary announced the committee is working to create a formalized Ombudsman application, general description and training process. The committee will also be reviewing the flexible scheduling language for insertion in the handbook.

Awards & Recognition – Kim Fleshman stated the committee has a meeting in the near future to discuss the Spring Reception.

Internal Affairs – Jason Dunn announced Internal Affairs is working with the Awards and Recognition committee on the 30th Anniversary and Spring Reception that will be held April 3, 2013. Mary Beth Zachary is putting together a list of Administrative Staff Council alumni to invite to the reception. The Athletic Department confirmed they will donate items for the award. The committee is looking at awarding a Rookie of the Year honor this year and may continue this award in the future.

Personnel Welfare – No Report

Professional Development – Kerry Gonzalez stated the committee is planning a professional development event for May. This event is being planned by Health and Wellness and will be a hands-on team building event. There will be more information to follow.

Scholarships – Ben Martin announced that the scholarship recipients have been contacted about their awards. He encouraged all Administrative Staff Council members to purchase scholarship tickets.

Liaison Reports:

Classified Staff Council – Terry Carver stated Classified Staff Council (CSC) is continuing to hold Town Hall meetings. CSC also is supportive of Administrative Staff Council morale initiatives. Also, she announced Senator Randy Gardner and State Representative, Tim Brown, will be at BGSU on March 18, 2013 in Bowen Thompson Student Union Room 308 at 11:00am to discuss the state’s budget and how it affects the University. All staff are invited to attend.

Faculty Senate Representative – Bess Wood announced the Senate Executive meeting was held on February 12th, where they voted to approve changes in the policy for changing Colleges, Majors, or Degree Programs (removing the text about requiring a specific grade point average of prospective

transfers). Also discussed was the retention strategy intended to give a “small college feel” to a BGSU Undergraduate education by creating cohorts of 1st year students in their first fall term. There was also a Senate Executive Committee meeting held on February 26th where they previewed an upcoming Senate presentation by Barbara Waddell, Director of Equity and Diversity, and Faculty Senate Recognition Awards nominations were reviewed and award winners were selected.

BGSU Retirees – Linda Hamilton announced the first luncheon meeting is scheduled for next week with featured speaker, Stan Korducki, CEO of Wood County Hospital, who will speak about the Falcon Health Center.

Other Reports:

Ombudsman – Jeanne Langendorfer announced there were no cases this month.

OBOR Proposed Campus Tobacco Ban – Jason Dunn stated the committee met over the past several months and is proposing a smoke-free ban as opposed to a tobacco ban. The committee’s research proved campuses that attempted to make their campus tobacco-free are struggling with enforcement. BGSU will update the verbiage of their smoking policy and include health promotion and smoking cessation.

2013 Homecoming Committee – Lisa Zollars, ASC Homecoming Committee representative, attended the first Homecoming planning meeting. The planning committee presented three Homecoming themes (listed below) and asked the campus community to vote for their favorite theme.

“Let the Good Times Roll Along”	This will be a traditions focused theme.
“Get Ziggy With It”	This theme will be based around 80’s style vintage feel and have a celebration approach.
“Be the Falcon Within”	This will be a united theme and focus on the University standing strong.

Lisa encouraged everyone to email her any questions or comments they might have. She also informed everyone there are tents available for hosting a reception or gathering event if Administrative Staff Council is interested. The Homecoming football game is on Saturday, October 5, 2013 in the afternoon.

New Business:

None

Good of the Order

Mary Beth Zachary thanked Linda Hamilton and the Retiree Association for assisting with the Alumni list for the ASC Reception.

Next Meeting

The next ASC meeting will be held Thursday, April 4 from 1:30-3:00PM in BTSU Room **207**.

Meeting adjourned.

Respectfully Submitted,

Marlene Reynolds

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Secretary, Administrative Staff Council