

**Administrative Staff Council (ASC)**  
**Meeting Minutes**  
**Thursday, May 2, 2019**  
**308 Bowen-Thompson Student Union**

**In Attendance:** Beth Ash, Andrea Boehme, Will Burns, Kalee Carlton, Dawn Chong, Terra Cramer, Jordan Cravens, Beth Detwiler, Gabe Dunbar, Jason Dunn, Teresa Earl, Tony Fox, Emily Gattozzi, Todd Glick, Maite Hall, Meghan Horn, Sophia Jackson, Jeremy Joseph, Margo Kammeyer, Lona Leck, Rebecca Lyons, Mike McPhillips, Cordula Mora, Jacqueline Nelson, Adam Petrea, Brett Pogan, Sue Seggaard, Jaime Spradlin, Jennifer Twu, Dennis Voss, Chris Wammes, Lily Young

**Substitutes:** Kim Fleshman (Lindy Smith), Jill Foos (Dennis Voss)

**Absent:** Sean Brigadier, Teri Gentry, Jacob Haun, Brian Heilmeier, Ryan Kardok, Kristi Peiffer, Danijela Tomic, Cindy Valentine

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

**Guest Speaker:**

**Daniel Keller, Chair Board of Trustees**

- Thanked ASC for all of their work and passion for what they do at BGSU.
- Role of Board of Trustees
  - It is important to empower the constitute groups and employees to do their work and make a positive impact on the University
  - Make the tough decisions that the workforce are faced with
  - Financial responsibility to make the sure the University if strong
    - Effective and Efficient Budget
  - Strategic Planning – template to build upon for all initiatives

**Pam Conlin**

- Presentation Attached to minutes.
- Advancement helps the current and future of the University
- Alumni / Annual Giving
  - Helps to plans events (Homecoming, etc.)
  - Affinity groups
  - Faculty / Staff campaigns
    - Some Foundations award funds based on the participation % of faculty / staff. This is the % and not the dollar amount contributed.
    - Every little bit helps to grow the endowed portions to ensure that funds are made available year after year.
  - Alumni groups
- Major Gifts
  - College Unit gifts
- Advancement Services
  - Prospect for potential donors
- Donor Relations
  - Recognize donors keeping the relationship strong to encourage future gifts
- Fundraising
  - Gift Purpose
    - Current Operations
    - Endowments
    - Capital projects
- Ways to Give
  - Cash, check, credit card

- Pledge
- Planned gifts

**Chair's Report:**

HR Meeting:

- The monthly meeting with OHR will be May 7th. Are there any questions for OHR?

Tri Chairs Meeting:

- The Tri-Chairs meeting was held on April 18th with ASC, CSC, and Faculty Senate.
  - Discussed areas of interest around Parental Leave and the goals for the upcoming year.

Other Meetings:

- April 29th, Sheri Stoll brought together the various Constituency Groups and provided an update on ARP/403b changes.
  - Communicate will be sent out soon about the chosen vendors. They want to be able to communicate to all vendors before sending out notifications.
  - If you have money in the funds you will not be forced to move the funds, but you will not be able to add additional funds to the accounts.
- Constituent Group Meeting on April 30th to prepare for Friday's May 3rd Board Meeting

**Hearing of the Public – Opportunity for guests to address the council:** - none

**Full ASC Representative Discussion:** - none

**Treasurer's Report:** - treasurer's report attached.

**Secretary's Report:** Minutes from April 4, 2019 meeting emailed on April 9, 2019. J.Spradlin motioned to approve the April 4<sup>th</sup> minutes, R. Lyons 2<sup>nd</sup>. The motion passed.

**June Luncheon Meeting:** RSVPs for the luncheon will be going out soon. This is a great way to introduce new ASC members and thank those that have served this year.

**Committee Reports:**

Amendments & Policies: no report

Awards & Recognitions:

- Awarded April Spirit Award to Susan Swinford, Office of the Division of Student Affairs
  - 75 Total Nominations Received this Academic Year!!!
- Finished Marketing Annual Award Nominations (Dr. Michael R. Ferrari, Rookie of the Year, and B.G. Best) via Campus Update, Four Winds, and Campus-Wide Emails
  - 60 Total Nomination Letters Received for Administrative Staff!!
- Continuing Planning for Tuesday, May 21 (10 AM) Annual Award Event
  - Final Marketing Push for RSVP's
  - Emcee - Chris Bullins
  - Special Guests - President Rogers and Cabinet Members
  - Ordering Awards, Decorations, and Door Prizes
  - Script Creation and PPT/AV
  - Music
  - Food
  - Acknowledgement of Council and Ad. Staff Accomplishments
  - Scholarship Raffle
  - Award Presentations

Outreach & Activities: no report

#### Personnel Welfare & Compensation: -

- Submitted draft of parental leave policy for review by ASC
  - Have had bi-weekly meetings with CSC to put this together. Extensive benchmarking, review and thoughtful discussion.
- Estimated Timeline for the Parental Leave Policy is as follows for moving this forward:
  - ASC will take to full council at May meeting.
  - CSC will present the updated document for a vote by email, right after ACS's council meeting.
  - After approved by both councils, document will be sent to Viva in HR. With cc to President Rogers, CFO Stoll and Provost Whitehead.
  - We'll verify HR is sending it to General Council for review.
- Our goal is to have it presented to the September Board of Trustees meeting
- Also working on a resolution and a memo for ASC consideration.

#### Professional Development:

- There is \$425 left in the professional development funds for summer professional development.
- Deadline for submissions is May 22<sup>nd</sup>

#### Student Scholarships:

- Have received about 12 items for the silent auction so far.
- Still following up on requests and asking for more donations.
- Scholarship winners were honored at the meeting and were presented with a certificate.
  - Winners included: Gwendolyn Yockey, Ashton-Tailor Johnson, Courtney Montagu, Hannah Dougall, Alison Benbow, Nichole Wilson, and Kailynn McComas

#### **Liaison Reports:**

#### Classified Staff Council:

- Finalizing plans for the annual banquet. Plan to incorporate donations for the grab and go program with the banquet.
- Working on final by-law revisions
- Food Drive trophy was presented to ASC for the MLK Weekend Service Food Drive competition between ASC and CSC.

#### Faculty Senate Representative (Beth Detwiler): - Meeting held 4/30/19

##### **President Rogers**

- Thanked Chair for back to back two terms
- New governor budget did provide additional support for public education (still not approved)
- Gish Film Theatre task force has made recommendations those are on the Presidents website
  - He will be making a recommendation to the board this week
- Board of Trustees meeting this week will include promotion and tenure of faculty

##### **Provost Whitehead**

- Undergraduate enrollment is up 2.3%
- Up 4.5% in transfer students
- Graduate admissions up .4%
- Firelands is up in admitted freshman and pathway students
- Retention is at 78% based on numbers enrolled in fall 2010
- We need strong support this summer to prevent the summer melt of students who are planning to attend BGSU and decide over the summer not to attend
- Thanking John Fischer for his efforts as Interim Provost
- Asking faculty to give exams during their window and post grades quickly

### **Graduate Student Senate**

- Reconfigured the senate
- Used mini strategic plan to pass 4 resolutions
- Better procedure for broken accessible buttons for our doors on campus
- Establish transportation from Detroit airport to campus
- Improvements Code of conduct
- Resolution to better service graduate students with mental health needs
- Professional development day in the fall was a huge success
- 10<sup>th</sup> Shanklin Research excellence awards

### **Undergraduate Student Senate**

- Passed 10 resolutions

### **Chief Information Security Officer - Matt Haschak**

- Email security
- August 1 we will be implementing email DUO for all
- 700 million attempts of fraud, spam, phishing, and viruses sent to BGSU email accounts
- No one who is currently using DUO for email has been successfully hacked
- Remember me for 30 days should make it easier

### **SET Ad Hoc Committee**

- Bias in student evaluations
- General findings: numerous studies have found bias
- Draft resolution:

### **Title IX Report**

- November 2018 the Secretary of Education started to implement changes to Title IX
- GSS outlined the 7 changes secretary of Education would like to change. GSS has strongly opposed those changes and Faculty Senate voted to support that opposition.

### **Passing of the Gavel to Jenn Stuckert**

Retiree Association (Judy Donald): no report

Ombuds Update (Chris Bullins and Jessica Tuross):

- 2 requests this past month

ASC Historian (Lindy Smith): no report

### **University Committee Reports:**

PACWI: no report

Professional Affairs: no report

CIQ: no report

Public Safety Advisory Committee: no report

EEOC: no report

**Old Business:** none

### **New Business:**

- Parental leave policy discussion
  - Statements were raised about how this policy was asking for more benefits than the existing Faculty policy (6 weeks paid, both parents' eligible if both employees, continuance of accruing vacation and sick time).
  - The committee was aware of this and believed due to other benchmarking that this was in line with sister universities and felt confident in the proposal.

- The committee will begin drafting a resolution for ESC to review. The resolution will be added to the agenda for a vote in the June meeting.
- We will need quorum so we encouraged everyone to attend or send a proxy. If you will be sending a proxy the ASC secretary must receive an email prior to the meeting with the name of the sub and that they have voting rights.

**Upcoming Dates:**

- May 21, 2019 – Annual ASC Awards Banquet
- Next ASC Meeting and Luncheon – June 6<sup>th</sup> 12:00 – 3:00

**Good of the Order:**

**Adjournment:** L. Leck made a motion to adjourn. R. Lyons 2<sup>nd</sup> the motion. The meeting adjourned at 2:46 pm.