

Administrative Staff Council
Meeting Minutes
Thursday, October 2, 2014
www.bgsu.edu/asc

In Attendance: Jessica Belcher, Andrea Brock, Eve Crandall, Donna Dick, Judy Donald (BGSURA Liaison), Laura Emch, Kim Fleshman, Leslie Galan, Mike Hachtel, Krishna Han, David Janik, Jason Januszewicz, Jeremy Joseph, Mary Ellen Kellow, Stephen Kendall, Deb Lowery (CSC Liaison), Connie Molnar, Emily Monago, Steve Overholt, Adam Petrea, Ray Plaza, Brett Pogan, Heidi Popovitch, Abby Priehs, Anthony Short, Kurt Thomas, Jennifer Twu, Tony Wagener, Mary Beth Zachary, and Lisa Zollars.

Substitutes: Tony Wagener for Jessica Brunzman, Laura Emch for Eric Bucks, Trinidy Jeter for Brigitte Green-Churchwell, and Teresa Earl & Shelly Smola for Rhonda Dicke.

Absent: Jacob Clemens, Michael Kudela, Karen Meyers, Ryan Miller, Paul Obringer, Sherri Orwick Ogden, Cindy Roberts, and Thomas Siebenaler.

Guests: There were 10 guests in the gallery who stayed for the HR/Benefits presentation but did not sign the attendance record.

Call to Order:

Emily Monago, Chair, called the meeting to order and welcomed all those in attendance and guests at 1:30 PM.

Guest Speakers:

Becca Ferguson, Chief Human Resources Officer & Sandra Heck, Benefits Manager from the Office of Human Resources were our guest speakers. They presented a wealth of information regarding the upcoming Open Enrollment for 2015 Benefits. KEY items and dates include: Open Enrollment period is November 3 – 21. It will be through Canvas. There are significant changes to Plan B. Plan A will provide the same coverage and benefits but there will be an increase to the cost. While the actual amount was undetermined at the time of the meeting, a rough estimation of approximately 11% was provided. AFLAC coverage will be offered next year to employees who will have three (3) plans from which to choose. HR has arranged for a third-party to assist every employee with a review of their plan and to determine their needs & coverage. They strongly encouraged every employee to schedule a 30-minute session and to bring their spouses and/or partners. The notification emails for these sessions will be sent by October 15. CVS/Caremark will be the new prescription provider. Additionally, there is a dependent audit review being conducted. This will require all employees to verify statuses and will require submission of documentation to a third-party. This helps the university achieve savings and confirms that the records are up-to-date as statuses can fluctuate. There were several questions asked and answered. Everyone was strongly encouraged to pay attention to email communications, contact HR with questions and to schedule their sessions to make sure their needs are met and questions are answered.

Chair Reports:

HR – Questions were submitted to ASC regarding the number of internal promotions, external hiring, and/or appointments by invitation. Concerns were raised that there appeared to be several during the last year, comparatively. Per HR, in 2013-2014 there were sixteen (16) appointments by invitation. Eleven (11) were administrative staff and Five (5) were faculty. The annual goal is five (5) to six (6). Based on this goal there was an increase. The following questions were raised and Emily will take them to the next meeting: Are search committees still required for grades 357 and lower?

Training for Ombuds was discussed and HR is working on having Kaplan come back to provide training as we will have new Ombuds in place due to Jeanne Langendorfer's retirement from the University.

A question/concern was raised about the Clean Air Policy and how to address a situation where someone may be violating the policy. It was advised that if someone is not comfortable, to contact HR and they would be happy to assist. A note regarding the policy – e-cigs were not specifically addressed.

CFO – Questions were submitted to ASC regarding concerns that there appears to be a strong divide in merit increases when compared to other Ohio schools who had reported awarding significant raises and bonuses. Sheri indicated the difference is not based on state or national trends but is due more to the differences in philosophies of leadership and whether they come from the private or public sector.

Jeremy updated council about the Accenture project and website, which was reported as now being up to date. Delay due to limited activity of some AROC committees over the summer. The Board of Trustees meeting is scheduled for tomorrow, October 3. Reports from AROC committees are to be provided to the Board. Sheri Stoll would like to speak with Council in December regarding more SSI changes coming from the State of Ohio. She anticipates it to be favorable, but projections will continue to be based on same figures. There will be a call for questions in November.

Executive Committee Meeting – The committee met with Dr. Mazey on September 19th. When asked how Administrative Staff could help serve her aspirations for the University, she requested everyone focus on our achievements, motivate others around us, create new partnerships and to continue to bring new ideas of efficiencies to her attention. Dr. Mazey emphasized that recruitment, retention and graduation of all students is a top priority and charged every employee to make it a personal goal to recruit and retain at least one (1) student!

Treasurer Report:

Heidi Popovitch provided an update that no expenses have been incurred. There should be more professional development opportunities and are working on identifying those possibilities. She encouraged council to give in support of ASC and BGSU.

Secretary's Report:

Mary Ellen Kellow updated council about next month's meeting will be held at Firelands and that future information/RSVP's will be forthcoming. She asked if there were any concerns, comments or discussion regarding September's minutes that had been distributed.

Vote on Prior Meeting Minutes:

Mike Hachtel moved to approve September's minutes. Kim Fleshman seconded. Unanimous Vote.
Motion Passed.

Committee Reports: Emily distributed the final committee goals. She indicated that the Personnel Welfare & Compensation and Scholarship committees still needed to identify a Chair. She also discussed the Ombuds positions being available and that four (4) applicants had met the minimum qualifications and would be invited to apply and would receive training.

Amendments – Mary Beth Zachary reported that they are working on several amendments and have a meeting scheduled.

Awards & Recognition – Jessica Belcher spoke about the committee and reported that they had met and are moving forward on Spirit awards.

Elections & Orientations – Abby Priehs reported that they are excited about elections but will not see activity in this area until spring.

Outreach & Activities – Brett Pogan spoke about the committee and reported they had met yesterday and discussed several new event opportunities, including bowling, athletic events & access, open skate, building tours and a movie night. The next social hour is scheduled for October 9.

Marketing & Communications – Ray Plaza reported the committee had met a few weeks ago and that they are looking for new and better opportunities to connect with new employees regarding ASC and how to reach out and open communication with current constituents.

Personnel Welfare & Compensation - Kim Fleshman spoke about the committee and reported their next meeting is on 10/20/14.

Professional Development – David Janik announced that they are still looking to offer a fall program to staff for development opportunities. The next deadline is Friday January 9 for spring applications for funding.

Dave is assisting with the coordination of the Firelands meeting and provided some additional information about the location, time and the Italian themed lunch to be provided.

Student Scholarships – No update was provided.

Liaison Reports:

Classified Staff Council – Deb Lowery updated council on their September meeting. In attendance was Karyn Smith who shared class and program information to CSC. Their next meeting is October 15 and Becca and Sandy from HR will be attending.

Faculty Senate Representative – Mike Hachtel reported that the meeting was held, but he was not able to attend but would provide a future update.

BGSU Retirees Association – No report.

Ombuds – No report.

Homecoming – Lisa Zollars updated everyone on homecoming details. The parade is scheduled for 4:30 and that a decision will be made by noon to cancel, if weather is an issue. She indicated there was a new route and the parade would end at Wooster and Mercer this year. There are no office decorating contests but asked everyone to show their spirit and take pictures out and about of Falcon fans and to Tweet and/or post to Facebook!

Other Reports:

None

Old Business:

None

New Business:

None

Good of the Order:

Heidi informed council that the Library would have a tent at Homecoming encouraged everyone to stop by.

Adam announced that Student Financial Aid was offering several faculty/staff training sessions on 10/9 and 10/4. Six (6) sessions would be offered and were listed on their home page.

David spoke about the groundbreaking ceremony for the new Allied Health & Science Building that was recently held and they honored George Mylander, who has been a gracious donor to BGSU and the project.

Leslie announced that there was a new history wall in the lobby of Kobacher and encouraged people to stop by and see it and to attend upcoming wind symphony concert, this Sunday.

Ray mentioned that several staff, alumni and friends in our Jewish community would not be able to attend Homecoming this year as unfortunately it is falling on Yom Kippur.

Steve announced that WBGU-TV was the lead station around the state to air a new series on the serious epidemic of prescription drug and heroin abuse, which is seriously impacting Ohio's employers as many job applicants cannot pass an employment drug screen.

Jessica thanked everyone for their participation in STEM, which was an enormous success this year with incredible participation. She announced that they had over 1500 more attendees than last year.

Next Meeting:

The next ASC meeting will be held on Thursday, November 6 at Firelands. There will be a live stream in Olscamp for those who cannot travel to the meeting.

Upcoming Dates:

Social Hour is October 9 at Campus Quarters.

Adjournment:

Connie Molnar made a motion to adjourn the meeting. Heidi Popovitch seconded. Unanimous vote. Motion Passed. Meeting Adjourned at 3:00 PM.

Respectfully Submitted,

/s/ Mary Ellen Kellow

Mary Ellen Kellow
Secretary, Administrative Staff Council

Open Enrollment for 2015 Benefits November 3rd - November 21st



BGSU OFFICE OF
Human Resources
BOWLING GREEN STATE UNIVERSITY

Open Enrollment for 2015 Benefits

What's different for 2015?

- ✓ The definition of an eligible dependent child for the dental plan is changing – dependent children can now be covered until the end of the year in which they turn 24, no full time student status required.
- ✓ Our prescription drug vendor will now be CVS/Caremark.
- ✓ We have a new voluntary plan offering of products through Aflac – critical illness, hospital indemnity, and accident coverage options.
- ✓ A dependent audit is being conducted – anyone carrying coverage for a spouse, same-sex domestic partner, or child will need to provide specific documentation to continue their coverage.
- ✓ Beneficiary information will now be completed online.
- ✓ The current PPO Plan B is being replaced with a new Plan B – It's a Consumer Driven Health Plan with a Health Savings Account (HSA)
- ✓ Open Enrollment for 2015 health insurance is required – complete a session and your online plan selections.

BGSU OFFICE OF
Human Resources
BOWLING GREEN STATE UNIVERSITY

Open Enrollment is November 3 - 21

Medical Plan B

- ✓ Consumer Driven Health Plan (CDHP)
 - What does that mean?
- ✓ Health Savings Account (HSA)
 - How does this work?

How do you decide what's best for you?


BGSU OFFICE OF
Human Resources
BOWLING GREEN STATE UNIVERSITY

Open Enrollment for 2015 Benefits

What's the best way to get this all accomplished?

Schedule a one-on-one appointment with a professional benefits counselor to:

- ✓ Review all the plans available
- ✓ Hear about the new Affac voluntary plan options
- ✓ Receive personalized information about what you need to submit and how to complete the dependent audit
- ✓ Get any questions you have answered
- ✓ Complete your online enrollment – including plan selections and beneficiary information



BGSU OFFICE OF Human Resources
BOWLING GREEN STATE UNIVERSITY

Open Enrollment is November 3 - 21

Dates to Remember

- ✓ **October 15** – You will receive an email from OHR regarding how to reserve a one-on-one session
- ✓ **November 3** – Open Enrollment begins, one-on-one sessions start, online enrollment can be completed
- ✓ **November 21** – Open Enrollment deadline is 5 PM
 - ✓ All online enrollments must be completed
 - ✓ All documents must be received for the dependent audit

BGSU OFFICE OF Human Resources
BOWLING GREEN STATE UNIVERSITY

Open Enrollment for 2015 Benefits

What if I need help?
Schedule and attend an appointment with a counselor.

If you need additional information that the counselor cannot provide, please contact OHR so that we can help you at:
benefits@bgsu.edu
419-372-8421



BGSU OFFICE OF Human Resources
BOWLING GREEN STATE UNIVERSITY
