

**Administrative Staff Council (ASC)**  
**Meeting Minutes for October 1, 2015**  
**201 BTSU**

**Call to Order:** Jeremy Joseph, Chair officially called the meeting to order at 1:30 PM.

**Attendance:**

**Council Members in Attendance:** Sheila Brown, Jessica Brunsman, Eric Bucks, Eve Crandall, Donna Dick, Kim Fleshman, Leslie Galan, Brigitte Green-Churchwell, Krishna Han, Chet Hesson, Jason Januszewicz, Trinity Jeter, Jeremy Joseph (Chair), Michael Keane, Mary Ellen Kellow (Secretary), Steve Letzring, Rebecca Lyons, Connie Molnar, Emily Monago, Steven Overholt, Brett Pogan, Heidi Popovitch (Treasurer), Abby Priehs (Chair-elect), Susan Sadoff, Dawn Swain, Jennifer Twu, Cindy Valentine, Robin Veitch, Tony Wagener, and Chris Wammes. **Substitutions:** Monique Rosati for Jacey Brooks, Sharon Wiemken for Margo Kammeyer, Daniel Boyle for Claire Semer and Sally Dreier for Mary Beth Zachary. **Absences:** Jessica Belcher, Beth Detwiler, Rhonda Dicke, Shannon Martineau, Cyndie Roberts and Susan Stearns.

The following at-large representatives and liaisons were present: Linda Hamman for Classified Staff Council (CSC) and Steve Kendall.

Jeremy introduced ASC's guest speakers: Sandra Heck, Associate Director, Human Resources & Benefits and Faith Yingling, Director, Wellness Connection.

Sandra Heck, Associate Director, Human Resources & Benefits provided a brief update about the upcoming Open Enrollment process, which will begin on November 2<sup>nd</sup> and end on November 20<sup>th</sup>. More details will be forthcoming and HR will have more specific information available at the ASC brown bag session, which is scheduled for October 20<sup>th</sup> in BTSU 314.

The Clean Air Policy Committee gave a presentation about the University becoming a Tobacco and Smoke-Free Campus. Faith Yingling, Sandra Heck, Lisa Bowen and Christian Powers presented on behalf of the committee. After the presentation, there were several questions asked of the committee by councilmembers, followed by some discussion. A copy of the presentation is attached and incorporated into the minutes.

Jeremy provided the **Chair updates** from meetings with Human Resources and University Council.

**HR:** Specific questions that had been received were submitted to HR who reviewed and responded accordingly. Key topics at the meeting were the Bonus Policy, which will be submitted to General Counsel for review. The compensation plan (as related to the ASC handbook) was discussed as it remains a bit outdated. HR and Council will work together to review, update and/or append as necessary.

**University Council:** Key updates included action by the Board of Trustees regarding WBGU-TV and the status of the FCC auction. Great report regarding enrollment numbers, which are up from last year.

**Full Representative/Open Discussion:** This agenda item was omitted due to time constraints.

**Treasurer's Report** was provided by Heidi Popovitch.

**Secretary's Report** was provided by Mary Ellen Kellow. Minutes from both the June and September meetings had been electronically distributed and were also made available at the beginning of the meeting.

Jeremy indicated he would entertain a motion regarding the minutes.

**MOTION/VOTE:**

Kim Fleshman made a motion to approve June and September's minutes as written.

Abby Priehs seconded the motion.

There were no objections or abstentions.

Motion Carried.

**ASC Internal Committee Reports:**

All of the committees are now filled but most still need to determine a Chairperson. Mary Ellen Kellow will send out the final committee list to all councilmembers and Jeremy will be asking for updates/goals, etc.

The **Professional Development** committee provided an update. They received four (4) applications, which were being reviewed.

**Liaison Reports:**

**Classified Staff Council** – Linda Hamman, Chair-elect, provided the update from their last meeting.

**Faculty Senate** - Emily Monago provided the update from the September meeting.

**BGSU Retirees Association** – No update

**ASC Ombuds Report** – No update

**ASC Historian** – Jeremy provided the update on behalf of Tom Siebenaler, who has made great progress. Key items included the scanning of three (3) years of minutes, establishing/organizing the Scholarworks account and continuous organization on 20 boxes in Archives.

**University Committee Reports:**

Accenture Report Out (AROC) – Directive was to continue to go online for any updates.

Amorous Relationship - Abby Priehs provided the update. The policy was last updated in 2008. There are some edits (definitions have been finalized) and will be submitted to Cabinet for review.

CIO Advisory – Mary Ellen Kellow provided the update.

Clean Air Policy – No update as they presented today.

Health, Wellness & Insurance – is being “disbanded” but will be replaced by the President’s Advisory Council on Health, Wellness & Insurance

President’s Panel - Abby Priehs & Jeremy Joseph provided updates regarding projected \$2.2M savings, status of performance based budgeting planning, and that there are no current plans for outsourcing.

**Old Business:**

Brown Bag series speakers – a suggestion was made to have HR attend and speak specifically about the EAP benefits

ASC Internal Committees – update addressed at the start of committee reports. Additional information will follow via email.

Brown Bag Series – speakers needed. Suggestion made to have HR provide in-depth information about the free benefits & resources available through the Employee Assistance Plan (EAP).

Bonus Policy - as stated earlier in the Chair report, the policy will be submitted to General Counsel for review.

**New Business:** None

**Upcoming Dates:**

October 20 – ASC Brown Bag will be held in BTSU 314. Open Enrollment and plan changes will be the topic.

November 5 - ASC Meeting. Vicky Kulicke, Office of Equity and Diversity will be the guest speaker.

**Good of the Order:**

The Good of the Order tradition continued, offering everyone around-the-table the opportunity to present good news, highlight achievements and provide information about events and initiatives.

**Adjournment:**

There being no other business or items for discussion, the floor was opened for a motion to adjourn.

**MOTION/VOTE:**

Heidi Popovitch made a motion to adjourn the meeting.

Kim Fleshman seconded.

Vote in favor to adjourn was unanimous.

Motion Carried.

Meeting Adjourned at 3:00 PM.

Respectfully Submitted,

*/s/ Mary Ellen Kellow*

Mary Ellen Kellow, Secretary  
Administrative Staff Council