

Administrative Staff Council (ASC)
Meeting Minutes for September 3, 2015
201 BTSU

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

Council Members in Attendance: Jessica Belcher, Jacey Brooks, Sheila Brown, Jessica Brunzman, Eric Bucks, Eve Crandall, Beth Detwiler, Rhonda Dicke, Kim Fleshman, Leslie Galan, Krishna Han, Chet Hesson, Trinity Jeter, Jeremy Joseph (Chair), Margo Kammeyer, Michael Keane, Mary Ellen Kellow (Secretary), Steve Letzring, Rebecca Lyons, Emily Monago, Steven Overholt, Heidi Popovitch (Treasurer), Abby Priehs (Chair-elect), Cyndie Roberts, Susan Sadoff, Claire Semer, Susan Stearns, Dawn Swain, Jennifer Twu, Robin Veitch, Tony Wagener, Chris Wammes and Mary Beth Zachary. There were no substitutes.

Council Members Donna Dick, Jason Januszewicz, Shannon Martineau, Connie Molnar, Brett Pogan, and Cindy Valentine were not able to attend.

The following at-large representatives and liaisons were present: Karlee Carlton, Linda Hamman for Classified Staff Council (CSC), Tom Siebenaler, ASC Historian, Jessica Turos, Ombuds and Judy Donald, BGSU Retirees Association (BGSURA).

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

HR: Meeting was held and key topics & questions were regarding insurance changes for upcoming benefit renewals and the holiday schedule. HR will be the guests at our next council meeting and October's brown bag session.

University Council: Meeting not held due to a State Task Force Meeting that was scheduled for the same day, which included participation from BGSU staff.

ASC Executive Committee: Exec has been meeting and is working on identifying needs for the upcoming year.

Full Representative/Open Discussion: The floor was opened for to offer the opportunity to bring up questions and general issues for discussion. One primary topic related to the JAQ process and will be reviewed and discussed further. Broader questions will be presented and discussed with HR and/or the related areas of responsibility.

Treasurer's Report was provided by Heidi Popovitch. ASC was given the same budget as last year.

Secretary's Report was provided Mary Ellen Kellow. General information was provided about attendance, substitutions, and other procedural items.

ASC Internal Committees & Position Updates: There were no updates provided. The official ASC committees are **Amendments & Policies, Awards & Recognition, Elections & Orientations, Outreach & Activities, Marketing & Communications, Personnel Welfare & Compensation, Professional Development, and Student Scholarships.**

ASC Ombuds Report - Jessica Turos reported that there were two (2) new cases.

ASC Historian – Tom Siebenaler reported that he is beginning the organizational process and is working with Archives. Twenty (2) boxes of data containing old minutes, committee notes, etc. are being reviewed and will be entered into the ScholarWorks database for access and preservation.

Liaison Reports:

Classified Staff Council – Linda Hamman, Chair-elect updated ASC on key items from their meeting, which was held on August 19.

Faculty Senate - Emily Monago provided the update. The first Faculty Senate meeting is scheduled for September 8.

BGSU Retirees Association – Judy Donald provided the update. The met once over the summer and next meeting is scheduled for October.

University Committee Reports:

There were no updates for these committees and some still need representation. At least two (2) committees (*) may undergo some name changes and minor restructuring. Representation, coverage and notifications were discussed briefly.

The current list of University Committees and their representatives are:

Accenture Report Out (AROC) – Various. Refer to website for updates/members, etc.
Amorous Relationship - Abby Priehs
Bookstore Advisory - Kim Fleshman
CIO Advisory – Mary Ellen Kellow, Connie Molnar & Laura Waggoner (At-large)
Clean Air Policy – Cyndie Roberts
Equal Opportunity & Compliance – Tobias Spears (At-large) & Kalee Carlton (At-large)
*Health, Wellness & Insurance - Kim Fleshman & Karyn Smith (At-large)
Information Technology – Kim Fleshman
Library Advisory – Jeremy Joseph
*Parking & Public Safety - Tony Wagener
President’s Panel - Abby Priehs & Jeremy Joseph
Professional Affairs - Emily Monago
Student Union Advisory Board – Chris Bullins (At-large)
Well-Aware – Donna Dick

Old Business: No old business.

New Business: ASC Committees, Brown Bag speakers & Bonus Policy.

ASC Internal Committees – there are still vacancies and Chair positions to be filled. Newly elected member’s selections are complete. Returning council members need to make a new selection each year. The sign-up sheet will be available at the end of the meeting for everyone to make their selections. Personal notifications will be sent via email if no selection is made.

Brown Bag Series speakers – There are still some openings to be filled and Jeremy asked for ideas from members and their constituents. Immediate suggestions received were ArtsX, campus flow changes and current building moves/impacts, and the 5-year capital plan.

A proposed Bonus Policy was drafted and given to ASC for review and comments. The draft was circulated and there was some discussion. Additional discussion to follow and questions will be forwarded for response.

New Business:

No new business was raised.

Upcoming Dates:

September 15 – ASC Brown Bag will be held in BTSU 314. No speaker scheduled. Meet, greet & discuss opportunity.

October 1 – ASC Meeting. Human Resources will be speaking at our meeting.

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.

Rebecca Lyons seconded.

Vote in favor to adjourn was unanimous.

Motion Carried.

Meeting Adjourned at 2:57 PM.

Respectfully Submitted,

/s/ Mary Ellen Kellow

Mary Ellen Kellow, Secretary
Administrative Staff Council