

Administrative Staff Council (ASC)
Meeting Minutes
Thursday,
201 Bowen-Thompson Student Union

In Attendance: Jessica Belcher (Secretary), Jacey Brooks, Eric Bucks, Kalee Carlton (At-Large), Eve Crandall, Beth Detwiler, Donna Dick, Judy Donald (BGSURA), Kim Fleshman, Brigitte Green-Churchwell, Linda Hamman (CSC), Krishna Han, Chet Hesson, Jason Januszewicz, Trinity Jeter, Jeremy Joseph (Chair), Margo Kammeyer, Steve Letzring, Rebecca Lyons, Connie Molnar, Emily Monago (Past Chair), Steven Overholt, Brett Pogan, Heidi Popovitch (Treasurer), Cynthia Roberts, Susan Sadoff, Susan Stearns, Dawn Swain, Jennifer Twu, Cindy Valentine, Robin Veitch, Mary Beth Zachary

Substitutes: Dawn Chong for Leslie Galan, Karly Grilliot for Mary Ellen Kellow

Absent: Sheila Brown, Jessica Brunsmann, Rhonda Dicke, Michael Keane, Shannon Martineau, Abby Priehs, Claire Semer, Tony Wagener, Chris Wammes

Call to Order: Jeremy Joseph, Chair of ASC, called the meeting to order at 1:32pm.

Guest Speaker: Dr. Mary Ellen Mazey, BGSU President. Dr. Mazey updated the ASC on Fall 2015 accomplishments:

- Most University indicators are on the upswing;
- The Freshman class for Fall 2015 had 400 more students than the previous year;
- Housing deposits are high, which is a good sign of the upcoming freshman class for fall 2016;
- 20% of 2015 freshman class was students of color, helping create a diverse population on campus;
- New partnerships with UT and Owens will help bring non-traditional students to BGSU;
- International enrollment is up and more efforts are being made to recruit out of state students;
- Online business completer program starting spring 2016 and is the only certified program of its kind in Ohio;
- BGSU is searching for the next VP of Student Affairs;
- Athletics had a good year: 4th year in a row that football had a bowl game and 3rd year in a row they were in the MAC championship game, hockey is nationally ranked, and both Men's and Women's basketball are doing well;
- The BGSU Arts programs are thriving and the second annual Bravo BG event will be held on April 2nd to raise money for scholarships in the arts; and
- The BGSU Campaign is doing well so far and Dr. Mazey will be on the road a lot in spring semester to continue to work on the campaign.

Questions posed to Dr. Mazey:

- Why aren't there scholarships for adult learners (full or part time)? Answer: Nothing now, but something to consider for the campaign for first time, full-time or part-time adult students.
- What is BGSU doing to fill the e-campus slots? Answer: Enrollment is increasing, but perhaps the new idea of a scholarship for adult learners might help. The unique course options including the shorter "module" idea is helping increase enrollment but more efforts are needed to increase advertising for the online options. Additionally, BGSU continues to target recruitment efforts of military personnel and recently became a Yellow-Ribbon school to help in this effort.

- What is BGSU main campus prepared to do to help the Firelands campus become cost effective? Answer: The new College Credit Plus program should be doing a lot to help. Scholarships help, but finding the majors that are in demand will be the key to success of the Firelands campus. The new science building should also help with recruitment. BGSU as a whole needs to figure out how to partner with Firelands to help students to go there for the first two years and then transfer to main campus to complete their program.
- Why doesn't BGSU have a Human Resources major? Answer: Dr. Mazey will ask the Provost about this in their meeting the following week.
- Have we started the new performance-based budget model? Answer: We were supposed to have started and she will check with the Provost and CFO on the progress of this transition in their meeting the following week. Dr. Mazey noted that it's important that everyone understands the University budget, which is based on students and fees. The administration will be looking at a lot of factors to create the "Performance Based Indicators" and make the budgeting process as transparent as possible with open forums across campus as we make the transition over the next several years.
- Why don't we have data on the retention rate of non-traditional students? Answer: We do have some of that data and she encouraged ASC to ask Dr. Julie Matuga to attend a meeting and talk about all of the retention rates.
- Once we do the reverse auction for WBGU, what is our plan? Answer: We don't know the license will be sold, so we can't be sure what will happen with the funds. BGSU student fees have been funding WBGU for 50 years and Dr. Mazey's recommendation is that if the license is sold that the revenue be put into an endowment for student scholarships. Board would make the final decision if the license sold.

Chair's Report:

CFO Update: Email meeting with Sheri Stoll. She will try to be at the May ASC meeting (March back-up) for her presentation. Back up option will be a special meeting, if she can't make it. Raises are being budgeted in for next year, but no firm decision on percentages. No information on the Bonus policy and moving towards a central fund for bonuses in the future. The CFO is working with HR to decide how to handle employees who are below the new overtime eligibility threshold. Sherri replied to a question regarding using University funds to pay for individual professional organization memberships. Currently, you can't use University funds to cover these costs due to IRS rules. However, the IRS is looking at modifying this ruling and CFO's office is looking at the changes.

HR Meeting: No meeting due to holiday break. Will meet in January.

Tri Chairs Meeting: The Faculty Senate has started an Ad Hoc committee to review House Bill 48 and determine if there should be an actual response to the bill from BGSU employees. Abby Priehs is the ASC representative on the committee.

University Council: Discussed the football bowl game and encouraged employees to attend.

Discussion: Jeremy apologized for mistakes on December Chair's update. Jeremy met with Dr. Bill Balzer to discuss streaming the ASC meetings or providing a secure remote connection to allow the Firelands representatives to attend online when travel isn't possible. There is a new program the University is

considering that might help with this and they might be interested in having ASC pilot the program. Mary Beth Zachary made a point that some members might not feel safe making comments in a room where videoing is happening. Connie Molnar mentioned that WebEx would be a secure environment and a representative connecting remotely would have to log-in to access the feed and it would not be recorded, maintaining the safe environment for the meetings.

Treasurer's Report: Heidi Popovitch made a motion to move to the bottom of the agenda to the new business section to discuss the resolution while we still had quorum. Kim Fleshman seconded the motion. There were no objections and the motion passed. Return to report after new business concluded. To date, all professional development has been awarded for the fall.

Secretary's Report: December minutes were sent out on December 15 to allow more time for review due to the holiday break. Rebecca Lyons made a motion to approve the minutes, seconded by Robin Veitch. The motion carried by voice vote.

Committee Reports:

Amendments & Policies: No report.

Awards & Recognitions: Mary Ellen Kellow assumed the role of Chair in December. The committee did not meet in December, given the holidays and schedules, but will be scheduling a meeting in the next two weeks and will be moving forward on the spring reception details. For the year, only two nominations have been received for the Spirit of BG monthly awards. They will be reviewed and likely given out in February and/or March.

Elections & Orientation: No report.

Outreach & Activities: MLK Service Day sign up available with Krishna Han. Service will be packing cookies and sandwiches in 207 BTSU.

Marketing & Communications: No report.

Personnel Welfare & Compensation: No report. Jeremy Joseph requested the committee start working on a salary and compensation request for the University.

Professional Development: Applications for spring are due by Saturday, January 9th. Looking for professional development ideas that they can submit to a group for all administrative staff.

Student Scholarships: An announcement will appear in campus update this month about ASC scholarship. It will be open to anyone with a 3.0 or higher.

Liaison Reports:

Classified Staff Council: Working on planning awards reception. Had a holiday luncheon with Dr. Mazey as the guest speaker.

Faculty Senate Representative: Will meet on January 19.

Retiree Association: No report, meet the following week.

Ombuds Update: No report. Brigitte Green Churchwell asked about those who applied to be an Ombuds. Jeremy Joseph noted that with Secretary change over, we have not approved them yet. ASC executive committee will work on this in the coming weeks. Additionally, Human Resources is looking to put together a training for the ombuds positions across campus.

ASC Historian: Continuing to scan documents to try and get them online.

University Committee Reports:

Bookstore Advisory Committee: Did not meet the entire fall semester.

WellAware: Flyer will be forwarded to the committee about upcoming programs.

Old Business: Jeremy Joseph contacted HR about creating a joint committee to review/revise the Administrative Staff Handbook as proposed at the December ASC meeting.

New Business: Brigitte Green Churchwell moved to enter resolution “2016A: Honoring the Service of Mary Beth Zachary” as amended into the minutes; it was seconded by Connie Molnar. The motion passed with a unanimous vote. A presentation of slides was also available in the back of the room honoring Mary Beth Zachary. The amended resolution is attached to these minutes.

Upcoming ASC Dates:

Jan. 18	8:30 AM	MLK Day of Service – 207 BTSU
Jan. 19	12:00 PM	ASC Brown Bag Meet & Greet – 314 BTSU
Feb. 4	1:30 PM	ASC meeting – 308 BTSU

Guest Speaker: TBD

Good of the Order: Robin Veitch – double header this weekend for men’s and women’s basketball, one ticket will get you into both games. Connie Molnar – personal thanks to Mary Beth Zachary for her work at BGSU. Mary Beth Zachary – please visit the library to see the changes they have made and she noted that the attendance at the library has been very high, reflecting the quality of our students. Steve Overholt – the bookstore is moving to new temporary location (Multi-Purpose room) in February during the renovation of the current space. Jeremy Joseph – thanked Mary Beth Zachary for her support in his role as Chair.

Adjournment: Mary Beth Zachary made a motion to adjourn. Rebecca Lyons seconded the motion. The meeting ended at 3:00 pm.

**Bowling Green State University
Administrative Staff Council Resolution 2016A**

Honoring the Service of Mary Beth Zachary

WHEREAS, Mary Beth Zachary has served in multiple leadership roles on Administrative Staff Council since 1990 including Committee chair, Executive Committee, Chair-Elect, Chair, and Past Chair and continued to advocate for the Administrative Staff of Bowling Green State University (BGSU); and

WHEREAS, Mary Beth Zachary has shared her talents freely to help others in all aspects of her life; and

WHEREAS, Mary Beth Zachary understands the value of the individual's contribution to community; and

WHEREAS, Mary Beth Zachary is a member of the American Library Association, the Academic Library Association of Ohio (ALAO); and member of the OhioLINK Intercampus Services Committee and Patron Initiated Circulation (PCIRC) committee; and

WHEREAS, Mary Beth Zachary set the standard of open communication between Administrative Staff members and Human Resources in building community for all BGSU members; and

WHEREAS, Mary Beth Zachary is a huge supporter of many programs at BGSU including Women's Basketball, Multicultural Affairs, and Not in Our Town (NIOT); and

WHEREAS, Mary Beth Zachary is a Spirit of BG recipient and previous Michael R. Ferrari Award nominee; and

WHEREAS, Mary Beth Zachary received the first Friends of the University Libraries award; and

WHEREAS, Mary Beth Zachary fosters servant leadership by participating in the Campus Picnic, Presidents' Day, the Wooster Street Widening Committee, Classified Staff Performance Revision Committee, and was a substitute teacher; and

WHEREAS, Mary Beth Zachary served on the Administrative Staff Council's Personnel Welfare committee and the Amendments committee; and

WHEREAS, Mary Beth Zachary was inducted into Omicron Delta Kappa, the most prestigious collegiate leadership honor society in the nation; and

WHEREAS, Mary Beth Zachary being a past chair of Administrative Staff Council, stepped up to be one of three Tri-Chairs when our organization was in need;

THEREFORE, BE IT RESOLVED, that this assembled Administrative Staff Council hereby honor the contributions and commitment of Mary Beth Zachary to the betterment and growth of Bowling Green State University.

BE IT FURTHER RESOLVED, that this resolution be documented in the official minutes of the Administrative Staff Council, and that a copy be forwarded to the family of Mary Beth Zachary.

Submitted by: Jeremy Joseph, Chair

**Approved unanimously by the Bowling Green State University Administrative Staff Council
Voted upon by the Administrative Staff Council on January 7, 2016**


Jeremy Joseph, Chair