

**Administrative Staff Council (ASC)**  
**Meeting Minutes**  
**Thursday, March 3, 2016**  
**308 Bowen-Thompson Student Union**

**In Attendance:** Jessica Belcher (Secretary), Jacey Brooks, Sheila Brown, Eric Bucks, Kalee Carlton (EOC Standing Committee Representative), Eve Crandall, Beth Detwiler, Donna Dick, Judy Donald (BGSURA), Leslie Galan, Lynne Gochenour, Brigitte Green-Churchwell, Krishna Han, Chet Hesson, Gail Houtz (CSC Representative), Jason Januszewicz, Trinity Jeter, Jeremy Joseph (Chair), Margo Kammeyer, Mary Ellen Kellow, Steve Letzring, Rebecca Lyons, Emily Monago (Past Chair), Brett Pogan, Heidi Popovitch (Treasurer), Abby Priehs (Chair-elect), Susan Sadoff, Claire Semer, Lindy Smith, Dawn Swain, Jennifer Twu, Robin Veitch, Chris Wammes

**Substitutes:** Karly Grilliot for Mary Ellen Kellow, Jenn Grulke for Claire Semer, Nick Pavlik for Lindy Smith

**Absent:** Rhonda Dicke, Kim Fleshman, Michael Keane, Connie Molnar, Steven Overholt, Susan Stearns, Cindy Valentine, Tony Wagener

**Call to Order:** Jeremy Joseph, Chair of ASC, called the meeting to order at 1:33pm.

**Guest Speakers:**

Rodney Rogers, Provost and Senior Vice President for Academic Affairs

- BGSU Updates:
  - Enrollment continues to be strong.
    - Spring-to-spring total enrollment has gone up for the first time in several years with about a 2% increase overall.
    - Fall-to-spring persistency is also very strong and on track for the long term retention goals for the university.
  - Initial analysis has been done on low-enrolled programs and courses and sent back to the Departments and Colleges for further analysis.
  - March 21<sup>st</sup> is the first day of the 10<sup>th</sup> Annual Teaching and Learning Fair at BGSU with Dr. Vincent Tinto as the luncheon keynote speaker followed by the Presidents' Panel later that afternoon.
  - Open forums will be held at the end of March around the metrics used for the performance-based budget process starting next year. The dates for these meetings are: Thursday, March 24 at 3:00 PM and Monday, March 28 at 3:30 PM; both meetings will be held in the Bowen-Thompson Student Union Theatre.
- Question: With the move to active-learning classrooms, will lecture style classrooms be eliminated?
  - Answer: Large lecture spaces will not be eliminated but will be made more adaptable with flexible desks and technology layouts. The large lecture classrooms will be the last of the BGSU classrooms to be transitioned to the active learning format due to the prohibitive costs of the remodeling.

Dawn Chong, Director of Student Employment Services

- March 16<sup>th</sup> in the Bowen-Thompson Student Union Lenhart Grand Ballroom is the 35<sup>th</sup> Annual Summer Job Fair with over 90 employers registered to date. Student Employment Services needs

assistance in getting students to attend and asks that administrative staff spread the word to students in their area.

- March 16<sup>th</sup> is also the deadline to nominate a student for one of four awards available from Student Employment Services. Nominations are still needed and \$500 scholarships are available for the winners.

### **Chair's Report:**

Jeremy is working on remote connection possibilities for ASC representatives at Firelands. The University is working on room-to-room connections between campuses, but this will take a few years to be established. While the room-to-room connections are being established the ASC Executive Committee is piloting some other remote connection options during the executive committee meetings.

Jeremy and Abby met with the President and asked about potential and new partnerships including the new partnership with the city. Course partnerships with The University of Toledo are also being explored in response to House Bill 64, which addresses low enrollment issues in programs and courses at state universities. Dr. Mazey emphasized that staff can continue to assist in recruitment and retention especially with international students.

CFO Update: Raises were addressed in the meeting but no specifics are currently available as the state share of instruction has yet to be determined. Andy Grant will be the March brown bag presenter to discuss ALTOUR and other preferred vendor questions.

HR Meeting: Jeremy asked about auditing a class and how that impacts the limitations on the tuition benefits for employees; HR will be looking into this issue. March 14<sup>th</sup> is the retirement fair for BGSU; see the most recent Chair's Memo for more details or contact HR.

Tri Chairs Meeting: No report.

University Council: No report.

House Bill 48: Emails have been sent out and staff are encouraged to take the survey. The responses are anonymous and the entire campus community is invited to respond.

**Discussion:** None.

**Treasurer's Report:** Please turn receipts in or request assistance with purchasing for ASC activities, especially in relation to the awards reception and student scholarships.

**Secretary's Report:** Minutes from the February meeting were sent out for review on February 10, no comments or edits were received. The February minutes were approved 1<sup>st</sup> by Rebecca Lyons and 2<sup>nd</sup> by Brigitte Green-Churchwell. The motion passed. As a reminder the bylaws contain information about attendance requirements. Emails were sent out to representatives last week who were close to exceeding the number of allowable absences.

## **Committee Reports:**

Amendments & Policies: Work is in progress on possibly amendments but no details are currently available.

Awards & Recognitions: Awards & Rec committee is busy working on the Spring Reception. Dr. Pat Pauken has agreed to be our MC for the awards reception. The Spirit of BG award was presented to Megan Zahler at Firelands, who was nominated by Derm Forde. Nominations are needed for the Dr. Michael R. Ferrari, Rookie of the Year, and BG Best Awards. The deadline for submission is March 18 at 5:00. Emails/reminders are being sent through various channels but the forms can be accessed on ASC's website. The forms are fillable and everything can be easily submitted electronically! Please nominate someone yourself and be sure to encourage your colleagues, areas of representation, etc., to nominate someone.

Elections & Orientation: The election process will begin soon with the chance for self-nominations happening within the next week and remaining open for two weeks; official elections will follow.

Outreach & Activities: Bowling night is tomorrow (March 4) and you can still sign up or show up at Al Mar Lanes.

Marketing & Communications: No report.

Personnel Welfare & Compensation: The committee is working on the salary request letter. Discussion in the committee has been focused around the proposed increase and whether we should ask for a percentage, tiered, or flat dollar per person increase. Other discussions revolved around parking, fee waivers, and recreation center fees. The document will be presented to the executive committee on March 22<sup>nd</sup>. Following review by the Executive Committee, the document will be presented to the entire ASC at the April 7 meeting.

Professional Development: Three applicants will be awarded soon. The professional development survey was sent out after the last meeting regarding options for professional development opportunities for all administrative staff. Results were shared with the ASC and the committee will use this information to guide future professional development plans for all administrative staff.

Student Scholarships: 36 applications were turned in, but only 20 were fully eligible. Between 3 and 4 scholarships are likely to be given out this year. There will be a silent auction at the spring banquet to raise money for the scholarship fund.

## **Liaison Reports:**

Classified Staff Council: Awards are being accepted for individuals and teams of classified staff. Sheri Stoll will speak at their March meeting. CSC is looking to have their April meeting in the new BG Flight Center. The council will be holding a 50/50 raffle to raise money for their student scholarship fund. The CSC compensation committee is actively working on their compensation proposal.

Faculty Senate Representative: The meeting took place on March 1<sup>st</sup>. The Senate voted on a new art major which passed. John Fischer gave a presentation on curricular incentives and a discussion followed.

Retiree Association: No report.

Ombuds Update: Jessica let Jeremy know that there were no cases this month. We still need applications for Ombuds, contact Jessica Belcher if you are interested.

ASC Historian: Continuing to work with the book depository on digitizing past ASC files.

**University Committee Reports:**

Well-Aware: The Poker Run is April 6<sup>th</sup> from 11:30 AM – 1:30 PM.

**Old Business**: None.

**New Business**: We are looking for an ASC Representative for the Family Weekend and Homecoming 2016 Committee. Rebecca Lyons put her name forward for this position and Jeremy will send her name on to the appropriate party.

Graduate Student Senate is looking for judges for their Graduate Student awards. Contact Jeremy if you are interested.

**Upcoming ASC Dates:**

- Mar. 4 5:15 PM ASC Social – Al Mar Lanes
- Mar. 15 12:00 PM Brown Bag Luncheon – Andy Grant – 314 BTSU
- Apr. 7 1:30 PM ASC Meeting – Lt. John Stewart and K9 Jerry – 308 BTSU
- Apr. 13 3:30 PM Budget Presentation for ASC – Sheri Stoll
- Apr. 19 3:00 PM ASC Awards Reception – Lenhart Grand Ballroom

**Good of the Order**: The Learning Commons will be hosting a motivation week, the week after spring break, more information coming in campus update.

Falcon Funded, a crowd funding campaign, is available for student groups and departments ([falconfunded.bgsu.edu](http://falconfunded.bgsu.edu)).

Community Interfaith Breakfast will be March 22<sup>nd</sup> from 7:30 – 9:00 AM at the Wood County Fairgrounds (RSVP by March 11 to [church.office@fumcbg.org](mailto:church.office@fumcbg.org)).

Coffee with a Cop will take place on March 23<sup>rd</sup> from 8:00 – 10:00 AM at Tim Hortons.

The Multicultural Conference and Research Forum is March 18-19 in the Bowen-Thompson Student Union; more information available from the Office of Multicultural Affairs.

The State of the State Conference at Kent State University is March 17<sup>th</sup>.

The Learning Commons Tutor fair is March 30<sup>th</sup> from 10:00 AM – 3:00 PM. OJSHS (a program for high school students to present their research) will take place in Olscamp Hall March 16 – 18.

**Adjournment**: Heidi Popovitch made a motion to adjourn. Krishna Han seconded the motion. The meeting ended at 3:06 pm.