

**Administrative Staff Council (ASC) Meeting Minutes**  
**Thursday, May 5, 2016**  
**201 Bowen-Thompson Student Union**

**In Attendance:** Jessica Belcher (Secretary), Jacey Brooks, Sheila Brown, Beth Detwiler, Donna Dick, Rhonda Dicke, Judy Donald (BGSURA), Kim Fleshman, Leslie Galan (Communications), Lynne Gochenour, Brigitte Green-Churchwell, Linda Hamman (CSC Representative), Krishna Han, Chet Hesson, Trinidy Jeter, Jeremy Joseph (Chair), Margo Kammeyer, Mary Ellen Kellow, Steve Letzring, Rebecca Lyons, Connie Molnar, Emily Monago, Paul Obringer (At-Large), Steven Overholt, Heidi Popovitch (Treasurer), Lindy Smith, Susan Stearns, Dawn Swain, Jessica Turos (Ombuds), Cindy Valentine, Robin Veitch, Tony Wagener

**Substitutes:** Magdy AbouZied for Susan Sadoff

**Absent:** Eric Bucks, Eve Crandall, Jason Jamuszewicz, Michael Keane, Brett Pogan, Abby Priehs, Claire Semer, Jennifer Twu, Chris Wammes

**Call to Order:** Jeremy Joseph, Chair of ASC, called the meeting to order at 1:38pm.

**Guest Speakers:** Julia Matuga – Associate Vice Provost, Institutional Effectiveness

- Requests for data can be made through the Office of Institutional Research website.

**Chair's Report:**

HR Meeting: Question: How are years of service calculated? Only permanent contracts are included, Non-Continuing Appointments or Non-Student Letter of Appointments are not counted. This is not the same as for retirement, which is calculated based on your specific retirement program rules.

Compensation Document was presented to Sheri Stoll and Viva McCarver. The State Share of Instruction (SSI) is not yet available meaning they could not commit to a specific percentage increase at this time. However, they have models for several percentage increases ready to go when the SSI is determined. They are taking under consideration the request to increase the days of notice for terminations due to contract non-renewal. Employee fee waiver benefits are being finalized for faculty and Administrative staff should receive the same benefits. A central fund for the bonus policy will not be created. However, if your department doesn't have the funds to cover a bonus, you can take it up the chain and see if there is funding in another budget. They will be discussing the \$1,000 base salary increase for receiving a Masters or PhD. Currently we have no time frame for the response to the pending items but Jeremy will be asking for that soon.

Tri Chairs Meeting: No report.

University Council: Diversity Climate survey was presented; Jessica Turos and Emily Monago were present and available if you have questions.

House Bill 48: The report from the university survey was sent out by Jeremy with the agenda for today's meeting. No resolution was created as of yet but the report was provided to ASC because Administrative Staff responded to the survey.

President's Panel: No report.

**Discussion:** Heidi Popovitch highlighted the positive nature of the meeting with Sheri Stoll and Viva McCarver

and that the meeting provided some extra information to help Administrative Staff with further requests regarding compensation and bonuses. Viva commented in the meeting that if an administrative staff member or ASC as a whole feel a certain position or classification is below market, we can take that to HR for review. These requests can be submitted through ASC or by an individual administrative staff member. ASC should work on the Compensation Request Document beginning in August with a goal to present it at the March ASC meeting for review and approval.

**Treasurer's Report:** Processing expenses from the ASC Award Reception.

**Secretary's Report:** Minutes from the April meeting were sent out for review on April 14, no comments or edits were received. The April minutes were approved 1<sup>st</sup> by Rebecca Lyons and 2<sup>nd</sup> by Heidi Popovitch. The motion passed.

### **Committee Reports:**

Amendments & Policies: Still working on the Administrative Staff Handbook quiz.

Awards & Recognitions: The Awards Reception had a great turnout. Send feedback (both positive and regarding possible changes for the future) to Mary Ellen Kellow.

Elections & Orientation: Results of the election are:

#### **2016 – 17 Officer Positions**

- Chair-Elect: Beth Detwiler
- Secretary: Jessica Belcher
- Treasurer: Heidi Popovitch
- Communications Officer: Robin Veitch

#### **2016 – 17 Representatives Serving on ASC Executive Committee**

- Jacey Brooks
- Rhonda Dicke
- Kim Fleshman
- Leslie Galan
- Krishna Han
- Trinity Jeter
- Margo Kammeyer
- Mary Ellen Kellow

#### **2016 – 2019 New Division Representatives**

- Kalee Carlton
- Dawn Chong
- Kerry Gonzalez
- Jeremy Joseph (re-elected)
- Jennifer Poggali-Buening
- Thomas Rapier
- Lindy Smith
- Danijela Tomic

A few Division Representative spots were filled with representatives serving one-year terms only (2016 – 17).

- Anthony Rivera
- Krishna Han

Due to scheduling issues with the new representatives, the Orientation date is pending. However, one is here today and the rest will likely be attending our June meeting.

Outreach & Activities: No social tomorrow, instead people are encouraged to help with the graduation. Free season tickets for football are available for all staff. The committee is considering holding a social in 2016 at a football game because of the free ticket policy.

Marketing & Communications: No report.

Personnel Welfare & Compensation: See Chair's report.

Professional Development: Summer applications are due May 22.

Student Scholarships: The silent auction at the awards reception raised \$906 for student scholarships. When combined with the 50/50 raffle, in total \$1,195 was raised this year.

**Liaison Reports:**

Classified Staff Council: The last meeting was canceled due to attendance issues. May 18 is the Classified Staff Council reception.

Faculty Senate Representative: Highlights were given by the President and Provost on retention. The University Charter was approved. Changes to the VPN was reported on by the CIO, John Ellinger.

Retiree Association: No report.

Ombuds Update: Training was held in April. There are now two Administrative Staff Ombuds, Chris Bullins and Jessica Tuross.

ASC Historian: Still in the process of scanning files at Levis Commons. Tom will be working with Levis Commons over the next few weeks to finalize digitizing the files and begin the online cataloging process.

**University Committee Reports:** None.

**Old Business:** None.

**New Business:** None.

**Upcoming ASC Dates:**

|        |          |   |
|--------|----------|---|
| June 2 | 12:00 PM | Lunch and New Representative Welcome – 308 BTSU |
|        | 1:30 PM  | ASC Meeting – 308 BTSU – No Guest Speaker       |

**Good of the Order:** Thanks to the Awards and Recognition Committee for a great reception. Brigitte, thanked the group for being able to serve on ASC as she ends her term this year.

**Adjournment:** Leslie Galan made a motion to adjourn. Mary Ellen Kellow seconded the motion. The meeting adjourned at 2:51 pm.