

**Administrative Staff Council (ASC)**  
**Meeting Minutes**  
**Thursday, March 2, 2017**  
**201 Bowen-Thompson Student Union**

**In Attendance:** Jacey Brooks, Sheila Brown, Chris Bullins (Ombuds) , Kalee Carlton, Dawn Chong , Beth Detwiler (Chair Elect), Rhonda Dicke , Judy Donald (BGSURA), Leslie Galan (Tri-Chair), Michael Ginnett, Kerry Gonzalez, Linda Hamman (CSC), Chet Hesson, Jason Januszewicz, Jeremy Joseph (Tri-Chair, Past Chair), Margo Kammeyer (Tri-Chair), Sheri Leatherman, Steve Letzring, Rebecca Lyons, Benjamin Martin, Connie Molnar, Ryan Miller, Heidi Popovitch (Treasurer), Lindy Smith, Jaime Spradlin, Susan Stearns, David Theby, Danijela Tomic, Jennifer Twu, Cindy Valentine, Robin Veitch (Communication), Chris Wammes

**Substitutes:** Andrea Boehme for Kim Fleshman, Mike Schuessler for Brett Pogan

**Absent:** Jessica Belcher (Secretary), Krishna Han, Jhaakira Jacobs, Trinidy Jeter, Aaron Kane, Allen Kohn, Patrick Lisk, Jennifer Poggali, Thomas Rapier, Jessica Turos (Ombuds)

**Call to Order:** Margo Kammeyer, Tri-Chair of ASC, called the meeting to order at 1:30pm.

**Guest Speaker: President Mazey**

- Proposed Calendar Change for Intersession
  - The University is supportive of this change and we are seeing this as a best practice across the country. Offers opportunities to do an intersession, or J term. We have decided to do this intersession in January and believe this offers a lot more flexibility for our students. This calendar change will start in the Fall of 2018.
  - Question – what types of courses do we want to offer in the intersession? We would start out with those courses that have the highest DFW rates, but this hasn't been finalized yet. We could also look at other high demand classes.
  - Question – have we thought about how this could generate additional revenue or decrease expenses? Miami University has had this in place the longest and has found it is becoming more popular and has generated new revenue, so we would expect to see these benefits eventually.
  - Question – in regards to residential students, will the students be able to live on campus during this term? Yes, they will. This is all part of what we will need to plan for.
- Textbook Affordability
  - Initially, a Governor's task force came up with some broad recommendations and BGSU embraced these recommendations. But then the Governor's office changed their initial proposal to include requirements such as "in academic year 2018-2019, Ohio will require all public colleges and universities to cover the cost of textbooks for students. **Schools will be allowed to charge up to \$300 per year** to partially offset those costs." (Note – this is a change from what was discussed in the meeting. Universities will be allowed to charge up to \$300 per year, not per semester.)
  - BGSU is working with other Ohio Universities to propose changes to the requirements that will institute best practices for our students and the University.
- Question – DOL / FLSA – if the law is changing, why did BGSU continue to implement it and what happens if the law doesn't go into effect? We will just have to wait and see what is going on at the Federal level and how this will impact us.
- President Mazey talked about how the University supports the Bridge Act and DOCA students. BGSU is determined to protect our students within the bounds of the law.

- Question – How does President Mazey feel about the password changes? She is in full support of protecting the security of the University’s resources.
- Question – How are enrollment numbers looking? They are looking very good. The number of Fall applications is above what they were last year at this time. The best measure is paid housing deposits and we are above last years as well. Retention is looking good also. We were a little down between Fall/Spring, but we believe we can make that up.

## **Chair’s Report:**

### HR Meeting:

- HR is reviewing our suggested edits to the handbook and should be supplying us with a first draft soon. More information will follow once we receive that first draft.

### Tri Chairs Meeting:

- No update. The meeting last month was cancelled.
- Thank you to those that attended the Hockey event on February 25<sup>th</sup>. We would like to encourage more involvement from ASC in the future at these events.

### University Council:

- Update on review of Governance Documents
  - Drafts are due early April for most areas
- Student Affairs Strategic Plan Overview
  - Strategic Plan: Fostering Pathways for Student Success
  - Aligned to the University goals
    - Goal 1 – Promote Student Success
    - Goal 2 – Foster Diversity and Inclusion
    - Goal 3 – Create Partnerships
    - Goal 4 – Implement Best Practices in Resource Management
    - Goal 5 – Enhance Communication
- Branding / Marketing Campaign
  - Belong, Stand Out, Go Far
- Other
  - Board approved the 15 week semester change with a spring term intersession beginning Fall 2018
  - Active summer for construction activities
  - 1400 students / 4200 families participated in Presidents Day activities
  - 5,000 students applied for AcademicWorks scholarships
- ITS Announcement on Security Changes
  - Beginning March 1, all active BGSU account holders will be required to change their passwords when they next login to the myBGSU portal. These passwords will be required to change every 90 days, a change from the current 180 day reset. The passwords will need to be unique for each reset.
  - In the last 60 days, the University has seen over 300 compromised user accounts resulting in personal information being changed or taken. This number is equal to 1/3 of all the compromised accounts detected during 2016 and more than all of those detected in 2015.
  - On March 15<sup>th</sup>, we will require all users to use DUO Two Step Authentication to access the myBGSU portal. Today, about 60% of all staff are currently using DUO.
  - We all need to help make cyber security measures a part of everyday computing at BGSU.

- For more information on Two Step Authentication, along with instructions on how to use it, copy and paste this URL into a browser: <http://www.bgsu.edu/its/2step.html>.

**Hearing of the Public – Opportunity for guests to address the council:** No comments. Tom Daniels was present as a guest.

**Discussion:**

Question - Volunteering was way down for President's Day. How do we encourage staff to volunteer and how do we get the word out that more volunteers are needed? It was recommended that we encourage volunteering from the top down and get management more involved in encouraging staff to volunteer. It would be great to get student organizations involved more too. ASC could consider spearheading this initiative for next year in order to encourage more involvement.

**Treasurer's Report:** No report.

**Secretary's Report:** Minutes from the January meeting were sent out on February 3. The February minutes were approved 1<sup>st</sup> by Rebecca Lyons and 2<sup>nd</sup> by Steve Letzring. The motion passed.

If you have not already done so, please remember to vote; ASC elections close on Sunday, March 5.

**Committee Reports:**

Amendments & Policies: The committee conducted a review of the Administrative Staff Handbook and provided a list of questions and suggestions to Jeremy that he can take to Human Resources.

Awards & Recognitions: Award ceremony planning is underway. The team is preparing to send an email out soon about the nominations.

Outreach & Activities: The ASC Bowling Social is scheduled for March 3rd at Al-Mar Lane, Bowling Green.

Personnel Welfare & Compensation: The committee met earlier this month to review the Administrative Staff Handbook and provided lots of feedback to the ASC Chair to bring up for discussion with Human Resources for new website updates and handbook updates.

Professional Development: The professional development committee met to review feedback from last year's survey concerning professional development opportunities and the possibility of replacing the current system with an inclusive on-campus opportunity for the entire Administrative Staff to participate. Focus has been placed on the top response from last year's survey: Work Satisfaction / Work-Life Balance. The committee is searching for possible opportunities that lie within the professional development budget. The committee will be contacting Human Resources to discuss the steps to plan and execute an on-site event for the Administrative Staff.

Student Scholarships: The committee is currently soliciting for Silent Auction Items. We are asking all Administrative Staff to please donate items to the cause. Please contact the committee at [asc-scholarship@bgsu.edu](mailto:asc-scholarship@bgsu.edu) if you would like us to pick up an item. We are waiting on current applications. They are due March 3, 2017 at 4:30pm.

## **Liaison Reports:**

Classified Staff Council: Working on awards ceremony which will be May 17<sup>th</sup>. We are also working on the employee handbook.

Faculty Senate Representative: Passed a resolution urging BGSU to declare themselves a welcoming campus.

Retiree Association: Nothing to report.

Ombuds Update: Contacted by 4 people last month.

ASC Historian: Continue to work on the documents and expect them to be available by April.

## **University Committee Reports:**

Equal Opportunity Compliance – This team has had their initial meeting and have elected a chair.

**Old Business:** Changes to the ASC Student Scholarship information was discussed. The committee asked for approval of the scholarship summary and criteria. The scholarship is not currently in AcademicWorks because there are no signed criteria for it, however, the goal is to have this scholarship available in AcademicWorks for next year.

- A motion to amend the verbiage to include the word “academic” for the reference. Beth Detwiler made the motion and Margo Kammeyer was the 2<sup>nd</sup>. A vote was taken and all were in favor. There were no votes to oppose and no abstentions.
- Another motion was made to include the current language from the website for the essay requirements. Rebecca Lyons made the motion and Sheri Leatherman was the 2<sup>nd</sup>. A vote was taken and all were in favor. There were no votes to oppose and no abstentions.
- This discussion will need to continue next month in order to vote for an approval as amended.

**New Business:** Recommendations were requested for helping new committees or committee chairs understand what they are supposed to do. We already establish goals, but it may be beneficial to establish guidelines and timeframes too and to keep a record of them. This is something that we can continue to work on and improve. Also, discussed the location of the R drive and access to the ASC folder. All ASC Representatives should have access to the ASC folder on the R drive.

**Good of the Order:** There is a Hockey game this weekend; the Summer Job Fair is March 15<sup>th</sup> from 11am-3PM, let Dawn Chong know if anyone wants to volunteer; Congratulations to Shelia Brown for being recognized as a Woman of Distinction; Family Weekend will be Sept 8-10<sup>th</sup> and Homecoming is October 14<sup>th</sup>.

**Adjournment:** Rebecca Lyons made a motion to adjourn. Leslie Galan seconded the motion. The meeting adjourned at 3:08 pm.