

**Administrative Staff Council (ASC)**  
**Meeting Minutes**  
**Thursday, April 6, 2017**  
**308 Bowen-Thompson Student Union**

**In Attendance:** Sheila Brown, Chris Bullins (Ombuds), Kalee Carlton, Dawn Chong, Kerry Gonzalez, Linda Hamman (CSC), Krishna Han, Chet Hesson, Trindiy Jeter, Jeremy Joseph (Tri-Chair, Past Chair), Margo Kammeyer (Tri-Chair), Steve Letzring, Rebecca Lyons, Benjamin Martin, Ryan Miller, Connie Molnar, Brett Pogan, Jennifer Poggali, Heidi Popovitch (Treasurer), Thomas Rapier, Lindy Smith, Susan Stearns, David Theby, Jennifer Twu, Cindy Valentine, Robin Veitch (Communication), Chris Wammes

**Substitutes:** Heidi Schlegel for Jayce Brooks, John Konecny for Rhonda Dicke, Todd Glick for Leslie Galan

**Absent:** Jessica Belcher (Secretary), Beth Detwiler (Chair Elect), Judy Donald (BGSURA), Michael Ginnetti, Jhaakira Jacobs, Jason Januszewicz, Aaron Kane, Allen Kohn, Sheri Leatherman, Patrick Lisk, Jamie Spradlin, Danijela Tomic, Jessica Turos (Ombuds)

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

**Guest Speaker: David Levey, Board of Trustees Chair**

- Mr. Levey discussed the Board of Trustees and what their primary purpose and responsibilities are. There are 9 members that are appointed by the Governor of Ohio. This is not a compensated position. The Board is a governance oversight committee that oversees the President, all of the auxiliaries, academic units, and athletics. Its main purpose is to ensure that the University has a balanced budget and that we can operate within our means. The Board approved budgets, capital spending, tenure, and the master plan. The only person that they have jurisdiction over is the President.
- Question – How often is the master plan looked at? The board talks about the Master Plan frequently. It is very important to us and needs to be flexible.
- Question – Is the Board of Trustees monitoring the long-term effects of students living in dorms? It seems the students are not connected to each other and these new residence halls will be great for recruiting but will they segregate the students. David didn't agree with this conclusion. We are a residential campus where Freshman and Sophomores are required to live on campus. The Board is really concerned with retention and requiring the students to live on campus encourages them to engage with each other and the University. It allows them to be connected.
- Question – A few years ago, there had been talk about a mentoring program to help new students. Did this ever begin? David will follow up on this; he is not aware of this.
- Question – Will you continue to be involved with the University once your term on the Board is over? He hasn't committed to anything yet, but would like to stay involved.

## **Chair's Report:**

### HR Meeting:

Several questions came from December's survey that was sent out by the Welfare and Compensation Committee.

- Donation of Leave Hours - Anyone that has previously donated to the leave bank will have the funds given back to them in this month's pay. We are unable to have a leave bank because it is in violation of the Ohio Revised Code. When asked if we can do a direct donation to a specific person, they invited us to draft a proposal for their review. We asked if HR could first tell us if it would be legal before we drafted a proposal.
- HR will look into optional Short Term Disability as an alternative for the Leave Bank.
- The Administrative Staff Handbook revisions are underway. The first draft will be completed this month.
- Discussed coverage for children with Autism. HR commented that the majority of health plans do not cover this. Medical Mutual does have an option for this coverage but it is cost prohibitive. HR continues to monitor this coverage and pricing.
- There will not be any additional discussions on a Winter Closure, especially with the new Winter Session.
- Support rooms for new mothers was also discussed. As new buildings are being built or renovated, rooms are being set up for new mothers. Contact OHR if there is not a location in your building and one is needed.

Tri Chairs Meeting: No report.

University Council: An update on the review of Governance Documents, which includes the Administrative Staff handbook was made. Initial drafts are due for review in April. The J Session – Winter Session was discussed by John Fischer. He has since published the official calendar that will begin in Fall 2018 with the first Winter Session taking place in January 2019. Spring budget planning continues and the State Budget is still uncertain. Admissions reported we are at 83% toward our Fall enrollment goal of 3500.

**Hearing of the Public – Opportunity for guests to address the council:** There were no items to address.

**Discussion:** Each ASC Representative used to be assigned a group of people we were responsible for, is that still in place? No, however, it might be worth discussing if we should go back to this model.

**Treasurer's Report:** Nothing new to report. This month and next month is when most of our expenses come in.

**Secretary's Report:** Minutes from the March meeting were sent out on March 8. The March minutes were approved 1<sup>st</sup> by Rebecca Lyons and 2<sup>nd</sup> by Steve Letzring. The motion passed.

Elections are closed but we still need to fill a spot two spots: Office of the President Representative and VP of Student Affairs Representative. Please contact Jessica Belcher if you know of someone who may be interested.

New member orientation will take place on June 1 and new members are invited to the June 1 ASC luncheon and meeting.

ASC Committee Selection will begin on June 2, 2017. Be on the lookout for an email from Jessica Belcher about this issue.

**Committee Reports:** Each committee is asked to draft guidelines for how your committee operates. Include timelines for items due or decisions that need to be made, major events, etc. The goal is to be able to hand this off to future committees so that they understand their goals and objectives. These guidelines are requested by June.

Amendments & Policies: No report.

Awards & Recognitions: We are still in the process of finalizing details for the awards ceremony (meeting before our ASC meeting). A campus update will go out every Monday until the last week of submissions, then it will be every day. Think about nominating someone from your office.

Outreach & Activities: The committee hosted a Bowling Night at Al-Mar Lane Bowling Green on March 3rd. 12 people attended and we had a great time. This month of April, we are not planning any ASC Social. However, we would like to invite Admin Staff to join the Office of Multicultural Affairs Ethnic Student Center and the Culture Club at the Moonlight Screening on Friday, April 26th in the Student Union Theater at 7pm. It is a dramatic film dealing with fascinating issues of identity and is presented with the degree of eloquence and heartbreaking beauty. It won three Oscars for Best Picture, Best Supporting Actor, and Best Writing Adopted Screenplay. It also was nominated for five other awards. It is one of those rare pieces of filmmaking that stays completely focused on its characters while also feeling like it's dealing with universal themes about identity, sexuality, family, and, most of all, masculinity. And yet it's never preachy or moralizing. It is a movie in which deep, complex themes are reflected through character first and foremost.

Personnel Welfare & Compensation: Met with executive staff to review survey from fall, working on document to send to chairs.

Professional Development: Professional Development committee has determined that changing the current system to sponsoring an on campus Professional Development event would not be an effective use of funds considering that HR currently conducts these events on campus already. The committee decided that it would be best to work in conjunction with HR to better promote these events.

The committee is also looking into the possibility of eliminating or changing the deadline for submitting requests.

Student Scholarships:

- Scholarship Committee is seeking donations for the Silent Auction.
- Committee awarded \$1,000 a piece to the following four (4) students in scholarships: Molly Closson, Isaiah Hicks, Nicholas Demski, and Phuong Lan Hoang (Emily) Nguyen.

**Liaison Reports:**

Classified Staff Council: No report.

Faculty Senate Representative: No report.

Retiree Association: No report.

Ombuds Update: One person reached out this past month.

ASC Historian: No report.

## **University Committee Reports:**

### **Old Business:**

- ASC Scholarship: recap from last month – ASC passed 2 motions to amend the criteria. They were proposed and approved at the last meeting.
  - Motion to change the criteria from reading “Applicants must provide their employment” to saying “Applicants should provide proof of their employment history”
  - Motion to change the criteria for reference to read “One letter recommendation from an academic reference “
  - Both motions passed with no other changes.
  - There was a motion to vote on these criteria as amended. Steve Letzring requested the motion and Rebecca Lyons was the seconded. The motion passed with all in favor.

### **New Business:**

- Resolution 2017A – Support of Tobacco-Free Policy
  - First reading was waived.
  - There was discussion about enforcement of the policy.
  - Motion to approve by Jennifer Poggali, Connie Molnar seconded the motion.
  - The resolution was approved with all in favor.
- Compensation Request Document
  - We would like to take this forward to Sheri Stoll.
  - The motion to approve after the rewording of the first bullet point, was introduced by Robin Vietch and seconded by Krishna Han. The motion passed.

**Good of the Order:** Next week is national student employment week - watch the campus update for more information.

**Adjournment:** Sheila Brown made a motion to adjourn. Connie Molnar seconded the motion. The meeting adjourned at 3:00 pm.

### **Upcoming ASC Dates**

- May 4, 1:30 – ASC General Assembly – Tom Gibson – 201 BTSU
- May 23, 10:00 – ASC Awards Reception