

Administrative Staff Council (ASC)
Meeting Minutes
Thursday, May 4, 2017
201 Bowen-Thompson Student Union

In Attendance: Jessica Belcher (Secretary), Sheila Brown, Kalee Carlton, Dawn Chong, Beth Detwiler (Chair Elect), Judy Donald (BGSURA), Michael Ginnetti, Linda Hamman (CSC), Krishna Han, Chet Hesson, Jeremy Joseph (Tri-Chair, Past Chair), Margo Kammeyer (Tri-Chair), Aaron Kane, Sheri Leatherman, Steve Letzring, Rebecca Lyons, Benjamin Martin, Ryan Miller, Connie Molnar, Heidi Popovitch (Treasurer), Lindy Smith, Jamie Spradlin, Susan Stearns, David Theby, Danijela Tomic, Jennifer Twu, Cindy Valentine, Robin Veitch (Communication), Chris Wammes

Substitutes: None.

Absent: Jayce Brooks, Chris Bullins (Ombuds), Rhonda Dicke, Leslie Galan (Tri-Chair), Kerry Gonzalez, Jhaakira Jacobs, Trinidy Jeter, Patrick Lisk, Brett Pogan, Jennifer Poggali, Thomas Rapier, Jessica Turos (Ombuds)

Call to Order: Jeremy Joseph, Tri-Chair of ASC, called the meeting to order at 1:31 pm.

Guest Speaker: Dr. Tom Gibson, VP Student Affairs and Vice-Provost

- Dr. Gibson spent a lot of time in his first 10 months in this position meeting with key campus groups and personnel to learn about BGSU and refresh the Division of Student Affairs strategic plan. The new plan is the “2020 Fostering Pathways of Student Success” and includes a focus on student learning, engagement, retention, and post-secondary success.
- Finished an opened the new Greek Village.
- Partnered with the Department of Higher Education & Student Affairs to develop an undergraduate minor and major in Leadership Studies. The minor will launch in Fall of 2018.
- Dr. Gibson initiated First Friday, the listening tour, and scheduled office hours to allow him to connect and engage better with the community. These three initiatives provide specific times for students to meet with him and be heard on all manner of issues concerning them at BGSU.
- He is in the process of re-organizing the Division of Student Affairs. The announcement will go out to the campus community later this month.
- Bias Incident Reporting Process, managed by the Office of the Dean of Students. It is an online portal where anyone can make a report. Reports are investigated by the Office of the Dean of Students and in conjunction with Campus Police when necessary. Twenty incidents were reported in the 2016-17 school year; 11 were resolved, 8 were not able to be investigated due to lack of information, and 1 was not completed by request of victim.
- There will be a diversity expert coming to campus in Fall 2017 to speak to the campus community.
- He is hosting meetings with faculty and staff to find a better way to engage student leaders across campus.
- Dr. Emily Monago, will be leaving the university and is headed to the University of Wyoming. Dr. Gibson will be looking to do an internal search for an Executive Director of Diversity and Inclusion.

- Dr. Lunceford was recently appointed to work on Diversity and Inclusion and Dr. Gibson has been meeting with her to collaborate on these issues. She is working on a Diversity and Inclusion Strategic Plan.
- Dr. Faith DeNardo was appointed the permanent Title IX Coordinator. An official announcement about this appointment should be coming soon.

Chair's Report:

HR Meeting: The President has given everyone the opportunity to slow down on the handbook revisions. It will now be in two phases. Phase 1: policy alignment will be about making sure all policies referenced in the handbooks align with what is on the General Council's website; Phase 2: handbook revisions.

The cabinet should be notified in advance of any organizations putting out a survey to constituent groups on campus. This is not an approval process, but intended to help keep them informed about what is happening across campus.

The University of Toledo will be implementing cost saving measures as mentioned in a recent Toledo Blade story; this included a shutdown of campus between Christmas and New Year's. ASC has asked BGSU Human Resources to look into the possibility of this policy taking place at our campus to match the University of Toledo's policy.

The University has a Mentoring Program that came up through the Leadership Academy. It is currently running through the Career Center. ASC has reached out to Jeff Jackson in the Career Center to see how we might collaborate or assist with this program.

Tri Chairs Meeting: No report.

University Council: Margo Kammeyer joined two students and the President on a trip to the State House in April. The focus was for the students to have a chance to share with the State Representatives their feelings on how the state budget will impact their college education. Other universities are working on a tuition price guarantee and this is something BGSU may explore. Ohio University and Miami University are the only two universities currently using this policy in Ohio.

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

Discussion: May 16 from 4-6pm at the Stroh will be a public hearing and feedback session on the I-75 turnoff construction project that may impact BGSU.

Treasurer's Report: Professional development transfers have been made. As expenses come in for any ASC activity, please send them to Heidi.

Secretary's Report: Minutes from the April meeting were sent out on April 13. A few date and name corrections were sent in and made to the minutes. The April minutes were approved 1st by Rebecca Lyons and 2nd by Heidi Popovitch. The motion passed.

We still need a 2017-18 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.

Old Business: None.

New Business: None.

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 9.

Amendments & Policies: The committee is working on a list of accomplishments for the year and a schedule of when things should be accomplished in the following years.

Awards & Recognitions: Finalizing everything for the upcoming Awards Ceremony. Official invite with RSVP coming soon via email. Committee is reviewing the award nominations this month.

Outreach & Activities: The Outreach and Activities subcommittee is not going to plan a social on May 5th because it's a busy time for everyone.

Personnel Welfare & Compensation: No report.

Professional Development: All of the funds for 2016-17 (\$2,000) have been used and allocated.

Student Scholarships: The committee is finalizing the donations for the silent auction at the Awards Ceremony and are expecting about 20 different items to be auctioned off. Four scholarship awards were given out this year:

- Molly Closson: \$1,000
- Isaiah Hicks: \$1,000
- Nicholas Demski: \$1,000
- Phuong Lan Hoang (Emily) Nguyen: \$1,000

Liaison Reports:

Classified Staff Council: Passed a resolution in support of the Tobacco Free Campus policy. Their awards banquet May 17.

Faculty Senate Representative: No report.

Retiree Association: No report.

Ombuds Update: No report.

ASC Historian: Everything is up online and you can access it at: <http://scholarworks.bgsu.edu/asc/>

University Committee Reports: If you have something that you would like brought before a university committee, you can contact the Administrative Staff member that serves on the committee. This list is available on the ASC website.

PSAC (Public Safety Advisory Committee): (from Leslie Galan)

- Group met on 4/26/2017
- We are implementing a new records management system; Superion. This will allow us to have access to information in Wood County. See/share information with the Sheriff and the local police department.
- Outdoor warning speakers are being tested and temporary speakers will be added to various areas on campus. This is an exercise to see where speakers can be better utilized and how else they may be used, other than for weather warnings.
- Parking is pushing out a pilot program this Summer to allow Graduate students to sign up for parking in a faculty/staff lot for an additional fee of \$40. The lots affected will be Lots N, R, K and E. The number of estimated parking spaces to be offered to students are:
 - N – 50
 - R – 40 to 50
 - K – 25
 - E – 15
 - These lots were chosen as they were determined to be underutilized by Parking.
- There will be some summary parking lot maintenance this summer specifically, near the Music building, since it will be closed all summer for construction.
- Lot 11, the pay and display lot near Founders will be closed this summer as well. As there is construction taking place nearby.
- The Ice Arena parking lot is going to receive new and improved lighting.
- The LPR (License Plate Reader) is expected to be rolled out and in use for the Fall.
 - You will register your car like normal through MyBGSU.
 - Hanging tags will no longer be issued.
 - Temporary tags are still OK to issue to guests. However, Parking is looking at automating this as well.

PACHWI (Presidents Advisory Council on Health, Wellness, and Insurance): (from Kim Fleshman)

- Met Monday, April 24, 2017. We Discussed the following:
 - Terms on this committee follow the calendar year due to insurance running the calendar year.
 - Margaret McCann is the new Sr. HR Representative for Benefits and Sue Goetz was also promoted to this position.
 - This person handles retirement, life insurance, FMLA, workers comp., and disability
 - The Ohio Department of Higher Education hired a consultant (Aon Hewitt) to review A.R.P.'s and 403b plans.
 - They ranked the current vendors (BGSU has 7 for ARP and 8 for 403b)
 - We are required to have 4 providers
 - We want to cut down to 4 to protect the employees from exorbitant fees and create "buying Power"
 - Great American was used by 3 employees and they have to select a new vendor because this company was ranked too low.
 - MetLife choose not to participate.

- We talked about coming up with a definition of Wellness. We like WellAware's definition and plan to work from that and their initiatives.
- The scorecard from the CDC is included in the minutes supporting documents. The items starred are the areas that BGSU is doing well.

Equal Opportunity and Compliance Committee:

- The group is examining the hiring practices between faculty, administrative and classified staff.
- The group is also working on the process for how to report if a search committee is not going well or meeting university policies and guidelines.

Good of the Order:

- Summer construction will be starting next week. Please prepare for changes in routes across campus during the summer. The online interactive map is updated to help with this.
- Look at the Dining Services website for places open in the summer.

Adjournment: Heidi Popovitch made a motion to adjourn. Margo Kammeyer seconded the motion. The meeting adjourned at 2:35 pm.

Upcoming ASC Dates

May 23, 10:00 – ASC Awards Reception

June 1, 12:30 – ASC General Assembly and luncheon – 201 BTSU