

**Administrative Staff Council (ASC)**  
**Meeting Minutes**  
**Thursday, June 1, 2017**  
**201 Bowen-Thompson Student Union**

**In Attendance:** Jessica Belcher (Secretary), Sheila Brown, Kilee Carlton, Dawn Chong, Beth Detwiler (Chair Elect), Judy Donald (BGSURA), Leslie Galan (Tri-Chair), Michael Ginnetti, Kerry Gonzalez, Linda Hamman (CSC), Krishna Han, Chet Hesson, Jeremy Joseph (Tri-Chair, Past Chair), Margo Kammerer (Tri-Chair), Aaron Kane, Sheri Leatherman, Steve Letzring, Rebecca Lyons, Benjamin Martin, Ryan Miller, Connie Molnar, Brett Pogan, Heidi Popovitch (Treasurer), Thomas Rapier, Lindy Smith, Jamie Spradlin, Jennifer Twu, Cindy Valentine, Robin Veitch (Communication), Chris Wammes

**Guests:** William Burns, Jordan Cravens, Thomas Daniels, Jacob Haun, Tony Fox, Emily Gattozzi, Teri Gentry, Todd Glick, John Konecny, Kristin Peiffer

**Substitutes:** None.

**Absent:** Jayce Brooks, Chris Bullins (Ombuds), Rhonda Dicke, Jhaakira Jacobs, Trinidy Jeter, Patrick Lisk, Jennifer Poggali, Susan Stearns, David Theby, Danijela Tomic, Jessica Turos (Ombuds)

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

**Guest Speaker:** None.

**Chair's Report:**

HR Meeting: None.

Tri Chairs Meeting: None.

University Council: None.

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

**Discussion:** None.

**Treasurer's Report:** Wrapping up expenses from the spring awards ceremony. Final bills for the year are coming in over the next few weeks and once everything is in Heidi can finalize the budget for the year.

**Secretary's Report:** Minutes from the May meeting were sent out on May 8. The May minutes were approved 1<sup>st</sup> by Rebecca Lyons and 2<sup>nd</sup> by Leslie Galan. 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. (*Update: Jacob Haun has agreed to accept this one year term.*)

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

Please welcome the new ASC members who will start with ASC at the September meeting.

- New to ASC, beginning September 2017:

- William Burns
- Jordan Cravens
- Thomas Daniels
- Tony Fox
- Emily Gattozzi
- Teri Gentry
- Todd Glick
- John Konecny
- Kristin Peiffer

- Continuing on ASC for another term:

- Jessica Belcher
- Michael Ginnetti
- Krishna Han
- Sheri Leatherman
- Ryan Miller
- Jamie Spradlin
- Jennifer Twu

**Old Business:** None.

**New Business:** Winter Break Policy Proposal and Supporting Resolution 2017B

- First reading took place and was initiated by Jeremy Joseph, Chair of ASC.
- Question: What data do we have to show the actual cost saving for BGSU?
  - We only have the data that University of Toledo provided on their website for their own savings.
- We are initiating this as a possible policy endorsed by ASC and we understand it would not be the final policy.
- Chet Hesson suggested we examine the annual budget for BGSU and estimate the cost savings on those three days to provide more data for the resolution.
- Question: What involvement did the University of Toledo unions have in the creation of this policy on their campus?
  - We are not aware what involvement they had in this decision but the policy was out for their whole campus review before being finalized.
- Ryan Miller suggested talking to Campus Operations and Nick Hennessy (Campus Sustainability) to get data on utility cost and savings options.
- Sheri Leatherman suggested citing other universities who have a similar policy; University of Findlay and Akron University for example.
- Dawn Chong referenced a recent article and award that BGSU received for lowering energy consumption across campus. This might make this resolution a non-starter for the university.
- Several representatives suggested that providing the data in the policy/resolution would help to indicate to upper administration that we are invested in and serious about this policy.
- Connie Molnar suggested that this policy could serve as a morale booster for the staff.
- Lindy Smith noted that the policy needs to address the needs of staff that don't work a standard Monday – Friday schedule.

- It was determined that the council would like more data to be added to the resolution and brought before the council again in September 2017.
- A new ad-hoc committee was created to explore this and add more data to the resolution. The volunteer members of this committee are:
  - Kerry Gonzalez
  - Kilee Carlton
  - Bret Pogan
  - Sheri Leatherman

**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: This month we focused on documenting our accomplishments for the year and building out a schedule guide future committee members.

Awards & Recognitions: Thank you to everyone who attended the awards reception. They are finalizing everything from that event.

Outreach & Activities: No report.

Personnel Welfare & Compensation: The request document was sent and we are waiting on a formal response.

Professional Development: No report.

Student Scholarships: The silent auction raised \$1,294 at the awards reception.

#### **Liaison Reports:**

Classified Staff Council: Awards ceremony was May 17. Ten scholarships were given out. Elections just closed and results should be announced soon. Faith Olson will be the Chair for 2017-18.

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.

**Good of the Order:** June 30 is the deadline for Campus Campaign. Thanks again to the Awards & Recognition Committee on a great event. Jeremy thanked Leslie and Margo for serving with him as Tri-Chairs this year.

**Passing the Gavel:** Jeremy Joseph, Tri-Chair of ASC officially passed the gavel to the incoming Chair, Beth Detwiler.

**Adjournment:** Rebecca Lyons made a motion to adjourn. Heidi Popovitch seconded the motion. The meeting adjourned at 2:26 pm.

**June 1, 2017**  
**Background Information for Resolution 2017B**

**Winter Break Policy**

**General Information**

On April 17, 2017, the University of Toledo Board of Trustees unanimously voted to implement a Winter Break Policy. This policy closes the University of Toledo between Christmas Day and New Years Day starting with Christmas 2017. Information on the policy at University of Toledo can be found at the following links:

<https://www.utoledo.edu/policies/administration/humanresources/pdfs/3364-25-68.pdf>

<http://www.utoledo.edu/depts/hr/benefits/time-off/winter-break.html>

A similar policy was discussed by the Administration of Bowling Green State University. The version discussed would have required employees to utilize paid time-off (i.e. vacation pay) to cover the days of the closure. This plan was rejected by employees at that time.

University of Toledo determined that a closing between the two holidays and not requiring employees to use vacation would save the University roughly \$250,000.

The attached draft policy we seek to implement is a very similar policy to that adopted at University of Toledo. With approval of this draft policy by Administrative Staff Council, the policy will be submitted to Human Resources for consideration.

By writing this policy, Administrative Staff Council hopes to provide a framework that can be built upon easily, thus saving time and effort for upper administration at Bowling Green State University.

**Alternatives and Consequences**

If Administrative Staff Council does not approve the proposed Winter Break Policy, the University may choose to not implement a Winter Break Policy or may write a policy without direct input from Administrative Staff Council.

**Specific Recommendation and Justification**

It is recommended that Administrative Staff Council approve the attached policy as described above.

**Timetable and Action Required**

Approval by Administrative Staff Council is requested at its June 1, 2017 meeting.

**3341-5-40 Winter Break.**

Applicability	All University units
Responsible Unit	Office of Human Resources
Policy Administrator	Chief Human Resources Officer

**(A) Policy Statement and Purpose**

The normal academic and administrative operations of the university will close down from December twenty-fifth to January first, with only designated essential services running. Between December twenty-fifth and January first, all employees in an active pay status the day before and the work day immediately following the winter break will be provided winter break days which shall be used in accordance with this policy.

Winter break includes three public holidays; Christmas Day, Columbus Day (which will continue to be observed other than its calendar date and will be utilized during winter break), and New Year's Day, plus three or four winter break days depending on which day the holiday falls in the year. Winter break days do not accumulate or carry-over, and are not eligible for any cash pay-out at time of separation, for any reason, from the university.

Winter break days may only be used during the dates indicated by the university. Employees may not report winter break days on days that they would not be regularly scheduled for work.

Use of winter break days may not cause an employee to exceed forty hours in one week.

**(B) Policy**

**(1) Procedures**

The dates of the winter break will be announced annually by the university but will generally be December twenty-fifth through January first.

(2) General Provisions

- (a) Bowling Green State University halts academic and administrative operations annually from December twenty-fifth through January first.
- (b) Employees who are in active pay status on the workday preceding and on the first work day following the winter break will receive pay for the winter break days and holidays.
- (c) Participation in the winter break is expected; however, the university's leadership team recognizes that there are operations that may need to be continued. The university will identify those essential operations annually.
  - (i) All employees in the identified areas might not need to report to work during the winter break.
  - (ii) Employees with collective bargaining agreements that require vacation planning will be notified by their supervisors by March first of each year.
  - (iii) Employees who are scheduled work during the winter break will be allotted winter break hours, equivalent to the hours worked on the designated winter break days.
  - (iv) These hours need to be utilized by June thirtieth of the fiscal year or will be forfeited.
  - (v) If an employee is scheduled to work on a winter break day, but fails to report to work for any reason he/she shall not receive the pay or hours for winter break days outlined in the policy and may be subject to discipline

Registered Date: June 1, 2017



**Bowling Green State University  
Administrative Staff Council Resolution 2017B**

**Winter Break Policy**

MOTION: \_\_\_\_\_ moved and \_\_\_\_\_ seconded that:

**WHEREAS**, Administrative Staff Council represents the voice of administrative staff at Bowling Green State University; and

**WHEREAS**, many employees and students do not remain on-campus between December 25 and January 1; and

**WHEREAS**, BGSU must maintain all buildings at livable standards during the period between December 25 and January 1; and

**WHEREAS**, University employees that are provided days off to rest, relax, and rejuvenate between December 25 and January 1, when most departments are operationally slow, may be more productive workers; and

**WHEREAS**, University of Toledo created a Winter Break Policy to close campus between December 25 and January 1; and

**WHEREAS**, University of Toledo determined that a cost savings of about \$250,000 would be realized by closing for a winter break; and

**WHEREAS**, University of Toledo Board of Trustees agreed with the Winter Break Policy and voted unanimously in-favor of enacting the policy; and

**WHEREAS**, University of Toledo will officially observe Winter Break in December 2017 by providing employees with, in addition to existing holiday pay “enough additional paid days off—either three days or four, depending on which day the holiday falls in the year—to cover the *entire* specified time period” without reducing accrued benefits such as sick hours or vacation hours; and

**WHEREAS**, ASC recognizes that not all offices will be able to observe a strict Winter Break, but that the majority of employees will benefit from a Winter Break policy and campus morale will be increased;

**THEREFORE BE IT RESOLVED**, this assembled Administrative Staff Council approves of the proposed Winter Break Policy and authorizes the Tri-Chairs of ASC to forward the proposed policy to the Chief Human Resources Officer for consideration.

VOTE: \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ ABSTAIN



Submitted by: Jeremy Joseph, Tri-Chair  
Leslie Galan, Tri-Chair  
Margo Kammeyer, Tri-Chair

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Jeremy Joseph, Tri-Chair

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Leslie Galan, Tri-Chair

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Margo Kammeyer, Tri-Chair