

**Administrative Staff Council (ASC)**  
**Meeting Minutes**  
**Thursday, September 7, 2017**  
**201 Bowen-Thompson Student Union**

**In Attendance:** Jessica Belcher (Secretary), Jacey Brooks, Sheila Brown, William Burns, Kalee Carlton, Dawn Chong, Jordan Cravens, Beth Detwiler (Chair), Tony Fox, Leslie Galan, Emily Gattozzi, Teri Gentry, Michael Ginnetti, Todd Glick, Brigitte Green-Churchwell, Krishna Han, Jacob Haun, Chet Hesson, Jeremy Joseph (Past Chair), Margo Kammeyer (Chair-Elect), John Konecny, Sheri Leatherman, Steve Letzring, Rebecca Lyons, Ryan Miller, Kristin Peiffer, Brett Pogan, Heidi Popovitch (Treasurer), Thomas Rapier, Lindy Smith, Jamie Spradlin, Susan Stearns, Jennifer Twu, Cindy Valentine, Robin Veitch, and Chris Wammes

**Substitutes:** None.

**Absent:** Thomas Daniels, Kerry Gonzalez, and Danijela Tomic

**Call to Order:** Beth Detwiler, Chair of ASC, called the meeting to order at 1:30 pm.

**Guest Speaker:**

Mary Edwards – Homecoming Student Steering Committee

- Goal of 3,019 regular sized tubes of toothpaste (not travel size).
- Accepting tubes of toothpaste and money to buy some.
- Donations to America's ToothFair ( <http://www.ncohf.org/>) after the event.
- All ASC donations can be brought to the next ASC meeting on October 5.

Jeff Jackson - Assistant Vice President for Student Career Success and Director, Career Center

- The speed mentoring was very successful and Mr. Jackson thanked ASC for the support.
- The BGSU Career Conversation & Mentorship Program was presented to the Career Center by ASC. This program connects staff with undecided students. The beta group is running this year and alumni will be included next year.
  - Interested staff should contact the Career Center.
  - Mentors should meet with their student mentee once a month on campus in a mutually agreed upon space.
  - Students and staff mentors self-enroll in the program.
- Questions:
  - How many students are in the program this year?
    - 42 students, the goal was 30.
  - Is it by semester or the entire academic year?
    - It is for the entire year.
  - Are we planning to bring this to BGSU Firelands?
    - Yes, the career center will work on this.

**Chair's Report:**

HR Meeting:

- The handbook is still being revised. The deadline for the draft is now October 2017.
  - A lot of policies are being moved from the handbook and moved to the General Council's website.

- Contact Accommodations and Accessibility or your supervisor if you want to purchase a standing desk. Beth Nagel in Purchasing can tell you who the approved vendors are for the standing desk.

#### Tri Chairs Meeting:

- Faith Olson Amendment: Randy Gardner submitted the amendment to the Ohio budget which was approved on June 30. This amendment allows for direct donations for leave to people in need. Human Resources is writing the policy.

#### University Council:

#### **Hearing of the Public – Opportunity for guests to address the council:**

- Guest thanked ASC for sending out the semester letter.
- Send Suzy Saunders any ideas on how to get the word out about HR trainings to administrative staff.

#### **Discussion:**

- Chet Hesson asked if anyone has been negatively impacted by the closure of the bookstore.
  - Michael Ginnetti mentioned that it has been a struggle for the students in the College Credit Plus program to get and store books.
  - Student Athlete Services has had increased work due to this closure. Staff are ordering books on their p-card for 250+ students on book scholarships. This used to be handled by the bookstore and billed to the department.
  - An increase of students visiting the library looking for the textbooks on reserve because they don't have the books they need in time.
  - Transfer students struggling as they came from universities with bookstores and they weren't prepared for the change.
- Stampers no longer allows for drop off of printed items to be bound, cut, etc. Everything has to be submitted online. Fed Ex off campus to help with these services but the price is more than double what Stampers was in the past.

**Treasurer's Report:** No money has been spent to date. Donations can be made to the Administrative Staff Scholarship Fund (#30004) and the Administrative Staff Support Fund (#301996).

**Secretary's Report:** Minutes from the June meeting were sent out on June 6. The June minutes were approved 1<sup>st</sup> by Rebecca Lyons and 2<sup>nd</sup> by Leslie Galan. The motion passed.

Sub list: ASC will be gathering games for people who are willing to serve as subs for future meetings. You can contact the Secretary to get a list of names.

#### **Committee Reports:**

Amendments & Policies: None.

Awards & Recognitions: None.

Outreach & Activities: None.

Personnel Welfare & Compensation: None.

Professional Development: None.

Student Scholarships: None.

**Liaison Reports:**

Classified Staff Council:

- Partnering with ASC to plan a sports event for staff this year.
- Waiting on the handbook to be completed.

Faculty Senate Representative:

- Retention at 15-day head count was 77%. Still looking toward 80% retention. Kent is at 81%.
  - Our state funding is dependent on our student head count and retention is very important.
- A report is being prepared for how faculty and students can help with textbook affordability.

Retiree Association:

- The group will be meeting next week.
- If someone in your office is close to retirement, you should let them know that OPERS is looking to change the cost of living increase from 3% to 2.5% or 2%.

Ombuds Update: None.

ASC Historian: Scholarly Works has all the past ASC information from past years.

**University Committee Reports:** None.

**Old Business:** Winter Closure - Ad hoc committee updates

- Brett Pogan gave the update that they reached out to another university which saw only about a \$103,000 savings during a winter closure between Christmas and New Year's.
- Possibly about a 30% savings on heating and lighting might be a conservative estimate.

**New Business:** None.

**Upcoming Dates:**

- University Picnic: Friday, September 15, 2017 from 11:30 a.m. to 1:30 p.m.
- Next ASC meeting is October 5, 2017.

**Good of the Order:**

- Football home opener is this weekend.
- Black Swamp Festival is in downtown this weekend.
- The Lion King is opening this month at BGSU Firelands.
- Student Affairs is planning the "Beyond the Dream" activities for the year. Contact Sheila Brown if your office would like to organize an event under this theme.
- Diversity 360 training on September 29.

**Adjournment:** Jeremy Joseph made a motion to adjourn. Margo Kammeyer seconded the motion. The meeting adjourned at 2:37 pm.