

**Administrative Staff Council (ASC)**  
**Meeting Minutes**  
**Thursday, October 5, 2017**  
**201 Bowen-Thompson Student Union**

**In Attendance:** Jacey Brooks, Sheila Brown, William Burns, Kalee Carlton, Dawn Chong, Jordan Cravens, Thomas Daniels, Beth Detwiler (Chair), Judy Donald (BGSURA), Tony Fox, Leslie Galan, Emily Gattozzi, Teri Gentry, Todd Glick, Brigitte Green-Churchwell, Krishna Han, Jacob Haun, Chet Hesson, Sophia Jackson, Jeremy Joseph (Past Chair), Margo Kammeyer (Chair-Elect), Steve Letzring, Rebecca Lyons, Ryan Miller, Faith Olson (CSC), Kristin Peiffer, Brett Pogan, Heidi Popovitch (Treasurer), Lindy Smith, Jamie Spradlin, Susan Stearns, Danijela Tomic, Jessica Turos (Ombuds), Jennifer Twu, Cindy Valentine, and Chris Wammes

**Substitutes:** Brian Swope for Brett Pogen; Brittany Scott for Kalee Carlton

**Absent:** Jessica Belcher (Secretary), Kalee Carlton, Kerry Gonzalez, John Konecny, Sheri Leatherman, Brett Pogen, Thomas Rapier, Robin Veitch

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

**Guest Speaker:**

- Rebecca Kocher – Associate Vice President for Alumni, Annual Giving and Development Operations
  - This is a Comprehensive Campaign that includes both a Capital and Scholarships component.
  - The campaign is called ***Changing Lives for the World***.
  - There are 3 phases to the campaign. The preparation phase, the quiet phase, and the official kick-off / public phase. We are just now finishing the 2<sup>nd</sup> phase of the campaign.
  - Goal is \$200 million. We are currently at \$104 million.
  - Outright gifts make up 43% of the total gifts.
  - Alumni have given 60%; Friends 30%; Corporate Foundations 8%; Other 2%.
  - The official kick-off is October 13, 2017 at University Hall.
  - Rebecca asked for everyone's assistance in helping others understand and embracing our philanthropy and fostering Alumni and Community involvement.

**Chair's Report:**

HR Meeting:

- **HireTouch** – Question: How does HireTouch vet applicants? Response: The application screens based upon select fields and does not screen the actual resumes. HR asked us to provide an example that they can look into further. We will bring this up again next month and provide an example.
- **Short Term Disability** – Question: Is there an update on Short Term disability coverage? Response: This was put on hold in PACHWI until after the sick leave program is reevaluated. Margo Kammeyer will serve on the committee that will rewrite the leave program policy.
- **2% Raise and Letters** – Question: Did HR participate in reviewing the letters that some of the offices sent out? Response: The 2% increase affected the biweekly staff the same as the monthly staff members. HR does not vet the letters that are sent out within the departments.
- **HR Forms** – Question: Are some of the other forms HR manages moving to docusign? Response: We will continue our efforts with streamlining some of our processes. The current form moving to docusign will be the independent contractor form. Beth asked if there were any other forms anyone would like to see in docusign and none were suggested.

- **Grants** – Question: If someone is being paid by a grant for the work on the grant and they still do University work, what are their options to be paid for the additional work? Response: Please have that person contact HR individually to discuss this.

Tri Chairs Meeting:

- The Tri Chairs met on September 14, 2017. The Graduate Student Senate President, Scott Chappuis, was also present.

University Council: Beth attended the meeting on September 11, 2017.

- A final report from the Task Force on Sexual Assault was discussed and is now available online.
- Enrollment is down 2.4% overall.
- Budget is down by \$2 million due to the lower enrollment. CFO believes we can manage this centrally instead of by departments depending upon outside factors.
- Task Force on Alcohol Education and Prevention was discussed and a report will be delivered in December with an expected Spring implementation date.
- An update on Diversity and Inclusion was provided.

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

- None.

**Discussion:**

- Jeremy Joseph stated that during the Faculty Senate meeting, there was a discussion on the proposed changes to the grading system. This could impact faculty, students, and internal policies as well. There was a brief discussion on this - a lot of peer institutions have the +/- grading scale, it makes it easier to depict grades, and is deemed more receptive by the students.

**Treasurer's Report:** Nothing to report.

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

**Committee Reports:**

Amendments & Policies: Waiting for HR to pass out the handbooks.

Awards & Recognitions: None.

Outreach & Activities: The Committee met on September 28, 2017 and discussed the revised welcome letter, social events, volunteer ideas, posting a calendar to the ASC web page, and establishing a page for staff to sign-up for ASC events or volunteer opportunities. A social event is being planned for November 3. The next committee meeting will be on October 26, 2017.

Personnel Welfare & Compensation: Reviewing the results from the previous survey to condense it into small subparts; the committee plans to meet later in October to go over the results and make a plan on which items to look into first; also, the committee will put together a timeline of items to work on throughout year.

Professional Development: 2 applicants met the deadline for professional development and were awarded \$100 each. The next deadline is January 9, 2018.

Student Scholarships: We have been looking at fundraising options for student scholarships and would like to establish a pool for the NCAA tournament. This has been discussed with the Controller's office and based upon our expectations for the pool, this type of fundraiser is allowed. The committee will bring the grid for discussion next month, where we can begin selling squares. This is not limited to the University staff and others can participate.

**Liaison Reports:**

Classified Staff Council:

- Talked about the Red Circle program and how it affects classified employees. Went from 36 to 19.
- Working on the leave bank/ donor bank.

Faculty Senate Representative:

- Aside from the proposed grading scale change to +/-'s, the textbook affordability proposal was passed.
- Passed a proposal to create a School of Built Environment within the College of Technology.
- Discussed a plan of action for a general campus policy on what to "really" do in an emergency situation.

Retiree Association:

- None

Ombuds Update: There has been no contact by employees; however, they have been contacted by students. There may need to be more clarity on the role of the Ombuds and who is served so that there isn't confusion by the various groups.

ASC Historian: None

**University Committee Reports:** CIO Advisory committee met where ITS projects and budgets were discussed.

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

- The utility savings for the buildings operating under a reduced capacity from Christmas to New Years was projected to be \$35,000.
- It was projected that it would cost the University \$784,000 to give 3 paid days off to all staff.
- It was determined that no further research into this proposal would be conducted and that this would be considered closed. We would like to thank the committee for conducting the work and performing the due diligence necessary to come to this decision.

**New Business:** None.

**Upcoming Dates:**

- Homecoming Weekend – October 13-15, 2017.
- Next ASC meeting is November 2, 2017.
- ASC social November 3, 2017. Location pending.

**Good of the Order:**

- Cindy – Starbucks will be open an hour earlier on Saturday during Homecoming. The opening time will be 10am.
- There will be a Halloween Fun Fest October 26, 2017 from 6pm-8pm in the Union multipurpose room. Bring your family and enjoy games, candy, and costumes.
- Sophia Jackson was introduced as the new ASC representative for Firelands.

**Adjournment:** Steve Letzring made a motion to adjourn. Krishna Han seconded the motion. The meeting adjourned at 2:29 pm.