

**Administrative Staff Council (ASC)**  
**Meeting Minutes**  
**Thursday, January 4, 2018**  
**308 Bowen-Thompson Student Union**

**In Attendance:** Gregory Boo, William Burns, Kalee Carlton, Dawn Chong, Jordan Cravens, Beth Detwiler (Chair), Gabe Dunbar, Tony Fox, Leslie Galan, Emily Gattozzi, Teri Gentry, Todd Glick, Chet Hesson, Jeremy Joseph, Sheri Leatherman, Steve Letzring, Rebecca Lyons, Kristin Peiffer, Brett Pogan, Heidi Popovitch (Treasurer), Thomas Rapier, Lindy Smith, Jamie Spradlin, Susan Stearns, Robin Veitch,

**Substitutes:** Connie Weaver for Sheila Brown

**Absent:** Jessica Belcher (Secretary), Jacey Brooks, Margo Kammeyer (Chair Elect), Chris Wammes, Brigitte Lenore Green-Churchwell, Judy Donald (BGSURA), Kerry Gonzalez, Jacob Haun, Ryan Miller, Jennifer Twu

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

**Guest Speaker:** Suzi Saunders, Hr Training Specialist, BGSU Human Resources  
10 Common Communication Mistakes

See attached PowerPoint presentation slides for full presentation details.

<https://share.nearpod.com/vsph/ECaETWdhNu>

Human Resources offers dozens of professional development training both in person and online. For a full listing of trainings list refer to their website. <https://www.bgsu.edu/human-resources/professional-development/professional-development-training.html>

**Chair's Report:**

Board of Trustees Meeting 12/8

- President Mazey resigned and last day effective Dec 31. Provost Rogers is now our Interim President.
- Posthumous Degree: Steven Paul Krakoff – Doctor of Education in Leadership Studies
- Proposed Appointments to the Public Advisory Council for Television (PACT)
- Approval of Graduate Student Senate Updated Constitution and Bylaws
- Approval of Verizon Wireless Easement
- Approval of East Wooster Street Right-of-Way
- Approval of Demolition of Harshman Residence Hall
- Approval of Falcon Tuition Guarantee Plan
- Approval of Namings in the Robert W. and Patricia A. Maurer Center

CFO Meeting 12/11

1. What should we expect next year financially for the university?
  - a. BGSU has not received any projections on SSI. We hope to have some preliminary information by the end of December.
  - b. We don't have a draft budget yet.
  - c. Sheri is concerned and things could be tight for FY19.
2. How will TG affect the University?
  - a. We really don't know but are hopeful that families will see the ability to predict exactly what it will cost a family, is enough of a positive that it will offset the fact that we will have an increase. We have not increased tuition since Fall 2013.

3. What is your advice for ASC?
  - a. Retention - This is the number one area that will benefit us all.
    - i. If we can predictably have at least 3500 incoming freshmen class and ideally 3600, and clear the 80% hurdle, that puts us into a whole different category.
  - b. The University is missing opportunities
    - i. Relative to the students living experiences on campus
      1. How is the residential living experience?
      2. The retention rate for on and off campus should be a lot bigger of a gap. Why are these percentages so close?
    - ii. There needs to be one faculty member in a Student's education that makes a difference. How do we encourage / foster this?
  - c. ASC Representatives are in key positions where we can influence or nudge the efforts in these 2 areas.
  - d. 2 other areas where we can plug in:
    - i. How do we help create opportunities for students to make more friends?
    - ii. There should be some organization for every student. Doesn't have to be social. We have so many organizations on campus, but how do we ensure the students fit in?
  - e. Sheri specifically recommended that ASC reach out to the Deans and let them know we want to help and see if there are opportunities.

#### Tri Chairs 12/20

- CSC and ASC met to discuss Oho Staff Council of Higher Education
- Jeremy had brought it to our attention that ASC does not attend but CSC does
- Faith gave us a welcome packet and discussed the issues they have been having with OSCHS (Low attendance, low commitment, no clear results)

#### HR Meeting 12/20

- Received our new updated handbook. It looks really good and much more legible.
- Provided to Amendments Committee and requested recommendations by our next HR meeting in the end of January.

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

**Discussion:** Leslie asked if ASC was interested in attending a double header basketball game social, along with faculty senate, and CSC since we did Hockey game last year. A majority of hands were raised and Leslie will continue to plan the event with the Athletic Director.

**Treasurer's Report:** No report.

**Secretary's Report:** No report.

#### **Committee Reports:**

Amendments & Policies: They will be reviewing HR's new handbook and making recommendations before the end of the month.

Awards & Recognitions: ASC Awards Banquet is Tuesday, May 15<sup>th</sup> from 10 am – 12pm in the BTSU Ballroom

Outreach & Activities: No report. No January social.

Personnel Welfare & Compensation: No report.

Professional Development: Professional Development applications are due January 9<sup>th</sup>. There have been some applications but ASC discussion started on how to better communicate with our constituents on these type of opportunities.

Student Scholarships: No report.

### **Liaison Reports:**

Classified Staff Council:

Faculty Senate Representative:

Retiree Association:

Ombuds Update:

ASC Historian:

### **University Committee Reports:**

- President's Advisory Committee on Intercollegiate Athletics:
- Equal Opportunity Compliance Committee:
- Public Safety Advisory Committee:

### **Old Business:**

**New Business:** Question about an issue about teaching a class on top of your current work load and how a contract should be handling. A consistent had developed a 1 credit hours' class with the Provost's office that would be offered to seniors about being successful post graduation. The class then turned into a 3 credit hour class and has not been offered a contract or compensation. We discussed that the new policy states that a 3 credit hour class outside of your work schedule requires a separate contract from the Provost's office or College. ASC Chair will be following up with the consistent and Human Resources to see how to finish up this process.

### **Upcoming Dates:**

- Next ASC Meeting – February 1, 2018

**Good of the Order:** Dawn Chong asked we please nominate students for student employee of the year.

**Adjournment:** Heidi Popovitch made a motion to adjourn. Steve Letzring seconded the motion. The meeting adjourned at 3:05 pm.