

Administrative Staff Council (ASC)
Meeting Minutes
Thursday, May 3, 2018
201 Bowen-Thompson Student Union

In Attendance: Gregory Boo, William Burns, Kalee Carlton, Dawn Chong, Jordan Cravens, Beth Detwiler (Chair), Judy Donald (BGSURA), Gabe Dunbar, Tony Fox, Leslie Galan, Emily Gattozzi, Teri Gentry, Jacob Haun, Sophia Jackson, Jeremy Joseph, Margo Kammeyer (Chair Elect), Steve Letzring, Rebecca Lyons, Kristin Peiffer, Brett Pogan, Heidi Popovitch (Treasurer), Thomas Rapier, Lindy Smith, Jaime Spradlin, Danijela Tomic, Jennifer Twu, Cindy Valentine,

Substitutes:

Absent: Sheila Brown, Thomas Daniels, Jamie Daughton, Todd Glick, Kerry Gonzalez, Brigitte Green-Churchwell, Chet Hesson, Faith Olson-Elsea (CSC), Susan Stearns, Robin Veitch, Chris Wammes

Guests: Angie McCutcheon

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

Guest Speaker: *Dr. Christina Lunceford, President's Assistant for Diversity and Inclusion*

- Discussed PACODI (President's Advisory Council on Diversity and Inclusion) and SACODI (Student Advisory Council on Diversity and Inclusion).
- Would like an ASC representative to join PACODI.
- Her office will be focusing on training and development. They would like to find out what types of support people need.
- Campus Climate Survey Update:
 - Staff and Faculty had the biggest participation rates.
 - Results were not surprising and were affirmation of what we already knew.
 - More analysis will be performed on the data before it is shared. They will work with IR to determine which data would be the most useful.
 - Data from the Campus Climate Survey and the Strategic Planning sessions will be presented to the Cabinet and Board at their June retreats so that we can determine how to proceed for next year.
- Putting together a University wide strategic plan that will be launched in July. Send Dr. Lunceford an email if anyone is interested in giving feedback on the plan.
- Question: Is the University Equal Opportunity Compliance committee related to PACODI?
 - No, she is unaware of this committee. This committee meets with Vicky Kulicke.
- Question: What is a personal goal for you that you would like to accomplish this year?
 - I would like to see every unit have a plan and take the time to set some benchmarks and priorities for the year for moving forward.
 - Perform one type of training or promote something from within their unit.
 - Would like to see a certificate program implemented and an all day summit.

Chair's Report:

University Council 4/16

- Title IX (J. McCary)
 - They changed the structure of deputies
 - They changed the protocol for investigators - dual for every investigation
 - Also increased training for all deputies
 - Updating and including Firelands
 - All Firelands campus employees have received Title IX training
 - New documentation for accusers and accused - what to do who to contact
 - Created Title IX report card - for faculty if student comes to them they know what to do
 - New website
 - Did a TedX talk on consent
 - October 9, 2018 - Title IX Summit at BGSU
 - Will include a national recognized keynote speaker
 - And all other universities will be invited
- Year-End Events (D. Kielmeyer)
 - NOIT event April 17
 - Paul Hooker Hall of Fame event
 - Strategic plan open houses
 - The Hatch - Kerry field house
 - Sebo series Friday
 - Literacy in the park
 - Dedicate the foyer in U Hall to Hoskins
 - Applauding Excellence event
 - Spring preview day
 - 4 commencement ceremonies
- Focus on the Future: Advancing BGSU's Strategic Plan (B. Balzer)
 - Having these open houses
 - Good turnout so far
 - Meeting the needs of traditional students
 - Changing demographic in 2020
- Enrollment Update (C. Castellano)
 - Numbers are high for next year
 - Last year 3100 paid housing and right now 3,158 have paid (now 3518)
 - 2017 confirmed 3278 and now 3399
 - Transfer is down slightly 35
 - ACT score is the same
 - Graduate is down 40
 - Firelands increased and larger increase in Firelands pathway program

Human Resources 4/18

- Is it possible for FSA members to have a debit card like HSA?
 - The reason we don't is because the university is responsible if that card is used inappropriately, the HSA doesn't work like that.
- In the handbooks latest version are Ombuds more detailed
 - Yes, and they gave us a new copy to review.
- When will the campus climate survey data be available and how will that be released
 - HR was not involved in this survey. Christina Lunsford - would be the person to ask.

Tri-Chairs 4/19

- Leave bank policy – HR expanded the definition of family to include spouse, children, parents, guardian custodian.
- CSC met with HR to finalize the handbook. Hope to have this completed by July 1, 2018.
- Faculty Senate has academic calendar concerns (contact hours and computer based lab classes/final exams for these).
- Discussed getting together for a shared governance discussion with Administration.

Hearing of the Public – Opportunity for guests to address the council: None.

Discussion: None.

Treasurer's Report: If you have bills and expenses for this year, get them to Heidi so that we can get things processed before the end of the fiscal year.

Secretary's Report: Minutes from the April meeting were sent out on April 17. The April minutes were approved 1st by Rebecca Lyons and 2nd by Greg Boo. The motion passed.

Committee Reports:

Amendments & Policies:

- Created the draft of proposed amendments to the Bylaws Article 2.
- Reviewing the ASC handbook changes that have been made by OHR. The first review is very positive.

Awards & Recognitions:

- Finalizing banquet preparation activities.
- The ASC award submission deadline has been extended. Please encourage nominations through the end of the day today.

Outreach & Activities:

- No report.

Personnel Welfare & Compensation:

- The PWC salary request was approved at the last ASC meeting. There is nothing else to report.

Professional Development:

- No report.

Student Scholarships:

- The committee will be awarding four \$1000 scholarships.
- We continue to work on silent auction items.
- Keep selling the 50/50 tickets. If you have not turned them in yet, please bring them to the awards banquet and turn them in before the start of activities.

Liaison Reports:

Classified Staff Council:

- No report.

Faculty Senate Representative:

- Discussed the (+) (-) grading scale system. This is still being debated and there is no finalized plan yet.
- Discussed the academic calendar and drafted a resolution on this.
- Wants a seat on the search committee for the new provost. Do we want to be involve? Should we reach out to the committee? Exec to discuss this at an upcoming meeting.

Retiree Association: No report.

Ombuds Update: No report.

ASC Historian: No report.

University Committee Reports:

- No reports.

Old Business: None

New Business:

- Bylaws Article 2 revision discussion:
 - At the direction of ESC, we looked to revise Article 2, which addresses committees. We have not been receiving routine feedback from these committees. These committees are essential because they are the primary way that ASC can get things accomplished.
 - The revisions were presented and opened for discussion.
 - Any amendments can be presented at the June meeting and a vote can be taken.

Upcoming Dates:

- Administrative Staff Awards Banquet - May 15, 2018, 10am - 12pm, BTSU Ballroom
- Next ASC Meeting – June 7, 2018

Good of the Order:

- Final exams are wrapping up. Last date for tutoring is 5/4, so send us your students now.
- The Career Center is now using Handshake as a replacement for WorkNet. External employers are active now and Student Employment will begin using it on May 21. Communications will be sent out in the next week.

Adjournment: Heidi Popovitch made a motion to adjourn. Steve Letzring seconded the motion. The meeting adjourned at 2:23 pm.