

Administrative Staff Council (ASC)

Meeting Minutes

Thursday, February 7, 2019

308 Bowen-Thompson Student Union

In Attendance: Beth Ash, Andrea Boehme, Sean Brigadier, Will Burns, Kalee Carlton, Dawn Chong, Terra Cramer, Jordan Cravens, Beth Detwiler, Gabe Dunbar, Jason Dunn, Tony Fox, Emily Gattozzi, Todd Glick, Maite Hall, Brian Heilmeier, Meghan Horn, Jeremy Joseph, Margo Kammeyer, Lona Leck, Rebecca Lyons, Mike McPhillips, Cordula Mora, Jacquie Nelson, Kristi Peiffer, Sue Seggaard, Lindy Smith, Jaime Spradlin, Danijela Tomic, Jennifer Twu, Dennis Voss, Lily Young

Substitutes: Sherri Sherock (Brett Pogan) Adam Arthur (Chris Wammes) and Bridget Place (Adam Petrea)

Absent: Emily Barnes-Hanna, Teresa Earl, Teri Gentry, Jacob Haun, Sophia Jackson, Ryan Kardok, Cindy Valentine

Call to Order: Margo Kammeyer, Chair of ASC, called the meeting to order at 1:31 pm.

Guest Speakers:

- **Shannon Wolverton, Admissions Counselor** – President's Day, February 18th, volunteers are needed. There are currently 1017 student registered with an expected 4000 visitors to campus on President's Day. This large visit day has a 75% return on students that choose BGSU.
 - Signing up is easy and training will be provided. If you are interested in helping, please visit <https://goo.gl/forms/n6doGu7X6zvDiRB22> . If you have any questions, please contact Shannon Wolverton at shannmw@bgsu.edu or 419-372-9870.
- **Leslie Fern, Employment – Employee Relations Specialist** – hosted an Active Listening professional development session. This provided ASC with an exercise in the difference between listening and hearing.

Chair's Report:

HR Meeting:

- The monthly meeting with OHR was held February 5th.
- The following questions were asked to Viva McCarver, Chief Human Resource Officer:
 - Question: Does our health plan coverage offer options/ incentives for living a healthy lifestyle?
 - Answer: This is something that OHR is exploring the possibility of. We learned that we are one of few Universities that does not have an official Wellness representative (for the University, not just RecWell for example). In order to explore Wellness initiatives, this position would be recommended as a first step.
 - Question: Can you help us understand the difference between staff that can roll over vacation and those that lose it each January if vacation time is not used?
 - Answer: HR is still looking into this and will advise later.
 - Question: Are there any updates on the JAQ review proposal?
 - Answer: There are no updates at this time but this continues to be a goal of OHR. As a reminder, this would be a very large expenditure.
- The Leave Bank is open and is accepting donated sick leave hours from eligible staff members until Feb 22. To donate, go to the electronic submission form and click on the Enroll during Open Period. In order

to be eligible to petition to withdraw from the leave bank, you must have donated during one of the last two enrollment periods.

Tri Chairs Meeting:

- The monthly meeting was not held this month.

MLK Jr. Day of Service:

- ASC and CSC held a friendly food drive competition for MLK Jr. Day.
- 403 items were collected.
- CSC collected the most items at Huntington, Education, and Administration buildings. ASC collected the most at Jerome Library.
- ASC is the winner of the first annual ASC / CSC MLK Jr. Day Food Drive Challenge.

Hearing of the Public – Opportunity for guests to address the council: - none

Full ASC Representative Discussion: - none

Treasurer’s Report: - Expense report attached to minutes for reference.

Secretary’s Report: Minutes from January 3, 2019 meeting emailed on January 4, 2019. The only correction was in regards to the number of student participating in the Winter Session. Roughly, 1800 total students participated in some form with roughly 1200 of those taking classes online or on campus. Other participated in study abroad or other experiences. J. Spradlin motioned to approve the January 3rd minutes, T. Fox 2nd. The motion passed.

Self – nominations will be extended until February 15th, please encourage others in your area to self-nominate. Also, if your term is ending in 2019 please considered self-nominating for another term.

Committee Reports:

Amendments & Policies: - no report

Awards & Recognitions: - marketing end of year awards, planning reception, January Spirit of BG award was awarded

Outreach & Activities: - ASC Bowling February 8th has been cancelled – it will be rescheduled for March 8th

Personnel Welfare & Compensation: - no report

Professional Development: - no report

Student Scholarships: The scholarship committee will take part in the BGSUOneDay platform to encourage support of the ASC Scholarship. This will take place April 2nd, more information to come. We are currently seeking “Ambassadors” who can help us spread the word and encourage others to donate to our scholarship.

Liaison Reports:

Classified Staff Council: The canned food drive was a success and they look forward to doing it again next year. Working on reviewing scholarship applications. Compensation request is in progress and will be

submitted soon. Faith and Danielle spoke to President Rogers about red circle employees – there will not be a change to these employees at this time. There are 15 classified staff that are currently red circled. A suggestion was made that President Rogers meet with these 15 red-circled and this seemed to be well received. More to come on this.

Faculty Senate Representative (Beth Detwiler): - no report

Retiree Association (Judy Donald): - no report

Ombuds Update (Chris Bullins and Jessica Tueros): - 1 contact this month

ASC Historian (Lindy Smith): no report

University Committee Reports:

Professional Affairs – Next meeting is in March. Nothing to report at this time

CIO – Next meeting is on February 14, nothing to report at this time

Old Business: none

New Business:

Personnel Welfare & Compensation Committee - Compensation Request

- J. Spradlin motioned to vote on the version to submit on behalf of ASC. T. Glick 2nd, motion passed.
 - Version 1 received 23 votes by show of hands; Version 2 received 8 votes by show of hands.
 - Version 1 approved.
- Suggested Changes to Version 1-
 - R. Lyons motioned to removed highlighted section from version 1, 2nd by J. Cravens
 - R. Lyons motioned to remove the word “staff” from the Accomplishments section of version 1, 2nd by J. Joseph. Motion passed by a verbal vote.

Awards & Recognition – Rookie of the Year Award Revisions

- S. Seegard motioned that the Rookie of the Year award be revised to include a cash award of \$100.00 2nd by R. Lyons. Motion passed by a verbal vote.

Upcoming Dates:

March 7th – Next ASC meeting, March 7th, 1:30-3:00 BTSU 308

March 8th – ASC Bowling night. More information to come.

Good of the Order: It was great to see the January spirit of BG on twitter. This is a great way to spread the word about the work that ASC is doing. Nominations for student employees will be coming soon – watch for more information to come. BGSU Student Employment Appreciation will be held April 9th. Saturday, February 9, Bowling Green’s own Scott Hamilton is bringing his Sk8 to Eliminate Cancer™ fundraising initiative to The Slater Family Ice Arena! More details on the event can be found at

https://events.bgsu.edu/event/sk8_to_eliminate_cancer_5KSkate_3656#.XF16-KB7mHs.

Adjournment: J. Spradlin made a motion to adjourn. T. Fox 2nd the motion. The meeting adjourned at 3:00 pm.