

Administrative Staff Council (ASC)
Meeting Minutes
Thursday, September 6, 2018
308 Bowen-Thompson Student Union

In Attendance: Beth Ash, Emily Barnes-Hanna, Andrea Boehme, Sean Brigadier, Kalee Carlton, Terra Cramer, Jordan Cravens, Beth Detwiler, Gabe Dunbar, Jason Dunn, Teresa Earl, Tony Fox, Emily Gattozzi, Teri Gentry, Todd Glick, Maite Hall, Jacob Haun, Meghan Horn, Sophia Jackson, Jeremy Joseph, Margo Kammeyer, Ryan Kardok, Lona Leck, Rebecca Lyons, Mike McPhillips, Cordula Mora, Jacquie Nelson, Kristi Peiffer, Adam Petrea, Sue Seggaard, Angela Seifert, Lindy Smith, Jaime Spradlin, Danijela Tomic, Jennifer Twu, Chris Wammes

Substitutes: None

Absent: Will Burns, John McEwen, Brett Pogan, Thomas Rapier, and Cindy Valentine

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

Guest Speaker: None

Chair's Report:

HR Meeting:

- We had our first HR meeting with Viva McCarver, Chief Human Resources Officer and Sandy Heck, Director of Benefits this week.
- Questions asked:
 - Each week we receive internal job posting notifications, is it possible to receive external ones too?
 - Viva explained that yes, this should be possible.
 - Viva also provided an update on the JAQ review initiative that has been briefly discussed by HR in the past. The last JAQ review was performed in 2011.
 - Viva would like to write a proposal for another review to take place; but knows that we will have to be creative in finding a budget for this.
 - She would appreciate our support in this initiative when the proposal is presented.

BGSUConnect:

- On 8/24 many of you participated in the BGSUConnect First Class mentoring opportunity. This has been called Speed Mentoring in the past. This event seemed to be a success and we will have more opportunities to partner with the Career Center in the future.
- The BGSUConnect site will be launched soon for current faculty, staff and alumni to connect with students. This is an on-line application and will be an excellent way to share your knowledge and experience with students.
- Look for an announcement on BGSUConnect to be sent out soon from the Career Center.

Tri Chairs Meeting: None

University Council: None

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

Full ASC Representative Discussion: The topic of summer hours was brought up by Kalee Carlton and it was asked if this could be discussed with HR. It was determined that there is not a University policy on summer hours and it is up to the departments to determine if they will offer summer hours. If staff are interested in summer hours they are encouraged to discuss this within their department.

Treasurer's Report: \$10561 loaded for FY19 Working on determining budget for upcoming year. Professional Development Committee will be given a total of \$2000 to award for professional development for any administrative staff for Fall and Spring Semester.

Secretary's Report: Minutes from the June meeting were sent out on June 7. The June minutes were approved 1st by Rebecca Lyons and 2nd by Jeremy Joseph. The motion passed.

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 (Danielle Burkin and Toni Jacobs) : Goals for upcoming year are to help classified staff participate in skill building professional development to help them move into higher positions. They are holding a brown bag lunch series to discuss the retirement plan. They also want to focus on boosting the morale of the classified staff.

Faculty Senate Representative (Beth Detwiler):

President Rogers

- Rough draft of strategic plan
- Make announcement of Chief Advancement position soon
- Final interviews for new provost will be late fall

John Fischer

- These are all before 15 day numbers
- 5th year in a row most academically prepared class
- 23% of students a minorities
- Small growth at Firelands
 - Firelands Pathway – 215 students
- CTAAE – 35% growth
- COB and Arts & Sciences have seen strong increase in retention
- Retention is up .30% - hopefully above 77%
- Putting materials together to better track data related to expertial activities like research, learning communities, etc

They went over Roberts Rules – big debate about other options and issues with them

Passed new rules on Vice Chair

Retiree Association (Judy Donald): Working to increase membership numbers. The first year after retirement is free, but then the dues are \$10 or \$15 per year. They typically meet 4 times a year.

Ombuds Update (Chris Bullins and Jessica Tuross): None.

ASC Historian (Lindy Smith): ScholarWorks has all the past ASC information from past years
<https://scholarworks.bgsu.edu/asc>

University Committee Reports: Openings available for CIO Advisory, Professional Affairs, and Equal Opportunity Compliance

Old Business: Leave Bank Policy will be presented in a public hearing on September 19th 11-12:00 at the Huntington Building Room 104. After the public hearing, any input will be considered and sent to Cabinet for approval.

New Business: None.

Upcoming Dates:

- Next ASC meeting is October 4, 2018 1:30- 3:00 BTSU Room 308.

Good of the Order:

- Mentoring for Social Justice Leadership opportunity available starting in October. Flyer Attached.
- Student Union is being updated with paint, furniture and carpeting. 2nd and 4th floor complete. Starting on 3rd floor next. Existing furniture will be available soon. Kristi Peiffer is working on creating a spreadsheet with inventory available. Contact her at kdhafer@bgsu.edu if your department is interested.
- BGSU Music Library and Bill Schurk Sound Archives will host Record Listening Club on September 12th, October 10th, and November 14th. In the Pallister Conference Room. Flyer Attached.
- Campus Picnic Volunteers needed Thursday, September 13th. Contact Ann Linenkugel at alinenk@bgsu.edu or 419-372-2240 for more information.
- Upcoming Sports Events:
 - Football Home Opener against Maryland **Saturday, September 8th**
 - Volleyball Home **September 13th, 14th, and 15th**
- Black Art Swamp Festival will run **September 7th, 8th, and 9th**

Adjournment: Beth Detwiller made a motion to adjourn. Tony Fox seconded the motion. The meeting adjourned at 3:00 pm.