

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, Will Burns, Kalee Carlton, Dawn Chong, Terra Cramer, Jordan Cravens, Gabe Dunbar, Jason Dunn, Teresa Earl, Tony Fox, Emily Gattozzi, Teri Gentry, Jacob Haun, Meghan Horn, Sophia Jackson, Margo Kammeyer, Ryan Kardok, Lona Leck, Mike McPhillips, Cordula Mora, Jacquie Nelson, Kristi Peiffer, Sue Seggaard, Angela Seifert, Lindy Smith, Jaime Spradlin, Jennifer Twu, Cindy Valentine

Substitutes: Lucas Miller (Rebecca Lyons)

Absent: Beth Detwiler, Todd Glick, Maite Hall, Jeremy Joseph, John McEwen, Adam Petrea, Brett Pogan, Thomas Rapier, Danijela Tomic, and Chris Wammes

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

Guest Speaker: Margaret McCann and Suzi Saunders from HR. Provided training *Understanding Your Benefits: A Quick Guide to all of the BGSU Benefits Features*.

- October 29th through November 16th will be the Open Enrollment Period. The details will be released by HR next week.
- We will have the same vendors as the current benefit year.
- You will need to re-enroll for HSA and FSA
- Spousal Health Insurance Employer Certification can be submitted starting October 1st. Must be completed if you plan to cover your spouse with primary healthcare coverage. Not necessary if only covering spouse on Dental or Vision ONLY Health coverage.
- There will be 6 sessions offered during Open Enrollment to help answer questions that you may have.
- Internet Explorer is the preferred browser for all HR forms.
- Print your confirmation after you make your elections for the next benefit year for your records.

Chair's Report:

HR Meeting:

Margo Kammeyer met with Viva McCarver and Sandy Heck on October 2. The following questions were submitted by ASC representatives for discussion with OHR:

- Is there a University policy on Summer Work Hours?
 - There is no University policy on allowing flexible hours for the Summer. Each department has the option to allow this and if there is a department that does not offer this flexibility, then vacation hours can be taken.
- Can a retiree donate remaining sick hours to the Sick Leave Bank at the point of retirement?
 - The employee can donate up to the maximum hours (40) per year during the donation period, which is every February.
- How is it determined which policies require a public hearing?
 - There are regulations tied to the type of policy that determines if a public hearing is required. For example, the Sick Leave Bank was initially approved as a House Bill requiring a public hearing. BGSU is not typically required to do this and the bill is actually in the process of being changed to the correct type of bill that would not have required a public hearing. BGSU wanted to keep the process moving forward, so General Counsel followed the required process for the type of bill it was originally approved as.

- Does BGSU have a work from home policy?
 - There is no University work from home policy.
- Does BGSU have an ongoing contractual relationship with Mercer?
 - No. There is no ongoing contract for services, although BGSU has used Mercer for other engagements since the 2011 JAQ review.

Tri Chairs Meeting:

- We had our first meeting of the academic year with Faculty Senate, CSC, and ASC Chairs on September 20th.
- David Border is Chair of Faculty Senate again this year since Frederick Polkinghorne left the University. There is a call for names for the vacant Chair Elect position, with an intended election in October.

University Council:

- The first Board Meeting of 2018-2019 academic year was Friday, September 28th. Rebecca Lyons provided an update on ASC that summarized our accomplishments from the previous year and our goals for the upcoming year.

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

Full ASC Representative Discussion: None

Treasurer’s Report: No report

Secretary’s Report: Minutes from September 6, 2018 meeting emailed on September 10, 2018. No corrections submitted. The September minutes were approved 1st by Jacob Haun and 2nd by Tony Fox. The motion passed.

Committee Reports:

Amendments & Policies: Nothing to report at this time

Awards & Recognitions:

- Met in Person at September 6 ASC Meeting
 - Reviewed 2017-18 Committee Report
 - Brainstormed Marketing Strategies Overall
 - Selected Co-Chairs
- Discussed Award Nomination Process and Website Via Email
 - Updated All Four Nomination Forms to a Consistent **ONLINE** Format
 - Tested Forms and Form Output
 - Shared Links with Committee Members
- Goals For October
 - Update Web
 - Add Missing Past Winners for All Awards - Work with historian as needed
 - Photos (where available) and other page layout consistencies
- Begin Marketing and Awarding Spirit Award
 - Document Logistics and Confirm Committee Communications and Responsibilities
 - Use 2017-18 Report as Template
- Marketing
 - Campus Update
 - Social Media
 - Discuss and Brainstorm Other Reasonable Marketing Outlets
- End of Year Award Ceremony
 - Determine Event Date – Based on Space Availability
 - Work with Communications Officer to Invite VIP

Outreach & Activities:

- Working on Welcome Bag for new Administrative Staff
- 1st social event planned is a family event. Trick or Treat at the Stroh scheduled for October 26th More details to be sent out soon
- Looking to have a social after wok on Thursday, December 6th
- Also, looking at possibly having a toy drive around the holiday. More details to come.

Personnel Welfare & Compensation:

- Currently working on:
 - Reviewing employee survey results from last year
 - Creating list of items PW&C is recommending we address
- Next steps:
 - Review findings with Exec Committee
 - Prioritize/assess greatest need of constituents

Professional Development: Nothing to Report

Student Scholarships:

- The scholarship application is being managed through Academic Works this year
- The application went live on Oct 1 and will close on Feb 15
- We already have several students who have started the application process

Liaison Reports:

- Classified Staff Council (Toni Jacobs) :
 - Held brown bag lunch on Retirement on September 25, 2018
 - October 17, 2018 – plan to visit Firelands
- Faculty Senate Representative (Beth Detwiler):
- President Rogers
 - Focus on the future: 16 themed priorities came out of open forums last year. 4 page document summarizes the top 6 objective take away. Website should be live with all of this information by the end of the week.
 - Signed a letter of intent to transfer operations of Mercy College to BGSU. Hasn't been done before in Ohio but has been done nationally. We are outlining how this will work now.
 - New Advancement Vice President starting next week. Campaign still has 2 years to go to reach 200 million.
 - Provost forums are ongoing.
- Provost Fisher
 - Common Read: Next Monday our speaker Adam Alter author of Irresistible will be on campus.
 - Board of Trustees approved CTAAE renovations. That work is going to start soon. Hiring the architects/designers to see what will be renovated.
 - Winter sessions: Working on a lot of new programs and
- Lifetime Achievement Award
 - The old award used to be tenured track faculty only. They now offer another option for non-tenure track faculty. There will be two awards.
- BGSU Allies
 - NSF grant funded project
 - Building Inclusive Leadership Practices and Policies to Transform the Institution
 - Increase advancement for women in STEM
 - Removing barriers so women can be more successful in STEM, from their research they know they are facing substantial bias.
 - Allies Goal: Make allyship and inclusive leadership the expectation at BGSU
- New Program
 - New Major, B.A. Physics (Approved by Senate)

- Prepare them for the workforce versus graduate school which is a national trend
- New Specialization, Digital Forensics (Approved by Senate)
 - Very in demand specialization
 - Most of the graduates would work in criminal justice
- Retiree Association (Judy Donald): No report
- Ombuds Update (Chris Bullins and Jessica Tuross): None.
- ASC Historian (Lindy Smith): Nothing to report.

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

- CIO – Highly encouraged to setup Duo for email access. May become mandatory due to the high volume of hacked email accounts. Homeland Security to help with looking at the Public Safety on campus and what could be done better or make plans to look at construction challenges on I-75. New events calendar has been released.

Old Business: None.

New Business: None.

Upcoming Dates:

- a. Next ASC Meeting – November 1, 2018 Karyn Smith – *Move for Your Mood*

Good of the Order:

- Health Fair to be held Tuesday, October 9th 11:00- 2:00 in the Union. Health care vendors on site, raffles, and products for sale.
- Preview Days October 27, 2018 and December 1, 2018
- Halloween Fun Fest will be held October 30th 6:00- 8:00 in the Union. More information coming soon.
- Falcon’s Nest is in need of student workers. They are down 60 student employees currently. Pass this information onto any students looking for employment. Direct interest students to the Dine on Campus website. <https://new.bgsudining.com/jobs>

Adjournment: Kristi Peiffer made a motion to adjourn. Lona Leck seconded the motion. The meeting adjourned at 3:00 pm.