

## **Administrative Staff Council (ASC)**

### **Meeting Minutes**

**Thursday, March 7, 2019**

### **308 Bowen-Thompson Student Union**

**In Attendance:** Andrea Boehme, Sean Brigadier, Will Burns, Kalee Carlton, Dawn Chong, Terra Cramer, Jordan Cravens, Beth Detwiler, Jason Dunn, Teresa Earl, Tony Fox, Teri Gentry, Todd Glick, Maite Hall, Jacob Haun, Brian Heilmeier, Meghan Horn, Sophia Jackson, Jeremy Joseph, Margo Kammeyer, Lona Leck, Rebecca Lyons, Mike McPhillips, Kristi Peiffer, Adam Petrea, Sue Seggaard, Lindy Smith, Jennifer Twu, Cindy Valentine, Dennis Voss, Chris Wammes, Lily Young

**Substitutes:** Marie Dunn Harris (Jacqueline Nelson), Kim Fleshman (Emily Gattozzi), Sue Stearns (Beth Ash), Anna Sankovich (Jordan Cravens)

**Absent:** Jaime Spradlin, Gabriel Dunbar, Judy Donald, Emily Barnes-Hanna, Ryan Kardok, Cordula Mora, Brett Pogan, Danijela Tomic

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

### **Guest Speakers: Jennifer McCary and Sheri Stoll**

#### **Jennifer McCary:**

Update on Title IV:

- Mandatory training
- Policy and procedures update turned into 46 page document from one page. Clear on prohibitive behaviors and what we do.
- Documentation on how to help students through the process (both sides of the report).
- Information packets and intake for both parties (responding and reporting),
- MOU with various offices (ResLife, Dean of Students, academic offices, etc).
- Currently working with HR to review Employee policies now.
- Next step Mandatory Reporting training. Increase in reporting from the training session. Started annual report. First report for fall 2018. Last year 98 reports were made. This year 102 so far this semester. Increase in awareness has caused an increase in reports.
- Restructured adjudication process, simplified process or full process. Added restorative justice circles instead of only adjudication. Seeing an increase in the number of reports (at least through 2020, maybe 2021), helps to understand the process. Hopeful for a culture shift-through adjudication processes. Adjudication is fact finding, but helps with points of contact. Takes everyone's buy-in to shift the culture.
- Q&A: HR is working on updating policies, duplication of trainings, are you collaborating? Working with Cabinet to make them combined. Mandatory training is once, HR training is every year.
- Q&A: Tracking: Through info pro, people who have not done it get a reminder email every week Working to get slides embedded in video training.
- Q&A: How do you feel culture on campus is shifting? Campus Culture survey out now. Encourage students to complete it. Awareness is up through help from other offices. People feel more supported through Mandatory Reporter Training. All anecdotal. Things we need to continue to work through. No one is happy or pleased with the outcome of this process, which is tough, but still need to make them feel valued. Collaboration. Building a good foundation.

### **Sheri Stoll:**

- Changes coming for 403(b) and ARP
- In OPERS or STRS, no effect on your retirement plan.
- See attached handout.
- Q&A: Do I need to reaffirm if I have an account that is not in the four selected vendors? Understanding is yes, would need to reselect. Just going forward that the four vendors will be allowed, your current funds can stay in non-selected vendors.
- Slides Attached for Presentation.

### **Chair's Report:**

#### HR Meeting:

- The monthly meeting with OHR was held March 5th.
- The following questions were asked to Viva McCarver, Chief Human Resource Officer:
- Question: Do you have any comments on the ASC Compensation Request that was submitted 2/20/2019? Answer: Viva and Sheri Stoll did discuss it at a high level. Additional discussions will occur with Sheri during our next meeting with her.
- Question: Can you provide an update on those staff positions that accrue and lose vacation time each January? Answer: HR is continuing to look into this.
- Question: Does Medical Mutual coverage cover all medical requests for Transgender patients? Answer: BGSU is self-insured and our medical coverage does not cover all medical requests for Transgender patients.
- 452 people donated time to the Leave Bank during its first open enrollment period. The actual number of hours donated is still being counted. At least 3500 hours.

#### Sheri Stoll, Chief Financial Officer

- Rebecca and Margo met with Sheri Stoll on March 6, 2019.
- We are still waiting on Governor DeWine to announce his State Budget. This could have an impact on how we approach our budget planning. Initial expectations are that the 2020 budget will be tight.
- The ASC Staff Compensation request was reviewed.
  - VP Stoll will have a better grasp on the request for a 3% across the board raise during her April visit to ASC.
  - The existing process for the bonus policy was discussed. It may be a good idea to have OHR visit a future ASC meeting to discuss this policy.
  - It was encouraged that if there are administrative staff that are not at the control point for their pay grade, to individually discuss this with OHR.
  - There is an ongoing review of the medical benefits and coverage with a focus on controlling costs, co-pays, out-of-pocket expenses and deductibles.
  - Plan A and Plan B will continue to be offered.

#### Tri Chairs Meeting:

- Rebecca attended the tri chairs meeting on February 21, 2019.
- Faculty Senate now has a Vice-Chair/Chair Elect - Jenn Stucker.

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

**Full ASC Representative Discussion: -**

None

**Treasurer’s Report:** - Within allocated budget.

**Secretary’s Report:** Minutes from February 7, 2019 meeting emailed on February 11, 2019. There were no corrections submitted. Dawn Chong motioned to approve the February 7th minutes, Tony Fox 2nd. The motion passed.

The 2019-20 ASC Election is underway. The voting ballots will stay open until March 13, 2019.

**Committee Reports:**

Amendments & Policies: - no report.

Awards & Recognitions: -

- The committee met on February 20 with 100% attendance.
- Award pages within the ASC site have been re-ordered, updated with images, and tweaked for consistency.
- February Spirit Award process is underway, and an announcement of the winner will be made after the official “ceremony”.
- Award Banquet Planning – May 21, 10 AM – Noon
  - Reviewing the Budget and Allocations for room, food, awards, and incidental costs.
  - Collaborating with Scholarship Committee
- Marketing of Award Nominations and the Event begins week of March 18th
  - Including: Graphic Design, Email to Ad Staff Supervisor, Campus Update, Zoom News space permitting, Social Media, and Digital Signage
  - Award nomination deadline: April 19
  - Marketing of Event – Include with Nomination Call
  - ASC Secretary to create Outlook event inviting all ASC Members

Outreach & Activities:

- 2019 Annual ASC Bowling Night at Al-Mar Lanes on Friday, March 8.
- 5:00 - 6:00 Check-in/Socialize
- 6:00 - 8:00 Bowling
- \$8.99 each, includes: 2 Games of bowling, rental shoes, and \$1.00 coupon toward any food item or non-alcoholic beverage
- Cash Bar and Full menu available

Personnel Welfare & Compensation:

- Compensation Request was approved at the last ASC meeting
- Collaborating with Classified Staff Council to produce a Parental Leave Policy (joint meeting scheduled in March)

### Professional Development:

- We awarded 4 candidates \$775.00 in scholarships for the Spring Term, leaving \$225.00 left for Summer Scholarships.

### Student Scholarships:

- 167 Completed applications were received
- We plan to have our top picks by the end of the week 7 candidates to receive \$1000 each
- We will begin sending out the Silent Auction Request letter in the upcoming weeks
- We are still looking for some Ambassadors to help us during BGSU One Day

### **Liaison Reports:**

Classified Staff Council: Parental Leave, Organ Donor Leave policy in Ohio revised code (classified staff only), planning banquet, staff awards, co-chairs for next year and chair-elect. Trophy forthcoming for Food Challenge.

### Faculty Senate Representative (Beth Detwiler):

- Faculty Senate Elections
- John Ellinger
  - Scantrons – Finding alternatives to the current problems with scantrons.
  - ITS extended turnaround from 24 hours to 48 hours during finals week
  - ITS will be working with the Provost office and a committee to find a solution that works for professionals still utilizing scantrons.
- Sheri Stoll
  - AUP and 403B
  - Same presentation that was provided to ASC
- Senate approved resolution Course Enrollment Capacity Resolution
  - Research further if there is an issue with courses being enrolled higher than blue sheets are supposed to allow

Retiree Association (Judy Donald): no report

Ombuds Update (Chris Bullins and Jessica Tuross): none

ASC Historian (Lindy Smith): Minutes for past few years in ScholarWorks.

### **University Committee Reports:**

CIO – Emails from External clients will have a label. Starting to push two step authentication for BGSU email opt in option now.

EOCC-Will be meeting next week (March 14) to go through Green Zone training and discuss Veterans on campus.

**Old Business:** None

**New Business:**

- #BGSUOneDay-\$300 challenge match, 11 serving as ambassadors for BGSUOneDay. Reach out to Jordan if interested in being an ambassador.

**Upcoming Dates:**

- ASC Bowling - March 8, 2019, Almar Lanes
- Next ASC Meeting – April 4, 2019 Sheri Stoll, CFO

**Good of the Order:** Nothing to report

**Adjournment:** Andrea Boehme made a motion to adjourn. Cindy Valentine 2nd the motion. The meeting adjourned at 3:02 pm.