

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

### **Meeting Minutes**

**January 9, 2020**

**BTSU 201**

**In Attendance:** Adam Arthur, Paul Bezdicek, Andrea Boehme, Stephanie Brinkman, Becky Cogswell, Terra Cramer, Jordan Cravens, Gabe Dunbar, Emily Garcia, Emily Gattozzi, Teri Gentry, Todd Glick, Maite Hall, Meghan Horn, Sophia Jackson, Jeremy Joseph, Margo Kammeyer, Lona Leck, Rebecca Lyons, Lucas Miller, Cordula Mora, Jacquie Nelson, Kristi Peiffer, Jenna Pollock, Beth Ralph, Jennifer Sayre, Victor Senn, Sherri Sherock, Jaime Spradlin, Jenifer St. Louis, , Kari Storm, Jennifer Twu, Cindy Valentine, Dennis Voss, Lily Young

Deb Lucio

**Substitutes:** Jason Dunn (Margo Kammeyer)

**Absent:** Beth Ash, Stephanie Dalmacio, Teresa Earl, Leslie Galan, Taylor Jefferson, Sharon McIntosh, Travis Sheaffer, Laura Arnold

**Call to Order:** Rebecca Lyons, Chair of ASC, called the meeting to order at 1:32 pm

**Guest Speaker:** none

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

- HR Meeting-update
  - Policy on Policy-created to help better understand the process for submitting policies and differentiate between Collective Bargaining Agreement and other staff.
  - Mileage-there is a policy online under the HR website. If you are traveling from work to another location using your car, you can claim mileage.
  - Update on firm to evaluate JAQ process-three presentations were given. Making recommendations on the top two. Waiting on funding. Asked that an ASC representative be on the committee moving forward.
  - Parental Leave-discussion in old business.
- Meeting with Sheri Stoll
  - Update on Parental Leave Policy-being discussed at cabinet
  - Timeline for compensation plan-current format or different format-current format and timeline are good
  - What are things that we haven't asked for that we should or might want to? Sheri had no additional suggestions
- Status of the golf course (East Corridor report)-lots of things up in the air. Waiting for positions to be filled to move forward.

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

**Full ASC Representative Discussion:** - None

#### **Treasurer's Report:**

- The Administrative Staff Council has two foundation accounts. Administrative Staff Council Scholarship and Administrative Staff Council Support Fund. To date \$163 has been donated to the scholarship foundation account. This is a way to give back through payroll deduction. Here is a link to find out more about donating to the ASC Scholarship fund <https://www.bgsu.edu/administrative-staff-council/scholarship-opportunities.html>

## Secretary's Report:

- The December 5, 2019 draft minutes were emailed on December 12, 2019. No corrections or additions were received. A motion to approve the minutes of the meeting was made by J. Spradlin and seconded by E. Garcia. Motion carried.
- ASC is on a wait list for 308 BTSU for the February 6, 2020 meeting, the alternate location will be Olscamp 101. We will not know until February 4, 2020 which location the meeting will be held. As soon as we have confirmation, a meeting invite update will be sent as well as an email confirming the location.

## Old Business:

- R. Lyons motioned to suspend the rules and move Old Business up in the meeting agenda prior to the Committee reports seconded by E. Garcia. Motion passed.
- Parental Leave Policy Discussion: the adjustments that Human Resources made from our original submission more closely match the CBA
  - Items for Feedback:
    - When are you required to use the leave? Faculty more flexible can use up to 4 months after the event.
    - Approve 4 weeks prior for approval and could be denied.
    - Caveat language to allow exceptions for 4 weeks notice. In certain cases it may not be possible to follow the 4 week rule.
    - Can you use paid time for the remaining FMLA leave? As according to the FMLA policy.
    - Clarification on the stepchild adoption?
    - Can there be a deviation in the age requirement? What is the history of the age number?
  - Bylaw discussion
    - Article 2, Section 2, subsection F
      - Concerns raised by the committee on difference between charter, bylaws, and website for their roles
      - Amendments and Policies committee will review suggestions and present changes at the next ASC meeting
    - Article 5, Section 2
      - Proposed changes as submitted, adding Section titles.
      - L. Miller motioned to vote on the proposed changes to Article 5, Section 2. E. Garcia seconded motion passed. Vote by ballot 33 – For, 0 – Against, and 0 - Abstain
    - Article 6
      - Proposed changes as submitted, removing language that no longer applies
      - J. Joseph motioned to vote on the proposed changes to Article 6. K. Storm seconded. Motion passed. Vote by ballot 33 – For, 0 – Against, and 0 - Abstain

## Committee Reports:

Amendments & Policies: Going through Bylaws for additional revisions as needed. Will present future proposed changes as they are available.

Awards & Recognitions: The awards and recognition committee plans to meet with the Scholarship committee to plan the annual awards banquet. The November Spirit Award was presented to Karyn Smith in Recreation and Wellness.

## Outreach & Activities:

- There were three new administrative staff that joined BGSU in December. 2 on main campus and one at Firelands. The Athletics office donated tickets to the new staff to attend an event.
- CSC vs ASC Food Drive Challenge is underway and will end January 20<sup>th</sup>
- Bowling will be held in March. More information to come. It will probably be either March 3<sup>rd</sup> or March 6<sup>th</sup>.
- April 3<sup>rd</sup> social event will be the Teaching Kitchen over lunch.

#### Personnel Welfare & Compensation:

- Previous compensation requests have included an increase roughly 3%
- Goal to submit at the end of this month to review at February meeting
- Things the committee plans to review.
  - How long has it been at 2% increase vs 3% requested?
  - Merit based raise options.
  - Looking at cost of living increase vs what we have received.
- Contribute of things what we have been able to accomplish over the past year possibly pages of items with \$\$ amounts to show how Administrative staff have impacted BGSU and the students. Submit to Stephanie Brinkman – Next Friday, January 17<sup>th</sup>.

#### Professional Development:

- The PD committee reviewed 6 grant applications and awarded 3 for a total of \$974. Awardees were notified 12/18/2019.
- Deadline date for Spring will be pushed back to Feb/March. More to come on the deadline date.

Student Scholarships: 128 scholarships have been started in the system with 28 applications completed. Silent auction items needed please reach out to the committee

#### **Liaison Reports:**

#### Classified Staff Council (Jordan Cravens):

- Proposed ice cream social with ASC in late spring
- Considering tables at relevant campus events where staff will be present
- Working through HR issues for one-time bonus and/or raises for certain job classifications
- Reminder that sick leave bank is available for applications
- Discussed with Sherri Stoll that RFP for JAQ review will include compensation plan for classified staff, but not a complete overhaul like administrative staff
- Coffee/Donuts with CSC on Jan. 16 9-11 a.m. outside Starbucks. Designed to generate interest/awareness in CSC

Faculty Senate Representative (Margo Kammeyer): None

Retiree Association (Laura Arnold): none

Ombuds Update (Chris Bullins and Jessica Tuross): none

ASC Historian (Emily Gattozzi): none

#### **University Committee Reports:**

#### A&S –

- Met January 8, 2020 plans to hold a retreats
- Would like to see a Wellness Focus for the college. Would like to know if the funding for WellAware is going to return or if there will be replacement program coming soon.

**New Business:** none

#### **Upcoming Dates:**

- Next ASC meeting, February 6, 2020 – Location will either be BTSU 308 or Olscamp 101. Location confirmation will be sent on February 4, 2020.
- ASC Awards Ceremony Tuesday, May 19, 2020 10:00 – 12:00.

**Good of the Order:**

- Parental Leave Kudos to a job getting this to this point
- LC open and willing to help any student that are available
- Ohio Ethics training, make sure you complete if you have not already done so.

**Adjournment:** A.Boehme moved that the meeting be adjourned and was seconded by J.Spradlin