

Administrative Staff Council (ASC)

Meeting Minutes

December 5, 2019

BTSU 201

In Attendance: Adam Arthur, Beth Ash, Paul Bezdicek, Andrea Boehme, Becky Cogswell, Terra Cramer, Jordan Cravens, Gabe Dunbar, Teresa Earl, Leslie Galan, Emily Garcia, Emily Gattozzi, Todd Glick, Maite Hall, Meghan Horn, Sophia Jackson, Jeremy Joseph, Rebecca Lyons, Sharon McIntosh, Lucas Miller, Cordula Mora, Jacquie Nelson, Kristi Peiffer, Beth Ralph, Jennifer Sayre, Victor Senn, Sherri Sherock, Jaime Spradlin, Jenifer St. Louis, Kari Storm, Jennifer Twu, Dennis Voss, Lily Young

Deb Lucio, Laura Arnold

Substitutes: Demi Heiks (Will Burns), Tony Fox (Teri Gentry), Jason Dunn (Margo Kammeyer)

Absent: Stephanie Brinkman, Stephanie Dalmacio, Taylor Jefferson, Lona Leck, Jenna Pollock, Travis Sheaffer, and Cindy Valentine

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

Guest Speaker:

John Ellinger, Chief Information Officer

- There should be NO sharing of private passwords for any reason
 - Don't give your personal password away to someone else
 - Don't take anyone else's password to do University business as that person
- There are Two Exceptions to this rule:
 1. If it is crucial that you use someone else's password to do something on their behalf. Do so as securely as possible and document that you did it.
 - Contact John Ellinger or Matt Haschak if something has to be done, but the person is not on campus.
- This should be an Exception and not the rule
- Take preventative measures to have a plan in place to ensure that this situation does not come up.
 - When possible have others able to perform the same tasks
 - Ensure the security requests to get access are completed ahead of time
 - Use VPN when possible
 - This request takes time plan ahead

Chair's Report:

HR Meeting:

- Parental Leave-This has been discussed twice at cabinet. Cabinet seemed in support of policy and think it is a good idea. Trying to get it on agenda for December or at least January.
- Winter Break Policy-not this year, maybe for next year. President asked Viva for benchmarking information.
- FLSA update –Starting January 1, 2020 the threshold will be \$35,568. Any exempt staff member hired over that threshold will be paid on a monthly schedule. Staff hired between now and January 1, 2020 above this threshold will also be paid on a monthly schedule.
- JAQ review update-Sheri approved the RFP and three vendors have given presentations. Cost will be anywhere between 100,000 to 350,000. Next steps are to select a vendor and present to cabinet. Waiting on the approval to seek the funds.

CFO Meeting:

- Meeting Scheduled December 16, 2019. Plan to ask about the compensation plan timeline and suggestions for improvement in the current process.

Tri Chairs Meeting:

- Faculty Senate
 - Plus/minus grading scale
 - Should CSC and ASC still attend Faculty Senate now that we have Tri-Chairs meetings? Can attendance be discretionary? What do bylaws indicate? Bylaws for faculty staff indicate attendance is discretionary
- CSC
 - Winter break discussion-wrote resolution of support because HR is pursuing a policy regardless
 - Working on logistics for MLK Day
 - Hosting drop-in times for classified staff over coffee and donuts, similar to a “Talk to me Tuesday”
 - Proposed having a block of tickets or ice box for ASC/CSC/Faculty Senate members
 - Considered BGSU One Day, but membership prefers 50/50. J. Cravens to present on pros/cons
- USG
 - Planning for Creed Day and Elections
 - Hosting student government conference for all Ohio public institutions
 - Focused on hazing and food insecurity initiatives with Dean of Students office
 - Have heard concerns on wait times at the counseling center and off-campus student housing
- GSS
 - No representative present

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

Full ASC Representative Discussion: -

- Winter Break Policy – hold off until Parental Leave is decided

Treasurer’s Report:

Secretary’s Report: The November draft minutes were emailed on 11/12/19, no corrections or additions were received. A motion to approve the minutes of the November meeting was made by J. Spradlin and seconded by Lucas Miller. Motion carried.

Committee Reports:

Amendments & Policies:

- Works through the edit that they would like review in January

Awards & Recognitions:

- Spirit Award
 - Presentations were made by committee members during the past month to the following individuals:
 - September – Julie Haman: Director of Technology Support Services - Firelands Instructional Media
 - October - Jamie Wlosowicz: Student Engagement Coordinator - Center for Women and Gender Equity
 - Selected New Month’s Spirit Winners – Names will be announced after awards are presented.
 - Nominators who mistakenly submitted for classified staff or faculty are being notified to nominate for other eligible awards.
 - Planned upcoming marketing for December and January to include Campus Updates, Four Winds, and social media coverage of monthly winners.
- End of Year Banquet - Tuesday, May 19, 10 AM – Noon
 - Reviewed BGSU Dining Catering menu in favor of more elaborate options than in 2019
 - Reviewed budget including awards, room, catering, and decorations
 - Plan to collaborate with Silent Auction/Scholarship Committee in January
 - RSVP process was successful last year so will be implemented again
 - Marketing plan will be coordinated with call for nominations

- Annual Awards (Ferrari, BG Best, Rookie of the Year)
 - Marketing plan and call for nominations begins mid-February and coordinates with marketing of the event itself
 - Submission Deadline: April 1

Outreach & Activities:

- Toy Drive December 5, 2019 – Thanks to all of those that donated a toy of money/gift cards
- New packets for Administrative Staff have been sent out
- January Food Drive – looking to compete against Classified Staff again – more information to come
- March – Planning on the Annual Bowling Event details are still being finalized
- April – Planning on organizing another Teaching Kitchen

Personnel Welfare & Compensation:

- Preparing statement to share with all Administrative Staff
- Preparing the document for salary requests

Professional Development:

- 6 applicants amount to be awarded
- Is there any possibility to change or return submissions?

Student Scholarships:

- 76 students have started the application for the scholarship, and 13 have actually submitted on at this point in time.
- Getting head start on contacting donors for silent auction

Liaison Reports:

Classified Staff Council (Deb Lucio) :

- Food Challenge – Plan to compete against ASC again in January
- Upcoming meeting with Sheri Stoll and HR
- Donuts with Classified Staff scheduled in January to meet with other Classified Staff members

Faculty Senate Representative (Margo Kammeyer): No report

Retiree Association (Laura Arnold): No report

Ombuds Update (Chris Bullins and Jessica Turos): No report

ASC Historian (Emily Gattozzi): No report

University Committee Reports:

PACWI: The meeting scheduled for December 2nd was cancelled due to the President's Holiday reception. If you have any items to add to January agenda, please send them to me. Next meeting is scheduled for January 27, 2020.

Old Business: None

New Business: None

Upcoming Dates:

- January ASC Meeting, January 9, 2019 – 201 BTSU 1:30-3:00
- End of Year Banquet – May 19, 2020 – 10:00 – 12:00

Good of the Order:

- Learning Commons is open next week – Winter Session will be offering some tutoring services
- International Programs and Partnership Office – passport services are available to students, faculty, staff, and BGSU Community members. For more information visit <https://www.bgsu.edu/international-programs-and-partnerships/passport-services.html>
- Parental Leave Policy – is an example of an opportunity to share our story. ASC can influence others by sharing their stories of their experiences, which can help bring light to issues affecting other administrative staff.
- Concerns of retention of administrative staff due to the lack of promotional ladder.
- 35% mandatory HR trainings still have not been completed

Adjournment: J. Joseph moved that the meeting be adjourned at 2:37 and was seconded by K. Peiffer. Motion passed.