

Administrative Staff Council (ASC)
Meeting Minutes
Thursday, September 1, 2016
201 Bowen-Thompson Student Union

In Attendance: Jessica Belcher (Secretary), Jacey Brooks, Sheila Brown, Christopher Bullins (Ombuds), Kalee Carlton, Beth Detwiler, Rhonda Dicke, Kim Fleshman, Michael Ginnetti, Linda Hamman (CSC), Krishna Han, Jeremy Joseph (Tri-Chair, Past Chair), Margo Kammeyer (Tri-Chair), Aaron Kane, Steve Letzring, Rebecca Lyons, Jennifer Poggali-Buening, Anthony Rivera, Susan Sadoff, Lindy Smith, Susan Stearns, Dawn Swain, Danijela Tomic, Jennifer Twu, Cindy Valentine, Robin Veitch (Communication), Chris Wammes

Substitutes: Michele Schmitz for Dawn Chong, Meghan Horn for Chet Hesson, PJ Mays for Trinity Jeter, Monica Gerwin for Sheri Leatherman

Absent: Eve Crandall, Leslie Galan, Kerry Gonzalez, Jason Januszewicz, Mary Ellen Kellow, Connie Molnar, Steven Overholt, Brett Pogan, Heidi Popovitch, Thomas Rapier, Anthony Wagener

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

Guest Speaker: Aaron Kane, Parking Services

- BGSU is moving to digital license plate recognition software in Fall 2017. This will eliminate the need for hanging permits but the parking registration process will remain the same.
- Department will have the ability to purchase one-day permits online without needing a paper or printed pass.
- Kiosks will be changing from pay and display to pay by license plate which will include an app where you can add more time to your parking account from your phone.
- If you have paper visitor passes you can still use those until they expire. If you have visitor passes that expire in 2016, take them to parking services and they will exchange them for new passes.
- Questions:
 - Can we register more than one vehicle under the new system?
 - Answer: Faculty and staff can register two vehicles; students will be moving back to just one vehicle. If you have a rental car, you can register that plate for just the time you are driving it.
 - Will this technology be used at BGSU Firelands?
 - We are working on how this will work at Firelands but nothing has been decided at this time.

Chair's Report:

HR Meeting:

- Tuition compensation for retirees and retiree dependents is the same as the current employee and employee dependents.
- If a staff member doesn't feel comfortable raising a concern with their supervisor or their second level supervisor, they can take it to the Ombuds and/or Human Resources. However, Human Resources will have to investigate and that would include notifying your supervisor.

- For new hires, if you have a background check that is all-inclusive by BGSU standards and in the recent past, then you may not need another one to be completed but this will be determined on a case-by-case basis by Human Resources.
- Human Resources will be coming to our October ASC meeting to talk about benefits enrollment and a brown bag lunch will be planned soon and be a joint meeting with CSC.
- A new policy is being implemented for administrative staff who teach courses and will go into effect in Spring 2017.
- This year the university did not issue pay increase letters notifying staff of the 2.5% increase and their new salary. However, the funds have been loaded into everyone's pay beginning September 1.

Tri Chairs Meeting: No report.

University Council: No report.

Discussion: There is some lack of communication about the roll-out of the new non-teaching graduate student hourly monitoring process. It was announced in graduate council to academic units last year. Paper time sheets are the most uniform monitoring process but there is a discussion about moving this towards an electronic process but this has not been finalized. The Tri-Chairs will contact the Graduate College about how this should be communicated to the supervisors and graduate students.

Treasurer's Report: Moving to Chrome River reimbursements beginning this year. There will be a cap (yet to be determined) on the amount of professional development funds available for the year.

Secretary's Report: Minutes from the June meeting were sent out for review on July 11, a few edits were received and modifications made to the minutes. The June minutes were approved 1st by Rebecca Lyons and 2nd by Jennifer Poggali-Buening. The motion passed.

Committee Reports: No reports from the summer.

Liaison Reports:

Classified Staff Council: The council is trying to strengthen their committee work on campus. Next meeting September 21.

Faculty Senate Representative: No report.

Retiree Association: No report.

Ombuds Update: Two people contacted The Ombuds over the summer.

ASC Historian: Scanning of archives files is done and decisions are being made on access and where they will be stored.

University Committee Reports:

Library Advisory Committee: A meeting will be happening at the end of the month.

Health, Wellness, and Insurance: New price increases expected for Plan A and Plan B as well as some plan changes to coverage.

Old Business: None.

New Business: The committee chair for each committee will be required to send the Secretary the monthly committee update report at least two days prior to the meeting. Committees were provided with the goals for the year as determined by the Executive Committee and asked to meet for the first time at the end of the meeting.

Good of the Order: Big Gay Welcome happens today.

Upcoming ASC Dates:

Oct 6 1:30 PM ASC Meeting – 201 BTSU
Guest Speaker – Sandy Heck, Human Resources

Adjournment: Rebecca Lyons made a motion to adjourn. Aaron Kane seconded the motion. The meeting adjourned at 2:40 pm.

Committee Goals for 2016 – 17

Amendments & Policies

- Handbook/By-Laws/Charter Review
- Record history of amendments and BGSU policy changes
- Process amendments as prescribed by the ASC Charter & Bylaws

Awards & Recognition

- Award Reception Planning
- Award Distribution (Ferrari, BG Best, Rookie of the Year, Spirit of BG)
- Promote all of our awards to the campus community
- Actively seek nominations for all awards
- Award Spirit of BG monthly award at least four times this year
- Revisit Award descriptions and criteria

Outreach & Activities

- Create an ASC Food Pantry for students
- Hold a monthly social event open to all Administrative Staff
- Create and send an ASC Welcome Packet to new employees

Personnel Welfare & Compensation

- Conduct salary market comparison
- Work with HR on any “hot topics” for the year
- Proactively review current compensation policies
- Review handbook for possible required revisions

Professional Development

- Develop or provide professional development opportunities for the campus community
- Award professional development grants within the prescribed annual budget

Student Scholarships

- Raise money for student scholarships (raffle, sponsors, auction, etc.)
- Award scholarships to students using an evaluation process