

**Administrative Staff Council (ASC)**  
**Meeting Minutes**  
**Thursday, January 5, 2017**  
**201 Bowen-Thompson Student Union**

**In Attendance:** Jessica Belcher (Secretary), Kalee Carlton, Dawn Chong, Beth Detwiler (Chair Elect), Rhonda Dicke, Judy Donald (BGSURA), Kim Fleshman, Leslie Galan (Tri-Chair), Michael Ginnetti, Kerry Gonzalez, Linda Hamman (CSC), Chet Hesson, Jason Januszewicz, Trinidy Jeter, Jeremy Joseph (Tri-Chair, Past Chair), Margo Kammeyer (Tri-Chair), Aaron Kane, Allen Kohn, Sheri Leatherman, Steve Letzring, Rebecca Lyons, Connie Molnar, Brett Pogan, Jennifer Poggali, Heidi Popovitch (Treasurer), Thomas Rapier, Lindy Smith, Jamie Spradlin, Susan Stearns, Jessica Turos (Ombuds), Cindy Valentine, Robin Veitch (Communication), Chris Wammes

**Substitutes:** Connie Weaven for Sheila Brown

**Absent:** Jacey Brooks, Christopher Bullins (Ombuds), Krishna Han, Jhaakira Jacobs, Mary Ellen Kellow, Patrick Lisk, Anthony Rivera, Susan Sadoff, Danijela Tomic, Jennifer Twu

**Call to Order:** Jeremy Joseph, Tri-Chair of ASC, called the meeting to order at 1:30pm.

**Guest Speaker:** John Ellinger – Chief Information Officer

- In the past 12 months we have had almost 1,200 compromised computers on campus; that's almost triple from the previous year.
- Duo app is currently voluntary as a second step authentication for portal items at BGSU. Over the next 6 months this will become mandatory. This process provides more security for BGSU systems.
- Business automation has been progressing over the years to reduce the number of paper processes on campus and move them to online automated systems.
- The BGSU app is up and running. Send John's office any suggestions for improvements to the app.
- A new client services person will begin in mid-January.

**Chair's Report:**

HR Meeting: HR is working on updates to the Administrative Staff Handbook. Send suggested changes to Jeremy or Beth who will sit on the committee for these changes.

Tri Chairs Meeting: No report.

University Council: No report.

**Discussion:** No discussion.

**Treasurer's Report:** Nothing new right now. We will spend more money as the semester progresses.

**Secretary's Report:** Minutes from the November and December meetings were sent out on December 7. One edit was submitted and the change made to the December minutes. The November minutes were approved 1<sup>st</sup> by Rebecca Lyons and 2<sup>nd</sup> by Jennifer Poggali. The motion passed. The December minutes were approved 1<sup>st</sup> by Rebecca Lyons and 2<sup>nd</sup> by Jennifer Poggali. The motion passed.

A welcome letter for the new year was sent to all Administrative staff this month to update them on spring events from ASC.

### **Committee Reports:**

Amendments & Policies: This month the committee produced the final versions of the Charter and Bylaws as approved on 11/3, and sent those to the ASC Communications Officer to update our website and the Historian to put into our official archives.

Awards & Recognitions: The Awards Banquet will be on May 23 from 10:00 AM – 12:00 PM with brunch type food.

Outreach & Activities: No report.

Personnel Welfare & Compensation: The committee will be meeting after the holidays to analyze the 280 survey results from the recently distributed survey.

Professional Development: The committee will be looking at on-campus professional development options for the coming year. The Spring professional development application deadline is January 9.

Student Scholarships: Zachary St. John was the raffle winner of \$97.00.

### **Liaison Reports:**

Classified Staff Council: They are also working on their handbook with HR.

Faculty Senate Representative: English and General Studies Writing (GSW) are merging back together to form one department. A resolution was brought back from the table to discuss textbook cost reduction; it has been tabled indefinitely while a committee looks into the issue.

Retiree Association: No report.

Ombuds Update: Two people have contacted the Ombuds since the last meeting.

ASC Historian: No report.

### **University Committee Reports:**

Intercollegiate Athletics Advisory: Committee only meets once a semester; the spring meeting hasn't been scheduled yet.

Consensual Amorous Relationship Policy: No report.

CIO Advisory: No report.

Public Safety: No report.

Student Union: No report.

WellAware: No report.

**Old Business:** None.

**New Business:** None.

**Upcoming ASC Dates**

January 16 – Martin Luther King, Jr. Day (BGSU Holiday): Day of Service opportunities available

February 2 – 1:30: ASC General Assembly

February 5 – St. Baldricks: 9:30 AM – 4:30 PM in BTSU

**Good of the Order:** January 9, deadline for spring professional development applications. Hockey tonight and tomorrow night as well.

**Adjournment:** Leslie Galan made a motion to adjourn. Margo Kammeyer seconded the motion. The meeting adjourned at 2:21 pm.