

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

In Attendance: Jacey Brooks, Christopher Bullins (Ombuds), Kalee Carlton, Dawn Chong, Beth Detwiler, Rhonda Dicke, Kim Fleshman, Leslie Galan, Michael Ginnetti, Linda Hamman (CSC), Chet Hesson, Jhaakira Jacobs, Margo Kammeyer (Tri---Chair), Aaron Kane, Allen Kohn, Sheri Leatherman, Steve Letzring, Rebecca Lyons, Connie Molnar, Brett Pogan, Heidi Popovitch (Treasurer), Thomas Rapier, Anthony Rivera, Lindy Smith, Susan Stearns, Danijela Tomic, Jennifer Twu, Cindy Valentine, Robin Veitch (Communication), Chris Wammes

Substitutes: Donna Dick for Jeremy Joseph, Jacob Haun for Jason Januszewicz

Absent: Jessica Belcher (Secretary), Sheila Brown, Kerry Gonzalez, Krisna Han, Trinidy Jeter, Mary Ellen Kellow, Patrick Lisk, Jennifer Poggali, Susan Sadoff, Jamie Spradlin, Jessica Turos (Ombuds), Judy Donald (BGSURA)

Call to Order: Beth Detwiler, Chair Elect of ASC, called the meeting to order at 1:31pm.

Guest Speaker: Bob Moosbrugger, Athletic Director

- Bob gave an excellent overview of the Athletics area. (He was pleased to see so many coaches represented on ASC.)
- He talked about the student-athlete experience including the high overall GPA and large number of service hours logged.
- He talked about the facilities used for athletics, as well as resource acquisition and scholarship information.
- There are over 83 different majors/programs of study for the athletes and over 5000 community service hours in 2015-2016.

Chair's Report:

HR Meeting: Beth Detwiler made the following update:

- President Mazey has requested all policies/handbooks be updated by May 2017. A committee has been put in place to handle this task that include varies cabinet members including Viva. She will be including ASC Chair and Chair elect in the discussion to review the administrative staff handbook (she has requested that we select one person from Tri-Chairs). HR owns the handbook and will be making recommendations of updates but the committees will be active participants.
- The insurance appeal committee disbanded in 2011 due to a new process the state set up. Each appeal goes through a standardized process set up by the department of insurance that involved 2 appeals and a final appeal.
- Home birth – HR will accept Doula or Midwife records that they provide in home births. If neither a doula or midwife are present and only parents of child are present at birth HR will work with these individuals to gain the birth documentation that insurance does need. If you are aware beforehand

that you are having a home birth without a doula or midwife please reach out to HR prior to the birth and discuss this further with them.

- Sick leave bank – This will be going away at the beginning of the year. A law that was passed at the beginning of 2016 does not allow a sick leave bank any longer. The ORC does state that this is illegal. Faculty will be able to keep their sick leave bank because of the Collective bargaining agreement but the hours that were donated by an administrative staff member will be returned. HR is looking into other options for employees that will bridge this gap in the future. 6 individuals have used the sick leave bank since it began.

Tri Chairs Meeting: Leslie Galan made the following update:

- Discussed getting all 3 groups together for at least 2 different BGSU athletic events.
- These events would be hosted for all committees and their constituents.
- Events and logistics still need to be determined and planned.

University Council: Margo Kammeyer made the following update:

- Pat Pauken gave an overview of the upcoming Board of Trustees meeting agenda. An item of interest is that they will present an education session to the Board on textbook affordability.
- Under Student Relations, Dr. Gibson explained a Listening Tour where he and Dr. Mazey will be going to all Student organizations and meeting with them to understand any concerns or challenges they are facing.
- An update on Housing for 2017-2018 was also made. The University will develop a Communications Plan and provide an informational web site on the Residence Life page to better help Parents and Students.
- There was an update on the review of Governance Documents. A team has been formed to make updates to the University Policy Register. They will be developing a strategy to allow for updates and input into the process. Open Forums will be conducted in the spring.

Discussion:

Treasurer's Report: Nothing to report.

Secretary's Report: Minutes from the November meeting have not been sent out yet; we will review these at the January meeting along with the minutes from this meeting.

Committee Reports:

Amendments & Policies:

- We are working on creating the final copies of the amendments and bylaws.
- We are also working on locating word documents of these to make the updates to. It looks like we'll need to create the word documents from the PDF's online. Once these are created, we'll get them put in the share drive and updated on the website.
- Once we've completed this the committee will begin reviewing the Administrative Staff Handbook.

Awards & Recognitions:

- Awarded three Spirit of BG Awards-August-Scott Shemann, September-Jacob Clemens, October-Allan Dieball
- Still looking at Awards Ceremony in May, exploring the option of a brunch (10-noon) instead of afternoon (3-5)

Outreach & Activities:

- ASC Social 12/2/2016 at 5pm at The Stone's Throw.
- No ASC Social for January.
- Finalizing date for ASC Bowling Night.
- We are trying to come up with a way to encourage more ASC members to get involved with the Volunteering activity held of Martin Luther King, Jr Day
- Talked about different ways to get local food pantry's information out to students

Personnel Welfare & Compensation:

- A salary and benefits survey was administered to Administrative Staff last month.
- There were 220 respondents.

Professional Development:

- There were a total of 4 people for fall that requested funding for professional development. Each person received \$150.
- So far, there have been no requests for the spring term.
- The team has begun discussions on establishing an on-site campus professional development opportunity for next year.

Student Scholarships:

- Michael Ginnetti, the Ferrari Parking Place winner has paid the treasurer and that is now in our Scholarships account.
- Currently we have the 50/50 raffle
- We need to know when the spring reception is, if we are making it later, etc. This impacts our timeline for accepting applications and notifying students that win.

Liaison Reports:

Classified Staff Council:

- Faith Olson has agreed to fill the chair elect position.
- Continue to work on next year's proposals.

Faculty Senate Representative: No report.

Retiree Association: No report.

Ombuds Update: Two people have contacted the Ombuds over the last month.

ASC Historian: The process for getting digitized materials on-line continues.

University Committee Reports:

Intercollegiate Athletics Advisory: No report.

Consensual Amorous Relationship Policy: No report.

CIO Advisory: Connie Molnar stated that there is a new BGSU mobile app. She also stated that there are issues getting 2 step authentication to work with duo authentication for Microsoft mail applications.

Public Safety – Leslie Galan stated that there is a meeting on December 8, 2016.

Student Union – Chris Bullins stated that discussions continue on billing for next year.

WellAware – Donna Dick mentioned that there is a Maintain Don't Gain campaign going on right now. Also, you can call Karyn Smith for a free meeting for a fitness coach.

Old Business: None

New Business: None

Good of the Order:

- Dawn Chong discussed that the minimum wage for students will go from \$8.10 to \$8.15 on January 1, 2017. Supervisors will need to sign off on this for their students. A number of supervisors in the room said they were unaware of this.
- Dawn Chong also stated that her office will be sending out info for nominations for student employee of the year and also for student employee supervisor of the year. They are starting this process early in order to encourage nominations. Dawn explained that it has hard getting people to nominate students and that we have some awesome students, so, lets nominate them. Nomination requests will be sent out by mid-December and will be due by mid-February. The National Student Employee appreciation week is April 9-13.
- Chet Hesson stated that the Bowling Green Leadership Academy is accepting applications now. So far, they only have 7 applications and they like to have around 20 for the cohort.
- Chris Bullens stated we are working hard on retention efforts and to let him know if we encounter students that don't feel they will return. We would like to work with them.
- Donna Dick stated that the Learning Commons in the library will have a finals event on December 11.
- Leslie Galan mentioned that there is an Art's event on December 3rd at the Wolfe Center.

Adjournment: Steve Letzring made a motion to adjourn. **Connie Molner** seconded the motion. The meeting adjourned at 2:31 pm.