

Administrative Staff Council

Meeting Minutes

January 5th, 2012

In Attendance:

Jason Dunn, Laura Emch, Kimberly Fleshman, Michael Hachtel, Bess Huyghe, Lisa Ingram, David Janik, Stephen Kendall, Jennifer Kilian, Ryan Miller, Connie Molnar, Emily Monago, Steven Overholt, Heidi Popovitch, Marlene Reynolds, Anthony Short, Thomas Siebenaler, Cheryl Snider, Jennifer Twu, Mary Beth Zachary

Substitutes: None

Jason Dunn, Co-Chair, called the meeting to order.

Guest Speaker: Terrell Johnson encouraged all Administrative Staff to volunteer for the upcoming President's Day events. Volunteers are needed for 2 hour increments or are welcomed to stay all day. Most positions are greeters and are located between Olscamp, Bowen Thompson Student Union, and Wolfe Center for the Arts. Email Terrell should you have further questions.

Co-Chair's Report

Board of Trustees Meeting- Jason Dunn reported BGSU is going through HLC-Reaccreditation process with eleven other schools. A visit will be scheduled for 2013.

A change to BGSU documents concerning gender/identity and gender expression was approved.

A new Masters of Science of Gerontology program was approved.

Sheri Stoll announced adjustment bonds could save the university \$100,000 annually.

Roof improvement work on many campus buildings was approved to begin this summer.

Tom Siebenaler volunteered to be next year's chair of the Administrative Staff Council. If anyone is interested in assisting him with this role, please contact Jason Dunn or Sherri Orwick Ogden. Tom also served on the Inauguration Committee and was thanked for his involvement.

Human Resources and ASC conducted a CUPA (Colleges and Universities Personnel Association) survey in December.

The December Brown Bag Lunch was well attended. The next meeting is scheduled for January 18th.

Human Resources Meeting- Jason and Sherri met with Becca Ferguson, Chief Human Resources Officer, and requested data from the recent JAQ review. Becca will provide the data on appeals, approvals, moves, and employees falling above/below the new salary ranges. This data should be available for review within the next month or two. Becca proposed securing central funding for the employees who fell under the minimum pay range. President Mazey was very positive about moving that proposal forward. Jason and Sherri will provide more information regarding the progress of this proposal when available. The next time employees can resubmit their JAQ for review, if they have a change in job responsibilities/supervisor etc, is February 2012. ASC will be arranging times for JAQ graders to be trained for future JAQ reviews. Everyone in attendance was encouraged to read Appendix E, regarding compensation, of the Administrative Staff Handbook and become familiar with this section.

Jason and Sherri requested the wording for the Ombuds position, approved in 2008 but never placed in the handbook, and the change to the usage of personal time be placed in the handbook. Human Resources Department will make this change.

Treasurer's Report

No Report

Secretary's Report

December minutes approved as amended.

Committee Reports

Awards- Kim Fleshman announced there were no nominations for December's "Spirit of BG" Award. She encouraged employees to consider nominations for this award.

PWC- no report

Amendments- Cheryl Snider encouraged everyone to review the Bylaw and Charter changes and submit any feedback to her. Tom Siebenaler will redistribute those changes to ASC Representatives by email.

Professional Development- The committee has received four applications applying for funds to be used for seminars, webinars, etc. Applications will be received until Wednesday January 12th.

Scholarship- Steve Overholt stated the committee has secured many raffle prizes. The committee will meet the week of January 9th to finalize.

Internal Affairs- Tom Siebenaler announced Administrative Staff will soon be receiving a survey in regards to the ASC election process. Please distribute the survey to your constituents and encourage its completion.

External Affairs- Bess Huyghe announced a toiletry drive is planned for the February 22nd Men's Basketball game. Watch for details as the drive is scheduled to begin one week prior to the game. The toiletries collected will be given to local shelters in need.

Liaison Reports

Classified Staff Council- A representative was not present. However, Jason Dunn attended the last Classified Staff Council meeting in December, where they discussed the upcoming process of evaluating the state classifications.

Faculty Senate Representative- No report

Ombudsman- No report

BGSURA- No report

Old Business

ByLaws and Charter Changes vote was tabled due to a lack of quorum.

Mary Beth Zachary informed those in attendance the proposed Classified Staff Performance Appraisal Form will be piloted soon.

New Business- None

Good of the Order

Laura Emch thanked WBGU for being a great campus resource for the Financial Aid Office in assisting them with marketing projects.

Mary Beth Zachary thanked WBGU for the Academic Challenge they hosted in November.

Lisa Ingram announced the Tenth Anniversary Event for the Bowen Thompson Student Union will be held Thursday, January 19th at 12:30.

Ryan Miller encouraged everyone to take a tour of the Wolfe Center for the Arts building. Monday, January 9th, the first classes will be held.

Jason Dunn provided the following link <https://dvss.bgsu.edu/find2.php?search=1510375> for the health and wellness video, Fork Over Knives.

Next Meeting

The next ASC meeting will be held on Thursday, February 2nd, 1:30pm BTSU 207 guest speaker is Pat Pauken.

Heidi Popovitch motioned to adjourn the meeting. Kim Fleshman seconded the motion. Meeting adjourned.

Respectfully Submitted,

Marlene Reynolds

Co-Secretary, Administrative Staff Council

