

Administrative Staff Council
Meeting Minutes
Thursday, September 5th, 2013
www.bgsu.edu/asc

In Attendance:

Bonita Bembry; Eric Bucks; Donna Dick; Laura Emch; Leslie Galan; Michael Hachtel; Linda Hamilton; Krishna Han; Bess Huyghe; David Janik; Jeremy Joseph; Mary Ellen Kellow; Stephen Kendall; Jeanne Langendorfer; Benjamin Martin; Karen Meyers; Ryan Miller; Connie Molnar; Emily Monago; Paul Obringer; Sherri Orwick Ogden; Steven Overholt; Tim Parish; Adam Petrea; Ray Plaza; Brett Pogan; Heidi Popovitch; Abby Priehs; Marlene Reynolds; Travis Sheaffer; Anthony Short; Thomas Siebenaler; Kurt Thomas; Jennifer Twu; Mary Beth Zachary; Lisa Zollars

Substitutes: None

Guest Speaker: Chris Kingston, Director of Intercollegiate Athletics, spoke about his background and discussed several of his department's top priorities and goals and how they directly relate to the University's goals. He noticed there was not an employee from the Athletic Department on ASC and would like to see someone from his department interested in joining council. He will work with Mike on options.

Mike Hachtel, ASC Chair, called the meeting to order and introduced Chris Kingston, our guest speaker. He also introduced Adam Petrea as a new ASC representative and Travis Shaeffer, as the newly elected ASC Communications Officer.

Chair's Report:

Human Resources – Emily Monago and Mike Hachtel met with Becca Ferguson, Chief Human Resources Officer, and discussed employee healthcare benefits for 2014. HR is going out for a multi-year bid (RFP) from health insurance companies. Any changes in the healthcare vendor or plan design will take place January 1, 2014. However, Plan A is locked into place through 2016. The rest of the benefits could change with the new year. The premium for our healthcare will rise, due to current year's spending and aligning our plan with ACA regulations. The increase is unknown at this time. Open enrollment will run October- November 22nd. Any questions concerning healthcare for 2014 should be submitted to Mike or Emily.

Administrative staff employee evaluations had an 85% completion rate with Student Affairs coming in at 100%. Most of the evaluations not completed on time were due to supervisor's departure or illness of employee or supervisor. HR has sent out reminders to all supervisors. An updated report will be given at the next cabinet meeting.

Chief Financial Officer – Emily Monago and Mike Hachtel met with Sherideen Stoll, Chief Financial Officer. Sheri explained with the new formula for State Share of Instruction (SSI) is now based on degree completion and retention. BGSU's SSI will decrease by approximately 3.3 million. Sheri mentioned BGSU will receive one-time dollars from the State to cover this SSI decrease. The retention and enrollment percentages are decreasing, therefore a campus wide effort must be concentrated on these efforts. Mike will reach out to Jill Carr, Joe Frizado and Alberto Colom regarding how administrative staff can be involved with these efforts.

Executive Committee - Mike explained to all in attendance the functions of ASC Executive Committee. He explained the committee meets twice a month to discuss ongoing administrative staff issues and issues that come up in between the monthly ASC meetings. He encouraged representatives to contact Executive members when the need arises.

Secretary's Report: Marlene Reynolds reported June minutes were approved and distributed. She also distributed an ASC membership list and ASC committee list which included members and proposed goals for 2013-2014.

Treasurer Report: Heidi Popovitch had no report.

Committee Reports:

Amendments – Mary Beth Zachary announced their first meeting will be on Wednesday, September 11.

Marketing and Communications- Travis Sheaffer announced the committee had their first meeting on Monday, September 9th and have identified many projects for the upcoming year. He is currently working on updating the ASC website.

Awards and Recognition – Paul Obringer stated his committee met on Wednesday, September 4. They would like 1 additional committee member to join the committee. Laura Emch and Heidi Popovitch volunteered to assist the committee.

Outreach and Activities – Leslie Galan stated her committee met today and have many solid ideas for the upcoming year. Social hours will continue the first Wednesday of each month but the location may rotate between Beckett's and other establishments in Bowling Green.

Personnel Welfare and Compensation – Stephen Kendall announced the committee is working on the Bonus Plan. He also updated ASC Executive Committee on the Compensation plan and asked for their input. He will meet again with the HR team to go over Executive Committee's comments.

Professional Development – David Janik's committee met before today's meeting. The committee received three requests for professional development funds. He will bring details of those requests to ASC Executive Committee next week.

Student Scholarships – Ben Martin had no report.

Elections and Orientation- Tim Parish had no report.

Liaison Reports:

Classified Staff Council – Emily Monago reported the Classified Specification project has been completed and distributed to staff and their supervisors. Salary review is currently under way by AON Hewitt.

Faculty Senate Representative – No report

BGSU Retirees – Linda Hamilton reported the BGSURA meeting is scheduled for Monday, September 9th with President Mazey and Mayor Dick Edwards as their guest speakers. The BGSU Retirement Association’s Golden Book Scholarship was awarded to Elizabeth Johnson in the College of Musical Arts.

Other Reports:

Ombudsman – Jeanne Langendorfer reported one case this month.

Homecoming – Lisa Zollars distributed the approved logos for Homecoming and Family Weekend (see attached). Contact Lisa if your office would like to use these logos on your office items. Falcon Family Weekend is September 20th. Homecoming is the weekend of October 4-5th. The Homecoming parade will again be on Friday evening followed by a Carnival on the University Lawn. The pep rally will be on Saturday, October 5th outside of the Stroh Center.

Old Business:

None

New Business:

None

Good of the Order:

Abby Priehs, Assistant Director of Residence Life, thanked all employees who volunteered move-in weekend.

Mary Beth Zachary encouraged anyone who has not seen the improvement to the outside of the library to stop over.

Jeremy Joseph reported Learning Commons attendance is up 35%.

Krishna Han distributed a handout referencing the upcoming Diversity workshops (see attachment).

Sherri Orwick Ogden announced Falcon Best Robotics competition will be held at Anderson Arena on Saturday October 26th and they are looking for 80 volunteers to staff this event for high school students.

Any ASC website updates please forward to Travis Shaeffer.

Next Meeting

The next ASC meeting will be held on Thursday, October 3rd, in BTSU Room 201. The guest speaker will be Monica Moll, Director of Public Safety.

Connie Molnar **motioned to adjourn the meeting.** Heidi Popovitch **seconded the motion. Meeting adjourned.**

Respectfully Submitted,

Marlene Reynolds

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Co-Secretary, Administrative Staff Council

