

ASC General Meeting Minutes *Oct. 6, 2022*

1. Welcome and [Attendance Survey](#) – *Stephanie Brinkman*
2. Roll Call:
 - Attendance Survey was launched
 - Substitutes - 1
 - Dylan Goff for Jeremy Van Tress
 - 31 Reps present, 7 Reps Absent, 0 Liaisons/University Committees, 1 Ombuds present, and numerous guests
 - Reps Absent without substitute: Christina Bentlage, Karly DeGroot, Katrina Heilmeier, Kaitlyn Kuch, Cassandra Pietrantozzi, and Cynthia Valentine
3. Presentation of Minutes – [August](#) & [September](#) 2022 – *Mark Fox*
 - *Motion to Approve the August and September Minutes - Kacee Snyder*
 - *Second - Julie Hamann*
 - *Poll was launched - Motion approved*
4. Presentations:
 - Re-affirmation of Accreditation with HLC
 - *John Lommel and Weena-Isabelle Gaulin summarized the HLC Accreditation process - see the last page on this document*
 1. *Staff opportunity to meet on Monday, Oct. 17 at 9:30 a.m. at Olscamp 101*
 - 2023 Employee Health Benefits
 - *Konnie Nicholson-George presented a summary of the Open Enrollment Benefits for 2023*
 - *Open enrollment October 31 – November 18, 2022 at 5 p.m.*
 - Staff Benefits & Morale Survey - *PWC Committee*
 - *Julie Hamann summarized the survey and emphasized*
 - *Survey was launched - 10 -12 minutes were allowed for completion*
 - *150 responses recorded - 163% increase in responses compared to the 2021-22 survey*
5. Chair's Report – *Stephanie Brinkman*
 - President Meeting - no meeting this month

- Summary of presentation to the Board of Trustees
 - Human Resources Meeting
 - Summary of bonus request submissions ([Policy](#)) ([Request Form](#))
 - Focus Group
 - Question & Solution Form Report: <https://forms.gle/KtkKjT6dLqtvdz5eA>
 - *All are encouraged to use this to submit ideas and questions to ASC*
6. Treasurer's Report – *Nicole Pedraza*
- Presentation of proposed FY23 ASC Budget
 - Motion to Approve FY23 Budget as proposed - Kacee Snyder
 - Second - Angie Chapman
 - Poll was launched - Motion **Approved**
7. Communications Report – *Stephanie*
- Newsletter
8. Committee FY23 Goal Reports
- Outreach & Activities
 - *Kari Wilson provided a summary of upcoming partnership with Student Scholarships*
 - *Possible end of October activity*
 - *First meet and greet of the year for new employees on Oct. 6*
 - *Kori Koschalk-Newmister provided details about an upcoming clothing drive - additional information will be provided soon*
 - Student Scholarships – *Kim Fleshman*
 - *Upcoming event - <https://forms.office.com/r/6wabR9YVzM>*
 - Amendments & Policies – *Jason Hanely & Mark Charville*
 - *Continuing to review employee handbook - please provide any feedback to the committee via the ASC submit a question feature*
 - *Amendment in the works to formalize ASC Officer compensation*
 - Awards & Recognition – *Marissa Tashenberg*
 - *Meeting to review Spirit of BGSU award*
 - *Finalizing end of year banquet, and increasing length of nomination window*
 - Diversity & Belonging – *Emily Hubbell-Staeble*
 - *Will be meeting soon*
 - Professional Development – *Rebecca, Jeremy, Alison or Kaitlyn*
 - *No report*
9. Liaison Reports
- Classified Staff Council – *Sandie Smetzer*
 - *Nothing to report*
 - Faculty Senate – *Allen Rogel*

- Next meeting on Tuesday, Oct. 25, around 3:30 there will be a panel discussion about free speech on campus.
- Retirees – no report
- Ombuds – Margo Kammeyer, Kari Johnson & Jeremy Joseph
 - Nothing to report
- Historian – Lona Leck
 - Historian Report 10/6/22
 - Lona is working on the following research items requested from various committees and individuals within ASC:
 1. Initial determination of the Administrative Staff Council budget.
 2. History of ASC officer compensation and rationale for initial amounts.
 3. Examples of activities by ASC and the Awards and Special Recognition Committee associated with the group's 30th anniversary and other special events through the years.
 - Thank you to those requesting information for consulting the historian function, and for your patience – Lona's regular job duties have increased significantly this fall.

10. New Business

- Technology Classroom Upgrades ([Presentation](#)) – Kari Wilson
- Open forum

11. Old Business

- none

12. Good of the Order

- *See the important dates and updates section below*
- *FASFA deadline for students is coming up - applications are open now*
- *New testing center in the library for students! shoutout to the learning commons!*
- *University Compliance courses are out on Bridge which include a new Anti-Hazing course, the same HR courses we have had in the past, and a new Ohio Ethics course. Those are all due the same day as the Open Enrollment date of Nov. 18.*

13. Adjournment

- Motion to Adjourn - Mark FOx
- Second - Jason
 - Motion approved - meeting adjourned at 2:53

Upcoming Administrative Staff

Important Dates & Updates:

- **HLC Accreditation** - Oct. 17-18
- **ASC Student Scholarship Fundraiser** - Oct. 15, 4-8 p.m., Arlyn's Good Beer - 16% of all drink sales and \$1 for every burger sold by Now Serving during the event will be donated to the ASC student scholarship fund! [Please let us know if you plan to attend to give us a headcount.](#)
- **[Financial Wellness Achievement Center](#)** - BGSU is partnering with PNC Bank to offer the Financial Wellness Achievement Center, a customized online learning experience that includes how-to videos, engaging articles, worksheets and calculators.
- **Free season ticket offer** - BGSU Athletics is offering full-time BGSU faculty, staff and retirees one free 2022 BGSU football season ticket in general admission at Doyt L. Perry Stadium or the chance to upgrade their ticket to bench reserved for as low as \$25. Contact the BGSU Ticket Office at 419-372-0000 or email tickets@bgsu.edu.
- **FREE Pickleball Fridays** | 11 a.m. to 1 p.m. | Multi-Activity Court (MAC) at the Student Recreation Center - Open to all students, faculty, staff and community members. Pickleball is a fun, social sport enjoyed by all skill levels and is one of the fastest-growing sports. SRC membership is not required in order to play, and sports equipment is available for complimentary rental. Bring a colleague or bring the entire office crew. Yes, it's totally FREE!
- **Student Recreation Center October One-Month Membership Special** - Enjoy all of the amenities the Rec Center has to offer valid now through Oct. 31 for one low price. Just \$24.99 per person and an additional \$10 to add a dependent. *Valid for 30 days from the date of purchase.* Please [visit the Recreation and Wellness website](#) or contact Julia Adams at jhatch@bgsu.edu or 419-372-7485 with questions.
- **Employee Headshots** - BGSU faculty and staff members may schedule a complimentary headshot appointment during one of the Marketing and Brand Strategy photography days scheduled several times a year. [View the schedule and book your headshot appointment.](#)

**PREPARATION FOR THE HLC PEER REVIEW SITE VISIT ON:
OCTOBER 17-18 (BGSU MAIN CAMPUS)
OCTOBER 17 (FIRELANDS CAMPUS)**

Office of Institutional Effectiveness Website

- Information on Accreditation Webpage: <https://www.bgsu.edu/hlc-accreditation>
 - BGSU Accreditation Archive
 - General Information about the HLC Open Pathway Process (i.e., Four Year Review, Comprehensive Review, Federal Compliance, Student Opinion Survey, etc.)
 - HLC Resources and Links
 - Information about the Quality Initiative
 - Links to OIE Social Media Platforms (Instagram <https://www.instagram.com/bgsuoie/> and Facebook: <https://www.facebook.com/BGSUOIE>)
 - Flash Updates
- Preparing for the Fall 2022 Re-Affirmation of Accreditation Visit Webpage: <https://www.bgsu.edu/institutional-effectiveness/institutional-effectiveness/hlc-accreditation/preparing-for-the-fall-2022-re-affirmation-of-accreditation-visit.html>
 - Newsletters (Fall 2021, Spring 2022, Summer 2022, Fall 2022)
 - Informative Videos on the HLC's Five Criterion
 - Open Forum Sample Questions for Faculty, Students, and Staff

Other University Media

- MyBGSU (SSO required, Faculty and Staff only): <https://my.bgsu.edu/hlc-accreditation>
 - OIE Video Updates
 - Training Videos by External Consultant
 - Copies of the Fall 2022 Assurance Argument and Firelands Report
- Weekly Campus Updates and "Our BGSU" newsletter
- Bridge (Access to Accreditation 101 Course): <https://bgsu.bridgeapp.com/learner/courses/1475/slide/6152>

BGSU MAIN CAMPUS OPEN FORUM INFORMATION (Olscamps 101):

The Review Team will ask participants about the specific topics related to the Criteria.

Monday 9:30-10:30 AM	Open Forum Discussion: All Staff	<i>Possible Topics:</i> Budget, Resource Allocation, Institutional Integrity, Institutional Policies, Program Review, Staff Qualifications and Sufficiency, Advising, Shared Governance
Monday 10:45-11:45 AM	Open Forum Discussion: Faculty	<i>Possible Topics:</i> Academic Freedom, Shared Governance, Infrastructure, Resource Allocation, Budgeting, Planning Process, Faculty Qualifications and Sufficiency, Program Quality, Assessment, Institutional Integrity, Advising
Monday 2:00-3:00 PM	Open Forum Discussion: Students	<i>Possible Topics:</i> Commitment to Public Good, Research Integrity, Diversity and Belonging, Recreation and Wellness, Experiential Learning, Co-Curricular Activities, Life Design, Advising
Tuesday 8:00 AM	Drop in Session	Opportunity for stakeholders to meet in relative privacy with a reviewer

Attendance:

October 6, 2022 Administrative Staff Council General Meeting Attendance Sheet								
Absent	Present	First Name	Last Name	Email	Division Representing	Term Ends	ASC Committee	
	X	Adam	Arthur	garthur@bgsu.edu	Finance & Administration	2025	Diversity & Belonging	
	X	Beth	Ash	ashb@bgsu.edu	Office of the Provost	2025	Personnel, Welfare, & Comp	
X		Christina	Bentlage	cbentla@bgsu.edu	Office of the Provost	2023	Awards & Recognition	
	X	Jaci	Calderon	jcalder@bgsu.edu	Office of the Provost	2023	Amendments & Policies	
	X	Angie	Chapman	amchap@bgsu.edu	Office of the President	2025	Student Scholarship	
	X	Mark	Charville	markrc@bgsu.edu	Firelands	2025	Amendments & Policies (co-chair)	
	X	Alison	Cooke	acooke@bgsu.edu	Intercollegiate Athletics	2025	Professional Development	
X		Karly	DeGroot	karlyg@bgsu.edu	Office of the President	2025	Diversity & Belonging	
	X	Gabe	Dunbar	gdunbar@bgsu.edu	Office of the Provost	2024	Personnel, Welfare, & Comp	
	X	Kyle	Edmond	kedmond@bgsu.edu	Intercollegiate Athletics	2024	Outreach & Activities	
	X	Meredith	Errington	merrina@bgsu.edu	Finance & Administration	2023	Student Scholarship	
	X	Kim	Fleshman	kflesh@bgsu.edu	Office of the Provost	2024	Student Scholarship (Chair)	
	X	Dawn	Frieson	dfrieson@bgsu.edu	Office of the Provost	2024	Amendments & Policies	
		Maite	Hall	myhall@bgsu.edu	Office of the Provost	2024	Outreach & Activities	
	X	Julie	Hamann	jrogers@bgsu.edu	Firelands	2025	Personnel, Welfare, & Comp (co-Chair)	
	X	Jason	Hanely	jhanely@bgsu.edu	Finance & Administration	2024	Amendments & Policies (Chair)	
X		Katrina	Heilmeier	katrlc@bgsu.edu	Enrollment Management	2024	Outreach & Activities	
	X	Mallory	Hiser	hiserml@bgsu.edu	Intercollegiate Athletics	2025	Diversity & Belonging	
		Emily	Hubble-Staebler	emilyka@bgsu.edu	Enrollment Management	2025	Diversity & Belonging (Chair)	
	X	Curtis	Kachur	ckachur@bgsu.edu	Office of the Provost	2024	Student Scholarship	
	X	Joshua	Knudsen	jknudse@bgsu.edu	Finance & Administration	2025	Student Scholarship	
	X	Kori	Koschalk-Newmister	korik@bgsu.edu	Office of the President	2023	Outreach & Activities	
	X	Curtis	Kachur	ckachur@bgsu.edu	Office of the Provost	2024	Student Scholarship	
X		Kaitlyn	Kuch	kuchkt@bgsu.edu	Enrollment Management	2023	Professional Development	
	X	Rebecca	Lyons	rllyons@bgsu.edu	Office of the Provost	2023	Professional Development	
	X	Sunny	Marchand	slmarch@bgsu.edu	Intercollegiate Athletics	2023	Personnel, Welfare, & Comp	
	X	Cordula	Mora	cmora@bgsu.edu	Office of the Provost	2024	Amendments & Policies	
	X	Angela	Pezzi	apezzi@bgsu.edu	Office of the Provost	2024	Student Scholarship	
X		Cassandra	Pietrantozzi	cpietra@bgsu.edu	Enrollment Management	2023	Professional Development	
	X	Briana	Reithmeier	brianad@bgsu.edu	Office of the Provost	2025	Amendments & Policies	
	X	Jennifer	Sayer	sayrei@bgsu.edu	Enrollment Management	2025	Awards & Recognition	
	X	Jamie	Schimmoller	jschimm@bgsu.edu	Finance & Administration	2023	Awards & Recognition	
	X	Zachary	Schmidt	zacschm@bgsu.edu	Enrollment Management	2025	Student Scholarship	
	X	Alishea	Sutton	alisutt@bgsu.edu	Office of the Provost	2025	Outreach & Activities	
	X	Marissa	Tashenberg	mtashen@bgsu.edu	Intercollegiate Athletics	2024	Awards & Recognition (Chair)	
X		Cynthia	Valentine	valentc@bgsu.edu	Finance & Administration	2024	Awards & Recognition	
X		Jeremy	VanTress	jvantr@bgsu.edu	Finance & Administration	2024	Professional Development	
	X	Rob	Whitehurst	whitehr@bgsu.edu	Intercollegiate Athletics	2025	Awards & Recognition	
	X	Kari	Wilson	stormkj@bgsu.edu	Office of the Provost	2025	Outreach & Activities (Chair)	
	X	Aaron (AJ)	Wright	aarwrig@bgsu.edu	Finance & Administration	2023	Personnel, Welfare, & Comp	
	open				Finance & Administration			
	open				Finance & Administration			
	open				Finance & Administration			
	open				Office of the President			
Officers								
Absent	Present	First Name	Last Name	Email	Division Representing	Term Ends	Position	
	X	Stephanie	Brinkman	ssavoyb@bgsu.edu	Office of the Provost	2003	Chair	
	X	Victor	Senn	vsenn@bgsu.edu	Office of the President	2023	Past Chair	
	X	Mark	Fox	foxmw@bgsu.edu	Office of the Provost	2023	Secretary	
		OPEN				2023	Communications	
	X	Kacee	Snyder	kaceef@bgsu.edu	Office of the President	2024	Chair Elect	
	X	Nicole	Pedraza	npedraza@bgsu.edu	Office of the Provost	2023	Treasurer	
	X	Lona	Leck	lona@bgsu.edu	Office of the Provost		Historian	
Liaisons/Committees								
Absent	Present	First Name	Last Name	Email	Classified Staff Council			
	X	Allen	Rogel	abrogel@bgsu.edu	Faculty Senate Representative			
					Retirees			
Substitutes								
Sub for		First Name	Last Name	Email	Division Representing			
Jeremy Van Tress		Dylan	Goff	drgoff@bgsu.edu	Finance & Administration			
Guest/Visitors								
		First Name	Last Name	Email				
see attendance survey								
Administrative Staff Ombuds								
Absent	Present	First Name	Last Name	Email				
X		Kari	Johnson	karij@bgsu.edu				
X		Margo	Kammeyer	margok@bgsu.edu				
	X	Jeremv	Joseph	jjoseph@bgsu.edu				

Attendance Survey Results

First Name	Last Name	Email
Adam	Arthur	aarthur@bgsu.edu
Beth	Ash	ashb@bgsu.edu
Julie	Ash	ljulie@bgsu.edu
Holly	Barber	bholly@bgsu.edu
Dan	Bennett	dbennet@bgsu.edu
Lisa	Bowen	lisage@bgsu.edu
stephanie	brinkman	ssavoyb@bgsu.edu
Jaclyn	Calderon	jbcaldere@bgsu.edu
Seth	Campbell	setcamp@bgsu.edu
Elizabeth	Cappelletty	ecappte@bgsu.edu
Angie	Chapman	amchap@bgsu.edu
Mark	Charville	markrc@bgsu.edu
Haley	Collingwood	haleyc@bgsu.edu
Haven	Conn	Hconn@bgsu.edu
Alison	Cooke	acooke@bgsu.edu
Tina	Coulter	tcoulte@bgsu.edu
Eric	Crimmins	ecrimmi@bgsu.edu
Tony	Dean	aedean@bgsu.edu
Peggy	Dennis	fayed@bgsu.edu
Connie	Disbro	cdisbro@bgsu.edu
Gabe	Dunbar	gdunbar@bgsu.edu
Kyle	Edmond	kedmond@bgsu.edu
Meredith	Errington	merring@bgsu.edu
Kacee	Ferrell Snyder	kaceef@bgsu.edu
Kim	Fleshman	kflesh@bgsu.edu
Anne	Forgrave	aforgra@bgsu.edu
Brandon	Fotlu	bfotlu@bgsu.edu
Mark	Fox	foxmw@bgsu.edu
Brent	Fox	bmfox@bgsu.edu
Dawn	Frieson	dfrieson@bgsu.edu
Emily	Garcia	emilykg@bgsu.edu
Weena-Isabelle	Gaulin	wgaulin@bgsu.edu
Todd	Glick	tglick@bgsu.edu
Dylan	Goff	drgoff@bgsu.edu
Brigitte	Green-Churchw	blgreen@bgsu.edu
Maite	Hall	myhall@bgsu.edu
Julie	Hamann	jrogers@bgsu.edu
Jason	Hanely	jhanely@bgsu.edu
Fonda	Heenehan	fheene@bgsu.edu
Mallory	Hiser	hiser@bgsu.edu
Andrew	Huyghe	ahuyghe@bgsu.edu
Sophia	Jackson	ssjacks@bgsu.edu
Jeremy	Joseph	joseph@bgsu.edu
Curtis	Kachur	ckachur@bgsu.edu
Lea Anne	Kessler	lkessler@bgsu.edu
Joshua	Knudsen	jknudse@bgsu.edu
Kori	Koschalk-Newm	korik@bgsu.edu
Liz	Lauck	elauck@bgsu.edu
Elizabeth	LeMaster	elemast@bgsu.edu
John	Lommel	jlommel@bgsu.edu
Rebecca	Lyons	rl Lyons@bgsu.edu
Sunny	Marchand	slmarch@bgsu.edu

PJ	Mays	pjmays@bgsu.edu
Jan	McKnight	jvmckn@bgsu.edu
Katie	Mihaly	kmihaly@bgsu.edu
Cordula	Mora	cmora@bgsu.edu
Candice	Moser	cmoser@bgsu.edu
Michele	Nagel	mnagel@bgsu.edu
Dana	Nemeth	danaks@bgsu.edu
Danielle	Pecar	dwatson@bgsu.edu
Nicole	Pedraza	npedraza@bgsu.edu
Angela	Pezzi	apezzi@bgsu.edu
Patrick	Pfanner	pfannep@bgsu.edu
Heidi	Popovitch	heidip@bgsu.edu
Rachel	Punches	rlpunch@bgsu.edu
Briana	Reithmeier	brianad@bgsu.edu
Marisa	Richards	marisar@bgsu.edu
Allen	Rogel	abrogel@bgsu.edu
MONIQUE	ROSATI	MROSATI@BGSU.EDU
Kenneth	Rutski	krutski@bgsu.edu
Jennifer	Sayre	sayrej@bgsu.edu
Jamie	Schimmoller	jschimm@bgsu.edu
Zachary	Schmidt	zacschm@bgsu.edu
Michele	Schmitz	mschmi@bgsu.edu
Kelli	Schneider	kschne@bgsu.edu
Tiffany	Schultz	tiffsch@bgsu.edu
Victor	Senn	vsenn@bgsu.edu
Theresa	Sherwood	tsherwo@bgsu.edu
Jaime	Spradlin	spradjl@bgsu.edu
Mark	strang	mstrang@bgsu.edu
Debra	Streng	dstreng@bgsu.edu
Krista	Sturdevant	ksturde@bgsu.edu
Alishea	Sutton	alisutt@bgsu.edu
Sue	Sweeney	sweenes@bgsu.edu
Marissa	Tashenberg	mtashen@bgsu.edu
Rob	Whitehurst	whitehr@bgsu.edu
Christin	Wilkins	cjwilki@bgsu.edu
Kari	Wilson	stormkj@bgsu.edu
Aaron	Wright	aarwrig@bgsu.edu