

We find ourselves in the midst of a pandemic due to COVID-19 which has upended our lives. The board has decided to cancel the May 11 luncheon meeting of BGSU Retirees Association. With the state order for social distancing and stay-at-home extended to May 1 and no way of knowing what the situation with the virus will be at that point, and knowing our members are primarily in the vulnerable population, we feel that cancellation is the best choice. We are trying to re-schedule our speaker to the next program year. Meanwhile, please place the dates below on your calendars for our next program year. □

Speakers for 2020-21 Program Year

September 14, 2020	Convocation (Welcome) Provost Joe Whitehead
November 9, 2020	Wood County Office on Aging--Denise Niese
March 8, 2021	BGSU Aviation Program (Catherine Smith) ????????
May 10, 2021	NFL Bootcamp (Richard Maxwell Center-BGSU)

REPORTS

Update on Administrative Staff Council (ASC) by Laura Waggoner Arnold, Observer for BGSU Retirees Association

January 2020

There were no guest speakers at the meeting.

The ASC has two BGSU Foundation accounts: Administrative Staff Council Scholarships and Administrative Staff Council Support Fund. To date, \$163 has been donated to the scholarship Foundation account. Please consider giving back either through payroll deduction or through the Office of University Advancement. Questions? Please call 888-839-2586 or e-mail alumni@bgsu.edu.

Chair Rebecca Lyons met with Human Resources to discuss the following:

- Review the Policy on Policy - this was created to help better understand the process for submitting policies and differentiate between Collective Bargaining Agreement and other staff.
- Mileage – there is a policy online, under the HR website, that indicates if an employee is traveling from work to another location using their personal car, the employee can request reimbursement for the mileage.
- JAQ process - The campus invited 3 different companies to campus to present a solution to the current JAQ process. Recommendations are currently being made to narrow the field to two. However, before a final decision is made, funding needs to be made available. Once this occurs, an ASC representative will be chosen to attend the committee meetings.
- Parental Leave – Currently being discussed at Cabinet. Adjustments to the original language by Human Resources, from the original submission, closely match the Collective Bargaining Agreements. ASC members asked multiple questions:
 - o When are you required to use the leave? Faculty have more flexibility and can use up to 4 months after the event
 - o You must submit your request 4 weeks prior to the event to HR. It is possible that the request could be denied.
 - o Caveat language is needed to allow exceptions for 4 weeks' notice. In certain cases, it may not be possible to follow the 4 week rule.
 - o Can you use paid time for remaining FMLA leave? Yes - As indicated in the FMLA policy
 - o Clarification on stepchild adoption is needed

The Chair met with Sheri Stoll, Chief Financial Officer (CFO) to discuss the following:

- Timeline for compensation plan. Should ASC continue to use the current format, or would she prefer it in a different format? Sheri Stoll indicated that the current format and timeline are appropriate
- Status of the golf course as indicated in the East Corridor report. The CFO indicated that positions need to be filled prior to moving forward with any potential changes.

Personnel Welfare & Compensation Committee are working to submit to ASC for their February meeting the recommendation for this year's compensation increases. They are reviewing previous years' compensation requests, how often the compensation received in previous years been 2% versus 3%, should there be a Merit based option, as well as reviewing the cost of living increase vs what was actually received. The committee requested from the members of ASC to submit how their areas have contributed to the welfare of BGSU and the impact ASC staff have made towards BGSU's goals.

Professional Development committee reviewed 6 grant applications and awarded 3 for a total of \$974. Awardees were notified in December.

February 2020

Guest speakers were John Ellinger, Chief Information Officer, and Lily Young, Senior Internal Auditor.

Mr. Ellinger discussed with ASC the following items:

- Fluid Project-Navigate – A new MyBGSU is being rolled out. This new format will make it easier to view on mobile devices. Advisors will be able to see the layout the students have, but it will not load the student information. Staff can still log into CSS and it will look the same.
 - o The student module will be migrated on February 8, 2020. If you are a student, you will get this new visual layout of MyBGSU. Advisors will also be able to see the new student center when it goes live.
 - o Human Resources Module will be the next phase of this project
 - o Beginning Fall 2020, Navigate will be rolled out to all staff
- University Classroom Committee will be working over the next 6 months on the equipment used in the classrooms to get it categorized

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REPORTS

Mr. Ellinger was asked why some courses in Canvas did not open until the Wednesday or Thursday after the courses started on Monday. Mr. Ellinger indicated that ITS received 18 tickets about this very issue from students or from professors requesting assistance on publishing their courses. Some possible causes include a professor not publishing the course (this is manual and not automatic) or some courses that did not have a start date entered correctly.

Lily Young, Senior Internal Auditor, presented to ASC the topic of “Conflicts of Interest and Ohio Ethics Law.”

- The definition of “Conflict of Interest” is a situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity. This includes matters that affect self, family members or business associates.
 - o Examples include: You cannot influence scholarship decisions for a son/daughter/relative/associate, you cannot recommend the hiring of or hire a son/daughter, you cannot approve a University payment to your spouse’s business, you cannot profit from university contracts, you can not profit from University funds, etc.
 - o Ms. Young went on to discuss other examples regarding University Contracts, Selling of Goods/Services to the University, Nepotism, and finally how to report to the confidential hotline if you suspect this is occurring. If you have questions or would like more information, Ms. Lily Young can be reached at layoung@bgsu.edu.

The Chair’s meeting with Human Resources was cancelled this month.

Awards & Recognitions Committee indicated that the End of Year Banquet will be held on Tuesday, May 19, 10 AM –Noon. Committees are collaborating this year in order to get information out about donating to student scholarships as well as the silent auction. Donations for the silent auction are needed and appreciated.

Personnel Welfare & Compensation Committee had hoped to present a chart that outlined the past 10 years of compensation requests and what was granted. Unfortunately, the committee hit a roadblock due to missing data. The committee is adjusting their proposed request and will have a draft out to everyone by Feb. 20 for review. If there are any strong opinions on what should be requested, please have them emailed to ssavoyb@bgsu.edu by Feb. 12 so they can be considered.

Student Scholarships Committee has received 59 completed applications. There are currently 158 applications that are still in draft form. The deadline to submit a completed scholarship application is March 1, 2020. The committee will begin reviewing applications after the deadline closes.

The University Committee, PACWI, indicated that full-time employees received an e-mail with instructions on working with the new supplemental retirement systems. According to the committee, the new system is working well, and employees are encouraged to explore additional savings plans. The committee also encouraged employees to use TeleDoc or Call A Nurse to save money over using the emergency room for non-emergency health situations. They also indicated that physicians and patients are being contacted by CVS if they have long-term prescriptions that aren’t being filled or picked up on time with the hope of improving health outcomes.

March 2020

There were no guest speakers at the meeting. Chair Rebecca Lyons’ meeting with Human Resources was also cancelled. Lyons did meet with President Rogers to discuss the following:

- Parental Leave Policy. President Rogers shared his support of this policy. Shortly after the meeting, it was announced that effective February 24th, the Parental Leave Policy will go into effect for all staff. This policy applies to full time, benefit-eligible employees of BGSU who have at least twelve (12) months of continuous service with BGSU before the birth, adoption, or foster care placement for which parental leave is requested. BGSU will provide up to twenty-five (25) consecutive business days of paid parental leave to be used immediately following a Qualifying Event. For more information regarding this new policy, please visit the Office of Human Resources website at www.bgsu.edu/hr.
 - o There is currently an Ohio proposed bill that would offer state-run paid family leave. For more information: <https://legiscan.com/OH/bill/HB91/2019>
- BGSU One Day - ASC Exec shared with President Rogers that he had issued a matching gift challenge of \$500 to ASC representatives. Update – This has been canceled due to COVID-19.
- Upcoming Elections – Representation from each of the divisions has been adjusted to reflect the organizational changes that have occurred. An email was sent out to all Administrative Staff requesting self-nominations for the election. The deadline to self-nominate was March 6th.
 - Compensation Request – The Chair shared with President Rogers that they are currently working on the compensation request. President Rogers requested that they include a benchmark against peer institutions.
 - ASC Connecting to the Strategic Plan – It was discussed that ASC is always looking for ways for people to feel like they belong to BGSU.

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PASSINGS

For the period January 1 - February 29, 2020. Photos are included when available.

◆ **Dorothy Reynolds Brooks**, 91, died on January 12, 2020, in Maumee, Ohio. She retired from BGSU after serving as custodian for Facility Services.

◆ **John Carpenter**, 74, passed away February 3, 2020. A resident of Weston, Ohio, he retired from Facility Services having served in the Maintenance Department.

◆ **Sylvia Dill**, 85, died on February 9, 2020, in Bowling Green, Ohio. She retired from BGSU after serving as secretary in the Dean's Office, College of Arts and Sciences.







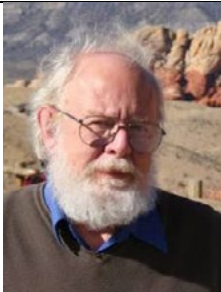

◆ **Donald Gehring**, 82, professor emeritus of Higher Education Administration (EDAS), passed away on February 11, 2020, in Brunswick, Georgia.

◆ **Virginia Magada**, 88, died on January 16, 2020, in Murfreesboro, Tennessee. She was instrumental in creating the Cluster College Program at BGSU.

◆ **Mary Ann Roach**, 85, passed away on January 8, 2020, in Rossford, Ohio. She retired as Clerical Specialist in the Biology Department.

◆ **Ryan Tweney**, 76, professor emeritus of Psychology, died February 7, 2020, in Pahrump, Nevada. He taught at BGSU from 1970 to 2005. He was noted for his research on the physicists Michael Faraday and James Clerk Maxwell.

◆ **Robert Marshall Wilson**, 80, research professor in the Department of Chemistry, died February 20, 2020, in Bowling Green, Ohio. He had a long and illustrious career in photochemistry and photo-biochemistry. In recognition of his work, the Inter-American Photochemical Society (I-APS) in 2019 named him a fellow. Wilson, who joined the faculty in 2005, first as interim director of the Center for Photochemical Sciences and as a faculty member in chemistry, distinguished himself as a chemist and scholar over a diverse career. □

			
Dorothy Reynolds Brooks	John Carpenter	Sylvia Dill	Donald Gehring
			
Virginia Magada	Mary Ann Roach	Ryan Tweney	Robert Marshall Wilson

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- New Staff Welcome Letters – It was requested that the President provide a letter from the President's office welcoming new Administrative staff to the University. The President agreed.

A discussion broke out from the ASC representatives regarding the new Parental Leave Policy. It was asked if clarification could be given if a staff member was on leave when the Parental Leave Policy took effect on February 24, 2020, if they would then qualify for the policy. The Chair indicated she would add this to the next Human Resources meeting agenda.

Due to the COVID-19 virus, most planned events have been cancelled for the months of March and April. The next Council meeting will be held virtually on April 2nd. □

There was no scheduled OCHER meeting in December and the March meeting was cancelled so there is no report. □