

Administrative Staff Council (ASC)

Meeting Minutes

October 3, 2019

BTSU 308

In Attendance: Adam Arthur, Beth Ash, Paul Bezdicek, Andrea Boehme, Becky Cogswell, Stephanie Dalmacio, Leslie Galan, Emily Garcia, Emily Gattozzi, Teri Gentry, Todd Glick, Maite Hall, Meghan Horn, Sophia Jackson, Margo Kammeyer, Lona Leck, Rebecca Lyons, Sharon McIntosh, Lucas Miller, Cordula Mora, Jacquie Nelson, Jenna Pollock, Victor Senn, Sherri Sherock, Jaime Spradlin, Jenifer St. Louis, Kari Storm, Jennifer Twu, Cindy Valentine, Dennis Voss, Lily Young

Deb Lucio

Substitutes: Sara Thompson (Jordan Cravens), Angela McCutcheon (Jennifer Sayre), Jason Dunn (Teresa Earl)

Absent: Stephanie Brinkman, Will Burns, Terra Cramer, Gabe Dunbar, Taylor Jefferson, Jeremy Joseph, Kristi Peiffer, Travis Sheaffer, and Laura Arnold

Call to Order: Rebecca Lyons, Chair of ASC, called the meeting to order at 1:32 pm.

Guest Speaker:

Sandy Heck and Susan Goetz

- Changes to the ARP and 406(b) plans go into effect January 1, 2020. Human Resources has more information on these changes at <https://www.bgsu.edu/human-resources/benefits/retirement/Pending-arp-403b-changes.html>
- You can register to attend group and individual meetings with the vendors to ensure you select the vendor that meets your needs.
- There are also links to each vendor, so that you can review what investment options they offer.
- If you currently participate in one of these programs you should have received a packet in the mail.

Emily Creamer and Dr. Christy Lunceford (Higher Education and Student Affairs) - handouts attached to minutes.

- The Department of Higher Education and Student Affairs will be hosting a webinar on Tuesday, November 5, 2019 at noon. If you are interested, please RSVP to Emily Creamer at ecream@bgsu.edu.
 - If you are unable to attend the webinar but are still interested, please contact Emily Creamer.
- The Department of Higher Education and Student Affairs offers
 - Higher Education Administration (HIED) PhD Program
 - College Student Personnel (CSP) Master's Program
 - Higher Education and Student Affairs Certifications
 - Administration of Higher Education
 - Diversity and Inclusion in Higher Education
 - Research and Assessment in Higher Education
- For more information, visit <https://www.bgsu.edu/education-and-human-development/department-of-higher-education-and-student-affairs.html>

Chair's Report:

Board of Trustees Meeting:

- Presented to BOT on Friday, Sept. 27
- Highlighted seven \$1000 student scholarships, award winners from the awards and recognition reception, professional development funds, and Parental Leave Policy that is with HR and President Rogers.
- Mentioned looking forward to continued work with CSC, Faculty Senate, USG, and GSS, looking a restructuring based on new reporting structures, and focusing on continued partnerships with HR and members of cabinet.

HR Meeting:

- Parental Leave Policy still with President Rogers. Waiting to hear if it will be taken to cabinet or not.
- Received some clarification on FMLA and when you should be taking it vs. just sick time.
- Talked about Winter Break and possibility of closure policy, but not at the same time as the Parental Leave Policy.

Tri Chairs Meeting:

- Decided to invite GSS and USG leadership to be part of our monthly meetings to discuss concerns/agenda items that impact all of campus
- Floated the idea of closing during Winter Break again, might be interested in putting together another task force to investigate this.

Census 2020 Meeting:

- Constituent Groups from around campus met to talk about the upcoming 2020 Census.
- Lots of questions surrounding who fills it out (on campus students, commuters, who and where this occurs).
- Started conversations about best practices from other schools
- Having future meeting once more information is gathered.

Hearing of the Public – Opportunity for guests to address the council: none

Full ASC Representative Discussion: -

- Question asked about the availability of breastfeeding rooms across campus. There is an interactive map that has locations of different places across campus <https://map.bgsu.edu>
- Select inclusive resources from the menu for the following options:
 - All gender restrooms
 - Lactation/Wellness Rooms
 - Service Animal Yard
- There are also options for ADA Accessibility including:
 - Accessible Entrances
 - Accessible restrooms
 - Elevators

Treasurer's Report: no report

Secretary's Report: 9/5/19 draft minutes were emailed on 9/9/19. No corrections or additions were received. A motion to approve the minutes of the June 6, 2019 meeting was made by J. Spradlin and seconded by A. Boehme Motion carried.

We still have one vacancy for ASC representative for this year. If you know someone that may be interested, please either send me their contact information or have them contact me.

Committee Reports:

Amendments & Policies: no report.

Awards & Recognitions:

Spirit Award

- Reviewed Spirit Award administration processes
- Planned upcoming marketing for first week in October
- Campus Wide email – Jacquie
- Four Winds - Jacquie
- Campus Update – Jacquie
- Note at end of Zoom News
- Selecting September and October winners at the next meeting from among the new nominations
- Updated monthly deadline to end of each month

Website

- Review overall awards section on ASC web with particular emphasis on instructions and processes for submitting nominations for all four awards (Spirit, Rookie, Best, and Ferrari). - All
- <https://www.bgsu.edu/administrative-staff-council/awards.html>
- Update typos - Lona

End of Year Banquet

- Date: Tuesday, May 19 (10 AM – Noon)
- Check with Event Planning for BTSU Ballroom - Cordula
- Check with President Rogers – Cordula
- Other details to be discussed at future meetings including menu – Emily and Teresa

Next Meeting: Tuesday, November 5, 8:15 AM – PFH Meeting Room

Outreach & Activities:

- Working on the gift baskets for all new hires
- Looking at possibly hosting a Teaching Kitchen social event in October
- Working in social and possible toy drive in December

Personnel Welfare & Compensation: no report

Professional Development:

- Email announcement sent out to announce the Spring professional development deadline.
 - This will be added to an upcoming Campus Update as well.
- Working on ideas for advertising the availability of these funds to administrative staff.
- Working on getting access to the professional development email and the r-drive to access the submissions for the Fall professional development requests. The deadline was advertised on the ASC website as 9-16-19

Student Scholarships:

- Scholarship application open in Academic Works as of October 1, 2019.
- Starting to plan for silent auctions ideas and donations.

Liaison Reports:

Classified Staff Council:

Meeting held 9/18/19

- CSC is having some business cards printed up showing various CSC/BGSU resources. These are included as part of the welcome packet.
- John Ellinger was speaker –
 - 800M e-mails received annually by BGSU; only 10 % arrives in our inbox; good perspective for those complaining about junk e-mail and spamming.
 - Students and alumni will be phased into Duo in next year

- We have 47% classroom utilization. John feels we are using our classrooms much more effectively than this and he is working to better report the real numbers.
- Parental Leave
 - Similar concerns have been shared
 - They told CSC they are awaiting benchmark data; benchmark data was provided immediately
- Winter Break Policy
 - CSC has asked their PWC committee to explore putting this back on the table based largely, in part, by HR's urging for it. Much discussion on pros and cons and motivations
 - Don't make the argument financial; focus on morale.
- Classified Positions moving to Administrative
 - A very lively discussion on some recent changes and a balance of viewpoint

Faculty Senate Representative (Margo Kammeyer):

Meeting held October 1, 2019

President Rogers:

- BGSU is maintaining a 77% retention rate
 - Working on alternative approaches towards increasing this
- Overall pleased w enrollment trends
- Strategic Initiatives update - communications will be coming out with updates from President Rogers and Provost Whitehead
- WSJ article
 - Focused on quality of the educational experience and of the quality of teaching and learning
 - BGSU is ranked #3 among all public universities in the US
 - 1 - U of M
 - 2 - Purdue
 - 3 - BGSU tied
 - 3 MAC schools in the top 10

Provost Whitehead:

- Travel Policy - modifications made to adhere to ORC for frequent flyer miles and hotel rewards - each of us are responsible for our own management of this
- Textbook policy - for authoring a textbook and requiring its use- an interpretation for community colleges - faculty must be nonsupervisory and the decision to make the textbook required was done through normal university policies and not by the faculty member alone

GSS - Oct 11th GS professional development day

USG - Read the new mission statement; Outlined key goals for the year

Matt Lavery - Engaging in Shared Governance

- Importance of keeping faculty and students engaged in the governance process

Plus/Minus Grading System Discussion - Andy Alt

- Looked at peer institutions; more precision of grading between faculty; students may be more motivated academically if they are close to the next threshold
- Not required to use +/-; up to the instructor
- We are one of 4 Universities in the State of Ohio that doesn't use this scale
- No vote today in order to have conversations at the tables.

- Vote in November

Retiree Association (Laura Arnold): no report

Ombuds Update (Chris Bullins and Jessica Turos): no report

ASC Historian (Emily Gattozzi): no report

University Committee Reports: (PACWI, Professional Affairs, CIO, Public Safety, EEOC)

PACWI:

- Meeting was held September 23, 2019 – Findley Consultant reviewed health insurance information from previous years 2005-2019 YTD. This included average monthly medical and prescription drug claims per person. The average for YTD FY19 is \$950/month/employee, this is nearly double what it was in 2005. This is not out of the ordinary of what other business are experiencing.
- Medical Plan details will be released soon. Unable to provide details at this time. Postcards will start being sent out around October 1st.
- ARP changes – what for chances to setup individual meetings.
- HR looking for alternative ways to help staff save for retirement. Possibly offering Roth IRA or other investment options.
- HR would like to host a Retirement Fair every February like the Health Fair. It is not likely for 2020, but would like to start doing it in 2021.
- HR has made a proposal to President Rogers and CFO to offer Wellness Incentives. This would require many resources, so it is important for the plan to be well thought out in order to ensure it is successful.

Old Business: none

New Business: none

Upcoming Dates:

- Next ASC meeting, November 7, 2019 – Benefits with Susan Goetz and Konnie Nicholson-George 201 BTSU at 1:30 pm

Good of the Order:

- International Travel Registry is now mandatory for international travel
 - <https://www.bgsu.edu/international-programs-and-partnerships/international-travel-registry-for-faculty-staff-and-students.html>
- Mindful Moments Drop-In sessions provide an open space and opportunity for students, faculty and staff to drop in, relax, and de-stress in a quiet, relaxing environment. Engage in your own practice or participate in short, guided mindfulness exercises and learn techniques that can easily be incorporated into your daily routine to help cope with stress.
 - September 9 – December 8
 - Student Recreation Center, Studio B
 - Mondays: 3 – 5 PM
 - Wednesdays: 7 – 9 PM
 - Fridays: 1 – 3 PM
 - Drop-in anytime to any session.
 - MAC Diversity and Inclusion Week will be October 7-11, 2019
 - October is Anti-bullying month

Adjournment: L. Miller moved that the meeting be adjourned and was seconded by M. Horn.