

Administrative Staff Council (ASC)
Meeting Minutes
April 2, 2020
Via WebEx

Call to Order: Rebecca Lyons, Chair of ASC, called the meeting to order at 1:30 pm

Guest Speaker: no guest speaker

Chair's Report:

Met with President Rogers to discuss the current state of the University. Asked for questions or feedback from ASC. Representative questions are listed below.

- Will staff be getting a refund for parking or meal plan?
- Will there be any changes to staff or dependent fee waiver?
- Will FMLA or Parental Leave be impacted by any potential budget shortfalls?
- When sick/vacation time runs out and you go into the negative, what is the process/repayment of the hours?
- As with the CBA, is there a set number of days prior to furlough that the University will notify staff that they have been furloughed?
- Will there be early retirement packages offered to eligible staff as in the past?
- How is the sick leave bank being amended or utilize to help administrative staff?

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

Full ASC Representative Discussion:

Open Discussion on Remote Working and Things Going on in the Different Areas:

- Campus Activities (Student Affairs) and Marketing and Communication have created a great virtual site for all. www.bgsu.edu/engage to highlight different things going on during this remote learning / working period.
- Graduate College – temporarily waiving the GRE and GMAR requirements for students applying any of the University's graduate certificates and master's degree programs for Summer 2020 and Fall 2020. <https://www.bgsu.edu/graduate.html>
- Pass / Fail Option for current students – There will be a grade change form through Portal being set up now. More information to come on that.
- Live fitness classes are available through @BGSUFitness Instagram account and Recreation and Wellness Facebook. This webpage overviews our programs and several external sources: <https://www.bgsu.edu/recwell/covid19.html>
- Check all of our athletics teams on social media, it sure will put a smile on your face and maybe give you some ideas on how to use the time with your kids. For tennis, follow us on Instagram, Facebook, Twitter, and most recently tiktok- @bgsuwtennis
- Blood Drive Info: April 14th and April 21st at Perry Field House 10am- 4pm. More information and signup available at <https://www.redcrossblood.org/give.html/drive-results?zipSponsor=43402>.

Treasurer's Report: no report.

Secretary's Report:

- The March 5, 2020 draft minutes were emailed on March 12, 2020. There were a couple grammatical corrections received. A motion to approve the minutes of the March meeting was made by J. Spradlin and seconded by T. Glick Motion carried.
- The annual ASC election process has ended. I am in the process of contacting the winners to verify that they still accept the position. Once everything is finalized, I will send a complete list of all of the election results.

Committee Reports:

Amendments & Policies: no report.

Awards & Recognitions:

- Determined, with the consultation of ASC Executive, to postpone the call for nominations for Ferrari, BG Best, and Rookie of the Year awards as well as the award ceremony originally scheduled for May 19. Both will be re-initiated/re-considered at some point in the future based on University operations. Cancelled related contracts.
- Awarding the March Spirit of BG award via a virtual meeting – still in process

Outreach & Activities:

- The Social held before the Men's Basketball game on March 6th. There were 30 RSVPs for the social event and 17 ASC members and 13 family guests attended.
- The new staff for February packets have been sent.
- Will need to determine how to handle the new staff for March – There were 3 new staff on the March report.
- Possibly looking into a dance social to help people feel connected during this remote working time.

Personnel Welfare & Compensation:

- The approved Compensation Request was still submitted as planned. The request was accompanied with a thoughtfully crafted email that explained that we understand that times are very different and the financial impact of COVID-19 is still unknown, but we felt that since this request was approved and supported by ASC we felt it was important to follow through with the submission on the request.
- It was acknowledged that we understand that this request will be put on hold due to the current situation.
- This was very well received.

Professional Development: No report. All funds have been awarded during Fall and Spring.

Student Scholarships:

- The Scholarship Committee finished the review of applications and has selected six recipients for the ASC scholarship. The notification details are still being worked out at this time.
 - Determining how we would announce / honor the scholarship recipients.
 - Possibly ask them to first in person meeting,
 - Ask them to send a thank you note with picture
 - The ASC website could be updated with the winners and information about them.
- Committee would like to review and possibly make some changes the Scholarship process for next year.
 - Will need to look at the Fund Agreement and see if there is a possibility to change the criteria.
 - The rubric will need to be reviewed and possibly updated.
 - Develop a mission of the Scholarship ensure that it is in line with the Fund Agreement.
- Silent Auction – What should we do with the items already received?

- Notify donors advising we will be delaying the silent auction and ask them if they want the items back or if they want us to keep it until it is rescheduled.

Liaison Reports:

Classified Staff Council (Deb Lucio):

- Moving Classified Staff Council awards to summer
- WebEx meeting scheduled for tomorrow

Faculty Senate Representative (Margo Kammeyer): no report.

Retiree Association (Laura Arnold): no report.

Ombuds Update: no report.

ASC Historian (Emily Gattozzi): no report.

University Committee Reports: no report.

Old Business: none.

New Business: none.

Upcoming Dates:

- Next ASC Meetings is May 7, 2020 via WebEx
 - Invitation will be sent in the next week

Good of the Order:

- Rebecca and Jordan will setup Office Hours for people to stop by and ask questions via WebEx. Please feel free to pass this meeting invitation onto all Administrative Staff within your Division. There may be others that want to ask questions or just connect with others during this time.
 - Times available Tuesdays 3:00 – 4:00 and Fridays 1:00 – 2:00

Adjournment: L. Miller moved that the meeting be adjourned and was seconded by A. Boehme. Meeting dismissed 2:39 pm.