

Administrative Staff Council (ASC)
Meeting Minutes
May 7, 2020
Via WebEx

Attendance: There were 156 participants during the WebEx meeting.

Guest Speaker: no guest speaker

Chair's Report: Had meeting with President Rogers, Viva McCarver (HR), and leadership of Classified Staff Council to discuss current situation with the budget and ask questions. The following topics were discussed and questions were asked.

REMOTE WORK

- Can you please provide some clarity on dates for BGSU's plan to "return to work" vs. remote work?
 - Will follow Governor DeWine's leadership in regards to return to work.
 - Also depends on if we are face to face in the fall.

FURLOUGHS

- Can you provide some more specifics on what the furlough plan will look like?
 - There is a draft currently in the works and will be presented at the Board of Trustees Meeting on May 15. It is a sliding scale based on salary range. The number of days is between 4 and 20. All non-contract employees will be impacted.
- Can you share an approximate timeline for when furloughs will begin?
 - Furloughs would be for FY21, starting July 1.
- Will employees have some flexibility as to when they can take their furlough days?
 - Currently addressing this concern. Possibility to mandate some days (ie during Winter Break the time between Christmas and New Year's) and allow for flexibility with other days.
- Do you anticipate more than 20 days furlough may be needed to fill budget gaps?
 - There could be a group of staff (upper administration) taking more than 20 days, which the Board of Trustees would need to approve.
- Will layoffs and furloughs be applied to all employing units, i.e. auxiliary units (Dining, Athletics, and Residence Life)?
 - Yes. The exception this will be faculty on contracts and other contracted employees such as coaches; however, athletic coaches have agreed to take a furlough.

LAYOFFS

- When will layoffs begin and how many days notification will be provided to employees?
 - Classified staff receive a 14 day notice if hand delivered and a 17 day notice if mailed
 - Administrative staff will follow the Administrative Staff policy 3341-5-4 Administrative Staff Notice.
- How many layoffs should we be expecting for classified and administrative?
 - More information will hopefully be coming at the Board of Trustees Meeting on May 15.
- What will be the communication protocol for supervisors to inform laid-off employees?
 - HR will work with the employee's supervisor on the notification. This will be done via WebEx or conference call given the current work from home status of the University.
- How is it being determined which positions are being eliminated? What factors are being used to guide these decisions?
 - Using the guiding principles of the University. We do have an academic mission. Need to ensure the ability to recruit, retain, maintain, and graduate students. Unit leads will be working to make the

best strategic decisions. Trying to be as equitable as possible, but understanding that these are hard decisions.

- If staff are laid-off or terminated, would they be paid out for vacation or sick leave?
 - Staff will be paid out vacation time, up to the max carryover limit. (Personal time was brought up in the meeting and we will be following up.)
- What unemployment benefits will BGSU employees who are laid-off or terminated be eligible for?
 - These benefits are determined by the state.
- What type of severance packages will be offered to employees who are terminated?
 - There is no plan to offer severance packages to administrative staff at this time.

OTHER COST-CUTTING INITIATIVES

- Are early retirement/voluntary separation packages being offered? If so, how will this process work?
 - Again, not at this time.
- How are the University's reserves being used to mitigate the budget deficit?
 - The reserves were utilized to help cover the cost of student refunds for housing, dining, and parking. The CARES Act money has specific restrictions on how it can be used.

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

Full ASC Representative Discussion: none

Treasurer's Report: no report.

Secretary's Report:

- The April 2, 2020 draft minutes were emailed on April 4, 2020. Draft minutes approved as sent.

Committee Reports:

Amendments & Policies: no report.

Awards & Recognitions: no report.

Outreach & Activities:

- There were two new hires during the month of April. A welcome message will be sent.
- Still looking at hosting a happy hour / dance party social. More to come.

Personnel Welfare & Compensation:

- Plan to work with Executive Committee to see if there are things that the committee could help with right now.

Professional Development:

- In the process of looking at current professional development request process to see if there are a similar request process.

Student Scholarships:

- The Scholarship Committee would like to report that the ASC website now includes all of the Scholarship Recipients. The link to the recipients is https://www.bgsu.edu/administrative-staff-council/scholarship-opportunities/Scholarship_Recipients.html.

Liaison Reports:

Classified Staff Council (Jordan Cravens):

- Reviewed UT's furlough plan
- Shared updates from President Rogers/Viva McCarver meeting with ASC
- Shared breakdown of classified staff at each level of furlough plan (400 out of 450 are in the 0-\$49,999 band).
 - Are concerned with differentiation between furlough days on classified vs. administrative salary bands
- Focused on student success and how to help students with anticipated few staff
- Discussed continuation of severance discussions with ASC

Faculty Senate Representative (Margo Kammeyer):

- Final senate meeting of the academic year
- Dr. Rogers
 - Thanked faculty for the innovation and creativity they are using right now.
 - The governor extended the stay at home order until the end of May. At this time, BGSU will continue to remote work. We have also made the decision to be online in the summer. Working on changes to policies to reopen. Two different task forces that are working on this to make sure we open up in a safe environment. Plan to be open in the Fall as a reduced risk COVID campus. We need to ensure the safety of all members of the university and we are being creative in how we address these concerns.
 - We will need to be more creative and flexible in how we are delivering our courses for Fall.
 - Biggest challenge is that we are a residential and integrated immersive university. How do we move from this residential and integrated experience to provide this in a virtual or less COVID risk university.
 - We are in a budgetary challenge. In a period of budget, reductions and all aspects of the campus will be impacted. Reducing 26-27M on this campus and another 2M on Firelands. We are coming into this in a position of financial strength so we are able to spread this over 2 years. This allows us to be strategic and thoughtful as we plan for the second year. We are going into this model assuming we are going to be face to face in the Fall. Our enrollment planning is based on this. If we are fully online, our budget assumptions will dramatically change. Our experience will be different from what it typically has been.
 - Governors cut for higher ed could be from 10-13% for FY20; he is just now beginning to work with the legislature for cuts for FY21. We are modeling a 20% cut in SSI. We do not know the economic impact this will have on families for enrollment.
 - He has been asked why BGSU's numbers and cuts do not seem as large as other universities? Enrollment and SSI drives resources. 5 years ago, there were more students in public higher ed than today. BGSU is larger from an enrollment standpoint today than it was 5 years ago. We are one of the 3 comprehensive publics that have seen growth. We go into this by strength because we have been a growing institution. Innovation and creative nature that has gone on here has allowed the growth.
 - Keep thinking about the future and what we will invest in so that when we are on the other side of this, we can continue to grow.
 - Use a lot of open lines and retirements to handle a large component of this budget reduction. If enrollment comes in less, it will be more challenging. This is why taking 2 years allows us to be more strategic.
- Provost Whitehead
 - Congratulated colleagues that have received grants for their proposals for helping with COVID19.
- GSS VP
 - Pretty much done for the upcoming year
- USG - Alex Chiarelott
 - New president and VP. Transitioning. Planning to run the executive board through the summer.

Retiree Association (Laura Arnold): no report.

Ombuds Update: no report.

ASC Historian (Emily Gattozzi): no report.

University Committee Reports:

PACHWI (President's Advisory Committee on Health, Wellness, and Insurance): COVID – 19 Changes

<https://www.bgsu.edu/human-resources/employee/covid-19-updates.html>

- Families First Coronavirus Response Act (FFCRA)
 - The Families First Coronavirus Response Act, or FFCRA, requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The Department of Labor's Wage and Hour Division (WHD) administers and enforces the new law's paid leave requirements. These provisions will apply from April 1, 2020 through December 31, 2020. Emergency Responders are exempt from the FFCRA at Bowling Green State University.
- Health & Wellbeing During COVID-19
 - Impact Solutions provides resources for employees and families in a vast majority of situations. All services are confidential and provided by experience, licensed professionals.
- Tess – Chatbot
 - Tess simulates How a human would behave as a conversational partner while providing clinically proven coping skills and strategies based on expressed emotion.
- Staff that were contributing to dependent daycare accounts have been contacted and allowed to change their enrollment status due to daycares being closed. If / when daycares open again this year they will be able to adjust their contributions again.
- Still too early to know how COVID-19 will affect insurance costs. COVID-19 testing is covered at 100% through Medical Mutual

CIO:

- ITS loaned out over 90 laptops to students during this remote working period.
- ITS also loaned out laptops to staff during the remote working period which will need to be returned when staff return to campus.
- ITS was amazingly able to setup 2500 VPNs for faculty and staff to be able to work remotely in a very short amount of time. This allowed faculty/staff to move to remote work quickly.
- There are currently 2000+ Webex meetings being held per day. This does not take into account the other web conferencing platforms.
- ITS will need 1-2 weeks back on campus before faculty/staff come back in order to get computers turned back on. Computer labs have been powered down for months and will need time to get back up and running. Also, these computers will need to have software updates performed since they could not during the powered down period.
- ITS is looking at possibly replacing Qualtrics survey platform.

Old Business: none.

New Business: none.

Upcoming Dates:

- Next ASC Meetings is June 4, 2020 via WebEx

Good of the Order: none.