

**Administrative Staff Council (ASC)**  
**Meeting Minutes**  
**February 6, 2020**  
**308 BTSU**

**In Attendance:** Adam Arthur, Andrea Boehme, Terra Cramer, Stephanie Dalmacio, Gabe Dunbar, Teresa Earl, Leslie Galan, Emily Garcia, Emily Gattozzi, Teri Gentry, Todd Glick, Maite Hall, Meghan Horn, Sophia Jackson, Jeremy Joseph, Margo Kammeyer, Lona Leck, Rebecca Lyons, Lucas Miller, Jacquie Nelson, Kristi Peiffer, Jenna Pollock, Beth Ralph, Victor Senn, Jaime Spradlin, Jenifer St. Louis, Kari Storm, Jennifer Twu, Cindy Valentine, Lily Young

Deb Lucio

**Substitutes:** Joe Edens (Jordan Cravens), Angela McCutcheon (Jennifer Sayre), Susan Sterns (Beth Ash), and Brandon Sunberry (Dennis Voss)

**Absent:** Paul Bezdicek, Stephanie Brinkman, Becky Cogswell, Taylor Jefferson, Sharon McIntosh, Cordula Mora, Travis Sheaffer, Sherri Sherock, Laura Arnold

**Call to Order:** Rebecca Lyons, Chair of ASC, called the meeting to order at 1:31 pm

**Guest Speaker:**

**John Ellinger, Chief Information Officer**

- Mobile -
  - Starting with the student module - migration taking place February 8, 2020
  - If you are student, you will get this new visual layout of MyBGSU. This new format makes 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.
  - Human Resources Module will be the next phase of this project
  - Beginning of Fall 2020 will be rolled out to all staff
- University Classroom Committee
  - Next 6 months equipped used and categorized
- Question: Why did some courses not open in Canvas until the Wednesday or Thursday after the courses started on Monday?
  - Follow up answer – ITS received 18 tickets about this issue from students or from professors requesting assistance on publishing their courses.
  - Some possible causes include: professor not publishing the course (this is manual and not automatic) or some courses did not have a start date entered

**Lily Young, Sr. Internal Auditor**

- Conflicts of Interest and Ohio Ethics Law
- Power Point attached to minutes for reference

**Chair's Report:**

HR Meeting:

- Meeting was cancelled, so there is no report.

**Hearing of the Public – Opportunity for guests to address the council:**

- none

**Full ASC Representative Discussion: -**

- Advisors will be able to see new student center on Monday
  - MyBGSU portal top Home menu bar will take you to the new format for student center
  - Targeted message will be sent out on Monday

- Thank you for supporting all Foundation funds. This has helped to award scholarships to students that need extra funds to continue their education.

#### **Treasurer's Report:**

- 1 person professional development waiting
- Still waiting on Spring professional development
- Latest budget status attached to the minutes.

#### **Secretary's Report:**

- The January 9, 2020 draft minutes were emailed on January 14, 2020. No corrections or additions were received. A motion to approve the minutes of the January meeting was made by J. Spradlin and seconded by L. Miller. Motion carried.
- The annual ASC election process has started. A message was sent out to all Administrative staff requesting self-nominations for the election. If your current ASC term is ending in June, you should have received an email stating that it is ending, and we encourage you to consider self-nominating again. The self-nomination process also includes Officer positions.
- In an effort to reduce paper waste we would like to move to a paperless meeting. Starting at our March meeting we will no longer be providing printed copies of agenda. This is in line with other meetings held across campus. If you still prefer to have a printed agenda please bring a copy for yourself.

#### **Committee Reports:**

##### Amendments & Policies:

- Ombuds process is being reviewed.

##### Awards & Recognitions:

- End of Year Banquet - Tuesday, May 19, 10 AM – Noon
  - Silent Auction/Scholarship Committee and Awards and Recognition
    - The committees are collaborating this year. Information about donating to student scholarships as well as the silent auction will be included in all related marketing. Items collected will be organized into several gift baskets, with minimum bids and payment information communicated in advance.
  - Working on details for the final dining quote, Award plaques, AV, Entertainment, Emcee,
  - Marketing Plan – With support from BGSU M&C
    - Call for Nominations
      - Administrative Staff Supervisors Email - February 3
      - Campus Wide Email – February 10
      - Digital Sign – February 3 forward
      - Campus Updates – February 3, 10, 17, 24
      - Nomination Deadline: April 1
      - Update Website
        - Nomination Deadline
        - RSVP Link
        - Event Date, Time, Location
    - Event Invitations
      - Campus Calendar Event – Including RSVP Link – RSVP Deadline May 8
      - Campus Updates - March 2, 16, April 13
      - Campus Wide Email: March 2
      - Digital Sign – March 2 forward
      - Outlook Invitation to Cabinet – March 2
- Spirit Award

- Submitted request to ASC Exec. to consider awarding 12 months, rather than academic year, when committee resources permit. Estimated annual cost is \$180.
- January Award Presented to Chad Fletcher

#### Outreach & Activities:

- 6 new Administrative staff were hired in January
- The current query may need to have the parameters adjusted because the committee feels that it may be missing some new staff.

#### Personnel Welfare & Compensation:

- The committee plans to have a chart outlined in the letter of the past 10 years of compensation requests and what was granted. Unfortunately, we have hit a roadblock. In the shared drive, there are 5 missing request letters. Does anyone have any other ideas on how we can locate them?
- The committee is adjusting their proposed request in the letter 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](mailto:ssavoyb@bgsu.edu) by Feb. 12 so it can be considered.

#### Professional Development:

- Reviewing professional development requests

#### Student Scholarships:

- There are 59 completed applications
- 158 drafted applications
- Scholarship application closes on March 1, 2020
- Our committee will begin reviewing applications after the deadline closes
- The committee is seeking ambassador volunteers for BGSU One Day. We need to submit names by this Friday (2/7/20), so please e-mail Maite Hall or Emily Garcia if interested.
- We are currently accepting donations for the Silent Auction

#### **Liaison Reports:**

##### Classified Staff Council (Deb Lucio):

- 25 people came for donuts
- Staff awards planning

##### Faculty Senate Representative (Margo Kammeyer):

- President Rogers
  - Open Forums about the strategic plan. One of the comments received during them were about communications. They will do a better job to constantly communicate on the initiatives of the strategic plan.
  - During Spring term, Provost and Dr. Rogers will host receptions for all full time Faculty. Goal, to engage with each other to move our strategic plan forward.
  - First day enrollment for this term, up on a headcount and student credit hour basis. Very positive.
  - We are up in applications and admits and lagging a little in housing deposits. We have fought headwinds that other institutions are seeing.
  - Presidents day is very important for students to meet faculty and staff that they will be engaged with over the next 4 years. Thank you in advance. Up about 200 registrations from a year ago. Monday, February 17th.
  - Amazing line up of speakers over the next month.
- Provost Whitehead
  - Design Your Life. How we can help students become life ready. 10 pilots were conducted throughout the Fall semester. We have gained a lot of information about how our students react to this concept.

60 individuals participated in the Design Your Life workshop hosted by Stanford. Now we are about to start implementation on a limited scale. BGSU 1910 will be used. We will engage about 1000 students to design thinking. Modify SOAR to bring the language into this experience and also at welcome week. Steering Committee has been created to guide us moving forward. Ultimate goal is to have students life ready at graduation and to encourage student success.

- Looking at curriculum changes.
- GSS
  - There are a lot of things coming up this semester for Graduate students. Research focus.
- USG
  - Monday, February 24, USG will host an engagement opportunity and offer free resume printing for the spring jobs expo.
- Faculty Senate Presentations
  - 2020 Census
  - New degree vote for Systems Engineering

Retiree Association (Laura Arnold): no report.

Ombuds Update (Chris Bullins and Jessica Tuross): no report.

ASC Historian (Emily Gattozzi): no report.

### **University Committee Reports:**

#### PACWI:

- Full time employees recently received an e-mail with instructions on working with the new supplemental retirement system. The new system is working well and employees are encouraged to explore these additional savings plans.
- Employees are encouraged to use TeleDoc or Call a Nurse to save money over using the Emergency Room for non-emergency health situations.
- 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.

### **Old Business:**

- Parental Leave – no update at this time
- Bylaws
  - Article 2, Section 2, subsection F
    - This change removes the Outreach and Activities Committee's obligation to develop programming for opening day it also makes communicating with media and creating surveys an implied duty.
      - 2<sup>nd</sup> reading of this bylaw change. J. Spradlin motioned to vote on the proposed changes to Article 2, Section 2, subsection F. M. Horn seconded. Vote by ballot 29 – For, 0 – Against, 0 - Abstain motion passed
  - Article 1, Section 4
    - The change to this section clarify that the executive committee of ASC can fulfill their meeting requirements through electronic means in addition to face-to-face synchronous meetings.
      - J. Spradlin motioned to suspend bylaws and vote on proposed changes to Article 1, Section 4, E. Garcia seconded. Vote by ballot 29 – For, 0 – Against, 0 - Abstain motion passed
  - Article 4, Section 6, subsection A
    - This change updates the language to reflect that we are conducting elections electronically.

- T. Cramer motioned to suspend bylaws and vote on proposed changes to Article 4, Section 6, subsection A, J. Pollock seconded. Vote by ballot 28 – For, 1 – Against, 0 - Abstain motion passed
- Article 4, Section 6, subsection E, F and G
  - These changes updates the sections to reflect electronic voting, and outlines that the Secretary will only save the final tabulations for the purpose of identifying alternates if a ASC member can no longer serve.
    - J. Joseph motioned to suspend bylaws and vote on proposed changes to Article 4, Section 6, subsection E, F, and G. C. Valentine seconded. Vote by ballot 28 – For, 1 – Against, 0 - Abstain motion passed

**New Business:** none

**Upcoming Dates:**

- Next ASC Meetings is March 5, 2020 308 BTSU
- ASC Awards Ceremony Tuesday, May 19, 2020 10am-noon

**Good of the Order:**

- Consider being a judge for the Ohio History Day event March 14, 2020. Flyer attached.

**Adjournment:** A. Boehme moved that the meeting be adjourned and was seconded by J. Joseph. Meeting dismissed 2:50 pm.