

Administrative Staff Council (ASC)
Meeting Minutes
October 1, 2020
Via Zoom

In Attendance: Delaine Adams, Adam Arthur, Beth Ash, Paul Bezdicek, Andrea Boehme, Jaclyn Calderon, Becky Cogswell, Jordan Cravens, Stephanie Dalmacio, Gabe Dunbar, Teresa Earl, Kacee Ferrell Snyder, Mark Fox, Todd Glick, Maite Hall, Katrina Heilmeier, Meghan Horn, , Cyndie Roberts, Taylor Jefferson, Jeremy Joseph, Kaitlyn Kuch, Lona Leck, Rebecca Lyons, Cordula Mora, Jacquie Nelson, Jenna Pollock, Jennifer Sayre, Victor Senn, Kari Storm, Kerrie Turner, Jennifer Twu, Shannon Tyler, Cindy Valentine, Jamie Wlosowicz, Lily Young

Sandie Smetzer (CSC)
Laura Arnold (Retirees)

Substitutes: Leanne Huckaby (Sharon McIntosh)

Absent: Chris Frey (Faculty Senate), Qasim Al-Shboul, Stephanie Brinkman, Emily Hubbell-Staeble, Sophia Jackson, Travis Sheaffer, Dennis Voss

Call to Order: Jordan Cravens, Chair of ASC, called meeting to order at 1:30

Guest Speaker: HR's Suzi Saunders and Dr. Lisa Dubose; Professional Development Opportunities and Employee Assistance Program

- BRIDGE Trainings
 - o Increased content – from BGSU and third-party programs
 - o Interested in creating a BRIDGE training?:
<https://bgsu.teamdynamix.com/TDClient/2070/Portal/Requests/ServiceDet?ID=35688>
- IMPACT Solutions
 - o Employee Assistance Plan, trainings and resources for mental health
 - <https://www.bgsu.edu/human-resources/benefits/work-life-balance.html>
- In Person Trainings
 - o Currently on a hold due to COVID-19 and unsure when in person trainings will resume
- Question and Answer Period
 - o Financial troubles and mental health concerns?
 - IMPACT Solutions is private and confidential and is a free (5 visits per calendar year) benefit for all employees at BGSU. The only data that BGSU gets aggregate data on how many people use the services. The only time that BGSU would get more info if someone was threatening harm on another.
 - There is budgeting information on IMPACT Solutions as well.
 - o Have other departments on BGSU created trainings using BRIDGE?
 - Yes, there are a variety of courses added by other departments, including Mandatory Reporter Training, Diversity and Inclusion courses, Environmental Health and Safety courses, and additional ITS courses. Some courses may be public and available for any employee to self-enroll in.

- Has HR ever considered organizing in house trainings?
 - The Leadership Academy applies to be part of the program to have many topics of concern to create ongoing suggestions and programming. There are multiple sessions throughout the leadership academy to have instructors come in and give their knowledge on the topic.
- Upcoming Trainings:
 - Registration for the October 6th course: The Power of You by Diane Helbig from Impact Solutions is at this link: Registration URL
 - <https://attendee.gotowebinar.com/register/3820431680441280780>
 - Webinar ID: 953-135-683

Chair's Report:

- Board of Trustees Meeting
 - Dr. Rodgers received a 6-year contract extension and redirected his bonus to Diversity and Belonging efforts and student scholarships
 - Enrollment and retention are up – specifically e-campus and online learning.
 - Decrease in first year undergraduate students, specifically students of color and first generation college students.
- Meeting with Dr. Rogers
 - Strategic Plan 1.1 to address the post-COVID-world
 - Mental health concerns for staff
 - Changes during COVID-19 / what is here to stay at BGSU?
 - Student expectations will shift during the classroom – more individualized attention, smaller groups, etc.
 - Life Design is going to be the BGSU brand moving forward.
 - Trends have shown that private universities have done better during the pandemic because they are offering in person classes still; public institutions have lost pell eligible and first-generation students to private universities.
 - Finances and Athletics
 - 20% reduction through furlough for Athletic staff
 - State cuts were not as bad as we thought, enrollment looks decent, but the decline in first year students will impact us for the next several years.

Open Forum Discussion:

- Provided open forum for dynamic discussion of concerns across campus by all meeting participants. This included meeting guests as well as ASC representatives.

Treasurer's Report:

- We have not received any carryforward money, yet.

Secretary's Report:

- The September 3, 2020 minutes were emailed on September 8, 2020. There were a couple of attendance corrections submitted. If there are no additional corrections would anyone like to

motion to approve the minutes. Andrea Boehme moved that the minutes be approved as sent and was seconded by Gabe Dunbar.

Liaison Reports:

- Classified Staff Council- Sandie Smetzer
- Faculty Senate Representative- Chris Frey
 - o Rebecca Lyons
- Retirees- Laura Arnold
- Ombud's Update
 - o Margo Kemmeyer, Jeremy Joseph, Kari Johnson have recently been trained to be Ombuds
- ASC Historian

Committee Reports:

Amendments & Policies:

- Reviewing the committee goals
- Reviewing the BGSU Staff Handbook

Awards & Recognition:

- Spirit Award awarded to Eric Bell and Jay Similac.
- Would like to change the name of the Rookie of the Year Award to Newcomer of the Year Award – approved.

Outreach & Activities:

- BGSU Rec Center will provide 1-day passes to new hires
- Planning quarterly and semesterly outreach sessions for Administrative Staff
- Upcoming Toy Drive in November

Personnel Welfare & Compensation:

- Goals:
 - o Updating the Administrative Staff Survey
 - o Resubmit a proposal for an increase of income, paid days off (COVID relief), stipend for employees working from home, or something to provide additional compensation.
 - o Creating a fair and equity policy – would not allow an interim role to be assigned to someone without compensation/stipend to honor the extra work.

Professional Development:

- Alternative methods for receiving professional development during the pandemic:
 - o Looking for speakers to bring to BGSU for Administrative Staff that aligns with ASC goals

Student Scholarships:

- Will propose three changes within “new business”

Diversity and Belonging Adhoc Committee:

- Upcoming meeting, nothing to report at this time.

Liaison Reports:

Classified Staff Council (Sandie Smetzer): no report.

Faculty Senate Representative (Rebecca Lyons): Faculty Senate Reps met with President Rogers and Ben Batey at the last meeting and have the next meeting on Oct. 6.

Retiree Association (Laura Arnold): no report.

Ombuds Update: no report.

ASC Historian (Emily Gattozzi): no report.

University Committee Reports:

PACHWI: no report.

Professional Affairs: no report.

CIO: no report.

Public Safety Advisory Committee: no report.

EEOC: no report.

Old Business: none.

New Business:

- Budget Update
 - o Operating budget has been reduced by less than \$1,000
 - o Adjustments to account for the budget reduction: professional development, room charges, telephone charges, and socials
 - o Carryforward is up to \$14,000 if we receive that money.
 - o Rebecca Lyons motions to approve, Adam Arthur seconds and the budget was approved by 50% voting in favor of the adjustments.
- ASC Student Scholarships
 - o Three changes for ASC Scholarships to vote on and current vote count:
 - Open up to International Students for Consideration – 35 to 2
 - Change in GPA Requirement – 27 to 7
 - Change the essay prompt – 29 to 1
 - o AC Secretary will send out a reminder to get final votes in from ASC members with Oct 1, 2020 meeting minutes and all votes will be requested back by Wednesday, October 7, 2020.

Upcoming Dates:

- Nov 5, 2020 @ 1:30pm Guest Speaking: Konnie Nicholson-George, HR (benefits meeting)

Good of the Order: none.

Adjournment: Chair Cravens adjourned the meeting at 3:05pm