

Administrative Staff Council (ASC)

Meeting Minutes

November 7, 2019

201 BTSU

In Attendance: Adam Arthur, Beth Ash, Paul Bezdicek, Andrea Boehme, Stephanie Brinkman, Will Burns, Becky Cogswell, Terra Cramer, Jordan Cravens, Gabe Dunbar, Teresa Earl, Emily Garcia, Emily Gattozzi, Teri Gentry, Todd Glick, Maite Hall, Meghan Horn, Jeremy Joseph, Margo Kammeyer, Rebecca Lyons, Sharon McIntosh, Cordula Mora, Jacquie Nelson, Kristi Peiffer, Jenna Pollock, Beth Ralph, Jennifer Sayre, Travis Sheaffer, Victor Senn, Sherri Sherock, Jaime Spradlin, Kari Storm, Jennifer Twu, Cindy Valentine, Lily Young

Deb Lucio, Laura Arnold

Substitutes: none

Absent: Stephanie Dalmacio, Leslie Galan, Sophia Jackson, Taylor Jefferson, Lona Leck, Lucas Miller, Jenifer St. Louis, and Dennis Voss

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

Guest Speakers: Susan Goetz and Konnie Nicholson-George, Office of Human Resources

- Presentation attached to the minutes.
 - Link to all information regarding 2020 open enrollment details. <https://www.bgsu.edu/human-resources/benefits/open-enrollment-for-2018.html>
- Open enrollment period November 4 – 22nd at 5:00 pm
- **Medical Plan A** coverage has changes to deductible and out of pocket maximums. **\$0 Copay** for in-network preventative care (routine physicals & well child exam)
- **Medical Plan B** coverage remains unchanged
- **Flexible spending account** – MUST re-enroll each year
 - Medical and Dependent Care
- **Health savings account** – MUST re-enroll each year
 - Annual maximum contribution is \$3550/single or \$7100/family
 - H S A Contributions by BGSU
 - \$500/single or \$1000 Family
 - ½ deposited January ½ deposited July
- **Spousal Form** – required is covering spouse on medical benefits
- **Upcoming Open Enrollment Meetings attached to minutes**
 - November 13, 2019 – BTSU 207 – 10:00 –11:00
 - November 15, 2019 – Huntington Building 104A&B – 11:00 – 12:00
 - November 20, 2019 – Pallister Room Jerome Library – 3:30 – 4:30

Chair's Report:

HR Meeting:

- What is PACHWI and how does that operate? How do we get change or bring recommendations to the committee? Can guests attend?
 - President's Advisory Council on Health Wellness and Insurance. Guests are not able to attend. Bring items through ASC to then take to committee.
- Minimum salary adjustments-how does that happen?
 - Automated process through HR once market adjustments are made. Supervisor and employee are then notified and pay is adjusted.
- Administrative position-associates degree only

- Degree is not the determining factor when it comes to type of position. Based on the job duties.
- 2017 pay ranges by job...updated one coming?
 - Had 2018 posted, but not sure what happened. The 2019 one should be posted in Nov.
- Intermittent pay ranges?
 - Used for employees who work less than 1000 hours in a year. Not used often.

Meeting with President Rogers:

- Asked about Parental Leave Policy
 - Currently meeting with HR representatives
- Spoke about what ASC is doing to support Focus on the Future
- Mentioned Welcome packets for new employees

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

- None

Full ASC Representative Discussion: -

- Changes coming to myBGSU and the Student Center environments – it is called the Fluid project
- Allows us to be more dynamic and responsive
- Allows for better user experience on mobile devices and tablets
- Phased approach February 8th starting with the new student center environment (called My Student Info) and myBGSU for Students only. Faculty/Staff will be phased in later
- “My Student Info” name – any pdfs, links, directions will need to be updated to direct students to the new name
- myBGSU will have left hand navigation vs across the current across the top navigation

Treasurer’s Report:

- No expenses

Secretary’s Report: October 3, 2019 draft minutes were emailed on October 8, 2019. There were a few minor changes submitted and the minutes have been updated. A motion to approve the minutes of the October meeting was made by J. Spradlin and seconded by J. Cravens. Motion carried.

Committee Reports:

Amendments & Policies: Amendments and policies have started reviewing the suggested bylaw changes that the Executive committee identified over the summer during their retreat. Ranking the items in order of which can be changed easily and those that they would like more input from the Executive committee.

Awards & Recognitions:

- *Spirit Award*
 - Received 53 new submissions
 - Selected September and October winners (to be announced after respective celebrations)
 - 2 committee members selected to execute September and October award presentations
 - Nominators who mistakenly submitted for classified staff or faculty are being notified to nominate for other eligible awards.
 - Planned upcoming marketing for November
 - Four Winds
 - Campus Update
 - Social media announcement with photos of September and October winners
- *Website*

- Reviewed overall awards page web layout and language. Plan to add additional instructions to the Ferrari nomination form reminding nominees to attach the proper number of letters of support.
- Update spelling of Susan Swinford
- *End of Year Banquet*
 - Date Confirmed: Tuesday, May 19 (10 AM – Noon)
 - Discussed budget, menu ideas, and additional promotion of silent auction items and bidding process.

Outreach & Activities:

- Named Chair (Meghan Horn) & Co-Chair (Teri Gentry)
- Committee created welcome packets for new staff hired March – October 2019.
- Committee met to discuss activities for the upcoming year.
- Find new ways to get ASC reps involved.
- Planned ASC Activities for the year
- November 2019
 - Teaching Kitchen for ASC Reps. During lunch hour before council meeting.
- December 2019
 - Holiday Drive: Christmas Dreams. Toy will be collected before council meeting.
- January 2020
 - Food Drive Competition against Classified Staff Council benefiting MLK Day of Service. TBD.
- March 2020
 - ASC Bowling Social. TBD.

Personnel Welfare & Compensation:

- Meeting next week to discuss compensation request timing, parental leave plan based upon decision, and 2nd and 3rd identified issue bonus and health and wellness initiative

Professional Development:

- Committee is in the process of reviewing the professional development requests that were received within the extended deadline.

Student Scholarships:

- The scholarship deadline is 3/1/20 and there have been 9 applications to date. The committee plans to review all applications 2 weeks after the deadline.

Liaison Reports:

Classified Staff Council (Jordan Cravens):

- Guest speaker HR, notables:
 - Enhanced contraceptive coverage, an issue discussed at ASC executive. Complete listing found here: <https://www.bgsu.edu/content/dam/BGSU/human-resources/documents/benefits/Prescription/2020-ACA-Preventive-Services-List-Prescription.pdf>
 - Decrease in dental coverage cost
 - Plan A now has \$0 co-pay for in-network preventative care
 - Cost for supplemental life insurance also decreasing
- CSC is focused on connecting their initiatives to the strategic plan. Specific focus right now is on Diversity and Belonging.
- They are moving strong in favor of the Winter Break Policy. Have drafted and are approving a letter of support in favor of a policy HR is drafting. Have requested a copy of this letter of support.
 - Much discussion on mandatory reporters and how this policy would impact them.

Faculty Senate Representative (Margo Kammeyer):

- *President Rogers*

- Discussed the prospect of a capital bill in the state of Ohio that will support funding for higher education and could provide funds for the university.
- Comparative data is out across Ohio public institutions for enrollment comparing Fall 18 - Fall 19. 3 comprehensive public institutions saw an increase, of which BGSU had the largest increase as a % of our enrollment, which was roughly a 2% increase, and bucks a nationwide trend.
- Strategic plan - discussing imperative 1, 2, 3
- *Provost Whitehead*
 - Discussed research focus areas and how they were chosen
- *GSS*
 - Will be voting on graduate student professional development resolution
- *USG*
 - Student voice for +/- - the majority of students do not support this policy. Encouraged Senators to vote No.
- *+/- Grading Policy*
 - Vote on the policy
 - 21 for
 - 47 against
 - Does not pass

Retiree Association (Laura Arnold): no report

Ombuds Update: no report

ASC Historian (Emily Gattozzi): no report

University Committee Reports:

PACWI: no report

Professional Affairs: no report

CIO: no report

Public Safety Advisory Committee (Jordan Cravens –10/29/19):

- Have replaced repeater on top of Jerome Library and added Wi-Fi connection to decrease dead spots on campus. Some portable radios have been replaced, with plans to replace them all through grant funding.
- Student employees of public safety regularly check campus “blue lights” to ensure they are functioning.
- Officers will soon have body cameras and Tasers. Campus-wide efforts to educate and communicate are planned. Department is currently working on policy and appropriate certifications before implanting in January
- Department is pursuing certification through the Commission on Accreditation for Law Enforcement Agencies-a 2-year+ process
- Parking Services is planning to implement e-mail reminders for when parking passes are set to expire
- Parking services is exploring apps to allow for park and pay in metered lots. Would allow for remote time extensions and reduce need for some kiosks.
- Shuttle Service (Groom) is now housed at the former Visitor’s Center near the Stroh Center

EEOC: no report

Old Business:

- None

New Business:

- January 2, 2019 ASC Meeting Discussion
 - Postpone to next week January 9th
 - C. Valentine motion T. Cramer 2nd motion passed by voice vote
- CSC Winter Break Letter of Support Discussion
 - ASC discussed the CSC Winter Break Letter of Support
 - Concerns were raised with submitting a letter of support for a policy that has not been created yet.
 - What would the policy include: would there be a reduction in vacation days to accommodate the Winter Leave time.
 - Also, ASC raised concerns that with submitting this letter of support we were sending the message that we wanted to move away from the Parental Leave in favor of the Winter Break Policy.
 - Due the Winter Policy not being possible for the current year it was decided that ASC wants to pursue the Parental Leave Policy and then when a decision is reached, we will revisit the Winter Break Policy for next year.

Upcoming Dates:

- Next ASC meeting December 5, 2019 – 201 BTSU – Dr. Whitehead
- Banquet will be held Tuesday, May 19 (10 AM – Noon) - more details to come
- Toy drive at the December 5, 2019 meeting – more details to come

Good of the Order:

- BGSU Leadership Academy accepting applications/nominations until November 22, 2019 – Flyer Attached
 - Great opportunity for all faculty and staff
 - <https://www.bgsu.edu/human-resources/professional-development/bgl/nomination.html>
- Giving Tuesdays December 3rd
 - Student emergency fund for students

Adjournment: A. Boehme moved that the meeting be adjourned and was seconded by K. Peiffer.