

**Administrative Staff Council (ASC)**  
**Meeting Minutes**  
**March 5, 2020**  
**308 BTSU**

**In Attendance:** Paul Bezdicek, Stephanie Brinkman, Becky Cogswell, Terra Cramer, Jordan Cravens, Stephanie Dalmacio, Gabe Dunbar, Teresa Earl, Emily Gattozzi, Teri Gentry, Todd Glick, Maite Hall, Meghan Horn, Sophia Jackson, Margo Kammeyer, Lona Leck, Rebecca Lyons, Sharon McIntosh, Lucas Miller, Cordula Mora, Jacquie Nelson, Jenna Pollock, Beth Ralph, Jennifer Sayre, Victor Senn, Sherri Sherock, Jaime Spradlin, Kari Storm, Jennifer Twu, Dennis Voss, Lily Young

Deb Lucio (Classified)  
Laura Arnold (Retirees)

**Substitutes:** none

**Absent:** Adam Arthur, Beth Ash, Andrea Boehme, Leslie Galan , Emily Garcia, Taylor Jefferson, Jeremy Joseph, Kristi Peiffer, Travis Sheaffer, Jenifer St. Louis, Cindy Valentine

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

**Guest Speaker:**

- none

**Chair's Report:**

- HR Meeting – meeting was cancelled
- Meeting with President Rogers
  - Parental Leave Policy
    - This meeting was before it became official, but President Rogers shared his support of this policy
  - BGSU One Day
    - Shared with President Rogers that ASC Exec has issued a matching gift challenge of \$500 to ASC representatives.
  - Upcoming Elections
    - Adjustments have been made to the Divisions to reflect the organizational changes that have happened.
  - Compensation Request
    - Shared with President Rogers that we are currently working on the compensation request. He asked if we benchmarked against peer institutions.
  - ASC Connecting to Strategic Plan
    - Always looking for ways for people to feel like they belong.
  - New Staff Welcome Letters
    - President Rogers has agreed to provide letter from the President's Office for new staff.

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

- none

**Full ASC Representative Discussion: -**

- Proposed Ohio bill that would offer state-run paid family leave. For more information:  
<https://legiscan.com/OH/bill/HB91/2019>

- Would like clarification if a staff member was on leave when the Parental Leave took effect, do they qualify for the policy? - This will be added to the next HR meeting agenda.
- The announcement of the Parental Leave Policy and Non-Discrimination in Employment and Education Policy were sent together. It seems like these were two big wins for staff and perhaps should have been sent in separate emails. – This will be added to the next HR meeting agenda.

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

- Budget report attached to the minutes.

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

- The February 6, 2020 draft minutes were emailed on February 11, 2020. Clarification on the ITS upgrades was received and has been updated in the minutes. A motion to approve the minutes of the February meeting was made by J. Spradlin and seconded by J. Pollock. 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. The deadline for self-nomination has been extended to Friday, March 6<sup>th</sup>.
  - Areas that still need more self-nominations include:
    - 1 Enrollment Management
    - 4 Finance and Administration
    - 4 Athletics
    - Chair-Elect
- The election ballots will be sent out around March 11<sup>th</sup> and will run for 2 weeks.

#### **Committee Reports:**

##### Amendments & Policies:

- Accomplishments:
  - Amendments and Policies has worked this year to update the Bylaws. We have taken suggestions and made changes to 12 articles and voted on 7 of these changes so far.
- In Progress:
  - Going forward we will be working on improving the Ombuds application process and suggesting changes to their policies.
- Need Executive Committee / ASC Representative Assistance:
  - Be sure to let the committee know if there are additional items that you would like to review and potentially review.

##### Awards & Recognitions:

- Accomplishments:
  - Revitalized and Awarded monthly Spirit Awards to deserving Administrative staff
- In Progress:
  - Finalizing details of end of year banquet and confirming outline of event schedule
  - Reviewing and Completing marketing plan for award banquet
- Need Executive Committee / ASC Representative Assistance:
  - Final decision on extending the Spirit Awards through the summer to allow for more recognition of Administrative staff.
  - Be sure to nominate staff for end of year awards as well as monthly spirit awards.
    - If you nominated someone before and they did not win, you can resubmit your nomination.
    - Currently there are 2 submissions for the end of the year awards, but this is consistent with last year's number at this time as well. There were a total of 35 submissions at the deadline last year.

##### Outreach & Activities:

- Accomplishments:

- New Employee packets have been handed out monthly
- An issue with the query was discovered that cause any re-hires or previous student workers to be left off the report. Those will be added to the list going forward.
- If you know of someone in your office that did not receive a welcome packet please let the committee know.
- President Rogers will be providing a welcome letter to go in the welcome packets for new staff.
- In Progress:
  - Social planned for March 6<sup>th</sup> before the basketball game. 29 staff along with guests have RSVP.
  - Teaching Kitchen is planned for April 3<sup>rd</sup>
- Need Executive Committee / ASC Representative Assistance:
  - Need Executive committee and representative participation in social events.
  - There is a need to reach out to new / current staff to get more involvement with ASC. – Maybe a welcome letter would be helpful.

#### Personnel Welfare & Compensation:

- Accomplishments:
  - The Parental Leave Policy was a big accomplishment for the current committee as well as previous committee.
  - Participated in the CUPA survey with HR, but asked to be more involved in the process in the future. It would be helpful to be involved earlier in the process as well as have more follow up after the process to see how the data matches other data submitted.
- In Progress:
  - Compensation Request submission
- Need Executive Committee / ASC Representative Assistance:
  - Access to the previous Administrative Staff qualtrics survey, so that it can be reviewed and reissued to see what areas are still of concern.

#### Professional Development: no report

- Accomplishments:
  - Awarded Professional Development awards for Fall and Spring
- In Progress:
  - \$300 available for any summer professional development request submissions.
- Need Executive Committee / ASC Representative Assistance:
  - Would like to change the deadlines for Fall, Spring, and Summer deadlines to align closer with calendar.
    - Committee will submit the desired dates to have the website updated with the dates they choose.

#### Student Scholarships:

- Accomplishments:
  - Worked to get the scholarship loaded into Scholar Works and open for submission.
- In Progress:
  - 161 student scholarship applications have been received and the committee will start reviewing them.
  - They follow a rubric when grading the scholarship applications.
- Need Executive Committee / ASC Representative Assistance:
  - Assistance with getting the word out about One Day. This was a large fundraiser for the Student Scholarship account last year and we would like to build upon that again this year.
  - Still need items for the silent auction. If you are willing to make a donation or have a contact that could make a donation please contact the committee.

#### **Liaison Reports:**

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

- Finalizing compensation request on behalf of the Classified Staff
- Finalizing the End of year luncheon for Classified Staff

Faculty Senate Representative (Margo Kammeyer): Faculty Senate meeting held on 3/3/2020:

- Freedom of Speech & Free Expression Panel - 3/24/2020; open to all Faculty
- CFE Teaching & Learning Summit - 3/26/2020
- Provost Whitehead:
  - Diversity & Belonging statement approved by The Board.
  - Firelands Higher Education Study Committee - look at Firelands challenges; will report out in June 2020
  - Free Speech bill - voted out of the Ohio Senate with a unanimous vote; bill would say all outdoor areas are free speech cells
  - Coronavirus - restricting travel to countries of level 3 or above (Italy, Iran, Japan, China, South Korea). Level 2 or higher, restricting group travel; continue to monitor
  - Starship - extends food services and allows for smaller personnel required; hiring our students to help maintain the robots
- USG:
  - Online voter registration database is pulling addresses from BMV and not on-campus addresses; reaching out to see how to correct this
  - Members of city council came to talk to them about off campus housing issues; a survey will be sent to students to see what issues are
- Faculty Senate elections

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:**

- Compensation Request
  - R. Lyons motioned to move up New Business up in the agenda Lucas 2<sup>nd</sup> – moved up in the agenda. Motioned carried.
- Discussion Points
  - Previous submission have included a request to maintain the current health / HSA options. Language included:
    - *Continued ability to make a choice of medical benefits to include both a Preferred Provider Organization (PPO) and Health Savings Account (HSA) option. An affordable PPO option, which does not reduce benefits or coverage nor has substantial increases in the employee's cost share, co-pays, out-of-pocket expenses, and/or deductibles.*
    - *\$500 for Plan B (individual) and \$1,000 for Plan B (family) annually into the employees' health savings account. If it is expected that Employee Healthcare contributions will increase, we request that the university contribution is increased proportionally to ensure the same amount of support.*
  - L. Leck Motioned to add the health language to this years compensation request. E. Gattozzi 2<sup>nd</sup>. Passed by verbal vote.
- G. Dunbar motioned to vote to approve the Compensation Request with the added changes. J. Spradlin 2<sup>nd</sup>. Passed by verbal vote.

- R. Lyons motioned to return to the set agenda with the Committee Reports. L. Miller 2<sup>nd</sup>. Motion passed.

**Upcoming Dates:**

**Social**

- Friday, March 6, 2020 Administrative Staff Social and Basketball Game 5:00pm Mingling and Appetizers at Mileti and BGSU vs Buffalo at 6pm
- Next ASC Meetings is April 2, 2020 308 BTSU
- ASC Awards Ceremony Tuesday, May 19, 2020 10am-noon

**Good of the Order:**

- BGSU One Day is coming up April 7th and 8<sup>th</sup>.
- Teaching Kitchen Social is planned for April 3<sup>rd</sup>. More details to come.

**Adjournment:** L.Miller moved that the meeting be adjourned and G. Dunbar 2<sup>nd</sup>. Meeting dismissed 2:58 pm.