Attendance: There were 118 participants during the WebEx meeting

Guest Speaker: No guest speaker

Chair's Report:
- Met with HR and asked additional questions from virtual office hours.
  - Emails regarding the furlough will be sent by HR.
  - Emails will contain specific information for each staff member and a link the FAQ.
- Changing the structure and timing of virtual office hours.
  - Once a week on Tuesdays at 3pm. ASC update and then time for questions, only 30 minutes.
  - Jordan Cravens, the new chair, will be facilitating.

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

Full ASC Representative Discussion: none

Treasurer's Report:
- Final budget report attached to minutes. There will be a larger carry forward amount due to the postponement of the annual awards banquet. These funds can be used in future fiscal years to cover expenses.
- ASC has two Foundations accounts that are strong. They include the ASC Scholarship fund and the ASC Support Fund.
- Please consider donating to the ASC Student Scholarship if you are able. This helps fund student scholarships. The amount of scholarships awarded each year is based upon the spendable amount available. Visit https://www.bgsu.edu/administrative-staff-council/scholarship-opportunities.html for more information about the ASC Scholarship.
- This year ASC was able to award 6- $1000 scholarships from the ASC Scholarship fund.

Secretary's Report:
- The May 7, 2020 minutes were emailed on May 8, 2020. There was a correction to the section talking about layoff notification and referencing the Handbook. This was incorrect and should have referenced the Policy on notification instead. The minutes have been updated with this correction.
- Thank you to all that have served on ASC. All of your hard work this past year is very much appreciated.

Committee Reports:
Amendments & Policies:
End of Year Report:
Goals:
- Review suggested bylaw changes from ASC Executive Group
- Present bylaw changes to ASC for vote
- Review Administrative Staff Handbook

Accomplishments:
- Reviewed Executive Group's changes and crafted 12 amendments for ASC to vote on
- Voted on and accepted 7 changes to bylaws

Timeline of significant events:
- December 2019
  - reviewed Executive Committee suggestions and crafted amendments
  - made minor grammatical edits to bylaws

- January 2020
  - Voted on first set of edits
- February 2020
  - Voted on second set of edits

Recommendations for next year:
- Due to the rapid changes of COVID-19 we were not able to finish the last two goals. For next year the Amendments and Policies Committee should finish voting on bylaw changes. The work of Amendments and Polices is in the ASC R drive at R:\ASC\Public\Amendments\2019-20 bylaw edits. The two most helpful documents are:
  - Ballots for Changes – Everything in the third set of ballots (purple highlight) are ready to be voted on for next year. It should be noted that Exec should look at the changes for Article 7 to confirm that the language is correct
  - 2019-20 A&P working document – ALL of the changes that ASC were supposed to vote on are in this document. Headings that are not highlighted still need to be voted on.
- We also recommend that Amendments and Policies review the Administrative Staff Handbook next year. This has not been done for at least two years. ASC has worked on adding new polices and we need to ensure they are correctly reflected in the handbook.

Awards & Recognitions:
End of Year Report:
Accomplishments:
Spirit Award
- Nominations: https://bgsu.wufoo.com/reports/spirit-of-bg-nominations/
- Reviewed and updated award administration processes providing detailed instructions for finding nominations submitted through the Wufoo form, contacting nominators, conducting the presentation, securing certificates and flowers, processing financial payment to the winner, and publicizing through social media and the ASC website. Complete documentation is available at this location: ASC/Public/Awards and Special Recognition/Spirit of BG Award/MonthlyAwardPresentationLogistics.doc
- Marketed heavily at the start of the academic year with a campus-wide email. Marketed monthly through Campus Update, Four Winds, and through recognition of monthly winners on posts on BGSU main social media accounts. Many winners shared to their departmental and personal social accounts as well.
- A different committee member led the administration process each month and we presented awards to the following individuals.
  - September – Jamie Wlosowicz, Center for Women and Gender Equity
  - October – Julie Hamann, Firelands Instructional Media
  - November – Karyn Smith, Recreation and Wellness
  - December – Holly Cipriani, College Credit Plus Program
  - January – Chad Fletcher, ITS
  - February – Toni Gordon, Diversity and Belonging (Presented Virtually)
- Requested of ASC Executive to consider an increase to a 12-month budget which would allow this recognition during the summer as well as academic year resulting in an impact to ASC of approximately $180.
End of Year Banquet
- The banquet was cancelled as well as the call for nominations for annual awards due to the University's proactive response to slow the spread of COVID-19. The following arrangements had been made and a similar plan is recommended for the future, whether that be in fall 2020 or a later date.
- Event Details:
  - Union Ballroom One Side with AV with Seating for 200 (based on 2019 attendance number)
  - BGSU Dining – Brunch Menu
  - Award Plaques - Copy Shop - (Chair, Chair-Elect, Secretary, Treasurer, Ferrari, Best, Rookie)
  - Script and PPT

- o Entertainment - Pablo Gomez-Estevez – BGSU Graduate Student in Composition
- o Emcee – Cecilia Castellano
- o Flowers/Table Decor
- o Scholarship/Raffle – Conducted One Joint Meeting for Optimal Impact – Marketed donations along with calls for nominations.
- o On-Site AV – One committee member to run PPT during presentation
- o Printed Program (100 out of 200 were taken away from 2019) – Content: Program/Past Winners/ASC Accomplishments and Members Listing/Other
- o Host/Welcome for Special Guests
- o Collaborate with M&C for branded materials as necessary
- Marketing Plan
  - Call for Nominations
    - o Administrative Staff Supervisors and Campus-Wide Email - February 3
    - o Digital Sign – February 3 forward
    - o Campus Updates – February 3, 10, 17, 24
    - o Nomination Deadline: April 1
  - Event Invitations
    - o Campus Calendar Event – RSVP Deadline May 8
    - o Campus Updates - March 2, 16, April 13
    - o Campus Wide Email: Save the Date - April 2 and 23
    - o Digital Sign – April 2 forward
    - o Outlook Invitation to Cabinet – Send from Awards Committee Chair with Explanation

  - Nomination Submissions
    - ▪ Rookie - https://bgsu.wufoo.com/reports/rookie-of-bg/
    - ▪ Ferrari - https://bgsu.wufoo.com/reports/ferrari-nominations/
    - ▪ BG Best - https://bgsu.wufoo.com/reports/bg-best-nominations/
    - o Committee to use a rubric based on nomination criteria to determine each winner.

Website
- Reviewed and updated overall awards section on ASC website with particular emphasis on making more consistent instructions and processes for submitting nominations for all four awards https://www.bgsu.edu/administrative-staff-council/awards.html

Outreach & Activities:
End of Year Report:
Accomplishments:
- Created different social events to appeal to all administrative staff.
- Collected toys for annual toy drive.
- Redefined our committee purpose in bylaws.
- Delivered welcome packages every month to new hires and acknowledged those hired during COVID a welcome email.

Highlights of the good and bad of the year:
- First teaching kitchen was a hit. Positive feedback.
  - o Limited space and only offered 1 session to start.
- Tailgate Social was not as well attended as hoped.
  - o Limited parking/bad weather.
  - o Provided Jimmy Johns before men's basketball game.
  - o 5:00pm social – before 6:00pm game. Not a lot of time for the social prior to the game.
- COVID-19

- November 2019
    - Teaching Kitchen
    - New Hire welcome packages delivered
- December 2019
    - Toy Drive
    - New Hire welcome packages delivered
- January 2020
    - Food Drive Challenge vs. Classified Staff Council
    - New Hire welcome packages delivered
- February 2020
    - New Hire welcome packages delivered
- March 2020 (COVID-19)
    - Social @ Alumni Office
    - New Hire welcome packages delivered
- April 2020
    - Emailed new hires
- May 2020
    - Emailed new hires
- June 2020
    - Virtual Zumba

Recommendations for next year:

- Provide a variety of socials to appeal to all ages.
- Virtual ideas
    - Virtual Trivia Night
    - Virtual Cooking Class
    - Virtual Zumba (again)
    - Virtual Wine & Paint (Happy Hour)
- If applicable, in person ideas
    - In person fitness class
    - Cooking class
    - Toy drive
    - Blood drive
    - Canned food collection
- "Outreach" if not in person, or in person.
    - Connect a "new hire" administrative staff member with a veteran staff member.
    - Mentee/Mentor program.

Personnel Welfare & Compensation:

End of Year Report:

Accomplishments:

- Our main accomplishment this year was the passing of a Parental Leave Policy which was implemented on Monday, Feb. 24, 2020.
- We also submitted our annual salary request to Human Resources. This was submitted during the COVID-19 pandemic, although the assumption of the request was a healthy fiscal situation.

Highlights of the good and bad of the year:

- The committee worked closely with the ASC President to keep the Parental Leave Policy moving. Rebecca ensured this was on the agenda when she met with the President and Human Resources on a monthly basis.
- The committee worked on "next step" strategies to prepare for a yes or a no vote on the Parental Leave Policy. The yes strategy being an announcement about the implantation to all Administrative Staff. If there was a no vote, we planned on sending an email to all Administrative Staff to remind them of the policy that

was voted on, why we thought it was a necessary benefit and why it was opposed. We also wanted to include an opinion survey in this communication asking how this made the staff feel and what they wanted our next steps to be.

- We expanded the Annual Salary Request and submitted it earlier than it has been submitted in the past.
    - We did a salary and benefit review of the past 10 years and compared it with the Northwest Ohio cost of living data. We found that over the past 10 years, Administrative Staff salary increases were only a couple points higher than the cost of living wages. Merit raises to reward staff for superior work has not be granted for over a decade, despite it being requested every year.
    - We took a strategic approach in our salary and benefits request and aligned it with the research and a robust list of department accomplishments over the past year.
    - We tried to submit the request earlier to better align with the budget planning meetings. Although it was submitted earlier, COVID-19 and some time management issues derailed this plan a little. We recommend starting on this right away next year so it can be submitted prior to Winter Break.
- While writing the Annual Salary Request, we found ASC liked the idea of proposing a new Administrative Staff policy that would compensate staff who are asked to take on the additional work of positions that are vacant but an interim position was not offered. It was originally written into the Annual Salary Request but we opted to remove it because it needed to be a permanent request, not an annual request. We had plans to start working on this during the Spring Semester but did not happen due to COVID-19. ---- Little did we know how timely a policy like this would have been.

Recommendations for next year:
- The last few years we have referenced an Administrative Staff survey from 2017 that helped assess the most important topics for Administrative Staff members. Due to the coronavirus pandemic and all of the changes around the university, we recommend a new survey for 2020-2021.
- A new proposal addressing possible salary increase or advocating to end furloughs for fiscal year 21'.
- Reviewing the language drafted for the vacant position policy and see what is needed to get it voted on.

Professional Development:
End of Year Report:
Accomplishments:
- Fall semester, awarded 3 professional development requests totaling $974.
- Spring semester, awarded 2 professional development requests totaling $900.

Timeline of significant events:
- Moved timeline of submissions back so better communication and outreach could be achieved.
- Due to COVID-19, all funds could not be awarded because summer submissions could not be taken into consideration.

Recommendations for next year
- Create better online form and rubric for submission.
- New form could make submission of materials more of a requirement.
- Better communications is needed to all administrative staff that these funds are available to request.
- Given travel restrictions put in place by university due to COVID-19, more online trainings may be requested.

Student Scholarships:
End of Year Report:
Accomplishments:
- 6 - $1000 student scholarships were awarded in Spring 2020
Highlights of the good and bad of the year:
- Good: 183 completed applications were submitted for the ASC scholarship.
- Not so Good: Only 3 donations were received for the Silent Auction
Timeline of significant events:
- Oct 1, 2019 scholarship application opened in AcademicWorks;

- February/March began contacting businesses/departments for Silent Auction Donations
- March 1, 2020 scholarship application closed;
- March 2-31 scholarship review;
- March 31 scholarship winners selected
- April - Scholarship winners notified and information collected (picture, bio, thank you note)
- May - Scholarship winners highlighted on the ASC webpage and announced at ASC monthly meeting

Liaison Reports:

Classified Staff Council (Deb Lucio):
- CSC is meeting with HR first time since the layoff notifications started.
- CSC held a group meeting on 5/22/20 and had 187 participants on the WebWx meeting.
- Submitting annual awards
- Floated idea for joint awards ceremony with CSC and ASC; more discussion needed
- Reviewing second round of bumping
- Focusing on employee morale and communication

Faculty Senate Representative (Margo Kammeyer)**:**
- June 2nd meeting was cancelled
- July 7th is the next scheduled meeting. If there are no topics, it will be cancelled the week before.

Retiree Association (Laura Arnold): no report.

Ombuds Update: no report.

ASC Historian (Emily Gattozzi):
- Minutes for year will be uploaded once the June minutes are complete.
- All historical ASC documents can be located in Scholar Works: https://scholarworks.bgsu.edu/asc/

University Committee Reports: none

Old Business: none.

New Business:
- President's 5/31/20 email titled "Injustice Anywhere Threatens Justice Everywhere" Discussion
  - Provided an open and safe space for staff to process their feeling around this subject.
  - Resources were shared and ideas for possible next steps that ASC could take on.
- Possible Next Steps:
  - Would it be helpful to create a work group to look at these options? – Need to define the group – sit down determine what the objective to be.
  - Diversity and Belonging possible standing committee
  - Create list of resources
  - OMA can help to facilitate these conversations
  - Create a statement of diversity for Administrative Staff Council

Upcoming Dates: none

Good of the Order:
- Deadline to nominate faculty, staff, or community partners for the annual Public Impact Awards is July 13, 2020. For more information visit: https://www.bgsu.edu/center-for-public-impact/awards-and-recognition/public-impact-awards.html

- Not In Our Town meeting at 3:00pm as well: Please use the following information to join the meeting:
  Meeting link:
  https://bgsu.webex.com/bgsu/j.php?MTID=medce594d92a455d4395b5f56a200871b
- Meeting number: 161 053 6480
  Password: KCpD4WHPt32