

Administrative Staff Council (ASC)
Meeting Minutes
November 5, 2020
Via Zoom

In Attendance: Adam Arthur, Beth Ash, Paul Bezdicek, Andrea Boehme, Stephanie Brinkman, Becky Cogswell, Jordan Cravens, Stephanie Dalmacio, Gabe Dunbar, Teresa Earl, Kacee Ferrell Snyder, Mark Fox, Todd Glick, Maite Hall, Meghan Horn, Emily Hubbell-Staeble, Sophia Jackson, Jeremy Joseph, Lona Leck, Cordula Mora, Jacquie Nelson, Cyndie Roberts, Jennifer Sayre, Victor Senn, Travis Sheaffer, Kari Storm, Kerrie Turner, Jennifer Twu, Shannon Tyler, Cindy Valentine, Dennis Voss, Jamie Wlosowicz

Sandie Smetzer (CSC)

Substitutes:

Absent: Delaine Adams, Taylor Jefferson, Kaitlyn Kuch, Rebecca Lyons, Jenna Pollock, Jaime Spradlin, Chris Frey (Faculty Senate)

Call to Order:

Guest Speaker: Konnie Nicholson-George, Sr. Human Resources Representative (Benefits Presentation/Q&A)

- Open Enrollment: November 2, 2020- November 20, 2020 at 5pm

- Benefits
 - o benefits@bgsu.edu < where you can send questions or benefits documentations
 - o 419.372.8421 < HR benefits line

 - o To access: Mybgsu > benefits information > benefits enrollment
 - o Changes and updates are open – make sure you look at the life expectancy beneficiaries
 - Add a dependent – must have documentation (birth certificate)
 - Add a spouse – must have documentation (marriage certificate)
 - If you have a spouse on medical insurance, you have to redo the spousal certification form

- Plan A (FSA)
 - o Rates have gone up and are listed on the website
 - o \$500 can roll over year by year through the FSA
 - o FSA amount did increase – you can put in \$2,750
 - o Must reenroll each year to continue to have payroll deduction for the FSA
 - o FSA for childcare or eldercare –
 - Up to \$5,000 that you can put into this account

- Plan B (HSA)
 - o Rates went down and are listed on the website
 - o University contributions are added half in January and half in July.
 - o There is no limit on how much can roll over by year through the HAS
 - o HAS maximum has gone up (\$3,600 individual, \$7,200 for families – includes BGSU's contribution)
 - o Must reenroll each year to continue to have payroll deduction for the HAS

Chair's Report:

HR

- winter break being approved is a good indicator to pursue this for the future; PWC to work on this in late spring semester
- comparing enrollment to other publics in Ohio; BGSU in better position
- open enrollment; deadline Nov. 20 at 5 p.m.
- questions e-mail benefits@bgsu.edu as 3 people check this e-mail; can also setup MS teams meetings
- FFCRA

President (monthly)

- received clarification on campus "hibernation" Dec. 28-31; if you are to be working, you should have already been notified. (campus ops, bursar, reg and records, building maintenance, police, are among some staff who will need to work).
- wellness days in spring semester are for students; business as usual
- working with BOT on strategic plan pivot; next part of implementation involves shared governance groups (Cravens and Dunbar)
- discussed parking
- spring enrollment; working on January re-opening strategy
- staffing likely to remain status quo after Thanksgiving

Upcoming

- Sheri Stoll semester meeting
- Strategic plan 1.1 meetings

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.
- Post Election Resources: <https://www.bgsu.edu/dean-of-students/post-election-resources.html>
 - Nationally – 60-65% of eligible voters exercised their right to vote.
- Unity March with BGSU Athletics on November 11, 2020 at 12:00pm. The march will begin at Perry Field House and will end at the Stroh Center.

Secretary's Report:

- The October 1, 2020 minutes were emailed on October 2, 2020. No corrections were submitted beyond a few corrections related to attendance.
- ASC Student Scholarships
 - Three changes for ASC Scholarships went to vote and changes were approved moving forward:
 - Open up to International Students for Consideration – 35 to 2
 - Change in GPA Requirement – 27 to 7
 - Change the essay prompt – 29 to 1

Treasure's Report:

- ASC did receive carryover – \$14,168.65

Liaison Reports:

Classified Staff Council (Sandie):

- Executive board met with President Rogers 11/5/20. Conversation was similar to report from Chair Cravens. Reminder: Spirit of BG award for Classified Staff, please nominate someone! Considering another can food drive for February.

Faculty Senate Representative (Chris Frey): not on the call.

Retiree Association (Laura Arnold): not on the call.

Ombuds Update: there are new Obmbuds – Margo Kammeyer, Jeremy Joeseph, and Kari Johnson

ASC Historian (Emily Gattozzi): not on the call.

Committee Reports:

Amendments & Policies:

- Currently reviewing the Administrative Staff Handbook (Sections 1-3)
 - Reaching out to policy owners to verify information is still correct.
- Bylaw review – What is a “term” and clearly define start/end dates for Chair and Co-Chair.
- Next meeting – November 20.
 - Reviewing the rest of the Administrative Staff Handbook

Awards & Recognitions:

- There were no nominations for Spirit of BGSU award, please make sure to nominate someone you think is spirited at BGSU: <https://www.bgsu.edu/administrative-staff-council/awards/spirit-of-bg.html>

Outreach & Activities:

- Invited all new hires to have a meet and great today & plan to do new hire meetings 1x a month
- Upcoming holiday drive partnering with the Dean of Students – information coming to support local children.

Personnel Welfare & Compensation:

- Meeting later this week and will have updates to follow.

Professional Development:

- The group meet to discuss the rubric for selecting award recipients. Discussed updates we wanted to make to the ASC website to better communicate how applicants will be chosen. We plan to implement the new system for the Spring semester. We have only had one application for Fall.

Student Scholarships:

- No updates at this time – working with University Advancement to open up the scholarships.

Diversity and Belonging Adhoc Committee:

- Focus:
 - How to we make sure that ASC represents the full ASC staff?
 - What policies are important for administrative staff

University Committee Reports:

Library Advisory Committee Meeting 10/9/20:

- This summer the UL faculty and staff have been working remotely. Now returned to the building and have a flexible staffing plan for service hours to maintain lower concentration of people in the building while keeping all service points open.
- Started curb-side delivery in August. Various staff and services are coming back over time like OhioLINK delivery which was not available from March through part of August.
- Current attendance/gate count in the UL building is about one quarter of what it traditionally is.
- Acquisitions budget was decreased by 16% this year. Working closely with faculty and staff and the Controller's Office to use some of the COVID/CARES funds to increase electronic holdings and electronic databases. Decrease will hopefully be for 2020-21 only. Print purchases are down.
- UL Remote Learning Support Flyer attached.

PACHWI Meeting 10/14/20:

- Open Enrollment will run November 2 – 20, 2020. You should have received a post card and the specific rate details will be released soon.
- Only changes in premium will be for Medical. There are no changes to the plans for 2021.
- Annual medical costs have had an 8% increase built in for medical expenses that were delayed during COVID. These medical expenses are assumed to be delayed into the next year.
- Would like to get back to meeting monthly to address topics that have been brought up before.
- Hoping that once COVID levels off we could have Ben Batey help us on some of the health initiatives.

Public Safety Advisory Committee:

I. Police Department

1. New technology
 - a. Body Cameras –by Jan. all officers will have them, but also have the ability to turn them off if given a reason
 - b. Tasers –all officers had starting in Aug. records are kept of when they are charged or used
2. Commission on Accreditation for Law Enforcement Agencies (CALEA)-took 1st steps to be accredited
3. Ohio Collaborative –full accredited
4. Community initiatives-town halls, open forums, Day of Dialogue
5. ALICE training (online)-through Bridge
6. Safety phone app-working on finalizing to be able to call 911 directly based on location
7. Dispatch staffing changes
8. Office of Criminal Justice Services Grant –used to purchase new radios
9. LEADS Audit-passed in Sept.
10. Voice logger system upgrade-new system will be installed in Dec.
11. Election day planning –working with city and state officials, able to contact for support if needed

II. Emergency Management

1. Comprehensive Emergency Management Plan
 - a. 2020 revision
2. Plan updates
 - a. Infectious disease-Ben Batey reviewing
 - b. Lighting Safety –reviewed annually
3. BGSU Hazard Identification Risk Assessment (HIRA)
4. AED Program
5. COVID response and support
6. Outdoor Warning Sirens
7. AlertBG
8. Emergency operations training platform

III. Parking

1. New Lot Rebuilds
 - a. Lots A, Q, & 21-added a total of 60 faculty staff spaces and 67 commuter spaces
2. Rebuild of lot entrances
 - a. Lots 3 and 4-smoothed out entrances to avoid accidents
3. Camera Installation
 - a. Lots A, C/16, G, Q, 1, & 21-newly installed or upgraded
4. LED lighting project in campus lots –project complete by Thanksgiving
5. Parking Lot counter technology-lot 21 testing site for app to let students/staff know how many space are available
6. *PayByPhone* App-being used more than Kiosk
7. 2020 “Toys for Tickets” –still finalizing details for this
8. Only students employed as enforcers of parking.

IV. Shuttle

1. Shuttle route operations-same routes and some number of busses as last year.

Old Business: none.

New Business: none.

Upcoming Dates:

- Next ASC meeting, December 3, 2020 with Andy Alt, Associate Vice Provost for Student Success and Life Design

Good of the Order:

- International education week – photo contest for students, Faculty, and staff:
<https://www.bgsu.edu/international-programs-and-partnerships/international-education-week.html>
- [https://events.bgsu.edu/event/thankful to be a falcon#.X6RRldt7nq1](https://events.bgsu.edu/event/thankful-to-be-a-falcon#.X6RRldt7nq1)

Adjournment: Chair Cravens motions to adjourn and Andrea Boehme seconds the motion. Meeting adjured by Chair Cravens at 2:25pm.