

**Administrative Staff Council (ASC)
Meeting Minutes
July 9, 2020
Via WebEx**

In Attendance: Beth Ash, Andrea Boehme, Jaclyn Calderon, 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, Taylor Jefferson, Jeremy Joseph, Kaitlyn Kuch, Lona Leck, Rebecca Lyons, Sharon McIntosh, Cordula Mora, Jacquie Nelson, Jenna Pollock, Cyndie Roberts, Jennifer Sayre, Victor Senn, Jaime Spradlin, Kari Storm, Kerrie Turner, Jennifer Twu, Shannon Tyler, Dennis Voss, Jamie Wlosowicz, Lily Young

Deb Lucio (CSC) and Laura Arnold (Retirees)

Substitutes:

Absent: Delaine Adams, Qasim Al-Shboul, Adam Arthur, Paul Bezdicek, Stephanie Brinkman, Travis Sheaffer, Sherri Sherock, Robin Stock, Cindy Valentine

Call to Order: Jordan Cravens, Chair of ASC, called meeting to order at 2:00

Guest Speaker: No guest speaker

Chair's Report:

- Thoughts with our international students and IPP office as they navigate ever-changing legislation and rulings and help our students and faculty/staff.
- Thank you for serving extra length of term; normally ASC has a break in July, but decided to continue given current environment.
- Let's celebrate that furloughs were rescinded
- Developing communication timeline/framework for ASC communications
- Advocating for a "seat at the table"
- Working on slate of speakers for future ASC Meetings
- Keep asking questions; we will get through this together

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

Full ASC Representative Discussion: none

Treasurer's Report:

- Several anticipated expenses in FY20 did not happen due to travel restrictions and the move to remote work.
- Budget loads will be finalized soon, but we are in good financial standing.
- Development of final budget will happen once budgets are finalized.

Secretary's Report:

- The June 4, 2020 minutes were emailed on June 15, 2020. There were no corrections received. J.Spradlin motion to approved minutes as sent. 2nd R. Lyons

Committee Reports:

- The committees for the current year are still being finalized and communications will be sent within the next month letting you know which committee you will be serving on.
- The 2019-2020 Awards and Recognition Committee will be opening up the awards submissions that were halted in the Spring.
- The committee hopes to have the deadline of July 31st for submissions and then virtually award prior to the start of the Academic year.
- Link to the awards <https://www.bgsu.edu/administrative-staff-council/awards.html>

Liaison Reports:

Classified Staff Council (Deb Lucio):

- Bumping is complete as of last week
- Planning on hosting another WebEx in July after next town hall
- We believe that some custodial staff have been recalled.

Faculty Senate Representative (Rebecca Lyons):

- President Rogers and Provost Whitehead both spoke about the town hall meetings and encouraged everyone to watch the first two and tune in on Monday, July 13th at 10am where they will be discussing Diversity, Facilities, and Health Protocols. Emphasized that the health and safety of all students, faculty, and staff is the most important factor in all decision that are made regarding COVID-19.
- Approved 5 resolutions
 - Resolution of support for the BSU/USG Joint Statement on Policing Reform from July 1
 - Asking for 4 action steps
 - Requiring both Bowling Green State University Police Department and the City of Bowling Green Police Department to ban “chokehold” and “strangleholds”. And clearly define consequences and disciplinary action for officers who do not comply.
 - Require body camera acquisition process be expedited and all sworn officers to have body cameras by Dec. 31, 2020.
 - Require increased de-escalation training from accredited training programs.
 - Require the creation of a Police Accountability Board for both BGSU and City of BG Police.
 - Resolution on Conducting Faculty Senate Meetings Remotely
 - Based on their charter and bylaws, voted to have all meetings remotely.
 - Resolution on the Appropriate Use of Facial Coverings in the Classroom
 - Instructors maintain the right to dismiss from class students who refuse to comply or to dismiss the class if the offending student refuses to leave for not wearing a face covering.
 - Any member of the University Community shall maintain the right to leave a shared space (including a classroom) that is occupied by a person who refuses to comply with the face covering guidelines.
 - Resolution on Holding Class Meetings During the COVID-19 Pandemic
 - Supporting the decision of any instructor at the University to hold classes in remote (synchronous) mode at their discretion based on individual evaluations of the risks associated with teaching.
 - The decision to move a face-to-face class to remote shall not impact student or formal evaluations or impact future employment.
 - Instructors who choose to move instruction to remote shall inform their school directors of their decision.
 - Resolution to Conduct a Survey of the University Community

- Creation of an Ad-Hoc committee to author and conduct a survey of all University Community subgroups to collect stakeholder's level of comfort with the protocols and precautions as describes in the Return to Campus plan.

Retiree Association (Laura Arnold):

- All recent have been cancelled due to COVID.
- Held an online presentation via Zoom

Ombuds Update: no report.

ASC Historian (Emily Gattozzi): no report

University Committee Reports: none

Title IX committee

- Working through to create student policy and then will start working on faculty/staff policies

Old Business: none.

New Business:

- ASC Goals for 2020-2021
- HR Policy Review Discussion and Feedback (Draft Forms Attached)
 - Telecommuting
 - What about people that already telecommute or have regional jobs?
 - Will there be flexibility for those who have children in the school system but have to go to online instruction for those children or for other reasons?
 - Will this be a permanent policy or just during COVID?
 - Can you only work from home if you work at the University for a certain number of years?
 - Section E part 2 seems interesting when deciding who will be allowed to work remotely.
 - Is there a timeline? Once the request is submitted how long until the employees knows if the telecommute is approved or denied?
 - Community Health Requirements.
 - How will visitors be informed of this policy?
 - COVID-19 Personal and Community Safety Requirements
 - What defined as private work area? #4
 - How are we enforcing non-compliance?
 - How do people who have exemptions "prove" that when outside their department? Especially since that, proof would technically be a violation of HIPPA, correct?
 - I would also like to ask for more information on how the university plans to perform contact tracing.
 - Forward Falcon Commitment
 - When will students/faculty sign this policy? What if they don't sign?
 - How is the University tracking this?
 - I think they should clarify the symptoms. Some people live with headaches almost daily. I'm not going to email every time I have a headache.

Upcoming Dates:

- Updates from ASC Tuesday, July 14, 2020 via WebEx
 - Meeting Number: 161 816 1015
 - Meeting Password: 9JsuAtA7dh4
- Next ASC meeting, Thursday, August 6, 2020 via WebEx
 - Meeting Number 120 798 2330
 - Meeting Password JwWJP4bbe97

Good of the Order:

- E-campus calendar will not be changed <https://www.bgsu.edu/ecampus.html>
- Financial Aid open Cares ACT Grant – New eligibility guidelines. <https://www.bgsu.edu/financial-aid/COVID-19-and-Financial-Aid.html>
- Check out Division of Diversity and Belonging Summer programming <https://www.bgsu.edu/equity-diversity-and-inclusion/workshops/programming-schedule.html>
 - White Allyship - A conversation between Dr. Katie Stygles and Dr. Kacee Ferrell Snyder on what it is like to be White women doing diversity and inclusion work, and serving as allies
 - CWGE Book Club
 - Registration open in June. Hood Feminism: Notes from the Women that the Movement Forgot.
 - The Center for Women and Gender Equity is excited to host a summer book club where we will be reading and discussing Mikki Kendall's "Hood Feminism: Notes From the Women That a Movement Forgot" (2020), a book focusing on the failings of mainstream feminism and the Black, Brown, and Indigenous women left behind in "feminist conversations." Kendall moves us to consider a truly intersectional feminism.
 - Please express interest via the google form, and we will contact everyone to set up a time that will work for everyone. The book club will be held via weekly discussions through WebEx. [Sign up online](#) today.

Adjournment:J. Spradlin moved that the meeting be adjourned and was seconded by R. Lyons.