

**Administrative Staff Council (ASC)
Meeting Minutes
August 6, 2020
Via WebEx**

In Attendance: Delaine Adams, Beth Ash, Paul Bezdicek, Andrea Boehme, Stephanie Brinkman, Jaclyn Calderon, Becky Cogswell, Jordan Cravens, Stephanie Dalmacio, Gabe Dunbar, Teresa Earl, Kacee Ferrell Snyder, Todd Glick, Maite Hall, Meghan Horn, Emily Hubbell-Staeble, Sophia Jackson, Taylor Jefferson, Jeremy Joseph, Kaitlyn Kuch, 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

Deb Lucio (CSC) and Laura Arnold (Retirees)

Substitutes: none

Absent: Qasim Al-Shboul, Adam Arthur, Mark Fox, Lona Leck, Travis Sheaffer, Sherri Sherock, Robin Stock, Cindy Valentine, Lily Young

Call to Order: Jordan Cravens, Chair of ASC, called meeting to order at 1:30

Guest Speaker: No guest speaker

Chair's Report:

- Resumed monthly meetings with HR; many topics covered including parking e-mail, PPE, return to work, raises, support for families with grade school children or elderly relatives; task force work and representation; campus wide survey from faculty senate
- Held meetings with Faculty Senate (Matt Lavery) and David Jackson (Faculty Association). Will continue to meet regularly.
 - Also plan to resume Penta Chairs meetings
- 2020-2021 goals for ASC
 - Promote culture of Diversity and Belonging in line with strategic plan
 - Focus on employee well-being
 - Advocate for a "seat at the table"
- Gave update and rationale on the move from weekly ASC updates to transitioning to monthly ASC 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.

Secretary's Report:

- The July 9, 2020 minutes were emailed on July 14, 2020. No corrections were submitted. If there are no corrections J. Spradlin moved that the minutes be approved as sent and was seconded by A. Boehme.
- The committee lists will be finalized by the end of the week and you will receive an email advising what committee you will be serving on for the upcoming year. It will include the end of the year report from last year's committee to give you a point of reference.
 - Prior to the September 3, 2020 meeting please:
 - Select either a Chair/Co-Chair/Tri-Chair (This person will be responsible for providing a written committee report to me prior to each ASC meeting and also giving a verbal update during the meetings.)
 - Create Goals that you would like to accomplish this year.

- Draft Communication timelines that you will have.
- Along with our ASC standing committees, we have created a Diversity and Belonging Adhoc committee for this year.

Committee Reports:

Awards & Recognition (2019-2020 Committee):

- Met today to work on final plans for the awarding of Awards to Administrative Staff
- Plans include plaques, fun awarding process, social media coverage as well as BGSU website coverage.
- Trying to make it special in a difficult time.

Liaison Reports:

Classified Staff Council (Deb Lucio):

- Did not have a meeting in July
- Next meeting is planned for August 19, 2020
- Meeting with Human Resources is scheduled for today August 6, 2020

Faculty Senate Representative (Rebecca Lyons): no report

Retiree Association (Laura Arnold): no report.

Ombuds Update:

- Three people have been selected to serve as Ombuds. Human Resources will be providing training during August and then we will update the website with their names and contact information.

ASC Historian (Emily Gattozzi): no report.

University Committee Reports: none

Old Business: none

New Business: none

Upcoming Dates:

- September 3, 2020 Jennifer McCary, Chief Diversity and Belonging Officer

Good of the Order:

- OhioLINK requesting starts again next Monday, August 10, 2020
- TRIO SSS grant was renewed for 5 more years!

Adjournment:J. Joseph moved that the meeting be adjourned and was seconded by A. Boehme.