

Administrative Staff Council (ASC)
Meeting Minutes
December 3, 2020
Via Zoom

In Attendance: Adam Arthur, Beth Ash, Paul Bezdicek, Andrea Boehme, Becky Cogswell, Jordan Cravens, Stephanie Dalmacio, Gabe Dunbar, Kacee Ferrell Snyder, Todd Glick, Maite Hall, Meghan Horn, Emily Hubbell-Staebler, Sophia Jackson, Jeremy Joseph, Lona Leck, Cordula Mora, Jennifer Sayre, Jacquie Nelson, Victor Senn, Kari Storm, Kerrie Turner, Jennifer Twu, Shannon Tyler, Dennis Voss, Jamie Wlosowicz, Katrina Heilmeier, Delaine Adams, , Kaitlyn Kuch, Rebecca Lyons, Jenna Pollock, Cyndie Roberts, Jaci Calderon

Sandie Smetzer (CSC)

Substitutes:

Absent: Teresa Earl, Stephanie Brinkman, Mark Fox, Cindy Valentine, Travis Sheaffer, Taylor Jefferson, Chris Frey (Faculty Senate)

Call to Order: Chair Cravens called the meeting to begin at 1:30pm on 12/3/20

- ASC Introductions
 - Cyndie Roberts and Todd Glick

Guest Speaker: Andy Alt, Associate Vice Provost, Academic Affairs

- PowerPoint is provided.
- Question/Answer:
 - (The book was written while thinking about currently employed or older adults) How did you adjust the program for traditionally college age students?
 - The way that BGSU is delivering this is to reach all of our students while adapting the principles from the book but creating it to meet our student's person by person.
 - Doing this by small groups with students and from 1:1 coaching. BGSU has utilized certain practices but not all of them!
 - Can grad students take the life design class?
 - Currently, no – but not off the table as the program continues to grow and develop.

Chair's Report:

- Recap semester meeting with Sheri Stoll; monthly meeting with President Rogers and monthly meeting with Human Resources.

Open Forum Discussion: Time for all administrative staff members to share concerns and ask questions.

Secretary's Report:

- The November 5, 2020 minutes were emailed on November 9, 2020. A few corrections related to attendance were made and updated.
- Prior to meetings we will begin reaching out to see if two people would introduce themselves.

Treasure's Report:

- All awards recipients have received their awards other than that no changes over the last month.

Liaison Reports:

Classified Staff Council (Sandie):

- A lot of similar information from Chair's report regarding furlough days, wellness days, etc.
- Dr. Roger's reported that the 2-year layoff plan is still in place if need be.
- Going to talk to HR about making the winter break days permanent and not a one-time opportunity.

Faculty Senate Representative:

- Met on Tuesday, 12/1.
- President Rogers and Provost Whitehead spoke about the EAB presentation that took place on 12/2. The presentation was recorded if anyone missed it and would like to watch it. The information provided will be used to help with next steps in the new strategic plan. Not everything in the EAB presentation will apply to BGSU but helps to guide the next steps. Encouraged everyone to attend the Town Halls scheduled for Dec. 8 and 9 to provide more direct feedback.
- Ben Batey spoke about how campus was doing in regard to COVID and the tentative plans for spring.
- Voting on new BS in Health Care Administration which eliminates the Health Care Administration Specialization
- Voting on new program: Doctorate in Physical Therapy.
- Voting on new minor: Word and Image Minor and Writing Minor

Retiree Association (Laura Arnold):

- No report.

Ombuds Update:

- There were no contacts made.

ASC Historian (Emily Gattozzi):

- Not on the meeting.

Committee Reports:

Amendments & Policies:

- Continuing to review the Administrative Staff Handbook to verify content and reaching out to campus stake holders when needed. Will be reviewing Bylaws in December meeting and will propose new language in future meetings.

Awards & Recognitions:

- Over 20 nominations for the Spirit of BG award last month!
- Looking towards next semester to see how we will run awards for the end of the year banquet.

Outreach & Activities:

- Book collection and food drive in partnership with ODOS – taking donations until December 4, 2020
- Planning a virtual Bingo event for staff

Personnel Welfare & Compensation:

- Working on putting a survey together for staff to make some recommendations for a compensation proposal.

Professional Development:

- The group approved an award, we will be notifying the winner soon.
- We have made some changes to the professional development section of ASC. We've update Application deadlines and added more information to the application page to help applicants better understand the process and write meaningful justifications.

Student Scholarships:

- ASC scholarship website page was updated with the changes
- Working through the final updates on the searchable scholarship updates

Diversity and Belonging Adhoc Committee:

- Looking to create a greater awareness for ASC in order to try to reach staff members with all diverse backgrounds and committee will be reach out to ASC members to hear about their experience in ASC, why they are here, and what they love about ASC.

University Committee Reports:

CIO:

- Voicemail to e-mail will be rolling out in a little over a week.

Old Business: none.

New Business: none.

Upcoming Dates:

- January 7, 2021 @ 1:30pm – Ben Batey, Chief Health Officer

Good of the Order:

- Theory of Relativity thru BGSU Arts (\$5)

- How we are interconnected
- Recreation and Wellness
 - Free group fitness classes through the end of the year.
- Ohio Ethics Training is due December 23, 2020.

Adjournment: Jeremy Joseph makes a motion to adjourn and Rebecca Lyons seconds the motion. Meeting is adjourned at 2:37pm.