

**Administrative Staff Council (ASC)
Meeting Minutes
February 4, 2021
Via Zoom**

In Attendance: Adam Arthur, Paul Bezdicek, Andrea Boehme, Becky Cogswell, Jordan Cravens, Gabe Dunbar, Todd Glick, Meghan Horn, Emily Hubbell-Staebler, Sophia Jackson, Jeremy Joseph, Lona Leck, Cordula Mora, Stephanie Dalmacio, Jennifer Sayre, Victor Senn, Kari Storm, Kerrie Turner, Jennifer Twu, Shannon Tyler, Dennis Voss, Jamie Wlosowicz, Kaitlyn Kuch, Rebecca Lyons, Cyndie Roberts, Teresa Earl, Mark Fox, Cindy Valentine, , Jaci Calderon, Jenna Pollock, Stephanie Brinkman, Beth Ash

Sandie Smetzer (CSC), Chris Frey (Faculty Senate)

Substitutes: Seth Campbell (Kacee Ferrell Snyder)

Absent: Jacquie Nelson, Katrina Heilmeier, Travis Sheaffer, Maite Hall, Taylor Jefferson

Call to Order: Chair Cravens called the meeting to begin at 1:30pm.

- ASC Introductions
 - Seth Campbell

Guest Speaker: Karyn Smith, Health Educator, Recreation and Wellness

Wellness Day - February 18:

- **Free Glow Cycle Classes and Smoothies**
 - Free 30-min cycle classes offered at 12:15 PM & 1 PM at the Student Recreation Center, Studio A. SRC membership is not required, but reservations are. Reserve your spot [HERE](#)
 - Free smoothies provided by Dining Services available in the SRC lobby from 12 – 1:30 PM
- **Free Meditation Session**
 - 2 – 2:30 PM at the Student Recreation Center, Studio B. Reservations required [HERE](#)
 - Relieve stress with this guided meditation, that includes practicing breathing exercises, visualizations, setting intentions, and a distant Reiki session. You will leave feeling relaxed, refreshed, and recharged.
 - Please bring a yoga mat and anything to make yourself comfortable. A blanket, hand towel, and pillow are wonderful to use.
 - Facilitated by Maria Signorino, a BGSU student who is certified in Reiki level one & level two. Maria loves to travel, be in nature, do yoga, and live in the present. She

is very passionate about becoming the best version of herself and providing Reiki for others.

Wellness Day - February 19: #100repchallenge in Eppler South Gym

- Move for your Mood & Heart Health! Stop by the Eppler South Gym between 11 AM – 1 PM to complete a fun bodyweight exercise circuit and enjoy free recovery snacks afterwards. All who complete the challenge are entered in a raffle for THRIVE well-being prizes.

Chair's Report:

- Diversity and Belonging Council Updates
- Meeting with HR
- Upcoming meeting with President Rogers

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

Secretary's Report:

- The January 7, 2021 minutes were emailed on January 19, 2021. There were not changes made to the minutes.
- Reminder for Committee Chairs and any reports to be sent to Secretary prior to meetings.

Treasure's Report:

- No report.

Liaison Reports:

Classified Staff Council (Sandie):

- Recapped meeting with President Rogers related to retention, housing, and COVID

Faculty Senate Representative:

President Rogers

- Gave an update on enrollment
- Up overall, but only slightly and do to online enrollments not full time enrolled

Provost Whitehead

- Gave update on ASL program and answered questions

Ben Batey

- Gave update on COVID-19

Business Items

- Passed a Memorial Resolution Honoring the Life of Andrew Kozal

- Passed Resolution on Use of Gender Inclusive Language in Academic Charter
- Presentation on Land Acknowledgement

Retiree Association (Laura Arnold):

- Change in leadership – Christ Dunn stepped down; Ellen Williams will be the interim term.

Ombuds Update:

- 2 contacts this month

ASC Historian (Emily Gattozzi):

- No updates.

Committee Reports:

Amendments & Policies:

- Meeting Week of 2/9 to review Bylaws and propose to Executive Council at next meeting.

Awards & Recognitions:

- Nomination deadline March 31

Outreach & Activities:

- Past Items
 - 19 Can food items were turned in to the Huntington Building and donated from the ASC Drive for the MLK Food Drive
 - February 4th Meet & Greet of New Hires
 - 6 New ASC Staff Members attended
- Upcoming Items
 - February 18th & March 16th – Virtual Bingo Night
 - Registration coming soon

Personnel Welfare & Compensation:

- We have completed the draft for the Administrative Staff Compensation Request for FY22. We will be working through edits and suggestions from Executive and the rest of ASC to finalize and send off to Leadership.

Professional Development:

- We meet to discuss how to increase professional development opportunities around ASC goals. IDEAS: 1 is on employee wellness, specifically physical wellness. We discovered that Environmental Health and Safety will do 1 on 1 ergonomic assessments of staff workspaces for free. They also have online trainings. More about that later. We

also are working on creating learning groups around the ASC goals. We have looked into free resources through HR and created themes. Later this month we'd like to send an email out to Admin staff to start creating the groups.

Student Scholarships:

- Selection criteria rubric finalized
- 230 applications received. About 100 more still in progress.
- Committee will start reviewing applications on March 2

Diversity and Belonging Adhoc Committee:

- Don't forget to fill out survey if you haven't done so already: <https://forms.office.com/Pages/ResponsePage.aspx?id=nXLLzQZRfE23W6MMRV1bCj-bsFHJBRpFsROanxUV2ctUQzBFNFBMT1YyQ0EyVjhFUjZORFA2R1Q3NC4u>
- Will be working to get more people running for ASC in the coming months.

University Committee Reports:

CIO:

- 2/17/21 is the next CIO meeting

Old Business: none.

New Business:

- Land Use Resolution – Presented by Dr. Jolene Buehrer and Seth Campbell
 - In Favor: 33
 - Against: 2
- 2021-2022 Compensation Request – Presented by PWC Committee
 - All comments on PWC Report due by February 16, 2021 at noon.
 - Special Meeting to vote on PWC Request February 18, 2021 from noon-12:30pm – a meeting invite will go out to ASC representatives.

Upcoming Dates:

- Special Meeting for PWC February 18 at noon.
- March 4 @ 1:30 p.m.
- BGSU One Day April 7-8

Good of the Order: none.

Adjournment: Chair Cravens moves to adjourn the meeting at 3:04pm; Emily Hubbell-Staeble seconds.