

Administrative Staff Council (ASC)
Meeting Minutes
January 7, 2021
Via Zoom

In Attendance: Adam Arthur, Beth Ash, Paul Bezdicek, Andrea Boehme, Becky Cogswell, Jordan Cravens, Gabe Dunbar, Kacee Ferrell Snyder, Todd Glick, Meghan Horn, Emily Hubbell-Staeble, Sophia Jackson, Jeremy Joseph, Lona Leck, Cordula Mora, Stephanie Dalmacio, 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, Cyndie Roberts, Teresa Earl, Mark Fox, Cindy Valentine, Travis Sheaffer, Jaci Calderon

Substitutes: Lisa Addis (Jenna Pollock)

Absent: Maite Hall, Stephanie Brinkman, Taylor Jefferson, Sandie Smetzer (CSC), Chris Frey (Faculty Senate)

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

- ASC Introductions
 - Meghan Horn and Lily Young

Guest Speaker: Ben Batey, Chief Health Officer

- Provided a general overview of how COVID-19 has impacted BGSU through the fall 2020 semester along with plans for the spring 2021 semester; discussed vaccine distribution and the option for Rapid and PCR testing on campus. Wellness Days at BGSU were discussed and Ben welcomes suggestions for supporting staff in their wellness journey as well.

Chair's Report:

- Summary of meeting with HR, summary of meeting with President Rogers - participating in strategic plan pivot task force.

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

Secretary's Report:

- The December 3, 2020 minutes were emailed on December 9, 2020. There were not changes made to the minutes.
- Reminder: Prior to meetings we will begin reaching out to see if two people would introduce themselves.

Treasure's Report:

- The expensive report will be attached in the minutes.

Liaison Reports:

Classified Staff Council (Sandie):

- Push for Student Emergency Fund – bgsu.edu/falconrelief

Faculty Senate Representative:

- No updates.

Retiree Association (Laura Arnold):

- No updates.

Ombuds Update:

- No updates.

ASC Historian (Emily Gattozzi):

- No updates.

Committee Reports:

Amendments & Policies:

- Moving forward with proposing changes to the Administrative Staff Handbook and Bylaws. Meeting in the next few weeks to finalize these before next ASC meeting.

Awards & Recognitions:

Spirit Award

Selected winners and designated a committee member responsible for each month's presentation execution. Communicated to nominators of any non-eligible submissions and directed to CSC Spirit nomination link as needed. Sent names of 2020-21 winners to date to ASC Treasurer to ensure processing of award monies.

Paul Valdez - August

Kim Brooks - September

Michael Leopardo - October

Claire Hoover - November

Reviewed Communication Calendar

Discussed History Project - Telling our Story and Connecting to Alumni and Supporters

Continued discussing ideas for this year-long initiative including writing brief stories and showcasing winners of monthly and annual awards (this year, and into the past) to enhance the website. Starting a Teams document to compile information that we will share along with photos and/or videos with communications chair to update website by end of term.

Annual Awards and Celebration of Administrative Staff

Proposed several ideas that will be vetted by the committee and ASC executive for a decision.

- Call for nominations as usual in February, and present in April via individual virtual presentations, followed by a full marketing release of all 3 winners shortly thereafter.
- Host a virtual event in April for all administrative staff
- Call for nominations in April, and present late-Summer via individual virtual presentations, followed by a full marketing release of all 3 winners shortly thereafter.
- Consider an in-person event celebrating all administrative staff in the fall 2021 and/or spring 2022 semester if COVID protocols allow - acknowledge and specially invite all winners not yet recognized at an in-person event to date.
- Hold an outside event with distancing and face coverings (spring or summer 2021 if possible)
- Have a small livestreamed in-person event with very limited attendance to present awards to the winner
- Include opportunities to raise funds for scholarships within activities and publicity

Outreach & Activities:

- December 3rd Meet & Greet Session
 - Four new staff joined
 - Jordan Cravens presented
- Can Food Drive – January
 - Drop offs till January 15th
 - Huntington Building
 - 105 University Hall
- Bingo Nights Coming in February & March
 - Free event
 - Lunch Hour / Evening
- Virtual Escape Room – March/April

Personnel Welfare & Compensation:

- We are actively working on gathering information for the Administrative Staff Compensation Request FY21. We are working to have this draft completed by February 2, 2021 deadline. We have put the Administrative Staff Survey on hold temporarily in order to complete the Compensation Report Request.

Professional Development:

- Nothing to report.

Student Scholarships:

- Scholarship application is up and running on Academic Works. Over 100 applications have been received and another 100 or so have been started. The committee is meeting to make a game-plan so we can complete the review efficiently.

Diversity and Belonging Adhoc Committee:

- We are encouraging all ASC members to complete the survey no later than February 2 (our next meeting). Your answers will help us with future recruitment efforts.
- Diversity and Belonging Strategy and Plan: <https://www.bgsu.edu/equity-diversity-and-inclusion/comprehensive-strategy-plan.html>
- ASC
Survey: <https://forms.office.com/Pages/ResponsePage.aspx?id=nXLLzQZRfE23W6MMRV1bCj-bsFHJBRpFsROanxUV2ctUQzBFNFBMT1YyQ0EyVjhFUjZORFA2R1Q3NC4u>

University Committee Reports:

CIO:

- Laptops are our standard model, desktops are by exception only (new for 2021). Dell model (Precision 5550)
- Soft Phone Migration proposal - eliminate all physical phones, replace with Jabber

Old Business: none.

New Business:

- Diversity and Belonging Adhoc – want to understand the breakdown on ASC and who we are/what we are all about. A survey will be sent out to the group to get a feel for why folks joined ASC and why you serve in ASC. Survey in the meeting minutes.

Upcoming Dates: Feb. 4 @ 1:30 p.m.-Karyn Smith, Health Educator, Recreation and Wellness

Good of the Order:

- Free classes through the Rec beginning Saturday. In person classes require sign up ahead of time. <https://www.bgsu.edu/recwell/falcon-fitness.html>
- Mirna Valerio
- Center for Public Impact – F/S/students to sort through disinformation (workshops are forthcoming)

Adjournment: Chair Cravens motions to adjourn at 1:49pm and Emily Hubbell-Staeble seconds the motion.