

Administrative Staff Council (ASC)
Meeting Minutes
September 3, 2020
Via WebEx

In Attendance: Delaine Adams, Adam Arthur, Beth Ash, Paul Bezdicek, Andrea Boehme, Stephanie Brinkman, 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, Cordula Mora, Jacquie Nelson, Jenna Pollock, Cyndie Roberts, Jennifer Sayre, Victor Senn, Travis Sheaffer, Jaime Spradlin, Kari Storm, Kerrie Turner, Jennifer Twu, Shannon Tyler, Cindy Valentine, Dennis Voss, Jamie Wlosowicz

Deb Lucio (CSC) and Chris Frey (Faculty Senate)

Substitutes: none

Absent: Qasim Al-Shboul, Jaclyn Calderon, Becky Cogswell, Sharon McIntosh, Lily Young, Laura Arnold (Retirees)

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

Guest Speaker: Jennifer McCary, Chief Diversity & Belonging Officer

- Attached is the presentation from the speaker
- View the [Diversity and Belonging Comprehensive Strategy and Plan](#) for more details.
- View [Workshops / Programming](#) list to find out about upcoming events.
 - Some of the past summer, some past sessions can be viewed on the website.
 - Upcoming Events
 - **Voter Registration Day, Thursday, September 17th**
 - Hosted by the Center for Public Impact: Constitution Day, voter registration, Political Science lectures by Dr. Kim Wehle
 - **A Day of Dialogue Friday, September 18th**
 - Join us for this Day of Dialogue as we explore our responsibility as a public university for the public good to address the difficulties we face with race, and the awareness we must have to change that. Joining Keynote speaker, McKinley E. Melton, Ph.D., will be representatives from the University Libraries, Office of Multicultural Affairs, Center for Public Impact, Graduate Student Senate, Diversity and Belonging, and more.
- Questions and Answer Period
 - What does the process of an investigation look like?
 - Several people were upset about the “paid” leave status. This is very common and in some cases it part of the law governing the employee’s employment group.
 - The accused would want due process
 - Depending on the severity of the action, it may make sense for the person to be removed from campus.
 - There is a collection of statements– this could include talking to the staff member directly, witness statements, statement of those that reported the incident
 - A report is then written on the credibility of the claim. This is a fact finding report and not a judgement. This is sent to the Divisional head.
 - Must adhere to the law and the right of all involved.
 - Discussion Points
 - Language can be read differently.

- There is a difference between intent and impact of the words used
- When look at situations don't come from a place of judgement, but rather looking at impact
- Also, realize that just because a comment is racist does not mean the person is racist.
- Suggested Action items for the Diversity and Belonging adhoc ASC committee –
 - Help to communicate to campus about events and other work being done
 - Need to help look at the positive not just the negative. Focusing on the negative can be draining. Look at the progress that has been made to give the motivation to continue the work.
 - Solutions would be helpful – don't just send the issues. If issues have been identified brainstorm possible solutions and provide those as well.
 - Collaborate – with others
 - This work is being done across campus partner up to use shared resources
 - Policy structures – review and help make recommendations on improvements
 - Submit supportive memos when policies are put in place.

Chair's Report:

Meeting with HR

- Racial incident: ensuring fair process; can do our part to report these incidents, even if they seem "small" and continue our efforts to bolster D&B; discussion on administrative staff procedure, especially as gearing up for November election
- Cabinet level discussion on how to continue providing spaces for peaceful protests
- Discussion on re-visiting raises
- Have returned 18 custodial and hired 18 additional custodial
- Have returned to traditional time reporting (sick, personal, vacation and comp)
- Falcon Forward Commitment-cannot force people to sign, but not looked upon favorably if you don't sign; no formal disciplinary action outlined at this time.
- Dec. 28-31 likely to be shutdown; what that model looks like is still TBD. Benchmarking other Ohio schools
- HR plans to expand professional development opportunities; job description repository for administrative staff, lots on horizon, right now going day by day.

Other:

- Have met with chair of faculty senate, chair of faculty association; joint meeting of ASC and CSC leaders

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 August 6, 2020 minutes were emailed on August 7, 2020. No corrections were submitted. If there are no corrections J. Spradlin moved that the minutes be approved as sent and was seconded by J. Joseph.
- Jamie Wlosowicz will be taking over as ASC secretary. Please welcome her to this new role.
- The ASC meeting may be moving to Zoom meetings for more flexibility for committee work through breakout sessions. Please watch for new meeting invitations for the updates.
- We have an ASC representative opening one for Finance and Administration. If you are interested or if you know someone that is interest please contact Jamie Wlosowicz, so that this can be filled.

Committee Reports:

Amendments & Policies:

- Working on selecting a chair, setting goals and establishing timeline for this year.

Awards & Recognitions:

- 2019-2020 Awards were presented through various COVID-safe and creative methods to the following individuals during the month of August.
 - Rookie of the Year Award - Kelli Schneider, Academic Advisor, College Credit Plus Program, Nominated by Holly Cipriani
 - Dr. Michael R. Ferrari Award - Dermot Forde, Director of Advising, Health and Human Services, by Tom Gorman
 - BG Best Award - Terence Armentano, Assistant Director, Online and Summer Academic Programs, nominated by Paul Cessarini
- **2020-2021 Co-Chairs** – Lona Leck and Jacquie Nelson
- **Goals:**
 - Promote belonging and well-being on campus by continuing to market, select, present, and publicize Administrative Staff Council's monthly Spirit of BG Awards, and annual Ferrari, BG Best, and Rookie of the Year Awards.
 - Foster an atmosphere of belonging and well-being and showcase the diversity of administrative staff through the programming of the annual award banquet at the end of the academic year (be it in-person or virtual).
- **Communication Timeline 2020-2021**
 - September**
 - Spirit Award Call Campus Wide Email
 - Spirit Award Call Campus Update
 - Spirit Award Digital Sign
 - Website Updates for 2020-2021
(Winners from 2019-2020, new deadlines, etc.)
 - Award Nomination Form Updates for 2020-2021
 - October**
 - Spirit Award Call Campus Update
 - BGSU Social Media Announcement of September Spirit Winner
 - November**
 - Spirit Award Call Campus Update
 - BGSU Social Media Announcement of October Spirit Winner
 - December**
 - Spirit Award Call Campus Update
 - BGSU Social Media Announcement of November Spirit Winner
 - January**
 - Spirit Award Call Campus Update
 - BGSU Social Media Announcement of December Spirit Winner
 - February**
 - Spirit Award Call Campus Update
 - BGSU Social Media Announcement of January Spirit Winner
 - Weekly Banquet Save the Date plus Ferrari, Best and Rookie Call Campus Update
 - Banquet Save the Date plus Ferrari, Best, and Rookie Call Campus Wide Email
 - Banquet Save the Date plus Ferrari, Best, and Rookie Call Digital Sign
 - Banquet plus Ferrari, Best, and Rookie Call Events Calendar Item

March

Spirit Award Call Campus Update
BGSU Social Media Announcement of February Spirit Winner
Final Call Ferrari, Best, and Rookie Campus Update
Banquet Invitation to Cabinet Members - Outlook Calendar

April

Spirit Award Call Campus Update
BGSU Social Media Announcement of March Spirit Winner
Bi-Weekly Banquet Announcement with RSVP Form Campus Updates

May

Spirit Award Call Campus Update
BGSU Social Media Announcement of April Spirit Winner
Final Banquet Announcement with RSVP Form Campus Update

June

Spirit Award Call Campus Update - If Approved for Year-Long Awards
BGSU Social Media Announcement of May Spirit Winner
Ferrari, Best, and Rookie Winner Announcement - Zoom Story
Ferrari, Best and Rookie Winner Announcement - BGSU Social Media
Update web with 2020-2021 Winners

July

Spirit Award Call Campus Update - If Approved for Year-Long Awards
BGSU Social Media Announcement of June Spirit Winner

August

Spirit Award Call Campus Update - If Approved for Year-Long Awards
BGSU Social Media Announcement of July Spirit Winner

Outreach & Activities:

- Working on selecting a chair, setting goals and establishing timeline for this year.

Personnel Welfare & Compensation:

- **Co-Chairs for 2020-2021** – Cyndie Roberts and Jaci Calderon
- Working on setting goals and establishing timeline for this year.

Professional Development:

- **Chair for 2020-2021** – Andrea Boehme
- **Goals**
 - Expand and define what professional development is while travel is restricted
 - Create a rubric that emphasizes alignment with ASC or BGSU goals
 - Modify submission form to ensure rubric information is captured
- **Communication Timeline 2020-2021**
 - Monthly Sept-Nov 20 – Advertise the Fall Professional Development Award
 - Monthly Jan-Mar 21 – Advertise the Spring Professional Development Award

Student Scholarships:

- **Co-Chairs for 2020-2021** – Maite Hall and Shannon Tyler
- **Goals for 2020-2021**

- Review the application criteria/essay and selection process for the scholarship to ensure we are promoting a culture of diversity and belonging.
- Increase number of Silent Auction Donations
- Partner with BG One Day event again as a fundraiser for the ASC Scholarship
- Open the ASC Scholarship to International Students
- **Communication timeline 2020-2021**
 - *Late September – October 1 + 2:* Ambassadors work to raise awareness of BG One Day to raise monetary donations for scholarship fund.
 - *October 1:* ASC Scholarship application opens in AcademicWorks
 - *November-January:* Call out or Silent Auction donations
 - *March:* Scholarship application deadline
 - *April:* Last call for Silent Auction donations and Scholarship recipients notified
 - *April/May:* Advertise the Silent Auction at Reception
 - *May:* Scholarship winners highlighted on the ASC webpage and announced at ASC monthly meeting
- BGSU One Day has been rescheduled for Oct. 1-2, so if there are any committee members interested in serving as an ambassador to please contact one of us. This has helped to raise a large amount of money to go towards supporting student scholarships.
- The ASC Executive Team has issued a challenge pledge of \$500, so if it is met that would fully fund one student scholarship.

Diversity and Belonging Adhoc Committee:

- **2020-2021 Co-Chairs** – Emily Hubbell-Staebler (Chair) and Katrina Heilmeyer (Co-Chair)
- **Goals:**
 - Best understand resources across campus and the communication already in place.
 - How can ASC notify our administrative staff and communicate across channels at the University to promote diversity programming and better understand the needs of non-majority students, faculty and staff.
 - Allow for our goals to evolve as we learn more about the needs of different groups and administrative staff.
 - Talk with various organizations and groups to better understand needs in terms of diversity and belonging.
 - Survey administrative staff to understand what they would like to see from this group, and what is working well in their respective offices.

Liaison Reports:

Classified Staff Council (Deb Lucio):

- Meeting with HR today

Faculty Senate Representative (Chris Frey):

- First meeting was held September 1, 2020
- Organizing committees and duties for the upcoming year

Retiree Association (Laura Arnold): no report.

Ombuds Update:

- 1 person reached out this month.
- The three new Ombuds will receive training from Human Resources at the end of September.

ASC Historian (Emily Gattozzi): no report.

University Committee Reports: none

Old Business: none

New Business: none

Upcoming Dates:

- Next ASC meeting, October 1, 2020 @ 1:30

Good of the Order: none

Adjournment: L. Leck moved that the meeting be adjourned and was seconded by J. Pollock. Meeting adjourned at 3:00.

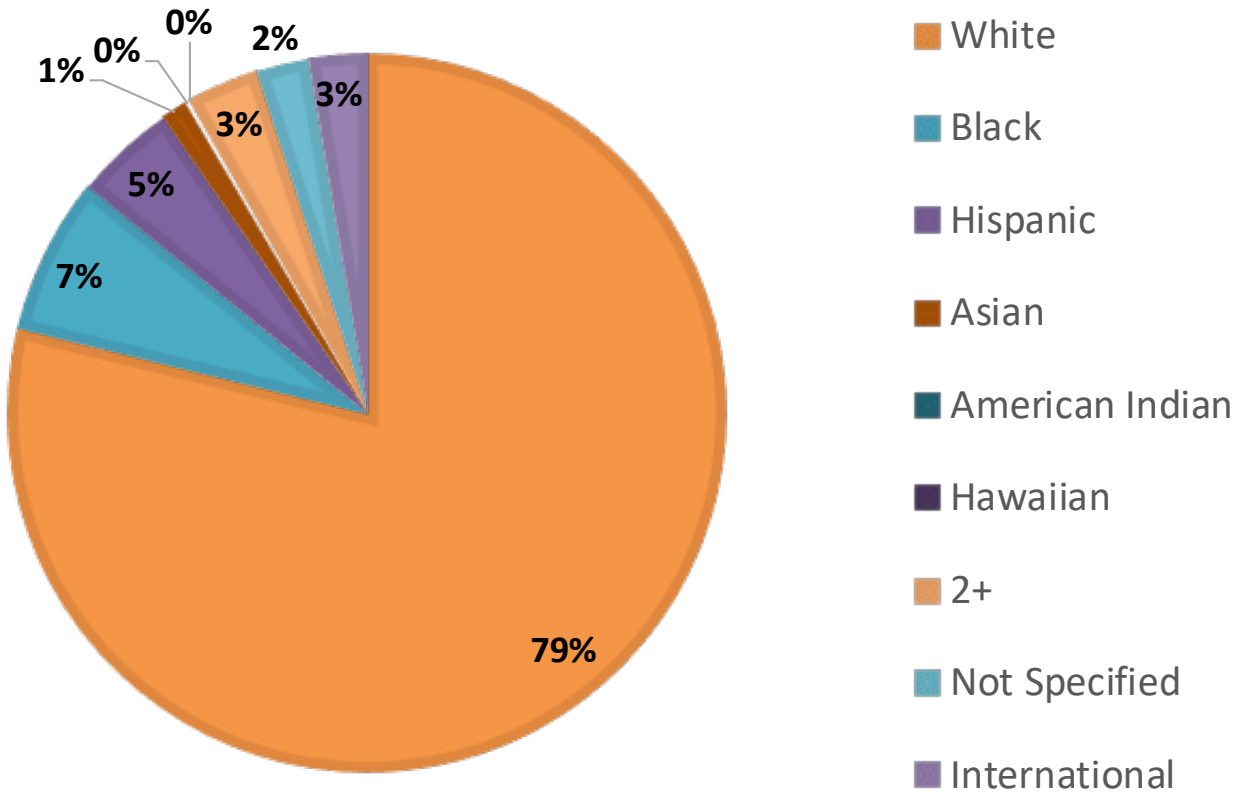


**Diversity and Belonging Comprehensive Strategy and Plan
2020 – 2023**

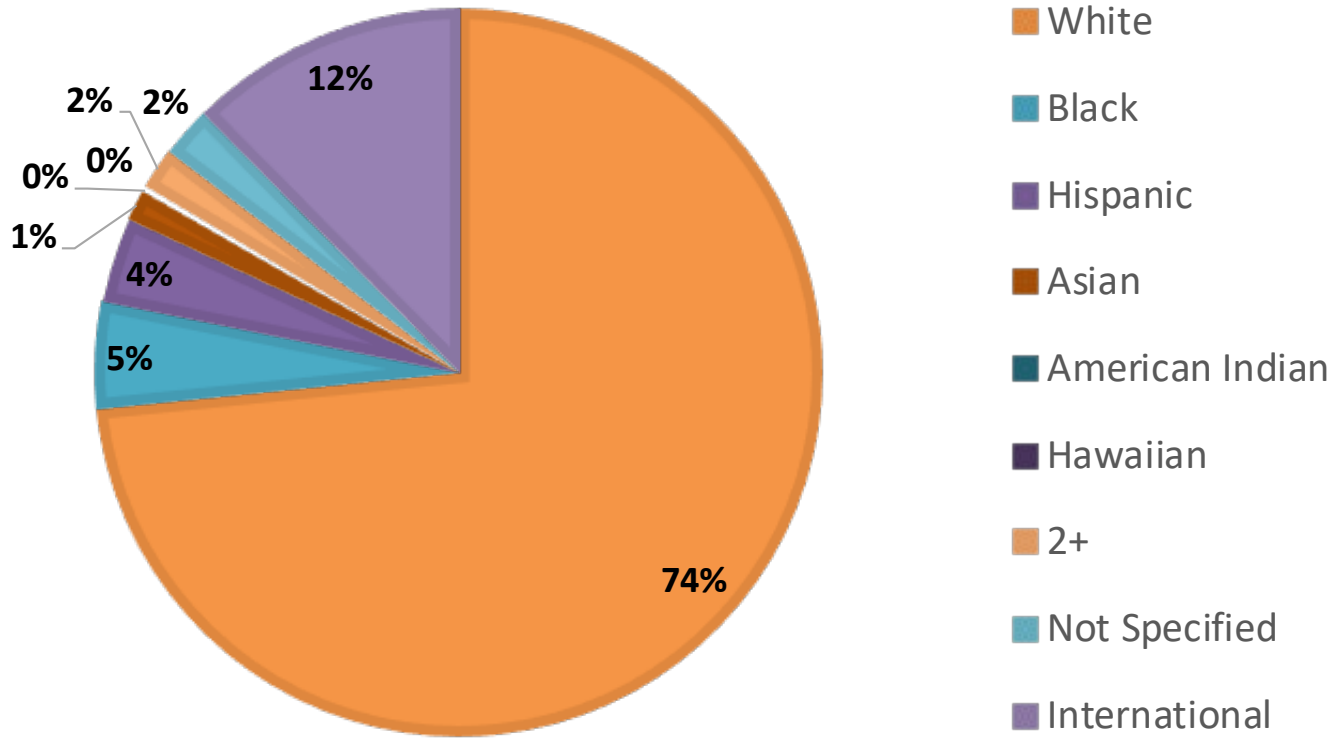
Student Population by Race/Ethnicity



2020 UNDERGRADUATE STUDENT POPULATION BY RACE/ETHNICITY



2020 GRADUATE STUDENT POPULATION BY RACE/ETHNICITY

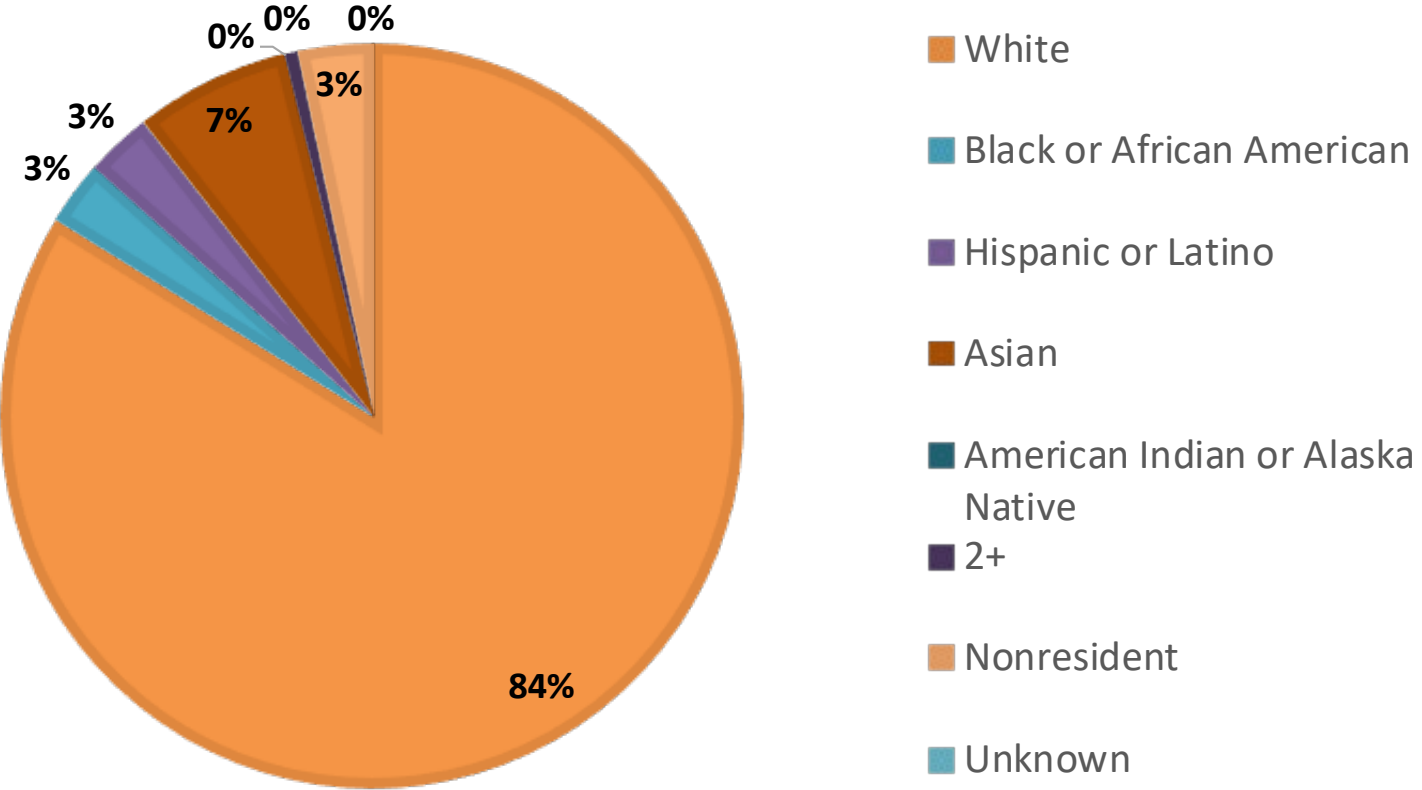


The pie chart on the left represents Undergraduate Student Population by Race/Ethnicity from 2020. Data demonstrate that the undergraduate student population is predominately White. Other populations (Black, Hispanic, Asian, American Indian, Hawaiian, 2+, Not Specified, International) are substantially smaller in representation. The pie chart on the right reflects graduate students. Though there are fewer graduate students than undergraduate, the data demonstrate that the graduate student population is predominately White. Other populations are substantially smaller in representation.

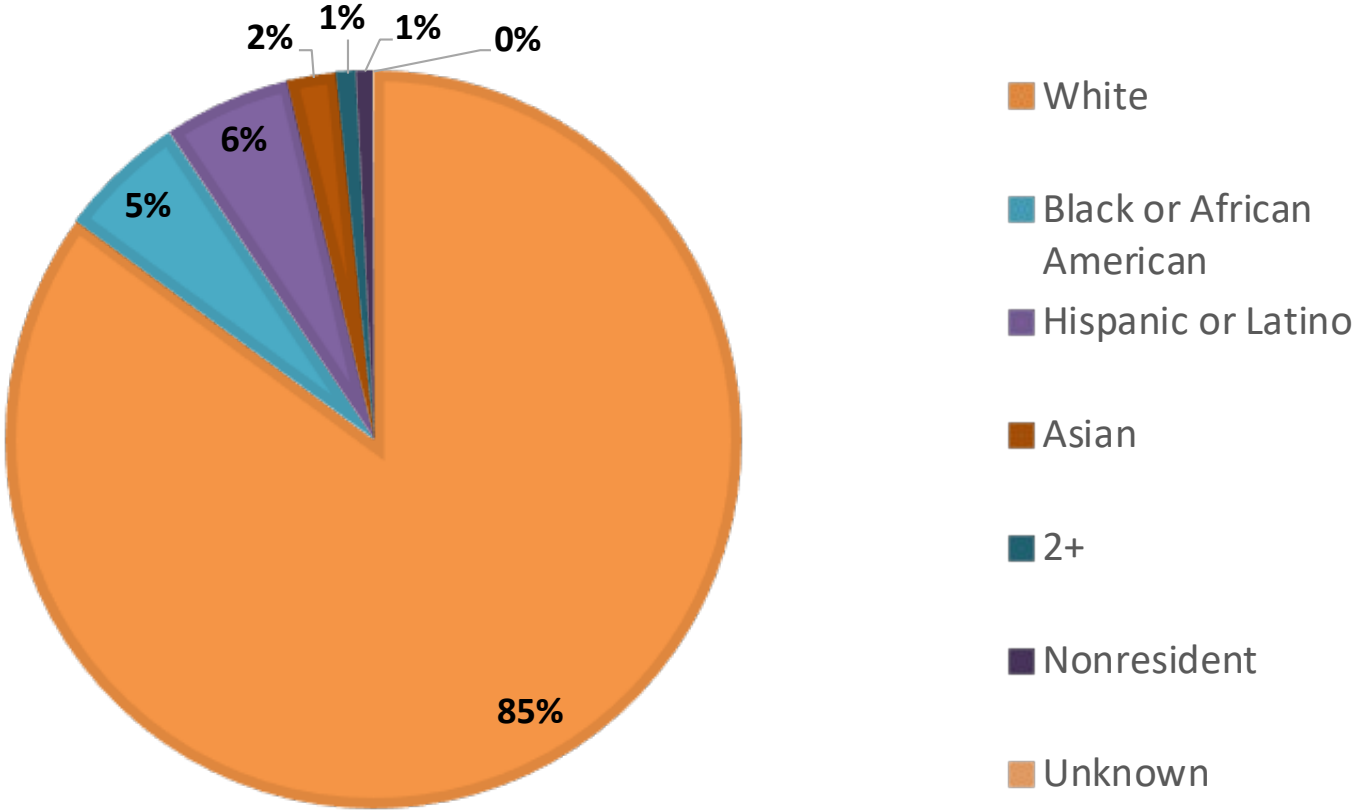
Faculty and Staff Population by Race/Ethnicity



2019 ALL FACULTY POPULATION BY RACE/ETHNICITY



2019 ALL STAFF POPULATION BY RACE/ETHNICITY



The pie chart on the left represents All Faculty Population by Race/Ethnicity for 2019. Data demonstrate that the faculty population is predominately White. Other populations (Black or African American, Hispanic or Latino, Asian, American Indian or Alaska Native, 2+, Nonresident, Unknown) are substantially smaller in representation. The pie chart on the right reflects All Staff Population by Race/Ethnicity. This data demonstrate that the staff population is predominately White. Other populations are substantially smaller in representation.

Diversity & Belonging Climate Survey



What is your primary role at BGSU?

Response Type	#	%
Faculty	348	33.14%
Faculty Administrator	48	4.57%
Staff (including administrative and classified)	654	62.29%
Total	1050	100.00%

I feel a sense of belonging with the BGSU community as a whole.

Response Type	Disagree/Strongly Disagree		Agree/Strongly Agree		Total
	#	%	#	%	N
Faculty	84	24.42%	260	75.58%	344
Faculty Administrator	11	22.92%	37	77.08%	48
Staff	132	20.40%	515	79.60%	647
Total	227	21.85%	812	78.15%	1039

Note: 1,461 individuals identified as students on the Diversity & Belonging Survey. Student data are listed below.

I feel a sense of belonging with the BGSU community as a whole.

Response Type	Disagree/Strongly Disagree		Agree/Strongly Agree		Total
	#	%	#	%	N
Student	212	14.59%	1241	85.41%	1453

Graduation Rates by Race/Ethnicity

4-year and 6-year Graduation Rates by Race/Ethnicity

Race/Ethnicity	Fall 2010		Fall 2011		Fall 2012		Fall 2013		Fall 2014		Fall 2015	
	N=3,858		N=3,807		N=3,590		N=3,327		N=3,018		N=3,374	
	Graduated in		Graduated in		Graduated in		Graduated in		Graduated in		Graduated in	
	4-yrs	6-yrs	4-yrs	6-yrs	4-yrs	6-yrs	4-yrs	6-yrs	4-yrs	6-yrs	4-yrs	6-yrs
American Indian or Alaska Native	12.5%	37.5%	22.2%	55.6%	33.3%	44.1%	0.0%	20.0%	50.0%		28.6%	
Asian	56.7%	73.3%	29.0%	54.6%	31.3%	50.0%	29.2%	50.0%	35.7%		39.1%	
Black or African American	16.7%	37.0%	17.9%	36.6%	19.4%	32.9%	23.3%	45.2%	25.5%		24.6%	
Native Hawaiian or Pacific Islander	0.0%	66.7%	33.3%	33.3%	100.0%	100.0%	25.0%	50.0%	0.0%		100.0%	
Hispanic or Latino	24.3%	42.8%	26.0%	41.3%	26.8%	44.4%	25.4%	47.8%	33.7%		32.1%	
White	37.0%	56.3%	38.9%	56.6%	42.3%	59.5%	45.9%	63.5%	48.9%		50.0%	
Two or more races	16.2%	32.4%	24.7%	39.8%	26.8%	46.5%	32.6%	42.6%	23.3%		39.7%	
Nonresident Alien	50.0%	72.5%	32.6%	58.1%	30.6%	61.1%	34.5%	48.3%	35.3%		44.9%	

Source: Office of Institutional Research--Retention and Graduation Dashboard

Strategic Goals



1. Each BGSU student will graduate with the cultural competence necessary to live a meaningful and productive life in a diverse world.
2. We will equip students from all identities with the tools and support necessary to overcome personal and societal barriers, graduate, and achieve success .
3. Through our strategies, we will enhance our culture to support diversity and belonging from our hiring practices, to our recruitment and retention initiatives.
4. Faculty, staff, and students will feel a sense of belonging with the BGSU community as a whole.

Thematic Strategies

1. **Advocacy:** Advocate for just and equitable policies and practices to ensure a safe and inclusive community where each person feels empowered and supported.
2. **Education and Development:** Deliver impactful social justice and cultural competency professional development opportunities and trainings to enhance faculty, staff, and students' capacity.
3. **Programming:** Implement high-quality educational, and engagement opportunities for university faculty, staff, and students.
4. **Community:** Leverage campus and community partnerships to create a diverse community of belonging.
5. **Accountability:** Demonstrate the positive impact of Diversity and Belonging initiatives to campus climate.

- We will create or participate in an inventory that each student will take as a part of their life design journey to measure their cultural competence prior to graduation
- We will track graduation rates and close the gap between White students, Black or African American Students, and Hispanic or Latino students.
- We will inventory changes to hiring practices and see a 5% increase in diverse hires by 2023. We will improve retention rates of students, faculty, and staff who are from marginalized groups.
- We will administer the annual belonging survey and measure if 70% of faculty, staff, and students will feel a sense of belonging with the BGSU community as a whole.