

2020

Minutes 2019-2020

Bowling Green State University. Administrative Staff Council

Administrative Staff Council (ASC)

Meeting Minutes

September 5, 2019

202 Sebo Athletic Center

In Attendance: Adam Arthur, Beth Ash, Andrea Boehme, Stephanie Brinkman, Will Burns, Becky Cogswell, Jordan Cravens, Stephanie Dalmacio, Gabe Dunbar, Teresa Earl, Leslie Galan, Emily Garcia, Emily Gattozzi, Teri Gentry, Maite Hall, Meghan Horn, Sophia Jackson, Taylor Jefferson, Jeremy Joseph, Margo Kammeyer, Lona Leck, Rebecca Lyons, Lucas Miller, Cordula Mora, Jacquie Nelson, Kristin Peiffer, Jenna Pollock, Victor Senn, Sherri Sherrock, Jaime Spradlin, Kari Storm, Jennifer Twu, Lily Young

Deb Lucio (CSC), Laura Arnold (Retirees)

Substitutes: Jason Dunn (Terra Cramer)

Absent: Todd Glick, Sharon McIntosh, Jennifer Sayre, Travis Sheaffer, Cindy Valentine, Dennis Voss

Call to Order: Rebecca Lyons, Chair of ASC, called the meeting to order at 1:35 pm.

Guest Speaker: President Rodney Rogers

- Focus on the Future Progress (Flyer Attached)
 - Three Imperatives
 - Redefining success for undergraduate students (Priority Initiative #1)
 - With the changing demographic of students of the future, we need to rethink what it means to be successful.
 - The demographic shift effects not only Ohio, but all of the areas that we pull enrollment from as well.
 - We need to be intentional in linking our career and educational paths to allow for student success.
 - Enhance culture to support diversity and belonging (Priority Initiative #7)
 - The world is diverse and we need to prepare our students for working in a diverse work environment.
 - Achieving excellence and efficiency through practices and reconfiguration (Priority Initiative #12 and #14)
 - There is a great change in higher education, not a massive amount of money coming in. We need to be more creative and rethink what we currently do.
 - Upcoming Events
 - State of the University Address – September 11, 2019 at 10:30 in the Lenhart Grand Ballroom BTSU.
 - All Campus Picnic – September 11, 2019 – 11:30 – 1:30 Bowen-Thompson Quadrangle.
 - Homecoming – September 14, 2019
 - Falconland – Explore over 20 featured points of interest.

Chair's Report:

HR Meeting:

- Met with Viva and Sandy Heck. Talked about upcoming ARP changes and invited them to speak regarding insurance and benefit changes.
- Presented Parental Leave Policy and discussed the process from this point forward.

Meeting with President Rogers:

- Presented Parental Leave Policy-he had some questions about data and wanted to look at the numbers.
- Talked about Focus on the Future and how we as ASC can assist in that matter.

Tri Chairs Meeting:

- First meeting will be on Sept. 19
- Asked about adding USG and GSS to the meetings

Hearing of the Public – Opportunity for guests to address the council: none

Full ASC Representative Discussion: - none

Treasurer’s Report: 2019-2020 Budget was presented during New Business.

Secretary’s Report: A motion to approve the minutes of the June 6, 2019 meeting was made by J. Spradlin and seconded by J. Cravens. Motion carried.

Committee Reports:

Amendments & Policies: Andrea Boehme will serve as chair of committee.

Awards & Recognitions: Lona Leck, Cordula Mora, and Jacquie Nelson will serve as tri-chairs of committee.

Outreach & Activities: Meghan Horn and Teri Gentry will serve as co-chairs of committee.

Personnel Welfare & Compensation: Stephanie Brinkman and Sophia Jackson will serve as co-chairs of committee.

Professional Development: Leslie Galan will serve as chair of committee.

Student Scholarships: Maite Hall and Emily Garcia will service as co-chairs of committee.

Liaison Reports:

Classified Staff Council: 1st CSC meeting will be held on September 18th. CSC plans to present new classified staff with a mug and a welcome upon being hired at the University.

Faculty Senate Representative (Margo Kammeyer): next meeting will be in October

Retiree Association (Laura Arnold): Nothing to report at this time. They have not had their first meeting yet.

Ombuds Update (Chris Bullins and Jessica Turos): no report.

ASC Historian (Emily Gattozzi): All ASC historical documents are loaded in Scholarworks.
(<https://scholarworks.bgsu.edu/asc/>)

University Committee Reports:

PACWI: no report

Professional Affairs: no report

CIO: no report

Public Safety Advisory Committee: no report

EEOC: no report

Old Business: none.

New Business:

- A motion to move the 2019-2020 budget discussion up in the agenda order was made by A. Boehme and seconded by L. Miller. Motion carried.
- 2019-2020 Proposed Budget was presented with changes to the allocated amounts.
- A motion to vote on the budget as presented was made by A. Boehme and seconded by J. Twu.
- Motioned passed per vote.

Upcoming Dates:

- Next ASC meeting will be October 3, 2019 BTSU 308 1:30-3:00

Good of the Order:

- Black Swamp Arts Festival – September 6th, 7th, and 8th
- BGSU Homecoming – September 14th

Adjournment: A. Boehme moved that the meeting be adjourned and was seconded by S. Jackson.

Administrative Staff Council (ASC)

Meeting Minutes

October 3, 2019

BTSU 308

In Attendance: Adam Arthur, Beth Ash, Paul Bezdicek, Andrea Boehme, Becky Cogswell, Stephanie Dalmacio, Leslie Galan, Emily Garcia, Emily Gattozzi, Teri Gentry, Todd Glick, Maite Hall, Meghan Horn, Sophia Jackson, Margo Kammeyer, Lona Leck, Rebecca Lyons, Sharon McIntosh, Lucas Miller, Cordula Mora, Jacquie Nelson, Jenna Pollock, Victor Senn, Sherri Sherock, Jaime Spradlin, Jenifer St. Louis, Kari Storm, Jennifer Twu, Cindy Valentine, Dennis Voss, Lily Young

Deb Lucio

Substitutes: Sara Thompson (Jordan Cravens), Angela McCutcheon (Jennifer Sayre), Jason Dunn (Teresa Earl)

Absent: Stephanie Brinkman, Will Burns, Terra Cramer, Gabe Dunbar, Taylor Jefferson, Jeremy Joseph, Kristi Peiffer, Travis Sheaffer, and Laura Arnold

Call to Order: Rebecca Lyons, Chair of ASC, called the meeting to order at 1:32 pm.

Guest Speaker:

Sandy Heck and Susan Goetz

- Changes to the ARP and 406(b) plans go into effect January 1, 2020. Human Resources has more information on these changes at <https://www.bgsu.edu/human-resources/benefits/retirement/Pending-arp-403b-changes.html>
- You can register to attend group and individual meetings with the vendors to ensure you select the vendor that meets your needs.
- There are also links to each vendor, so that you can review what investment options they offer.
- If you currently participate in one of these programs you should have received a packet in the mail.

Emily Creamer and Dr. Christy Lunceford (Higher Education and Student Affairs) - handouts attached to minutes.

- The Department of Higher Education and Student Affairs will be hosting a webinar on Tuesday, November 5, 2019 at noon. If you are interested, please RSVP to Emily Creamer at ecream@bgsu.edu.
 - If you are unable to attend the webinar but are still interested, please contact Emily Creamer.
- The Department of Higher Education and Student Affairs offers
 - Higher Education Administration (HIED) PhD Program
 - College Student Personnel (CSP) Master's Program
 - Higher Education and Student Affairs Certifications
 - Administration of Higher Education
 - Diversity and Inclusion in Higher Education
 - Research and Assessment in Higher Education
- For more information, visit <https://www.bgsu.edu/education-and-human-development/department-of-higher-education-and-student-affairs.html>

Chair's Report:

Board of Trustees Meeting:

- Presented to BOT on Friday, Sept. 27
- Highlighted seven \$1000 student scholarships, award winners from the awards and recognition reception, professional development funds, and Parental Leave Policy that is with HR and President Rogers.
- Mentioned looking forward to continued work with CSC, Faculty Senate, USG, and GSS, looking a restructuring based on new reporting structures, and focusing on continued partnerships with HR and members of cabinet.

HR Meeting:

- Parental Leave Policy still with President Rogers. Waiting to hear if it will be taken to cabinet or not.
- Received some clarification on FMLA and when you should be taking it vs. just sick time.
- Talked about Winter Break and possibility of closure policy, but not at the same time as the Parental Leave Policy.

Tri Chairs Meeting:

- Decided to invite GSS and USG leadership to be part of our monthly meetings to discuss concerns/agenda items that impact all of campus
- Floated the idea of closing during Winter Break again, might be interested in putting together another task force to investigate this.

Census 2020 Meeting:

- Constituent Groups from around campus met to talk about the upcoming 2020 Census.
- Lots of questions surrounding who fills it out (on campus students, commuters, who and where this occurs).
- Started conversations about best practices from other schools
- Having future meeting once more information is gathered.

Hearing of the Public – Opportunity for guests to address the council: none

Full ASC Representative Discussion: -

- Question asked about the availability of breastfeeding rooms across campus. There is an interactive map that has locations of different places across campus <https://map.bgsu.edu>
- Select inclusive resources from the menu for the following options:
 - All gender restrooms
 - Lactation/Wellness Rooms
 - Service Animal Yard
- There are also options for ADA Accessibility including:
 - Accessible Entrances
 - Accessible restrooms
 - Elevators

Treasurer's Report: no report

Secretary's Report: 9/5/19 draft minutes were emailed on 9/9/19. No corrections or additions were received. A motion to approve the minutes of the June 6, 2019 meeting was made by J. Spradlin and seconded by A. Boehme Motion carried.

We still have one vacancy for ASC representative for this year. If you know someone that may be interested, please either send me their contact information or have them contact me.

Committee Reports:

Amendments & Policies: no report.

Awards & Recognitions:

Spirit Award

- Reviewed Spirit Award administration processes
- Planned upcoming marketing for first week in October
- Campus Wide email – Jacquie
- Four Winds - Jacquie
- Campus Update – Jacquie
- Note at end of Zoom News
- Selecting September and October winners at the next meeting from among the new nominations
- Updated monthly deadline to end of each month

Website

- Review overall awards section on ASC web with particular emphasis on instructions and processes for submitting nominations for all four awards (Spirit, Rookie, Best, and Ferrari). - All
- <https://www.bgsu.edu/administrative-staff-council/awards.html>
- Update typos - Lona

End of Year Banquet

- Date: Tuesday, May 19 (10 AM – Noon)
- Check with Event Planning for BTSU Ballroom - Cordula
- Check with President Rogers – Cordula
- Other details to be discussed at future meetings including menu – Emily and Teresa

Next Meeting: Tuesday, November 5, 8:15 AM – PFH Meeting Room

Outreach & Activities:

- Working on the gift baskets for all new hires
- Looking at possibly hosting a Teaching Kitchen social event in October
- Working in social and possible toy drive in December

Personnel Welfare & Compensation: no report

Professional Development:

- Email announcement sent out to announce the Spring professional development deadline.
 - This will be added to an upcoming Campus Update as well.
- Working on ideas for advertising the availability of these funds to administrative staff.
- Working on getting access to the professional development email and the r-drive to access the submissions for the Fall professional development requests. The deadline was advertised on the ASC website as 9-16-19

Student Scholarships:

- Scholarship application open in Academic Works as of October 1, 2019.
- Starting to plan for silent auctions ideas and donations.

Liaison Reports:

Classified Staff Council:

Meeting held 9/18/19

- CSC is having some business cards printed up showing various CSC/BGSU resources. These are included as part of the welcome packet.
- John Ellinger was speaker –
 - 800M e-mails received annually by BGSU; only 10 % arrives in our inbox; good perspective for those complaining about junk e-mail and spamming.
 - Students and alumni will be phased into Duo in next year

- We have 47% classroom utilization. John feels we are using our classrooms much more effectively than this and he is working to better report the real numbers.
- Parental Leave
 - Similar concerns have been shared
 - They told CSC they are awaiting benchmark data; benchmark data was provided immediately
- Winter Break Policy
 - CSC has asked their PWC committee to explore putting this back on the table based largely, in part, by HR's urging for it. Much discussion on pros and cons and motivations
 - Don't make the argument financial; focus on morale.
- Classified Positions moving to Administrative
 - A very lively discussion on some recent changes and a balance of viewpoint

Faculty Senate Representative (Margo Kammeyer):

Meeting held October 1, 2019

President Rogers:

- BGSU is maintaining a 77% retention rate
 - Working on alternative approaches towards increasing this
- Overall pleased w enrollment trends
- Strategic Initiatives update - communications will be coming out with updates from President Rogers and Provost Whitehead
- WSJ article
 - Focused on quality of the educational experience and of the quality of teaching and learning
 - BGSU is ranked #3 among all public universities in the US
 - 1 - U of M
 - 2 - Purdue
 - 3 - BGSU tied
 - 3 MAC schools in the top 10

Provost Whitehead:

- Travel Policy - modifications made to adhere to ORC for frequent flyer miles and hotel rewards - each of us are responsible for our own management of this
- Textbook policy - for authoring a textbook and requiring its use- an interpretation for community colleges - faculty must be nonsupervisory and the decision to make the textbook required was done through normal university policies and not by the faculty member alone

GSS - Oct 11th GS professional development day

USG - Read the new mission statement; Outlined key goals for the year

Matt Lavery - Engaging in Shared Governance

- Importance of keeping faculty and students engaged in the governance process

Plus/Minus Grading System Discussion - Andy Alt

- Looked at peer institutions; more precision of grading between faculty; students may be more motivated academically if they are close to the next threshold
- Not required to use +/-; up to the instructor
- We are one of 4 Universities in the State of Ohio that doesn't use this scale
- No vote today in order to have conversations at the tables.

- Vote in November

Retiree Association (Laura Arnold): no report

Ombuds Update (Chris Bullins and Jessica Turos): no report

ASC Historian (Emily Gattozzi): no report

University Committee Reports: (PACWI, Professional Affairs, CIO, Public Safety, EEOC)

PACWI:

- Meeting was held September 23, 2019 – Findley Consultant reviewed health insurance information from previous years 2005-2019 YTD. This included average monthly medical and prescription drug claims per person. The average for YTD FY19 is \$950/month/employee, this is nearly double what it was in 2005. This is not out of the ordinary of what other business are experiencing.
- Medical Plan details will be released soon. Unable to provide details at this time. Postcards will start being sent out around October 1st.
- ARP changes – what for chances to setup individual meetings.
- HR looking for alternative ways to help staff save for retirement. Possibly offering Roth IRA or other investment options.
- HR would like to host a Retirement Fair every February like the Health Fair. It is not likely for 2020, but would like to start doing it in 2021.
- HR has made a proposal to President Rogers and CFO to offer Wellness Incentives. This would require many resources, so it is important for the plan to be well thought out in order to ensure it is successful.

Old Business: none

New Business: none

Upcoming Dates:

- Next ASC meeting, November 7, 2019 – Benefits with Susan Goetz and Konnie Nicholson-George 201 BTSU at 1:30 pm

Good of the Order:

- International Travel Registry is now mandatory for international travel
 - <https://www.bgsu.edu/international-programs-and-partnerships/international-travel-registry-for-faculty-staff-and-students.html>
- Mindful Moments Drop-In sessions provide an open space and opportunity for students, faculty and staff to drop in, relax, and de-stress in a quiet, relaxing environment. Engage in your own practice or participate in short, guided mindfulness exercises and learn techniques that can easily be incorporated into your daily routine to help cope with stress.
 - September 9 – December 8
 - Student Recreation Center, Studio B
 - Mondays: 3 – 5 PM
 - Wednesdays: 7 – 9 PM
 - Fridays: 1 – 3 PM
 - Drop-in anytime to any session.
 - MAC Diversity and Inclusion Week will be October 7-11, 2019
 - October is Anti-bullying month

Adjournment: L. Miller moved that the meeting be adjourned and was seconded by M. Horn.

Administrative Staff Council (ASC)

Meeting Minutes

November 7, 2019

201 BTSU

In Attendance: Adam Arthur, Beth Ash, Paul Bezdicek, Andrea Boehme, Stephanie Brinkman, Will Burns, Becky Cogswell, Terra Cramer, Jordan Cravens, Gabe Dunbar, Teresa Earl, Emily Garcia, Emily Gattozzi, Teri Gentry, Todd Glick, Maite Hall, Meghan Horn, Jeremy Joseph, Margo Kammeyer, Rebecca Lyons, Sharon McIntosh, Cordula Mora, Jacquie Nelson, Kristi Peiffer, Jenna Pollock, Beth Ralph, Jennifer Sayre, Travis Sheaffer, Victor Senn, Sherri Sherock, Jaime Spradlin, Kari Storm, Jennifer Twu, Cindy Valentine, Lily Young

Deb Lucio, Laura Arnold

Substitutes: none

Absent: Stephanie Dalmacio, Leslie Galan, Sophia Jackson, Taylor Jefferson, Lona Leck, Lucas Miller, Jenifer St. Louis, and Dennis Voss

Call to Order: Rebecca Lyons, Chair of ASC, called the meeting to order at 1:30 pm

Guest Speakers: Susan Goetz and Konnie Nicholson-George, Office of Human Resources

- Presentation attached to the minutes.
 - Link to all information regarding 2020 open enrollment details. <https://www.bgsu.edu/human-resources/benefits/open-enrollment-for-2018.html>
- Open enrollment period November 4 – 22nd at 5:00 pm
- **Medical Plan A** coverage has changes to deductible and out of pocket maximums. **\$0 Copay** for in-network preventative care (routine physicals & well child exam)
- **Medical Plan B** coverage remains unchanged
- **Flexible spending account** – MUST re-enroll each year
 - Medical and Dependent Care
- **Health savings account** – MUST re-enroll each year
 - Annual maximum contribution is \$3550/single or \$7100/family
 - H S A Contributions by BGSU
 - \$500/single or \$1000 Family
 - ½ deposited January ½ deposited July
- **Spousal Form** – required is covering spouse on medical benefits
- **Upcoming Open Enrollment Meetings attached to minutes**
 - November 13, 2019 – BTSU 207 – 10:00 –11:00
 - November 15, 2019 – Huntington Building 104A&B – 11:00 – 12:00
 - November 20, 2019 – Pallister Room Jerome Library – 3:30 – 4:30

Chair's Report:

HR Meeting:

- What is PACHWI and how does that operate? How do we get change or bring recommendations to the committee? Can guests attend?
 - President's Advisory Council on Health Wellness and Insurance. Guests are not able to attend. Bring items through ASC to then take to committee.
- Minimum salary adjustments-how does that happen?
 - Automated process through HR once market adjustments are made. Supervisor and employee are then notified and pay is adjusted.
- Administrative position-associates degree only

- Degree is not the determining factor when it comes to type of position. Based on the job duties.
- 2017 pay ranges by job...updated one coming?
 - Had 2018 posted, but not sure what happened. The 2019 one should be posted in Nov.
- Intermittent pay ranges?
 - Used for employees who work less than 1000 hours in a year. Not used often.

Meeting with President Rogers:

- Asked about Parental Leave Policy
 - Currently meeting with HR representatives
- Spoke about what ASC is doing to support Focus on the Future
- Mentioned Welcome packets for new employees

Hearing of the Public – Opportunity for guests to address the council:

- None

Full ASC Representative Discussion: -

- Changes coming to myBGSU and the Student Center environments – it is called the Fluid project
- Allows us to be more dynamic and responsive
- Allows for better user experience on mobile devices and tablets
- Phased approach February 8th starting with the new student center environment (called My Student Info) and myBGSU for Students only. Faculty/Staff will be phased in later
- “My Student Info” name – any pdfs, links, directions will need to be updated to direct students to the new name
- myBGSU will have left hand navigation vs across the current across the top navigation

Treasurer’s Report:

- No expenses

Secretary’s Report: October 3, 2019 draft minutes were emailed on October 8, 2019. There were a few minor changes submitted and the minutes have been updated. A motion to approve the minutes of the October meeting was made by J. Spradlin and seconded by J. Cravens. Motion carried.

Committee Reports:

Amendments & Policies: Amendments and policies have started reviewing the suggested bylaw changes that the Executive committee identified over the summer during their retreat. Ranking the items in order of which can be changed easily and those that they would like more input from the Executive committee.

Awards & Recognitions:

- *Spirit Award*
 - Received 53 new submissions
 - Selected September and October winners (to be announced after respective celebrations)
 - 2 committee members selected to execute September and October award presentations
 - Nominators who mistakenly submitted for classified staff or faculty are being notified to nominate for other eligible awards.
 - Planned upcoming marketing for November
 - Four Winds
 - Campus Update
 - Social media announcement with photos of September and October winners
- *Website*

- Reviewed overall awards page web layout and language. Plan to add additional instructions to the Ferrari nomination form reminding nominees to attach the proper number of letters of support.
- Update spelling of Susan Swinford
- *End of Year Banquet*
 - Date Confirmed: Tuesday, May 19 (10 AM – Noon)
 - Discussed budget, menu ideas, and additional promotion of silent auction items and bidding process.

Outreach & Activities:

- Named Chair (Meghan Horn) & Co-Chair (Teri Gentry)
- Committee created welcome packets for new staff hired March – October 2019.
- Committee met to discuss activities for the upcoming year.
- Find new ways to get ASC reps involved.
- Planned ASC Activities for the year
- November 2019
 - Teaching Kitchen for ASC Reps. During lunch hour before council meeting.
- December 2019
 - Holiday Drive: Christmas Dreams. Toy will be collected before council meeting.
- January 2020
 - Food Drive Competition against Classified Staff Council benefiting MLK Day of Service. TBD.
- March 2020
 - ASC Bowling Social. TBD.

Personnel Welfare & Compensation:

- Meeting next week to discuss compensation request timing, parental leave plan based upon decision, and 2nd and 3rd identified issue bonus and health and wellness initiative

Professional Development:

- Committee is in the process of reviewing the professional development requests that were received within the extended deadline.

Student Scholarships:

- The scholarship deadline is 3/1/20 and there have been 9 applications to date. The committee plans to review all applications 2 weeks after the deadline.

Liaison Reports:

Classified Staff Council (Jordan Cravens):

- Guest speaker HR, notables:
 - Enhanced contraceptive coverage, an issue discussed at ASC executive. Complete listing found here: <https://www.bgsu.edu/content/dam/BGSU/human-resources/documents/benefits/Prescription/2020-ACA-Preventive-Services-List-Prescription.pdf>
 - Decrease in dental coverage cost
 - Plan A now has \$0 co-pay for in-network preventative care
 - Cost for supplemental life insurance also decreasing
- CSC is focused on connecting their initiatives to the strategic plan. Specific focus right now is on Diversity and Belonging.
- They are moving strong in favor of the Winter Break Policy. Have drafted and are approving a letter of support in favor of a policy HR is drafting. Have requested a copy of this letter of support.
 - Much discussion on mandatory reporters and how this policy would impact them.

Faculty Senate Representative (Margo Kammeyer):

- *President Rogers*

- Discussed the prospect of a capital bill in the state of Ohio that will support funding for higher education and could provide funds for the university.
- Comparative data is out across Ohio public institutions for enrollment comparing Fall 18 - Fall 19. 3 comprehensive public institutions saw an increase, of which BGSU had the largest increase as a % of our enrollment, which was roughly a 2% increase, and bucks a nationwide trend.
- Strategic plan - discussing imperative 1, 2, 3
- *Provost Whitehead*
 - Discussed research focus areas and how they were chosen
- *GSS*
 - Will be voting on graduate student professional development resolution
- *USG*
 - Student voice for +/- - the majority of students do not support this policy. Encouraged Senators to vote No.
- *+/- Grading Policy*
 - Vote on the policy
 - 21 for
 - 47 against
 - Does not pass

Retiree Association (Laura Arnold): no report

Ombuds Update: no report

ASC Historian (Emily Gattozzi): no report

University Committee Reports:

PACWI: no report

Professional Affairs: no report

CIO: no report

Public Safety Advisory Committee (Jordan Cravens –10/29/19):

- Have replaced repeater on top of Jerome Library and added Wi-Fi connection to decrease dead spots on campus. Some portable radios have been replaced, with plans to replace them all through grant funding.
- Student employees of public safety regularly check campus “blue lights” to ensure they are functioning.
- Officers will soon have body cameras and Tasers. Campus-wide efforts to educate and communicate are planned. Department is currently working on policy and appropriate certifications before implanting in January
- Department is pursuing certification through the Commission on Accreditation for Law Enforcement Agencies-a 2-year+ process
- Parking Services is planning to implement e-mail reminders for when parking passes are set to expire
- Parking services is exploring apps to allow for park and pay in metered lots. Would allow for remote time extensions and reduce need for some kiosks.
- Shuttle Service (Groom) is now housed at the former Visitor’s Center near the Stroh Center

EEOC: no report

Old Business:

- None

New Business:

- January 2, 2019 ASC Meeting Discussion
 - Postpone to next week January 9th
 - C. Valentine motion T. Cramer 2nd motion passed by voice vote
- CSC Winter Break Letter of Support Discussion
 - ASC discussed the CSC Winter Break Letter of Support
 - Concerns were raised with submitting a letter of support for a policy that has not been created yet.
 - What would the policy include: would there be a reduction in vacation days to accommodate the Winter Leave time.
 - Also, ASC raised concerns that with submitting this letter of support we were sending the message that we wanted to move away from the Parental Leave in favor of the Winter Break Policy.
 - Due the Winter Policy not being possible for the current year it was decided that ASC wants to pursue the Parental Leave Policy and then when a decision is reached, we will revisit the Winter Break Policy for next year.

Upcoming Dates:

- Next ASC meeting December 5, 2019 – 201 BTSU – Dr. Whitehead
- Banquet will be held Tuesday, May 19 (10 AM – Noon) - more details to come
- Toy drive at the December 5, 2019 meeting – more details to come

Good of the Order:

- BGSU Leadership Academy accepting applications/nominations until November 22, 2019 – Flyer Attached
 - Great opportunity for all faculty and staff
 - <https://www.bgsu.edu/human-resources/professional-development/bgl/nomination.html>
- Giving Tuesdays December 3rd
 - Student emergency fund for students

Adjournment: A. Boehme moved that the meeting be adjourned and was seconded by K. Peiffer.

Administrative Staff Council (ASC)

Meeting Minutes

December 5, 2019

BTSU 201

In Attendance: Adam Arthur, Beth Ash, Paul Bezdicek, Andrea Boehme, Becky Cogswell, Terra Cramer, Jordan Cravens, Gabe Dunbar, Teresa Earl, Leslie Galan, Emily Garcia, Emily Gattozzi, Todd Glick, Maite Hall, Meghan Horn, Sophia Jackson, Jeremy Joseph, Rebecca Lyons, Sharon McIntosh, Lucas Miller, Cordula Mora, Jacquie Nelson, Kristi Peiffer, Beth Ralph, Jennifer Sayre, Victor Senn, Sherri Sherock, Jaime Spradlin, Jenifer St. Louis, Kari Storm, Jennifer Twu, Dennis Voss, Lily Young

Deb Lucio, Laura Arnold

Substitutes: Demi Heiks (Will Burns), Tony Fox (Teri Gentry), Jason Dunn (Margo Kammeyer)

Absent: Stephanie Brinkman, Stephanie Dalmacio, Taylor Jefferson, Lona Leck, Jenna Pollock, Travis Sheaffer, and Cindy Valentine

Call to Order: Rebecca Lyons, Chair of ASC, called the meeting to order at 1:32 pm

Guest Speaker:

John Ellinger, Chief Information Officer

- There should be NO sharing of private passwords for any reason
 - Don't give your personal password away to someone else
 - Don't take anyone else's password to do University business as that person
- There are Two Exceptions to this rule:
 1. If it is crucial that you use someone else's password to do something on their behalf. Do so as securely as possible and document that you did it.
 - Contact John Ellinger or Matt Haschak if something has to be done, but the person is not on campus.
- This should be an Exception and not the rule
- Take preventative measures to have a plan in place to ensure that this situation does not come up.
 - When possible have others able to perform the same tasks
 - Ensure the security requests to get access are completed ahead of time
 - Use VPN when possible
 - This request takes time plan ahead

Chair's Report:

HR Meeting:

- Parental Leave-This has been discussed twice at cabinet. Cabinet seemed in support of policy and think it is a good idea. Trying to get it on agenda for December or at least January.
- Winter Break Policy-not this year, maybe for next year. President asked Viva for benchmarking information.
- FLSA update –Starting January 1, 2020 the threshold will be \$35,568. Any exempt staff member hired over that threshold will be paid on a monthly schedule. Staff hired between now and January 1, 2020 above this threshold will also be paid on a monthly schedule.
- JAQ review update-Sheri approved the RFP and three vendors have given presentations. Cost will be anywhere between 100,000 to 350,000. Next steps are to select a vendor and present to cabinet. Waiting on the approval to seek the funds.

CFO Meeting:

- Meeting Scheduled December 16, 2019. Plan to ask about the compensation plan timeline and suggestions for improvement in the current process.

Tri Chairs Meeting:

- Faculty Senate
 - Plus/minus grading scale
 - Should CSC and ASC still attend Faculty Senate now that we have Tri-Chairs meetings? Can attendance be discretionary? What do bylaws indicate? Bylaws for faculty staff indicate attendance is discretionary
- CSC
 - Winter break discussion-wrote resolution of support because HR is pursuing a policy regardless
 - Working on logistics for MLK Day
 - Hosting drop-in times for classified staff over coffee and donuts, similar to a “Talk to me Tuesday”
 - Proposed having a block of tickets or ice box for ASC/CSC/Faculty Senate members
 - Considered BGSU One Day, but membership prefers 50/50. J. Cravens to present on pros/cons
- USG
 - Planning for Creed Day and Elections
 - Hosting student government conference for all Ohio public institutions
 - Focused on hazing and food insecurity initiatives with Dean of Students office
 - Have heard concerns on wait times at the counseling center and off-campus student housing
- GSS
 - No representative present

Hearing of the Public – Opportunity for guests to address the council: none

Full ASC Representative Discussion: -

- Winter Break Policy – hold off until Parental Leave is decided

Treasurer’s Report:

Secretary’s Report: The November draft minutes were emailed on 11/12/19, no corrections or additions were received. A motion to approve the minutes of the November meeting was made by J. Spradlin and seconded by Lucas Miller. Motion carried.

Committee Reports:

Amendments & Policies:

- Works through the edit that they would like review in January

Awards & Recognitions:

- Spirit Award
 - Presentations were made by committee members during the past month to the following individuals:
 - September – Julie Haman: Director of Technology Support Services - Firelands Instructional Media
 - October - Jamie Wlosowicz: Student Engagement Coordinator - Center for Women and Gender Equity
 - Selected New Month’s Spirit Winners – Names will be announced after awards are presented.
 - Nominators who mistakenly submitted for classified staff or faculty are being notified to nominate for other eligible awards.
 - Planned upcoming marketing for December and January to include Campus Updates, Four Winds, and social media coverage of monthly winners.
- End of Year Banquet - Tuesday, May 19, 10 AM – Noon
 - Reviewed BGSU Dining Catering menu in favor of more elaborate options than in 2019
 - Reviewed budget including awards, room, catering, and decorations
 - Plan to collaborate with Silent Auction/Scholarship Committee in January
 - RSVP process was successful last year so will be implemented again
 - Marketing plan will be coordinated with call for nominations

- Annual Awards (Ferrari, BG Best, Rookie of the Year)
 - Marketing plan and call for nominations begins mid-February and coordinates with marketing of the event itself
 - Submission Deadline: April 1

Outreach & Activities:

- Toy Drive December 5, 2019 – Thanks to all of those that donated a toy of money/gift cards
- New packets for Administrative Staff have been sent out
- January Food Drive – looking to compete against Classified Staff again – more information to come
- March – Planning on the Annual Bowling Event details are still being finalized
- April – Planning on organizing another Teaching Kitchen

Personnel Welfare & Compensation:

- Preparing statement to share with all Administrative Staff
- Preparing the document for salary requests

Professional Development:

- 6 applicants amount to be awarded
- Is there any possibility to change or return submissions?

Student Scholarships:

- 76 students have started the application for the scholarship, and 13 have actually submitted on at this point in time.
- Getting head start on contacting donors for silent auction

Liaison Reports:

Classified Staff Council (Deb Lucio) :

- Food Challenge – Plan to compete against ASC again in January
- Upcoming meeting with Sheri Stoll and HR
- Donuts with Classified Staff scheduled in January to meet with other Classified Staff members

Faculty Senate Representative (Margo Kammeyer): No report

Retiree Association (Laura Arnold): No report

Ombuds Update (Chris Bullins and Jessica Turos): No report

ASC Historian (Emily Gattozzi): No report

University Committee Reports:

PACWI: The meeting scheduled for December 2nd was cancelled due to the President's Holiday reception. If you have any items to add to January agenda, please send them to me. Next meeting is scheduled for January 27, 2020.

Old Business: None

New Business: None

Upcoming Dates:

- January ASC Meeting, January 9, 2019 – 201 BTSU 1:30-3:00
- End of Year Banquet – May 19, 2020 – 10:00 – 12:00

Good of the Order:

- Learning Commons is open next week – Winter Session will be offering some tutoring services
- International Programs and Partnership Office – passport services are available to students, faculty, staff, and BGSU Community members. For more information visit <https://www.bgsu.edu/international-programs-and-partnerships/passport-services.html>
- Parental Leave Policy – is an example of an opportunity to share our story. ASC can influence others by sharing their stories of their experiences, which can help bring light to issues affecting other administrative staff.
- Concerns of retention of administrative staff due to the lack of promotional ladder.
- 35% mandatory HR trainings still have not been completed

Adjournment: J. Joseph moved that the meeting be adjourned at 2:37 and was seconded by K. Peiffer. Motion passed.

Administrative Staff Council (ASC)

Meeting Minutes

January 9, 2020

BTSU 201

In Attendance: Adam Arthur, Paul Bezdicek, Andrea Boehme, Stephanie Brinkman, Becky Cogswell, Terra Cramer, Jordan Cravens, Gabe Dunbar, Emily Garcia, Emily Gattozzi, Teri Gentry, Todd Glick, Maite Hall, Meghan Horn, Sophia Jackson, Jeremy Joseph, Margo Kammeyer, Lona Leck, Rebecca Lyons, Lucas Miller, Cordula Mora, Jacquie Nelson, Kristi Peiffer, Jenna Pollock, Beth Ralph, Jennifer Sayre, Victor Senn, Sherri Sherock, Jaime Spradlin, Jenifer St. Louis, , Kari Storm, Jennifer Twu, Cindy Valentine, Dennis Voss, Lily Young

Deb Lucio

Substitutes: Jason Dunn (Margo Kammeyer)

Absent: Beth Ash, Stephanie Dalmacio, Teresa Earl, Leslie Galan, Taylor Jefferson, Sharon McIntosh, Travis Sheaffer, Laura Arnold

Call to Order: Rebecca Lyons, Chair of ASC, called the meeting to order at 1:32 pm

Guest Speaker: none

Chair's Report:

- HR Meeting-update
 - Policy on Policy-created to help better understand the process for submitting policies and differentiate between Collective Bargaining Agreement and other staff.
 - Mileage-there is a policy online under the HR website. If you are traveling from work to another location using your car, you can claim mileage.
 - Update on firm to evaluate JAQ process-three presentations were given. Making recommendations on the top two. Waiting on funding. Asked that an ASC representative be on the committee moving forward.
 - Parental Leave-discussion in old business.
- Meeting with Sheri Stoll
 - Update on Parental Leave Policy-being discussed at cabinet
 - Timeline for compensation plan-current format or different format-current format and timeline are good
 - What are things that we haven't asked for that we should or might want to? Sheri had no additional suggestions
- Status of the golf course (East Corridor report)-lots of things up in the air. Waiting for positions to be filled to move forward.

Hearing of the Public – Opportunity for guests to address the council: none

Full ASC Representative Discussion: - None

Treasurer's Report:

- The Administrative Staff Council has two foundation accounts. Administrative Staff Council Scholarship and Administrative Staff Council Support Fund. To date \$163 has been donated to the scholarship foundation account. This is a way to give back through payroll deduction. Here is a link to find out more about donating to the ASC Scholarship fund <https://www.bgsu.edu/administrative-staff-council/scholarship-opportunities.html>

Secretary's Report:

- The December 5, 2019 draft minutes were emailed on December 12, 2019. No corrections or additions were received. A motion to approve the minutes of the meeting was made by J. Spradlin and seconded by E. Garcia. Motion carried.
- ASC is on a wait list for 308 BTSU for the February 6, 2020 meeting, the alternate location will be Olscamp 101. We will not know until February 4, 2020 which location the meeting will be held. As soon as we have confirmation, a meeting invite update will be sent as well as an email confirming the location.

Old Business:

- R. Lyons motioned to suspend the rules and move Old Business up in the meeting agenda prior to the Committee reports seconded by E. Garcia. Motion passed.
- Parental Leave Policy Discussion: the adjustments that Human Resources made from our original submission more closely match the CBA
 - Items for Feedback:
 - When are you required to use the leave? Faculty more flexible can use up to 4 months after the event.
 - Approve 4 weeks prior for approval and could be denied.
 - Caveat language to allow exceptions for 4 weeks notice. In certain cases it may not be possible to follow the 4 week rule.
 - Can you use paid time for the remaining FMLA leave? As according to the FMLA policy.
 - Clarification on the stepchild adoption?
 - Can there be a deviation in the age requirement? What is the history of the age number?
 - Bylaw discussion
 - Article 2, Section 2, subsection F
 - Concerns raised by the committee on difference between charter, bylaws, and website for their roles
 - Amendments and Policies committee will review suggestions and present changes at the next ASC meeting
 - Article 5, Section 2
 - Proposed changes as submitted, adding Section titles.
 - L. Miller motioned to vote on the proposed changes to Article 5, Section 2. E. Garcia seconded motion passed. Vote by ballot 33 – For, 0 – Against, and 0 - Abstain
 - Article 6
 - Proposed changes as submitted, removing language that no longer applies
 - J. Joseph motioned to vote on the proposed changes to Article 6. K. Storm seconded. Motion passed. Vote by ballot 33 – For, 0 – Against, and 0 - Abstain

Committee Reports:

Amendments & Policies: Going through Bylaws for additional revisions as needed. Will present future proposed changes as they are available.

Awards & Recognitions: The awards and recognition committee plans to meet with the Scholarship committee to plan the annual awards banquet. The November Spirit Award was presented to Karyn Smith in Recreation and Wellness.

Outreach & Activities:

- There were three new administrative staff that joined BGSU in December. 2 on main campus and one at Firelands. The Athletics office donated tickets to the new staff to attend an event.
- CSC vs ASC Food Drive Challenge is underway and will end January 20th
- Bowling will be held in March. More information to come. It will probably be either March 3rd or March 6th.
- April 3rd social event will be the Teaching Kitchen over lunch.

Personnel Welfare & Compensation:

- Previous compensation requests have included an increase roughly 3%
- Goal to submit at the end of this month to review at February meeting
- Things the committee plans to review.
 - How long has it been at 2% increase vs 3% requested?
 - Merit based raise options.
 - Looking at cost of living increase vs what we have received.
- Contribute of things what we have been able to accomplish over the past year possibly pages of items with \$\$ amounts to show how Administrative staff have impacted BGSU and the students. Submit to Stephanie Brinkman – Next Friday, January 17th.

Professional Development:

- The PD committee reviewed 6 grant applications and awarded 3 for a total of \$974. Awardees were notified 12/18/2019.
- Deadline date for Spring will be pushed back to Feb/March. More to come on the deadline date.

Student Scholarships: 128 scholarships have been started in the system with 28 applications completed. Silent auction items needed please reach out to the committee

Liaison Reports:

Classified Staff Council (Jordan Cravens):

- Proposed ice cream social with ASC in late spring
- Considering tables at relevant campus events where staff will be present
- Working through HR issues for one-time bonus and/or raises for certain job classifications
- Reminder that sick leave bank is available for applications
- Discussed with Sherri Stoll that RFP for JAQ review will include compensation plan for classified staff, but not a complete overhaul like administrative staff
- Coffee/Donuts with CSC on Jan. 16 9-11 a.m. outside Starbucks. Designed to generate interest/awareness in CSC

Faculty Senate Representative (Margo Kammeyer): None

Retiree Association (Laura Arnold): none

Ombuds Update (Chris Bullins and Jessica Turos): none

ASC Historian (Emily Gattozzi): none

University Committee Reports:

A&S –

- Met January 8, 2020 plans to hold a retreats
- Would like to see a Wellness Focus for the college. Would like to know if the funding for WellAware is going to return or if there will be replacement program coming soon.

New Business: none

Upcoming Dates:

- Next ASC meeting, February 6, 2020 – Location will either be BTSU 308 or Olscamp 101. Location confirmation will be sent on February 4, 2020.
- ASC Awards Ceremony Tuesday, May 19, 2020 10:00 – 12:00.

Good of the Order:

- Parental Leave Kudos to a job getting this to this point
- LC open and willing to help any student that are available
- Ohio Ethics training, make sure you complete if you have not already done so.

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

**Administrative Staff Council (ASC)
Meeting Minutes
February 6, 2020
308 BTSU**

In Attendance: Adam Arthur, Andrea Boehme, Terra Cramer, Stephanie Dalmacio, Gabe Dunbar, Teresa Earl, Leslie Galan, Emily Garcia, Emily Gattozzi, Teri Gentry, Todd Glick, Maite Hall, Meghan Horn, Sophia Jackson, Jeremy Joseph, Margo Kammeyer, Lona Leck, Rebecca Lyons, Lucas Miller, Jacquie Nelson, Kristi Peiffer, Jenna Pollock, Beth Ralph, Victor Senn, Jaime Spradlin, Jenifer St. Louis, Kari Storm, Jennifer Twu, Cindy Valentine, Lily Young

Deb Lucio

Substitutes: Joe Edens (Jordan Cravens), Angela McCutcheon (Jennifer Sayre), Susan Sterns (Beth Ash), and Brandon Sunberry (Dennis Voss)

Absent: Paul Bezdicek, Stephanie Brinkman, Becky Cogswell, Taylor Jefferson, Sharon McIntosh, Cordula Mora, Travis Sheaffer, Sherri Sherock, Laura Arnold

Call to Order: Rebecca Lyons, Chair of ASC, called the meeting to order at 1:31 pm

Guest Speaker:

John Ellinger, Chief Information Officer

- Mobile -
 - Starting with the student module - migration taking place February 8, 2020
 - If you are student, you will get this new visual layout of MyBGSU. This new format makes it easier to view on mobile devices. Advisors will be able to see the layout the students have, but it will not load the student information. Staff can still log into CSS and it will look the same.
 - Human Resources Module will be the next phase of this project
 - Beginning of Fall 2020 will be rolled out to all staff
- University Classroom Committee
 - Next 6 months equipped used and categorized
- Question: Why did some courses not open in Canvas until the Wednesday or Thursday after the courses started on Monday?
 - Follow up answer – ITS received 18 tickets about this issue from students or from professors requesting assistance on publishing their courses.
 - Some possible causes include: professor not publishing the course (this is manual and not automatic) or some courses did not have a start date entered

Lily Young, Sr. Internal Auditor

- Conflicts of Interest and Ohio Ethics Law
- Power Point attached to minutes for reference

Chair's Report:

HR Meeting:

- Meeting was cancelled, so there is no report.

Hearing of the Public – Opportunity for guests to address the council:

- none

Full ASC Representative Discussion: -

- Advisors will be able to see new student center on Monday
 - MyBGSU portal top Home menu bar will take you to the new format for student center
 - Targeted message will be sent out on Monday

- Thank you for supporting all Foundation funds. This has helped to award scholarships to students that need extra funds to continue their education.

Treasurer's Report:

- 1 person professional development waiting
- Still waiting on Spring professional development
- Latest budget status attached to the minutes.

Secretary's Report:

- The January 9, 2020 draft minutes were emailed on January 14, 2020. No corrections or additions were received. A motion to approve the minutes of the January meeting was made by J. Spradlin and seconded by L. Miller. Motion carried.
- The annual ASC election process has started. A message was sent out to all Administrative staff requesting self-nominations for the election. If your current ASC term is ending in June, you should have received an email stating that it is ending, and we encourage you to consider self-nominating again. The self-nomination process also includes Officer positions.
- In an effort to reduce paper waste we would like to move to a paperless meeting. Starting at our March meeting we will no longer be providing printed copies of agenda. This is in line with other meetings held across campus. If you still prefer to have a printed agenda please bring a copy for yourself.

Committee Reports:

Amendments & Policies:

- Ombuds process is being reviewed.

Awards & Recognitions:

- End of Year Banquet - Tuesday, May 19, 10 AM – Noon
 - Silent Auction/Scholarship Committee and Awards and Recognition
 - The committees are collaborating this year. Information about donating to student scholarships as well as the silent auction will be included in all related marketing. Items collected will be organized into several gift baskets, with minimum bids and payment information communicated in advance.
 - Working on details for the final dining quote, Award plaques, AV, Entertainment, Emcee,
 - Marketing Plan – With support from BGSU M&C
 - Call for Nominations
 - Administrative Staff Supervisors Email - February 3
 - Campus Wide Email – February 10
 - Digital Sign – February 3 forward
 - Campus Updates – February 3, 10, 17, 24
 - Nomination Deadline: April 1
 - Update Website
 - Nomination Deadline
 - RSVP Link
 - Event Date, Time, Location
 - Event Invitations
 - Campus Calendar Event – Including RSVP Link – RSVP Deadline May 8
 - Campus Updates - March 2, 16, April 13
 - Campus Wide Email: March 2
 - Digital Sign – March 2 forward
 - Outlook Invitation to Cabinet – March 2
- Spirit Award

- Submitted request to ASC Exec. to consider awarding 12 months, rather than academic year, when committee resources permit. Estimated annual cost is \$180.
- January Award Presented to Chad Fletcher

Outreach & Activities:

- 6 new Administrative staff were hired in January
- The current query may need to have the parameters adjusted because the committee feels that it may be missing some new staff.

Personnel Welfare & Compensation:

- The committee plans to have a chart outlined in the letter of the past 10 years of compensation requests and what was granted. Unfortunately, we have hit a roadblock. In the shared drive, there are 5 missing request letters. Does anyone have any other ideas on how we can locate them?
- The committee is adjusting their proposed request in the letter and will have a draft out to everyone by Feb. 20 for review. If there are any strong opinions on what should be requested, please have them emailed to ssavoyb@bgsu.edu by Feb. 12 so it can be considered.

Professional Development:

- Reviewing professional development requests

Student Scholarships:

- There are 59 completed applications
- 158 drafted applications
- Scholarship application closes on March 1, 2020
- Our committee will begin reviewing applications after the deadline closes
- The committee is seeking ambassador volunteers for BGSU One Day. We need to submit names by this Friday (2/7/20), so please e-mail Maite Hall or Emily Garcia if interested.
- We are currently accepting donations for the Silent Auction

Liaison Reports:

Classified Staff Council (Deb Lucio):

- 25 people came for donuts
- Staff awards planning

Faculty Senate Representative (Margo Kammeyer):

- President Rogers
 - Open Forums about the strategic plan. One of the comments received during them were about communications. They will do a better job to constantly communicate on the initiatives of the strategic plan.
 - During Spring term, Provost and Dr. Rogers will host receptions for all full time Faculty. Goal, to engage with each other to move our strategic plan forward.
 - First day enrollment for this term, up on a headcount and student credit hour basis. Very positive.
 - We are up in applications and admits and lagging a little in housing deposits. We have fought headwinds that other institutions are seeing.
 - Presidents day is very important for students to meet faculty and staff that they will be engaged with over the next 4 years. Thank you in advance. Up about 200 registrations from a year ago. Monday, February 17th.
 - Amazing line up of speakers over the next month.
- Provost Whitehead
 - Design Your Life. How we can help students become life ready. 10 pilots were conducted throughout the Fall semester. We have gained a lot of information about how our students react to this concept.

60 individuals participated in the Design Your Life workshop hosted by Stanford. Now we are about to start implementation on a limited scale. BGSU 1910 will be used. We will engage about 1000 students to design thinking. Modify SOAR to bring the language into this experience and also at welcome week. Steering Committee has been created to guide us moving forward. Ultimate goal is to have students life ready at graduation and to encourage student success.

- Looking at curriculum changes.
- GSS
 - There are a lot of things coming up this semester for Graduate students. Research focus.
- USG
 - Monday, February 24, USG will host an engagement opportunity and offer free resume printing for the spring jobs expo.
- Faculty Senate Presentations
 - 2020 Census
 - New degree vote for Systems Engineering

Retiree Association (Laura Arnold): no report.

Ombuds Update (Chris Bullins and Jessica Tuross): no report.

ASC Historian (Emily Gattozzi): no report.

University Committee Reports:

PACWI:

- Full time employees recently received an e-mail with instructions on working with the new supplemental retirement system. The new system is working well and employees are encouraged to explore these additional savings plans.
- Employees are encouraged to use TeleDoc or Call a Nurse to save money over using the Emergency Room for non-emergency health situations.
- Physicians and patients are being contacted by CVS if they have long term prescriptions that aren't being filled or picked up on time with the hope of improving health outcomes.

Old Business:

- Parental Leave – no update at this time
- Bylaws
 - Article 2, Section 2, subsection F
 - This change removes the Outreach and Activities Committee's obligation to develop programming for opening day it also makes communicating with media and creating surveys an implied duty.
 - 2nd reading of this bylaw change. J. Spradlin motioned to vote on the proposed changes to Article 2, Section 2, subsection F. M. Horn seconded. Vote by ballot 29 – For, 0 – Against, 0 - Abstain motion passed
 - Article 1, Section 4
 - The change to this section clarify that the executive committee of ASC can fulfill their meeting requirements through electronic means in addition to face-to-face synchronous meetings.
 - J. Spradlin motioned to suspend bylaws and vote on proposed changes to Article 1, Section 4, E. Garcia seconded. Vote by ballot 29 – For, 0 – Against, 0 - Abstain motion passed
 - Article 4, Section 6, subsection A
 - This change updates the language to reflect that we are conducting elections electronically.

- T. Cramer motioned to suspend bylaws and vote on proposed changes to Article 4, Section 6, subsection A, J. Pollock seconded. Vote by ballot 28 – For, 1 – Against, 0 - Abstain motion passed
- Article 4, Section 6, subsection E, F and G
 - These changes updates the sections to reflect electronic voting, and outlines that the Secretary will only save the final tabulations for the purpose of identifying alternates if a ASC member can no longer serve.
 - J. Joseph motioned to suspend bylaws and vote on proposed changes to Article 4, Section 6, subsection E, F, and G. C. Valentine seconded. Vote by ballot 28 – For, 1 – Against, 0 - Abstain motion passed

New Business: none

Upcoming Dates:

- Next ASC Meetings is March 5, 2020 308 BTSU
- ASC Awards Ceremony Tuesday, May 19, 2020 10am-noon

Good of the Order:

- Consider being a judge for the Ohio History Day event March 14, 2020. Flyer attached.

Adjournment: A. Boehme moved that the meeting be adjourned and was seconded by J. Joseph. Meeting dismissed 2:50 pm.

Administrative Staff Council (ASC)
Meeting Minutes
March 5, 2020
308 BTSU

In Attendance: Paul Bezdicek, Stephanie Brinkman, Becky Cogswell, Terra Cramer, Jordan Cravens, Stephanie Dalmacio, Gabe Dunbar, Teresa Earl, Emily Gattozzi, Teri Gentry, Todd Glick, Maite Hall, Meghan Horn, Sophia Jackson, Margo Kammeyer, Lona Leck, Rebecca Lyons, Sharon McIntosh, Lucas Miller, Cordula Mora, Jacquie Nelson, Jenna Pollock, Beth Ralph, Jennifer Sayre, Victor Senn, Sherri Sherock, Jaime Spradlin, Kari Storm, Jennifer Twu, Dennis Voss, Lily Young

Deb Lucio (Classified)
Laura Arnold (Retirees)

Substitutes: none

Absent: Adam Arthur, Beth Ash, Andrea Boehme, Leslie Galan , Emily Garcia, Taylor Jefferson, Jeremy Joseph, Kristi Peiffer, Travis Sheaffer, Jenifer St. Louis, Cindy Valentine

Call to Order: Rebecca Lyons, Chair of ASC, called the meeting to order at 1:31 pm

Guest Speaker:

- none

Chair's Report:

- HR Meeting – meeting was cancelled
- Meeting with President Rogers
 - Parental Leave Policy
 - This meeting was before it became official, but President Rogers shared his support of this policy
 - BGSU One Day
 - Shared with President Rogers that ASC Exec has issued a matching gift challenge of \$500 to ASC representatives.
 - Upcoming Elections
 - Adjustments have been made to the Divisions to reflect the organizational changes that have happened.
 - Compensation Request
 - Shared with President Rogers that we are currently working on the compensation request. He asked if we benchmarked against peer institutions.
 - ASC Connecting to Strategic Plan
 - Always looking for ways for people to feel like they belong.
 - New Staff Welcome Letters
 - President Rogers has agreed to provide letter from the President's Office for new staff.

Hearing of the Public – Opportunity for guests to address the council:

- none

Full ASC Representative Discussion: -

- Proposed Ohio bill that would offer state-run paid family leave. For more information:
<https://legiscan.com/OH/bill/HB91/2019>

- Would like clarification if a staff member was on leave when the Parental Leave took effect, do they qualify for the policy? - This will be added to the next HR meeting agenda.
- The announcement of the Parental Leave Policy and Non-Discrimination in Employment and Education Policy were sent together. It seems like these were two big wins for staff and perhaps should have been sent in separate emails. – This will be added to the next HR meeting agenda.

Treasurer's Report:

- Budget report attached to the minutes.

Secretary's Report:

- The February 6, 2020 draft minutes were emailed on February 11, 2020. Clarification on the ITS upgrades was received and has been updated in the minutes. A motion to approve the minutes of the February meeting was made by J. Spradlin and seconded by J. Pollock. Motion carried.
- The annual ASC election process has started. A message was sent out to all Administrative staff requesting self-nominations for the election. If your current ASC term is ending in June, you should have received an email stating that it is ending, and we encourage you to consider self-nominating again. The self-nomination process also includes Officer positions. The deadline for self-nomination has been extended to Friday, March 6th.
 - Areas that still need more self-nominations include:
 - 1 Enrollment Management
 - 4 Finance and Administration
 - 4 Athletics
 - Chair-Elect
- The election ballots will be sent out around March 11th and will run for 2 weeks.

Committee Reports:

Amendments & Policies:

- Accomplishments:
 - Amendements and Policies has worked this year to update the Bylaws. We have taken suggestions and made changes to 12 articles and voted on 7 of these changes so far.
- In Progress:
 - Going forward we will be working on improving the Ombuds application process and suggesting changes to their policies.
- Need Executive Committee / ASC Representative Assistance:
 - Be sure to let the committee know if there are additional items that you would like to review and potentially review.

Awards & Recognitions:

- Accomplishments:
 - Revitalized and Awarded monthly Spirit Awards to deserving Administrative staff
- In Progress:
 - Finalizing details of end of year banquet and confirming outline of event schedule
 - Reviewing and Completing marketing plan for award banquet
- Need Executive Committee / ASC Representative Assistance:
 - Final decision on extending the Spirit Awards through the summer to allow for more recognition of Administrative staff.
 - Be sure to nominate staff for end of year awards as well as monthly spirit awards.
 - If you nominated someone before and they did not win, you can resubmit your nomination.
 - Currently there are 2 submissions for the end of the year awards, but this is consistent with last year's number at this time as well. There were a total of 35 submissions at the deadline last year.

Outreach & Activities:

- Accomplishments:

- New Employee packets have been handed out monthly
- An issue with the query was discovered that cause any re-hires or previous student workers to be left off the report. Those will be added to the list going forward.
- If you know of someone in your office that did not receive a welcome packet please let the committee know.
- President Rogers will be providing a welcome letter to go in the welcome packets for new staff.
- In Progress:
 - Social planned for March 6th before the basketball game. 29 staff along with guests have RSVP.
 - Teaching Kitchen is planned for April 3rd
- Need Executive Committee / ASC Representative Assistance:
 - Need Executive committee and representative participation in social events.
 - There is a need to reach out to new / current staff to get more involvement with ASC. – Maybe a welcome letter would be helpful.

Personnel Welfare & Compensation:

- Accomplishments:
 - The Parental Leave Policy was a big accomplishment for the current committee as well as previous committee.
 - Participated in the CUPA survey with HR, but asked to be more involved in the process in the future. It would be helpful to be involved earlier in the process as well as have more follow up after the process to see how the data matches other data submitted.
- In Progress:
 - Compensation Request submission
- Need Executive Committee / ASC Representative Assistance:
 - Access to the previous Administrative Staff qualtrics survey, so that it can be reviewed and reissued to see what areas are still of concern.

Professional Development: no report

- Accomplishments:
 - Awarded Professional Development awards for Fall and Spring
- In Progress:
 - \$300 available for any summer professional development request submissions.
- Need Executive Committee / ASC Representative Assistance:
 - Would like to change the deadlines for Fall, Spring, and Summer deadlines to align closer with calendar.
 - Committee will submit the desired dates to have the website updated with the dates they choose.

Student Scholarships:

- Accomplishments:
 - Worked to get the scholarship loaded into Scholar Works and open for submission.
- In Progress:
 - 161 student scholarship applications have been received and the committee will start reviewing them.
 - They follow a rubric when grading the scholarship applications.
- Need Executive Committee / ASC Representative Assistance:
 - Assistance with getting the word out about One Day. This was a large fundraiser for the Student Scholarship account last year and we would like to build upon that again this year.
 - Still need items for the silent auction. If you are willing to make a donation or have a contact that could make a donation please contact the committee.

Liaison Reports:

Classified Staff Council (Deb Lucio):

- Finalizing compensation request on behalf of the Classified Staff
- Finalizing the End of year luncheon for Classified Staff

Faculty Senate Representative (Margo Kammeyer): Faculty Senate meeting held on 3/3/2020:

- Freedom of Speech & Free Expression Panel - 3/24/2020; open to all Faculty
- CFE Teaching & Learning Summit - 3/26/2020
- Provost Whitehead:
 - Diversity & Belonging statement approved by The Board.
 - Firelands Higher Education Study Committee - look at Firelands challenges; will report out in June 2020
 - Free Speech bill - voted out of the Ohio Senate with a unanimous vote; bill would say all outdoor areas are free speech cells
 - Coronavirus - restricting travel to countries of level 3 or above (Italy, Iran, Japan, China, South Korea). Level 2 or higher, restricting group travel; continue to monitor
 - Starship - extends food services and allows for smaller personnel required; hiring our students to help maintain the robots
- USG:
 - Online voter registration database is pulling addresses from BMV and not on-campus addresses; reaching out to see how to correct this
 - Members of city council came to talk to them about off campus housing issues; a survey will be sent to students to see what issues are
- Faculty Senate elections

Retiree Association (Laura Arnold): no report.

Ombuds Update: no report.

ASC Historian (Emily Gattozzi): no report.

University Committee Reports: no report.

Old Business: none

New Business:

- Compensation Request
 - R. Lyons motioned to move up New Business up in the agenda Lucas 2nd – moved up in the agenda. Motioned carried.
- Discussion Points
 - Previous submission have included a request to maintain the current health / HSA options. Language included:
 - *Continued ability to make a choice of medical benefits to include both a Preferred Provider Organization (PPO) and Health Savings Account (HSA) option. An affordable PPO option, which does not reduce benefits or coverage nor has substantial increases in the employee's cost share, co-pays, out-of-pocket expenses, and/or deductibles.*
 - *\$500 for Plan B (individual) and \$1,000 for Plan B (family) annually into the employees' health savings account. If it is expected that Employee Healthcare contributions will increase, we request that the university contribution is increased proportionally to ensure the same amount of support.*
 - L. Leck Motioned to add the health language to this years compensation request. E. Gattozzi 2nd. Passed by verbal vote.
- G. Dunbar motioned to vote to approve the Compensation Request with the added changes. J. Spradlin 2nd. Passed by verbal vote.

- R. Lyons motioned to return to the set agenda with the Committee Reports. L. Miller 2nd. Motion passed.

Upcoming Dates:

Social

- Friday, March 6, 2020 Administrative Staff Social and Basketball Game 5:00pm Mingling and Appetizers at Mileti and BGSU vs Buffalo at 6pm
- Next ASC Meetings is April 2, 2020 308 BTSU
- ASC Awards Ceremony Tuesday, May 19, 2020 10am-noon

Good of the Order:

- BGSU One Day is coming up April 7th and 8th.
- Teaching Kitchen Social is planned for April 3rd. More details to come.

Adjournment: L.Miller moved that the meeting be adjourned and G. Dunbar 2nd. Meeting dismissed 2:58 pm.

Administrative Staff Council (ASC)
Meeting Minutes
April 2, 2020
Via WebEx

Call to Order: Rebecca Lyons, Chair of ASC, called the meeting to order at 1:30 pm

Guest Speaker: no guest speaker

Chair's Report:

Met with President Rogers to discuss the current state of the University. Asked for questions or feedback from ASC. Representative questions are listed below.

- Will staff be getting a refund for parking or meal plan?
- Will there be any changes to staff or dependent fee waiver?
- Will FMLA or Parental Leave be impacted by any potential budget shortfalls?
- When sick/vacation time runs out and you go into the negative, what is the process/repayment of the hours?
- As with the CBA, is there a set number of days prior to furlough that the University will notify staff that they have been furloughed?
- Will there be early retirement packages offered to eligible staff as in the past?
- How is the sick leave bank being amended or utilize to help administrative staff?

Hearing of the Public – Opportunity for guests to address the council: none

Full ASC Representative Discussion:

Open Discussion on Remote Working and Things Going on in the Different Areas:

- Campus Activities (Student Affairs) and Marketing and Communication have created a great virtual site for all. www.bgsu.edu/engage to highlight different things going on during this remote learning / working period.
- Graduate College – temporarily waiving the GRE and GMAR requirements for students applying any of the University's graduate certificates and master's degree programs for Summer 2020 and Fall 2020. <https://www.bgsu.edu/graduate.html>
- Pass / Fail Option for current students – There will be a grade change form through Portal being set up now. More information to come on that.
- Live fitness classes are available through @BGSUFitness Instagram account and Recreation and Wellness Facebook. This webpage overviews our programs and several external sources: <https://www.bgsu.edu/recwell/covid19.html>
- Check all of our athletics teams on social media, it sure will put a smile on your face and maybe give you some ideas on how to use the time with your kids. For tennis, follow us on Instagram, Facebook, Twitter, and most recently tiktok- @bgsuwtennis
- Blood Drive Info: April 14th and April 21st at Perry Field House 10am- 4pm. More information and signup available at <https://www.redcrossblood.org/give.html/drive-results?zipSponsor=43402>.

Treasurer's Report: no report.

Secretary's Report:

- The March 5, 2020 draft minutes were emailed on March 12, 2020. There were a couple grammatical corrections received. A motion to approve the minutes of the March meeting was made by J. Spradlin and seconded by T. Glick Motion carried.
- The annual ASC election process has ended. I am in the process of contacting the winners to verify that they still accept the position. Once everything is finalized, I will send a complete list of all of the election results.

Committee Reports:

Amendments & Policies: no report.

Awards & Recognitions:

- Determined, with the consultation of ASC Executive, to postpone the call for nominations for Ferrari, BG Best, and Rookie of the Year awards as well as the award ceremony originally scheduled for May 19. Both will be re-initiated/re-considered at some point in the future based on University operations. Cancelled related contracts.
- Awarding the March Spirit of BG award via a virtual meeting – still in process

Outreach & Activities:

- The Social held before the Men's Basketball game on March 6th. There were 30 RSVPs for the social event and 17 ASC members and 13 family guests attended.
- The new staff for February packets have been sent.
- Will need to determine how to handle the new staff for March – There were 3 new staff on the March report.
- Possibly looking into a dance social to help people feel connected during this remote working time.

Personnel Welfare & Compensation:

- The approved Compensation Request was still submitted as planned. The request was accompanied with a thoughtfully crafted email that explained that we understand that times are very different and the financial impact of COVID-19 is still unknown, but we felt that since this request was approved and supported by ASC we felt it was important to follow through with the submission on the request.
- It was acknowledged that we understand that this request will be put on hold due to the current situation.
- This was very well received.

Professional Development: No report. All funds have been awarded during Fall and Spring.

Student Scholarships:

- The Scholarship Committee finished the review of applications and has selected six recipients for the ASC scholarship. The notification details are still being worked out at this time.
 - Determining how we would announce / honor the scholarship recipients.
 - Possibly ask them to first in person meeting,
 - Ask them to send a thank you note with picture
 - The ASC website could be updated with the winners and information about them.
- Committee would like to review and possibly make some changes the Scholarship process for next year.
 - Will need to look at the Fund Agreement and see if there is a possibility to change the criteria.
 - The rubric will need to be reviewed and possibly updated.
 - Develop a mission of the Scholarship ensure that it is in line with the Fund Agreement.
- Silent Auction – What should we do with the items already received?

- Notify donors advising we will be delaying the silent auction and ask them if they want the items back or if they want us to keep it until it is rescheduled.

Liaison Reports:

Classified Staff Council (Deb Lucio):

- Moving Classified Staff Council awards to summer
- WebEx meeting scheduled for tomorrow

Faculty Senate Representative (Margo Kammeyer): no report.

Retiree Association (Laura Arnold): no report.

Ombuds Update: no report.

ASC Historian (Emily Gattozzi): no report.

University Committee Reports: no report.

Old Business: none.

New Business: none.

Upcoming Dates:

- Next ASC Meetings is May 7, 2020 via WebEx
 - Invitation will be sent in the next week

Good of the Order:

- Rebecca and Jordan will setup Office Hours for people to stop by and ask questions via WebEx. Please feel free to pass this meeting invitation onto all Administrative Staff within your Division. There may be others that want to ask questions or just connect with others during this time.
 - Times available Tuesdays 3:00 – 4:00 and Fridays 1:00 – 2:00

Adjournment: L. Miller moved that the meeting be adjourned and was seconded by A. Boehme. Meeting dismissed 2:39 pm.

Administrative Staff Council (ASC)
Meeting Minutes
April 2, 2020
Via WebEx

Call to Order: Rebecca Lyons, Chair of ASC, called the meeting to order at 1:30 pm

Guest Speaker: no guest speaker

Chair's Report:

Met with President Rogers to discuss the current state of the University. Asked for questions or feedback from ASC. Representative questions are listed below.

- Will staff be getting a refund for parking or meal plan?
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Liaison Reports:

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Retiree Association (Laura Arnold): no report.

Ombuds Update: no report.

ASC Historian (Emily Gattozzi): no report.

University Committee Reports: no report.

Old Business: none.

New Business: none.

Upcoming Dates:

- Next ASC Meetings is May 7, 2020 via WebEx
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Good of the Order:

- Rebecca and Jordan will setup Office Hours for people to stop by and ask questions via WebEx. Please feel free to pass this meeting invitation onto all Administrative Staff within your Division. There may be others that want to ask questions or just connect with others during this time.
 - Times available Tuesdays 3:00 – 4:00 and Fridays 1:00 – 2:00

Adjournment: L. Miller moved that the meeting be adjourned and was seconded by A. Boehme. Meeting dismissed 2:39 pm.

Administrative Staff Council (ASC)
Meeting Minutes
May 7, 2020
Via WebEx

Attendance: There were 156 participants during the WebEx meeting.

Guest Speaker: no guest speaker

Chair's Report: Had meeting with President Rogers, Viva McCarver (HR), and leadership of Classified Staff Council to discuss current situation with the budget and ask questions. The following topics were discussed and questions were asked.

REMOTE WORK

- Can you please provide some clarity on dates for BGSU's plan to "return to work" vs. remote work?
 - Will follow Governor DeWine's leadership in regards to return to work.
 - Also depends on if we are face to face in the fall.

FURLOUGHS

- Can you provide some more specifics on what the furlough plan will look like?
 - There is a draft currently in the works and will be presented at the Board of Trustees Meeting on May 15. It is a sliding scale based on salary range. The number of days is between 4 and 20. All non-contract employees will be impacted.
- Can you share an approximate timeline for when furloughs will begin?
 - Furloughs would be for FY21, starting July 1.
- Will employees have some flexibility as to when they can take their furlough days?
 - Currently addressing this concern. Possibility to mandate some days (ie during Winter Break the time between Christmas and New Year's) and allow for flexibility with other days.
- Do you anticipate more than 20 days furlough may be needed to fill budget gaps?
 - There could be a group of staff (upper administration) taking more than 20 days, which the Board of Trustees would need to approve.
- Will layoffs and furloughs be applied to all employing units, i.e. auxiliary units (Dining, Athletics, and Residence Life)?
 - Yes. The exception this will be faculty on contracts and other contracted employees such as coaches; however, athletic coaches have agreed to take a furlough.

LAYOFFS

- When will layoffs begin and how many days notification will be provided to employees?
 - Classified staff receive a 14 day notice if hand delivered and a 17 day notice if mailed
 - Administrative staff will follow the Administrative Staff policy 3341-5-4 Administrative Staff Notice.
- How many layoffs should we be expecting for classified and administrative?
 - More information will hopefully be coming at the Board of Trustees Meeting on May 15.
- What will be the communication protocol for supervisors to inform laid-off employees?
 - HR will work with the employee's supervisor on the notification. This will be done via WebEx or conference call given the current work from home status of the University.
- How is it being determined which positions are being eliminated? What factors are being used to guide these decisions?
 - Using the guiding principles of the University. We do have an academic mission. Need to ensure the ability to recruit, retain, maintain, and graduate students. Unit leads will be working to make the

best strategic decisions. Trying to be as equitable as possible, but understanding that these are hard decisions.

- If staff are laid-off or terminated, would they be paid out for vacation or sick leave?
 - Staff will be paid out vacation time, up to the max carryover limit. (Personal time was brought up in the meeting and we will be following up.)
- What unemployment benefits will BGSU employees who are laid-off or terminated be eligible for?
 - These benefits are determined by the state.
- What type of severance packages will be offered to employees who are terminated?
 - There is no plan to offer severance packages to administrative staff at this time.

OTHER COST-CUTTING INITIATIVES

- Are early retirement/voluntary separation packages being offered? If so, how will this process work?
 - Again, not at this time.
- How are the University's reserves being used to mitigate the budget deficit?
 - The reserves were utilized to help cover the cost of student refunds for housing, dining, and parking. The CARES Act money has specific restrictions on how it can be used.

Hearing of the Public – Opportunity for guests to address the council: none

Full ASC Representative Discussion: none

Treasurer's Report: no report.

Secretary's Report:

- The April 2, 2020 draft minutes were emailed on April 4, 2020. Draft minutes approved as sent.

Committee Reports:

Amendments & Policies: no report.

Awards & Recognitions: no report.

Outreach & Activities:

- There were two new hires during the month of April. A welcome message will be sent.
- Still looking at hosting a happy hour / dance party social. More to come.

Personnel Welfare & Compensation:

- Plan to work with Executive Committee to see if there are things that the committee could help with right now.

Professional Development:

- In the process of looking at current professional development request process to see if there are a similar request process.

Student Scholarships:

- The Scholarship Committee would like to report that the ASC website now includes all of the Scholarship Recipients. The link to the recipients is https://www.bgsu.edu/administrative-staff-council/scholarship-opportunities/Scholarship_Recipients.html.

Liaison Reports:

Classified Staff Council (Jordan Cravens):

- Reviewed UT's furlough plan
- Shared updates from President Rogers/Viva McCarver meeting with ASC
- Shared breakdown of classified staff at each level of furlough plan (400 out of 450 are in the 0-\$49,999 band).
 - Are concerned with differentiation between furlough days on classified vs. administrative salary bands
- Focused on student success and how to help students with anticipated few staff
- Discussed continuation of severance discussions with ASC

Faculty Senate Representative (Margo Kammeyer):

- Final senate meeting of the academic year
- Dr. Rogers
 - Thanked faculty for the innovation and creativity they are using right now.
 - The governor extended the stay at home order until the end of May. At this time, BGSU will continue to remote work. We have also made the decision to be online in the summer. Working on changes to policies to reopen. Two different task forces that are working on this to make sure we open up in a safe environment. Plan to be open in the Fall as a reduced risk COVID campus. We need to ensure the safety of all members of the university and we are being creative in how we address these concerns.
 - We will need to be more creative and flexible in how we are delivering our courses for Fall.
 - Biggest challenge is that we are a residential and integrated immersive university. How do we move from this residential and integrated experience to provide this in a virtual or less COVID risk university.
 - We are in a budgetary challenge. In a period of budget, reductions and all aspects of the campus will be impacted. Reducing 26-27M on this campus and another 2M on Firelands. We are coming into this in a position of financial strength so we are able to spread this over 2 years. This allows us to be strategic and thoughtful as we plan for the second year. We are going into this model assuming we are going to be face to face in the Fall. Our enrollment planning is based on this. If we are fully online, our budget assumptions will dramatically change. Our experience will be different from what it typically has been.
 - Governors cut for higher ed could be from 10-13% for FY20; he is just now beginning to work with the legislature for cuts for FY21. We are modeling a 20% cut in SSI. We do not know the economic impact this will have on families for enrollment.
 - He has been asked why BGSU's numbers and cuts do not seem as large as other universities? Enrollment and SSI drives resources. 5 years ago, there were more students in public higher ed than today. BGSU is larger from an enrollment standpoint today than it was 5 years ago. We are one of the 3 comprehensive publics that have seen growth. We go into this by strength because we have been a growing institution. Innovation and creative nature that has gone on here has allowed the growth.
 - Keep thinking about the future and what we will invest in so that when we are on the other side of this, we can continue to grow.
 - Use a lot of open lines and retirements to handle a large component of this budget reduction. If enrollment comes in less, it will be more challenging. This is why taking 2 years allows us to be more strategic.
- Provost Whitehead
 - Congratulated colleagues that have received grants for their proposals for helping with COVID19.
- GSS VP
 - Pretty much done for the upcoming year
- USG - Alex Chiarelott
 - New president and VP. Transitioning. Planning to run the executive board through the summer.

Retiree Association (Laura Arnold): no report.

Ombuds Update: no report.

ASC Historian (Emily Gattozzi): no report.

University Committee Reports:

PACHWI (President's Advisory Committee on Health, Wellness, and Insurance): COVID – 19 Changes

<https://www.bgsu.edu/human-resources/employee/covid-19-updates.html>

- Families First Coronavirus Response Act (FFCRA)
 - The Families First Coronavirus Response Act, or FFCRA, requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The Department of Labor's Wage and Hour Division (WHD) administers and enforces the new law's paid leave requirements. These provisions will apply from April 1, 2020 through December 31, 2020. Emergency Responders are exempt from the FFCRA at Bowling Green State University.
- Health & Wellbeing During COVID-19
 - Impact Solutions provides resources for employees and families in a vast majority of situations. All services are confidential and provided by experience, licensed professionals.
- Tess – Chatbot
 - Tess simulates How a human would behave as a conversational partner while providing clinically proven coping skills and strategies based on expressed emotion.
- Staff that were contributing to dependent daycare accounts have been contacted and allowed to change their enrollment status due to daycares being closed. If / when daycares open again this year they will be able to adjust their contributions again.
- Still too early to know how COVID-19 will affect insurance costs. COVID-19 testing is covered at 100% through Medical Mutual

CIO:

- ITS loaned out over 90 laptops to students during this remote working period.
- ITS also loaned out laptops to staff during the remote working period which will need to be returned when staff return to campus.
- ITS was amazingly able to setup 2500 VPNs for faculty and staff to be able to work remotely in a very short amount of time. This allowed faculty/staff to move to remote work quickly.
- There are currently 2000+ Webex meetings being held per day. This does not take into account the other web conferencing platforms.
- ITS will need 1-2 weeks back on campus before faculty/staff come back in order to get computers turned back on. Computer labs have been powered down for months and will need time to get back up and running. Also, these computers will need to have software updates performed since they could not during the powered down period.
- ITS is looking at possibly replacing Qualtrics survey platform.

Old Business: none.

New Business: none.

Upcoming Dates:

- Next ASC Meetings is June 4, 2020 via WebEx

Good of the Order: none.