May 2022

Minutes 2020-2021

Bowling Green State University. Administrative Staff Council

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Administrative Staff Council (ASC)
Meeting Minutes
July 9, 2020
Via WebEx

In Attendance: Beth Ash, Andrea Boehme, Jaclyn Calderon, Becky Cogswell, Jordan Cravens, Stephanie Dalmacio, Gabe Dunbar, Teresa Earl, Kacee Ferrell Snyder, Mark Fox, Todd Glick, Maite Hall, Meghan Horn, Emily Hubbell-Staeble, Sophia Jakson, Taylor Jefferson, Jeremy Joseph, Kaitlyn Kuch, Lona Leck, Rebecca Lyons, Sharon McIntosh, Cordula Mora, Jacquie Nelson, Jenna Pollock, Cyndie Roberts, Jennifer Sayre, Victor Senn, Jaime Spradlin, Kari Storm, Kerrie Turner, Jennifer Twu, Shannon Tyler, Dennis Voss, Jamie Wlosowicz, Lily Young

Deb Lucio (CSC) and Laura Arnold (Retirees)

Substitutes:

Absent: Delaine Adams, Qasim Al-Shboul, Adam Arthur, Paul Bezdicek, Stephanie Brinkman, Travis Sheaffer, Sherri Sherock, Robin Stock, Cindy Valentine

Call to Order: Jordan Cravens, Chair of ASC, called meeting to order at 2:00

Guest Speaker: No guest speaker

Chair’s Report:
- Thoughts with our international students and IPP office as they navigate ever-changing legislation and rulings and help our students and faculty/staff.
- Thank you for serving extra length of term; normally ASC has a break in July, but decided to continue given current environment.
- Let’s celebrate that furloughs were rescinded
- Developing communication timeline/framework for ASC communications
- Advocating for a “seat at the table”
- Working on slate of speakers for future ASC Meetings
- Keep asking questions; we will get through this together

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

Full ASC Representative Discussion: none

Treasurer’s Report:
- Several anticipated expenses in FY20 did not happen due to travel restrictions and the move to remote work.
- Budget loads will be finalized soon, but we are in good financial standing.
- Development of final budget will happen once budgets are finalized.

Secretary’s Report:
- The June 4, 2020 minutes were emailed on June 15, 2020. There were no corrections received. J.Spradlin motion to approved minutes as sent. 2nd R. Lyons

Committee Reports:
• The committees for the current year are still being finalized and communications will be sent within the next month letting you know which committee you will be serving on.
• The 2019-2020 Awards and Recognition Committee will be opening up the awards submissions that were halted in the Spring.
• The committee hopes to have the deadline of July 31st for submissions and then virtually award prior to the start of the Academic year.
• Link to the awards https://www.bgsu.edu/administrative-staff-council/awards.html

Liaison Reports:

Classified Staff Council (Deb Lucio):
• Bumping is complete as of last week
• Planning on hosting another WebEx in July after next town hall
• We believe that some custodial staff have been recalled.

Faculty Senate Representative (Rebecca Lyons):
• President Rogers and Provost Whitehead both spoke about the town hall meetings and encouraged everyone to watch the first two and tune in on Monday, July 13th at 10am where they will be discussing Diversity, Facilities, and Health Protocols. Emphasized that the health and safety of all students, faculty, and staff is the most important factor in all decision that are made regarding COVID-19.
• Approved 5 resolutions
  o Resolution of support for the BSU/USG Joint Statement on Policing Reform from July 1
    ▪ Asking for 4 action steps
      • Requiring both Bowling Green State University Police Department and the City of Bowling Green Police Department to ban “chokehold” and “strangleholds”. And clearly define consequences and disciplinary action for officers who do not comply.
      • Require body camera acquisition process be expedited and all sworn officers to have body cameras by Dec. 31, 2020.
      • Require increased de-escalation training from accredited training programs.
      • Require the creation of a Police Accountability Board for both BGSU and City of BG Police.
  o Resolution on Conducting Faculty Senate Meetings Remotely
    ▪ Based on their charter and bylaws, voted to have all meetings remotely.
  o Resolution on the Appropriate Use of Facial Coverings in the Classroom
    ▪ Instructors maintain the right to dismiss from class students who refuse to comply or to dismiss the class if the offending student refuses to leave for not wearing a face covering.
    ▪ Any member of the University Community shall maintain the right to leave a shared space (including a classroom) that is occupied by a person who refuses to comply with the face covering guidelines.
  o Resolution on Holding Class Meetings During the COVID-19 Pandemic
    ▪ Supporting the decision of any instructor at the University to hold classes in remote (synchronous) mode at their discretion based on individual evaluations of the risks associated with teaching.
    ▪ The decision to move a face-to-face class to remote shall not impact student or formal evaluations or impact future employment.
    ▪ Instructors who choose to move instruction to remove shall inform their school directors of their decision.
  o Resolution to Conduct a Survey of the University Community
Creation of an Ad-Hoc committee to author and conduct a survey of all University Community subgroups to collect stakeholder’s level of comfort with the protocols and precautions as describes in the Return to Campus plan.

Retiree Association (Laura Arnold):
- All recent have been cancelled due to COVID.
- Held an online presentation via Zoom

Ombuds Update: no report.

ASC Historian (Emily Gattozzi): no report

University Committee Reports: none

Title IX committee
- Working through to create student policy and then will start working on faculty/staff policies

Old Business: none.

New Business:
- ASC Goals for 2020-2021
- HR Policy Review Discussion and Feedback (Draft Forms Attached)
  - Telecommuting
    - What about people that already telecommute or have regional jobs?
    - Will there be flexibility for those who have children in the school system but have to go to online instruction for those children or for other reasons?
    - Will this be a permanent policy or just during COVID?
    - Can you only work from home if you work at the University for a certain number of years?
    - Section E part 2 seems interesting when deciding who will be allowed to work remotely.
    - Is there a timeline? Once the request is submitted how long until the employees knows if the telecommute is approved or denied?
  - Community Health Requirements.
    - How will visitors be informed of this policy?
  - COVID-19 Personal and Community Safety Requirements
    - What defined as private work area? #4
    - How are we enforcing non-compliance?
    - How do people who have exemptions "prove" that when outside their department? Especially since that, proof would technically be a violation of HIPPA, correct?
    - I would also like to ask for more information on how the university plans to perform contact tracing.
  - Forward Falcon Commitment
    - When will students/faculty sign this policy? What if they don't sign?
    - How is the University tracking this?
    - I think they should clarify the symptoms. Some people live with headaches almost daily. I'm not going to email every time I have a headache.
Upcoming Dates:
- Updates from ASC Tuesday, July 14, 2020 via WebEx
  - Meeting Number: 161 816 1015
  - Meeting Password: 9JsuAtA7dh4
- Next ASC meeting, Thursday, August 6, 2020 via WebEx
  - Meeting Number 120 798 2330
  - Meeting Password JwWJP4bbe97

Good of the Order:
- E-campus calendar will not be changed [https://www.bgsu.edu/ecampus.html](https://www.bgsu.edu/ecampus.html)
- Check out Division of Diversity and Belonging Summer programing [https://www.bgsu.edu/equity-diversity-and-inclusion/workshops/programming-schedule.html](https://www.bgsu.edu/equity-diversity-and-inclusion/workshops/programming-schedule.html)
  - White Allyship - A conversation between Dr. Katie Stygles and Dr. Kacee Ferrell Snyder on what it is like to be White women doing diversity and inclusion work, and serving as allies
  - CWGE Book Club
    - Registration open in June. Hood Feminism: Notes from the Women that the Movement Forgot.
      - The Center for Women and Gender Equity is excited to host a summer book club where we will be reading and discussing Mikki Kendall's "Hood Feminism: Notes From the Women That a Movement Forgot" (2020), a book focusing on the failings of mainstream feminism and the Black, Brown, and Indigenous women left behind in "feminist conversations." Kendall moves us to consider a truly intersectional feminism.
      - Please express interest via the google form, and we will contact everyone to set up a time that will work for everyone. The book club will be held via weekly discussions through WebEx. [Sign up online](https://www.bgsu.edu/equity-diversity-and-inclusion/workshops/programming-schedule.html) today.

Adjournment: J. Spradlin moved that the meeting be adjourned and was seconded by R. Lyons.
Administrative Staff Council (ASC)
Meeting Minutes
August 6, 2020
Via WebEx

In Attendance: Delaine Adams, Beth Ash, Paul Bezdicek, Andrea Boehme, Stephanie Brinkman, Jaclyn Calderon, Becky Cogswell, Jordan Cravens, Stephanie Dalmacio, Gabe Dunbar, Teresa Earl, Kacee Ferrell Snyder, Todd Glick, Maite Hall, Meghan Horn, Emily Hubbell-Staeble, Sophia Jakcson, Taylor Jefferson, Jeremy Joseph, Kaitlyn Kuch, Rebecca Lyons, Sharon McIntosh, Cordula Mora, Jacquie Nelson, Jenna Pollock, Cyndie Roberts, Jennifer Sayre, Victor Senn, Jaime Spradlin, Kari Storm, Kerrie Turner, Jennifer Twu, Shannon Tyler, Dennis Voss, Jamie Wlosowicz

Deb Lucio (CSC) and Laura Arnold (Retirees)

Substitutes: none

Absent: Qasim Al-Shboul, Adam Arthur, Mark Fox, Lona Leck, Travis Sheaffer, Sherri Sherock, Robin Stock, Cindy Valentine, Lily Young

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

Guest Speaker: No guest speaker

Chair’s Report:
- Resumed monthly meetings with HR; many topics covered including parking e-mail, PPE, return to work, raises, support for families with grade school children or elderly relatives; task force work and representation; campus wide survey from faculty senate
- Held meetings with Faculty Senate (Matt Lavery) and David Jackson (Faculty Association). Will continue to meet regularly.
  - Also plan to resume Penta Chairs meetings
- 2020-2021 goals for ASC
  - Promote culture of Diversity and Belonging in line with strategic plan
  - Focus on employee well-being
  - Advocate for a “seat at the table”
- Gave update and rationale on the move from weekly ASC updates to transitioning to monthly ASC meetings.

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 July 9, 2020 minutes were emailed on July 14, 2020. No corrections were submitted. If there are no corrections J. Spradlin moved that the minutes be approved as sent and was seconded by A. Boehme.
- The committee lists will be finalized by the end of the week and you will receive an email advising what committee you will be serving on for the upcoming year. It will include the end of the year report from last year’s committee to give you a point of reference.
  - Prior to the September 3, 2020 meeting please:
    - Select either a Chair/Co-Chair/Tri-Chair (This person will be responsible for providing a written committee report to me prior to each ASC meeting and also giving a verbal update during the meetings.)
    - Create Goals that you would like to accomplish this year.
- Draft Communication timelines that you will have.
- Along with our ASC standing committees, we have created a Diversity and Belonging Adhoc committee for this year.

**Committee Reports:**

**Awards & Recognition (2019-2020 Committee):**
- Met today to work on final plans for the awarding of Awards to Administrative Staff
- Plans include plaques, fun awarding process, social media coverage as well as BGSU website coverage.
- Trying to make it special in a difficult time.

**Liaison Reports:**

**Classified Staff Council (Deb Lucio):**
- Did not have a meeting in July
- Next meeting is planned for August 19, 2020
- Meeting with Human Resources is scheduled for today August 6, 2020

**Faculty Senate Representative (Rebecca Lyons):** no report

**Retiree Association (Laura Arnold):** no report.

**Ombuds Update:**
- Three people have been selected to serve as Ombuds. Human Resources will be providing training during August and then we will update the website with their names and contact information.

**ASC Historian (Emily Gattozzi):** no report.

**University Committee Reports:** none

**Old Business:** none

**New Business:** none

**Upcoming Dates:**
- September 3, 2020 Jennifer McCary, Chief Diversity and Belonging Officer

**Good of the Order:**
- OhioLINK requesting starts again next Monday, August 10, 2020
- TRIO SSS grant was renewed for 5 more years!

**Adjournment:** J. Joseph moved that the meeting be adjourned and was seconded by A. Boehme.
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, Jacquei 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 commons 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 used 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-visited 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-Staebel (Chair) and Katrina Heilmeier (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 programing 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.
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

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.
What is your primary role at BGSU?

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<thead>
<tr>
<th>Response Type</th>
<th>#</th>
<th>%</th>
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</thead>
<tbody>
<tr>
<td>Faculty</td>
<td>348</td>
<td>33.14%</td>
</tr>
<tr>
<td>Faculty Administrator</td>
<td>48</td>
<td>4.57%</td>
</tr>
<tr>
<td>Staff (including administrative and classified)</td>
<td>654</td>
<td>62.29%</td>
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<tr>
<td>Total</td>
<td>1050</td>
<td>100.00%</td>
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</table>

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

<table>
<thead>
<tr>
<th>Response Type</th>
<th>Disagree/Strongly Disagree</th>
<th>Agree/Strongly Agree</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>#</td>
<td>%</td>
<td>#</td>
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<tr>
<td>Faculty</td>
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<td>24.42%</td>
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<tr>
<td>Faculty Administrator</td>
<td>11</td>
<td>22.92%</td>
<td>37</td>
</tr>
<tr>
<td>Staff</td>
<td>132</td>
<td>20.40%</td>
<td>515</td>
</tr>
<tr>
<td>Total</td>
<td>227</td>
<td>21.85%</td>
<td>812</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Response Type</th>
<th>Disagree/Strongly Disagree</th>
<th>Agree/Strongly Agree</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>#</td>
<td>%</td>
<td>#</td>
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<tr>
<td>Student</td>
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<td>14.59%</td>
<td>1241</td>
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<tr>
<td>Race/Ethnicity</td>
<td>4-year Graduation Rates</td>
<td>6-year Graduation Rates</td>
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<tr>
<td>--------------------------------------</td>
<td>-------------------------</td>
<td>-------------------------</td>
<td></td>
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<tr>
<td></td>
<td>Fall 2010 N=3,858</td>
<td>Fall 2011 N=3,807</td>
<td>Fall 2012 N=3,590</td>
</tr>
<tr>
<td>American Indian or Alaska Native</td>
<td>12.5% 37.5%</td>
<td>22.2% 55.6%</td>
<td>33.3% 44.1%</td>
</tr>
<tr>
<td>Asian</td>
<td>56.7% 73.3%</td>
<td>29.0% 54.6%</td>
<td>31.3% 50.0%</td>
</tr>
<tr>
<td>Black or African American</td>
<td>16.7% 37.0%</td>
<td>17.9% 36.6%</td>
<td>19.4% 32.9%</td>
</tr>
<tr>
<td>Native Hawaiian or Pacific Islander</td>
<td>0.0% 66.7%</td>
<td>33.3% 33.3%</td>
<td>100.0% 100.0%</td>
</tr>
<tr>
<td>Hispanic or Latino</td>
<td>24.3% 42.8%</td>
<td>26.0% 41.3%</td>
<td>26.8% 44.4%</td>
</tr>
<tr>
<td>White</td>
<td>37.0% 56.3%</td>
<td>38.9% 56.6%</td>
<td>42.3% 59.5%</td>
</tr>
<tr>
<td>Two or more races</td>
<td>16.2% 32.4%</td>
<td>24.7% 39.8%</td>
<td>26.8% 46.5%</td>
</tr>
<tr>
<td>Nonresident Alien</td>
<td>50.0% 72.5%</td>
<td>32.6% 58.1%</td>
<td>30.6% 61.1%</td>
</tr>
</tbody>
</table>

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.
Metrics

• 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.
Administrative Staff Council (ASC)
Meeting Minutes
October 1, 2020
Via Zoom

In Attendance: Delaine Adams, Adam Arthur, Beth Ash, Paul Bezdicek, Andrea Boehme, Jaclyn Calderon, Becky Cogswell, Jordan Cravens, Stephanie Dalmacio, Gabe Dunbar, Teresa Earl, Kacee Ferrell Snyder, Mark Fox, Todd Glick, Maite Hall, Katrina Heilmeier, Meghan Horn, Cyndie Roberts, Taylor Jefferson, Jeremy Joseph, Kaitlyn Kuch, Lona Leck, Rebecca Lyons, Cordula Mora, Jacquie Nelson, Jenna Pollock, Jennifer Sayre, Victor Senn, Kari Storm, Kerrie Turner, Jennifer Twu, Shannon Tyler, Cindy Valentine, Jamie Wlosowicz, Lily Young

Sandie Smetzer (CSC)
Laura Arnold (Retirees)

Substitutes: Leanne Huckaby (Sharon McIntosh)

Absent: Chris Frey (Faculty Senate), Qasim Al-Shboul, Stephanie Brinkman, Emily Hubbell-Staebel, Sophia Jackson, Travis Sheaffer, Dennis Voss

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

Guest Speaker: HR’s Suzi Saunders and Dr. Lisa Dubose; Professional Development Opportunities and Employee Assistance Program
- BRIDGE Trainings
  o Increased content – from BGSU and third-party programs
  o Interested in creating a BRIDGE training?:
    https://bgsu.teamdynamix.com/TDClient/2070/Portal/Requests/ServiceDet?ID=35688
- IMPACT Solutions
  o Employee Assistance Plan, trainings and resources for mental health
    ▪ https://www.bgsu.edu/human-resources/benefits/work-life-balance.html
- In Person Trainings
  o Currently on a hold due to COVID-19 and unsure when in person trainings will resume
- Question and Answer Period
  o Financial troubles and mental health concerns?
    ▪ IMPACT Solutions is private and confidential and is a free (5 visits per calendar year) benefit for all employees at BGSU. The only data that BGSU gets aggregate data on how many people use the services. The only time that BGSU would get more info if someone was threatening harm on another.
    ▪ There is budgeting information on IMPACT Solutions as well.
  o Have other departments on BGSU created trainings using BRIDGE?
    ▪ Yes, there are a variety of courses added by other departments, including Mandatory Reporter Training, Diversity and Inclusion courses, Environmental Health and Safety courses, and additional ITS courses. Some courses may be public and available for any employee to self-enroll in.
o Has HR ever considered organizing in house trainings?
   ▪ The Leadership Academy applies to be part of the program to have many topics of concern to create ongoing suggestions and programming. There are multiple sessions throughout the leadership academy to have instructors come in and give their knowledge on the topic.

- Upcoming Trainings:
  o Registration for the October 6th course: The Power of You by Diane Helbig from Impact Solutions is at this link: Registration URL
    ▪ [https://attendee.gotowebinar.com/register/3820431680441280780](https://attendee.gotowebinar.com/register/3820431680441280780)
    ▪ Webinar ID: 953-135-683

Chair’s Report:
- Board of Trustees Meeting
  o Dr. Rodgers received a 6-year contract extension and redirected his bonus to Diversity and Belonging efforts and student scholarships
  o Enrollment and retention are up – specifically e-campus and online learning.
  o Decrease in first year undergraduate students, specifically students of color and first generation college students.

- Meeting with Dr. Rogers
  o Strategic Plan 1.1 to address the post-COVID-world
  o Mental health concerns for staff
  o Changes during COVID-19 / what is here to stay at BGSU?
    ▪ Student expectations will shift during the classroom – more individualized attention, smaller groups, etc.
    ▪ Life Design is going to be the BGSU brand moving forward.
    ▪ Trends have shown that private universities have done better during the pandemic because they are offering in person classes still; public institutions have lost pell eligible and first-generation students to private universities.
  o Finances and Athletics
    ▪ 20% reduction through furlough for Athletic staff
    ▪ State cuts were not as bad as we thought, enrollment looks decent, but the decline in first year students will impact us for the next several years.

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.

Treasurer’s Report:
- We have not received any carryforward money, yet.

Secretary’s Report:
- The September 3, 2020 minutes were emailed on September 8, 2020. There were a couple of attendance corrections submitted. If there are no additional corrections would anyone like to
motion to approve the minutes. Andrea Boehme moved that the minutes be approved as sent and was seconded by Gabe Dunbar.

**Liaison Reports:**
- Classified Staff Council - Sandie Smetzer
- Faculty Senate Representative - Chris Frey
  - Rebecca Lyons
- Retirees - Laura Arnold
- Ombud’s Update
  - Margo Kemmeyer, Jeremy Joseph, Kari Johnson have recently been trained to be Ombuds
- ASC Historian

**Committee Reports:**

**Amendments & Policies:**
- Reviewing the committee goals
- Reviewing the BGSU Staff Handbook

**Awards & Recognition:**
- Spirit Award awarded to Eric Bell and Jay Similac.
- Would like to change the name of the Rookie of the Year Award to Newcomer of the Year Award – approved.

**Outreach & Activities:**
- BGSU Rec Center will provide 1-day passes to new hires
- Planning quarterly and semesterly outreach sessions for Administrative Staff
- Upcoming Toy Drive in November

**Personnel Welfare & Compensation:**
- Goals:
  - Updating the Administrative Staff Survey
  - Resubmit a proposal for an increase of income, paid days off (COVID relief), stipend for employees working from home, or something to provide additional compensation.
  - Creating a fair and equity policy – would not allow an interim role to be assigned to someone without compensation/stipend to honor the extra work.

**Professional Development:**
- Alternative methods for receiving professional development during the pandemic:
  - Looking for speakers to bring to BGSU for Administrative Staff that aligns with ASC goals

**Student Scholarships:**
- Will propose three changes within “new business”

**Diversity and Belonging Adhoc Committee:**
- Upcoming meeting, nothing to report at this time.

**Liaison Reports:**

**Classified Staff Council (Sandie Smetzer):** no report.

**Faculty Senate Representative (Rebecca Lyons):** Faculty Senate Reps met with President Rogers and Ben Batey at the last meeting and have the next meeting on Oct. 6.

**Retiree Association (Laura Arnold):** no report.

**Ombuds Update:** no report.

**ASC Historian (Emily Gattozzi):** no report.

**University Committee Reports:**

**PACHWI:** no report.

**Professional Affairs:** no report.

**CIO:** no report.

**Public Safety Advisory Committee:** no report.

**EEOC:** no report.

**Old Business:** none.

**New Business:**

- **Budget Update**
  - Operating budget has been reduced by less than $1,000
  - Adjustments to account for the budget reduction: professional development, room charges, telephone charges, and socials
  - Carryforward is up to $14,000 if we receive that money.
  - Rebecca Lyons motions to approve, Adam Arthur seconds and the budget was approved by 50% voting in favor of the adjustments.

- **ASC Student Scholarships**
  - Three changes for ASC Scholarships to vote on and current vote count:
    - Open up to International Students for Consideration – 35 to 2
    - Change in GPA Requirement – 27 to 7
    - Change the essay prompt – 29 to 1
  - AC Secretary will send out a reminder to get final votes in from ASC members with Oct 1, 2020 meeting minutes and all votes will be requested back by Wednesday, October 7, 2020.
Upcoming Dates:
- Nov 5, 2020 @ 1:30pm Guest Speaking: Konnie Nicholson-George, HR (benefits meeting)

Good of the Order: none.

Adjournment: Chair Cravens adjourned the meeting at 3:05pm
Administrative Staff Council (ASC)
Meeting Minutes
November 5, 2020
Via Zoom

In Attendance: Adam Arthur, Beth Ash, Paul Bezdicek, Andrea Boehme, Stephanie Brinkman, Becky Cogswell, Jordan Cravens, Stephanie Dalmacio, Gabe Dunbar, Teresa Earl, Kacee Ferrell Snyder, Mark Fox, Todd Glick, Maite Hall, Meghan Horn, Emily Hubbell-Staebble, Sophia Jackson, Jeremy Joseph, Lona Leck, Cordula Mora, Jacquie Nelson, Cyndie Roberts, Jennifer Sayre, Victor Senn, Travis Sheaffer, Kari Storm, Kerrie Turner, Jennifer Twu, Shannon Tyler, Cindy Valentine, Dennis Voss, Jamie Wlosowicz

Sandie Smetzer (CSC)

Substitutes:

Absent: Delaine Adams, Taylor Jefferson, Kaitlyn Kuch, Rebecca Lyons, Jenna Pollock, Jaime Spradlin, Chris Frey (Faculty Senate)

Call to Order:

Guest Speaker: Konnie Nicholson-George, Sr. Human Resources Representative (Benefits Presentation/Q&A)

- Open Enrollment: November 2, 2020- November 20, 2020 at 5pm
- Benefits
  - benefits@bgsu.edu < where you can send questions or benefits documentations
  - 419.372.8421 < HR benefits line
  - To access: Mybgsu > benefits information > benefits enrollment
  - Changes and updates are open – make sure you look at the life expectancy beneficiaries
    - Add a dependent – must have documentation (birth certificate)
    - Add a spouse – must have documentation (marriage certificate)
    - If you have a spouse on medical insurance, you have to redo the spousal certification form
- Plan A (FSA)
  - Rates have gone up and are listed on the website
  - $500 can roll over year by year through the FSA
  - FSA amount did increase – you can put in $2,750
  - Must reenroll each year to continue to have payroll deduction for the FSA
  - FSA for childcare or eldercare –
    - Up to $5,000 that you can put into this account
- Plan B (HAS)
  - Rates went down and are listed on the website
  - University contributions are added half in January and half in July.
  - There is no limit on how much can roll over by year through the HAS
  - HAS maximum has gone up ($3,600 individual, $7,200 for families – includes BGSU’s contribution)
  - Must reenroll each year to continue to have payroll deduction for the HAS
Chair's Report:

HR
- winter break being approved is a good indicator to pursue this for the future; PWC to work on this in late spring semester
- comparing enrollment to other publics in Ohio; BGSU in better position
- open enrollment; deadline Nov. 20 at 5 p.m.
- questions e-mail benefits@bgsu.edu as 3 people check this e-mail; can also setup MS teams meetings
- FFCRA

President (monthly)
- received clarification on campus “hibernation” Dec. 28-31; if you are to be working, you should have already been notified. (campus ops, bursar, reg and records, building maintenance, police, are among some staff who will need to work).
- wellness days in spring semester are for students; business as usual
- working with BOT on strategic plan pivot; next part of implementation involves shared governance groups (Cravens and Dunbar)
- discussed parking
- spring enrollment; working on January re-opening strategy
- staffing likely to remain status quo after Thanksgiving

Upcoming
- Sheri Stoll semester meeting
- Strategic plan 1.1 meetings

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.
- Post Election Resources: [https://www.bgsu.edu/dean-of-students/post-election-resources.html](https://www.bgsu.edu/dean-of-students/post-election-resources.html)
  o Nationally – 60-65% of eligible voters exercised their right to vote.
- Unity March with BGSU Athletics on November 11, 2020 at 12:00pm. The march will begin at Perry Field House and will end at the Stroh Center.

Secretary's Report:
- The October 1, 2020 minutes were emailed on October 2, 2020. No corrections were submitted beyond a few corrections related to attendance.
- ASC Student Scholarships
  o Three changes for ASC Scholarships went to vote and changes were approved moving forward:
    - Open up to International Students for Consideration – 35 to 2
    - Change in GPA Requirement – 27 to 7
    - Change the essay prompt – 29 to 1

Treasure's Report:
- ASC did receive carryover – $14,168.65

Liaison Reports:
Classified Staff Council (Sandie):
Executive board met with President Rogers 11/5/20. Conversation was similar to report from Chair Cravens. Reminder: Spirit of BG award for Classified Staff, please nominate someone! Considering another can food drive for February.

Faculty Senate Representative (Chris Frey): not on the call.
Retiree Association (Laura Arnold): not on the call.
Ombuds Update: there are new Obmbuds – Margo Kammeyer, Jeremy Joeseph, and Kari Johnson
ASC Historian (Emily Gattozzi): not on the call.

Committee Reports:

Amendments & Policies:
- Currently reviewing the Administrative Staff Handbook (Sections 1-3)
  - Reaching out to policy owners to verify information is still correct.
- Bylaw review – What is a “term” and clearly define start/end dates for Chair and Co-Chair.
- Next meeting – November 20.
  - Reviewing the rest of the Administrative Staff Handbook

Awards & Recognitions:
- There were no nominations for Spirit of BGSU award, please make sure to nominate someone you think is spirited at BGSU: https://www.bgsu.edu/administrative-staff-council/awards/spirit-of-bg.html

Outreach & Activities:
- Invited all new hires to have a meet and great today & plan to do new hire meetings 1x a month
- Upcoming holiday drive partnering with the Dean of Students – information coming to support local children.

Personnel Welfare & Compensation:
- Meeting later this week and will have updates to follow.

Professional Development:
- The group meet to discuss the rubric for selecting award recipients. Discussed updates we wanted to make to the ASC website to better communicate how applicants will be chosen. We plan to implement the new system for the Spring semester. We have only had one application for Fall.

Student Scholarships:
- No updates at this time – working with University Advancement to open up the scholarships.

Diversity and Belonging Adhoc Committee:
- Focus:
  - How to we make sure that ASC represents the full ASC staff?
  - What policies are important for administrative staff

University Committee Reports:
Library Advisory Committee Meeting 10/9/20:
• This summer the UL faculty and staff have been working remotely. Now returned to the building and have a flexible staffing plan for service hours to maintain lower concentration of people in the building while keeping all service points open.
• Started curb-side delivery in August. Various staff and services are coming back over time like OhioLINK delivery which was not available from March through part of August.
• Current attendance/gate count in the UL building is about one quarter of what it traditionally is.
• Acquisitions budget was decreased by 16% this year. Working closely with faculty and staff and the Controller’s Office to use some of the COVID/CARES funds to increase electronic holdings and electronic databases. Decrease will hopefully be for 2020-21 only. Print purchases are down.
• UL Remote Learning Support Flyer attached.

PACHWI Meeting 10/14/20:
• Open Enrollment will run November 2 – 20, 2020. You should have received a post card and the specific rate details will be released soon.
• Only changes in premium will be for Medical. There are no changes to the plans for 2021.
• Annual medical costs have had an 8% increase built in for medical expenses that were delayed during COVID. These medical expenses are assumed to be delayed into the next year.
• Would like to get back to meeting monthly to address topics that have been brought up before.
• Hoping that once COVID levels off we could have Ben Batey help us on some of the health initiatives.

Public Safety Advisory Committee:
I. Police Department
   1. New technology
      a. Body Cameras – by Jan. all officers will have them, but also have the ability to turn them off if given a reason
      b. Tasers – all officers had starting in Aug. records are kept of when they are charged or used
   2. Commission on Accreditation for Law Enforcement Agencies (CALEA) – took 1st steps to be accredited
   3. Ohio Collaborative – full accredited
   5. ALICE training (online) – through Bridge
   6. Safety phone app – working on finalizing to be able to call 911 directly based on location
   7. Dispatch staffing changes
   8. Office of Criminal Justice Services Grant – used to purchase new radios
  10. Voice logger system upgrade – new system will be installed in Dec.
  11. Election day planning – working with city and state officials, able to contact for support if needed

II. Emergency Management
   1. Comprehensive Emergency Management Plan
      a. 2020 revision
   2. Plan updates
      a. Infectious disease – Ben Batey reviewing
      b. Lighting Safety – reviewed annually
   3. BGSU Hazard Identification Risk Assessment (HIRA)
   4. AED Program
   5. COVID response and support
   6. Outdoor Warning Sirens
   7. AlertBG
   8. Emergency operations training platform

III. Parking
1. New Lot Rebuilds  
   a. Lots A, Q, & 21-added a total of 60 faculty staff spaces and 67 commuter spaces  
2. Rebuild of lot entrances  
   a. Lots 3 and 4-smoothed out entrances to avoid accidents  
3. Camera Installation  
   a. Lots A, C/16, G, Q, 1, & 21-newly installed or upgraded  
4. LED lighting project in campus lots –project complete by Thanksgiving  
5. Parking Lot counter technology-lot 21 testing site for app to let students/staff know how many space are available  
6. PayByPhone App-being used more than Kiosk  
7. 2020 “Toys for Tickets” –still finalizing details for this  
8. Only students employed as enforcers of parking.  

IV. Shuttle  
1. Shuttle route operations-same routes and some number of busses as last year.  

Old Business: none.  

New Business: none.  

Upcoming Dates:  
• Next ASC meeting, December 3, 2020 with Andy Alt, Associate Vice Provost for Student Success and Life Design  

Good of the Order:  
• International education week –photo contest for students, Faculty, and staff:  
  https://www.bgsu.edu/international-programs-and-partnerships/international-education-week.html  
  https://events.bgsu.edu/event/thankful_to_be_a_falcon#.X6RR1dt7ngq  

Adjournment: Chair Cravens motions to adjourn and Andrea Boehme seconds the motion. Meeting adjured by Chair Cravens at 2:25pm.
Administrative Staff Council (ASC)
Meeting Minutes
December 3, 2020
Via Zoom

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

Sandie Smetzer (CSC)

Substitutes:

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

Call to Order: Chair Cravens called the meeting to begin at 1:30pm on 12/3/20
  - ASC Introductions
    - Cyndie Roberts and Todd Glick

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

Chair’s Report:
  - Recap semester meeting with Sheri Stoll; monthly meeting with President Rogers and monthly meeting with Human Resources.

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

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

Treasure’s Report:
• All awards recipients have received their awards other than that no changes over the last month.

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

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

Retiree Association (Laura Arnold):
• No report.

Ombuds Update:
• There were no contacts made.

ASC Historian (Emily Gattozzi):
• Not on the meeting.

Committee Reports:
Amendments & Policies:
• Continuing to review the Administrative Staff Handbook to verify content and reaching out to campus stakeholders when needed. Will be reviewing Bylaws in December meeting and will propose new language in future meetings.

Awards & Recognitions:
• Over 20 nominations for the Sprit of BG award last month!
• Looking towards next semester to see how we will run awards for the end of the year banquet.

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

Personnel Welfare & Compensation:
• Working on putting a survey together for staff to make some recommendations for a compensation proposal.

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

Student Scholarships:
• ASC scholarship website page was updated with the changes
• Working through the final updates on the searchable scholarship updates

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

University Committee Reports:
CIO:
• Voicemail to e-mail will be rolling out in a little over a week.

Old Business: none.

New Business: none.

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

Good of the Order:
• Theory of Relativity thru BGSU Arts ($5)
How we are interconnected

• Recreation and Wellness
  o Free group fitness classes through the end of the year.
• Ohio Ethics Training is due December 23, 2020.

Adjournment: Jeremy Joseph makes a motion to adjourn and Rebecca Lyons seconds the motion. Meeting is adjourned at 2:37pm.
In Attendance: Adam Arthur, Beth Ash, Paul Bezdicek, Andrea Boehme, Becky Cogswell, Jordan Cravens, Gabe Dunbar, Kacee Ferrell Snyder, Todd Glick, Meghan Horn, Emily Hubbell-Staebel, Sophia Jackson, Jeremy Joseph, Lona Leck, Cordula Mora, Stephanie Dalmacio, Jennifer Sayre, Jacque Nelson, Victor Senn, Kari Storm, Kerrie Turner, Jennifer Twu, Shannon Tyler, Dennis Voss, Jamie Wlosowicz, Katrina Heilmeier, Delaine Adams, Kaitlyn Kuch, Rebecca Lyons, Cyndie Roberts, Teresa Earl, Mark Fox, Cindy Valentine, Travis Sheaffer, Jaci Calderon

Substitutes: Lisa Addis (Jenna Pollock)

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

Call to Order: Chair Cravens called the meeting to begin at 1:30pm.
  • ASC Introductions
    o Meghan Horn and Lily Young

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

Chair’s Report:
  • Summary of meeting with HR, summary of meeting with President Rogers - participating in strategic plan pivot task force.

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

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

Treasure’s Report:
• The expensive report will be attached in the minutes.

Liaison Reports:
Classified Staff Council (Sandie):
• Push for Student Emergency Fund – bgsu.edu/falconrelief

Faculty Senate Representative:
• No updates.

Retiree Association (Laura Arnold):
• No updates.

Ombuds Update:
• No updates.

ASC Historian (Emily Gattozzi):
• No updates.

Committee Reports:
Amendments & Policies:
• Moving forward with proposing changes to the Administrative Staff Handbook and Bylaws. Meeting in the next few weeks to finalize these before next ASC meeting.

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

Paul Valdez - August
Kim Brooks - September
Michael Leopardo - October
Claire Hoover - November

Reviewed Communication Calendar

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

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

Annual Awards and Celebration of Administrative Staff
Proposed several ideas that will be vetted by the committee and ASC executive for a decision.

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

Outreach & Activities:

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

Personnel Welfare & Compensation:

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

Professional Development:

- Nothing to report.

Student Scholarships:

- Scholarship application is up and running on Academic Works. Over 100 applications have been received and another 100 or so have been started. The committee is meeting to make a game-plan so we can complete the review efficiently.
Diversity and Belonging Adhoc Committee:
- We are encouraging all ASC members to complete the survey no later than February 2 (our next meeting). Your answers will help us with future recruitment efforts.
- ASC Survey: [https://forms.office.com/Pages/ResponsePage.aspx?id=nXLLzQZRfE23W6MMRV1bCjbsFHJBRpFsROanxUV2ctUQzBFNF8MT1YyQ0EyVjhFUjZORFA2R1Q3NC4u](https://forms.office.com/Pages/ResponsePage.aspx?id=nXLLzQZRfE23W6MMRV1bCjbsFHJBRpFsROanxUV2ctUQzBFNF8MT1YyQ0EyVjhFUjZORFA2R1Q3NC4u)

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

Old Business: none.

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

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

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

Adjournment: Chair Cravens motions to adjourn at 1:49pm and Emily Hubbell-Staeble seconds the motion.
Administrative Staff Council (ASC)
Meeting Minutes
February 4, 2021
Via Zoom

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

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

Substitutes: Seth Campbell (Kacee Ferrell Snyder)

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

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

- ASC Introductions
  - Seth Campbell

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

Wellness Day - February 18:

- Free Glow Cycle Classes and Smoothies
  - Free 30-min cycle classes offered at 12:15 PM & 1 PM at the Student Recreation Center, Studio A. SRC membership is not required, but reservations are. Reserve your spot [HERE](#).
  - Free smoothies provided by Dining Services available in the SRC lobby from 12 – 1:30 PM

- Free Meditation Session
  - 2 – 2:30 PM at the Student Recreation Center, Studio B. Reservations required [HERE](#)
  - Relieve stress with this guided meditation, that includes practicing breathing exercises, visualizations, setting intentions, and a distant Reiki session. You will leave feeling relaxed, refreshed, and recharged.
  - Please bring a yoga mat and anything to make yourself comfortable. A blanket, hand towel, and pillow are wonderful to use.
  - Facilitated by Maria Signorino, a BGSU student who is certified in Reiki level one & level two. Maria loves to travel, be in nature, do yoga, and live in the present. She
is very passionate about becoming the best version of herself and providing Reiki for others.

Wellness Day - February 19: #100repchallenge in Eppler South Gym
- Move for your Mood & Heart Health! Stop by the Eppler South Gym between 11 AM – 1 PM to complete a fun bodyweight exercise circuit and enjoy free recovery snacks afterwards. All who complete the challenge are entered in a raffle for THRIVE well-being prizes.

Chair’s Report:
- Diversity and Belonging Council Updates
- Meeting with HR
- Upcoming meeting with President Rogers

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

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

Treasure’s Report:
- No report.

Liaison Reports:
Classified Staff Council (Sandie):
- Recapped meeting with President Rogers related to retention, housing, and COVID

Faculty Senate Representative:

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

Provost Whitehead
- Gave update on ASL program and answered questions

Ben Batey
- Gave update on COVID-19

Business Items
- Passed a Memorial Resolution Honoring the Life of Andrew Kozal
• Passed Resolution on Use of Gender Inclusive Language in Academic Charter
• Presentation on Land Acknowledgement

Retiree Association (Laura Arnold):
• Change in leadership – Christ Dunn stepped down; Ellen Williams will be the interim term.

Ombuds Update:
• 2 contacts this month

ASC Historian (Emily Gattozzi):
• No updates.

Committee Reports:
Amendments & Policies:
• Meeting Week of 2/9 to review Bylaws and propose to Executive Council at next meeting.

Awards & Recognitions:
• Nomination deadline March 31

Outreach & Activities:
• Past Items
  o 19 Can food items were turned in to the Huntington Building and donated from the ASC Drive for the MLK Food Drive
  o February 4th Meet & Greet of New Hires
    • 6 New ASC Staff Members attended

• Upcoming Items
  o February 18th & March 16th – Virtual Bingo Night
  o Registration coming soon

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

Professional Development:
• We meet to discuss how to increase professional development opportunities around ASC goals. IDEAS: 1 is on employee wellness, specifically physical wellness. We discovered that Environmental Health and Safety will do 1 on 1 ergonomic assessments of staff workspaces for free. They also have online trainings. More about that later. We
also are working on creating learning groups around the ASC goals. We have looked into free resources through HR and created themes. Later this month we'd like to send an email out to Admin staff to start creating the groups.

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

**Diversity and Belonging Adhoc Committee:**
- Don’t forget to fill out survey if you haven’t done so already: [https://forms.office.com/Pages/ResponsePage.aspx?id=nXLLzQZrfE23W6MMRV1bCj-bsFHJBRpFsROanxUV2ctUQzBFNFBMT1YyQ0EyVjhFUjZORFA2R1Q3NC4u](https://forms.office.com/Pages/ResponsePage.aspx?id=nXLLzQZrfE23W6MMRV1bCj-bsFHJBRpFsROanxUV2ctUQzBFNFBMT1YyQ0EyVjhFUjZORFA2R1Q3NC4u)
- Will be working to get more people running for ASC in the coming months.

**University Committee Reports:**
  **CIO:**
  - 2/17/21 is the next CIO meeting

**Old Business:** none.

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

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

**Good of the Order:** none.

**Adjournment:** Chair Cravens moves to adjourn the meeting at 3:04pm; Emily Hubbell-Staeble seconds.
Monthly Meeting Agenda (via Zoom)
March 4, 2021

In Attendance: Adam Arthur, Paul Bezdicek, Andrea Boehme, Becky Cogswell, Jordan Cravens, Gabe Dunbar, Todd Glick, Meghan Horn, Emily Hubbell-Staebel, Sophia Jackson, Jeremy Joseph, Cordula Mora, Stephanie Dalmacio, Jennifer Sayre, Victor Senn, Kari Storm, Kerrie Turner, Jennifer Twu, Shannon Tyler, Dennis Voss, Jamie Wlosowicz, Kaitlyn Kuch, Rebecca Lyons, Cyndie Roberts, Teresa Earl, Mark Fox, Jaci Calderon, Jenna Pollock, Stephanie Brinkman, Beth Ash, Kacee Ferrell Snyder, Jacquie Nelson, Katrina Heilmeier, Maite Hall, Taylor Jefferson, Sandie Smetzer (CSC), Chris Frey (Faculty Senate)

Absent: Lona Leck, Jamie Wlosowicz, Cindy Valentine, Travis Sheaffer

Welcome/Get to know 2 new admin staff
- Substitutes–Please type in chat box
  a. No substitutes
- The Spirit of BG Award was presented to Maite Hall
  o Taylor Jefferson from the Awards Committee took a group photo

Guest Speaker- None

Chair’s Report
- Victor and Jordan met with the President
- Victor and Jordan met with Viva
- Meeting to discuss compensation request is scheduled with CFO Stoll and CHRO McCarver
- Continuing to advocate ask questions around restructuring

Open Forum (20 minutes)
- Jeremy Joseph said that individuals continue to ask questions on whether the University will utilize a pass/fail, satisfactory/unsatisfactory model this semester
  o Rebecca Lyons answered that Faculty Senate approved the use of these models for undergraduate students for the spring and summer
- Cynthia Roberts said she has been asked by several colleagues whether there is any thought to extending remote work arrangements.
  o There was not an answer for this so Jordan will be asking this questions in upcoming meetings with leadership
- Jordan mentioned that this is the time of year that student employment looks for their award winners, the link is below to nominate individuals is below.
  o https://www.bgsu.edu/student-employment-services/services-events/Student-Employee-of-the-Year.html

Secretary’s Report
The February 4 meeting minutes were sent on February 5
  - Rebecca Lyons moved to accept the minutes
  - Todd Glick seconded them

**Treasurer’s Report**
- Jeremy Joseph reported that 9 Spirit of BG Awards have been awarded and the 10th will be awarded soon
- All scholarship dollars allocated last year have been disbursed and for this year we are up $250 on the amount raised this year over last

**Liaison Reports**
- **Classified Staff Council-Sandie Smetzer & Victor Senn-Liaison**
  - Classified staff council continues to meet virtually on a regular monthly basis allowing the first 15 minutes as an “open Forum” format for questions and concerns from staff across campus. We consult with HR on questions from fellow classified staff to ensure accuracy of answers. Thanks to Viva and Sandy for our continued open lines of communication and monthly meetings.
  - Meetings have started back up with Sherri Stoll. Deepest thanks to Sherri and her team for reimbursing accrued hours used during COVID-19 “shut down”.
  - CSC participated in the MLK Day food drive, and we collected over 200 cans of food to donate to area food banks.
  - We will soon be asking staff for their Staff Outstanding Service Award, Classified Staff Team award and Spirit of BG Award nominations. Although we won’t be hosting our regular CSC banquet we are brainstorming others way to acknowledge the winners while “socially distancing” but still coming together to celebrate staff across campus.
  - Gretchen Avery and Chris Snyder are participating in the President’s Strategic Plan committee, and are working to help develop the university’s mission addressing diversity, and in turn how CSC are looking for ways to attract a more diverse council.

- **Faculty Senate Representative-Chris Frey & Rebecca Lyons-Liaison**
  - Faculty Senate passed the S/U grading option for spring 21 and summer 21. Now waiting on Provost approval.
  - Elected new secretary and Vice-Chair.
  - Approved changes to the Physical Education Health Education program plans.
  - Had a report from Jodi Webb on the uptick in academic honesty cases.
  - Reviewed Chosen Name Policy.
  - Discussed Falcon Media reporting lines and change announcement.

- **Retirees-Laura Arnold**
  - No report

- **Ombuds Update**
  - One case was brought forward last month.
- ASC Historian

ASC Committees
- Amendments & Policies
  o New changes will be voted on later in the meeting
- Awards & Recognitions
  o Spirit awards for February and March have been given out
  o The committee is looking for nominations on year end awards and the deadline to do so is March 30
  o The committee is working with Scholarships to create a video that will serve as the program for a typical Awards banquet
- Outreach & Activities
  o The committee hosted their first virtual bingo and have another one on March 16, prizes will be available for pickup at the Huntington front desk
  o There will be coffee meet and greats scheduled and there is an April new hires meet and great scheduled
- Personnel Welfare & Compensation
  o The compensation request has been completed and submitted
  o Feedback has come in and the group is continuing to accept feedback
- Professional Development
  o An email was sent out yesterday to introduce new learning groups
  o The deadline for grants has been extended to April 2
- Student Scholarships
  o The committee received over 500 applications and will begin the process of reviewing them to finish this process before April 1
  o The committee is working with Awards to create a video and an additional call for donations leading up to BGSU One Day
- Diversity and Belonging Ad hoc Committee
  o The committee met yesterday to prepare a report for an upcoming meeting with exec to provide recommendations for the upcoming year
  o The committee shared resources for planning accessible events and increasing accessibility in documents

University Committee Reports
- No reports

Old Business
- No old business

New Business
- Chosen Name Policy (feedback requested)
- Non-Discrimination in Employment Policy – updated (feedback requested)
  o Time was given up until Friday at noon for individuals to provide feedback
- Policy and Amendment update (vote requested)
Becky Cogswell presented the changes
Gabriel Dunbar motioned to vote
Rebecca Lyons second the motion
The vote was approved 32-0

Upcoming ASC Dates
- April 1 @ 1:30 p.m. - CFO Sheri Stoll
- BGSU One Day April 6-7

Good of the Order
- The Learning Commons will be hosting their annual tutor fair at the end of the month
- The STEM department is hosting a symposium for high school students across Ohio with over 200 students involved
- The second round of HERF funding has passed and students will be awarded or be able to apply on Friday

Adjourn
- Rebecca Lyons moved
- Mark Fox seconded
In Attendance: Adam Arthur, Paul Bezdicek, Andrea Boehme, Becky Cogswell, Jordan Cravens, Gabe Dunbar, Todd Glick, Meghan Horn, Emily Hubbell-Staeble, Sophia Jackson, Jeremy Joseph, Cordula Mora, Stephanie Dalmacio, Jennifer Sayre, Victor Senn, Kari Storm, Kerrie Turner, Jennifer Twu, Shannon Tyler, Dennis Voss, Kaitlyn Kuch, Rebecca Lyons, Cyndie Roberts, Teresa Earl, Mark Fox, Jaci Calderon, Jenna Pollock, Stephanie Brinkman, Beth Ash, Kacee Ferrell Snyder, Jacquie Nelson, Katrina Heilmeier, Maite Hall, Taylor Jefferson, Cindy Valentine, Travis Sheaffer, Lona Leck

Sandie Smetzer (CSC)

Absent: Jamie Wlosowicz, Chris Frey (Faculty Senate)

Welcome/Get to know 2 new admin staff
- Substitutes-Please type in chat box
  a. No substitutes

Guest Speaker- Sheri Stoll, Chief Financial Officer

Chair’s Report
- Meeting recap from University Council, Sheri Stoll, and President Rogers
- Upcoming meeting with HR
- Invited comment on return to work/telecommute policy feedback.

Open Forum (20 minutes)

Secretary’s Report
- 3/4/21 meeting minutes were sent out on 3/11/21 and there were no changes made.
- Elections are upon us – if you have received notice that your term is up, please feel free to self-nominate or share with colleagues who may be interested in joining ASC. Nominations will close on May 14, 2021.

Treasurer’s Report
- The mystery credit of approximately $1300 for last month was corrected.

Liaison Reports
- Classified Staff Council-Sandie Smetzer & Victor Senn-Liaison
  o Grieving for colleagues and family of Anna Kelling; discussing ways to honor her life; recent meetings with HR, Sheri Stoll.
- Faculty Senate Representative-Chris Frey & Rebecca Lyons-Liaison
  o No report.
- Retirees-Laura Arnold
  o No report.
- Ombuds Update
  o No contacts.
ASC Committees
- Amendments & Policies
  o We’re working on drafting a change to the ASC Charter – Membership of Administrative Staff Council section to incorporate ASC’s commitment to Diversity and Belonging. More updates to come in April ASC meeting.
- Awards & Recognitions
  o Awarded April Spirit Award to Taylor Jefferson, Intercollegiate Athletics, Nominated by Kit Hughes
  o Filmed portions of the Award Banquet Video at WBGU with President Rogers, ASC leaders (Jordan Cravens, Victor Senn, Jenna Pollock, Jamie Wlosowicz, and Van Wright - emcee.
  o Received a total of 24 eligible nominations for annual awards. Several nominations were submitted for non-eligible individuals.
  o Award "Banquet" Video launches April 30.
- Outreach & Activities
  o Virtual Bingo – held our last event March 16 (14 participants)
  o Monthly Meet & Greets with new ASC, held April 1 (11 in attendance)
  o Committee meets week of April 5 to plan for final events of Spring 2021
- Personnel Welfare & Compensation
  o We are planning to reconvene as a group to discuss the feedback received from the Compensation Report and figure out what our next steps are for this committee.
- Professional Development
  o 34 people signed up for learning groups. Committee has divided them into their groups and shared the suggested trainings. Most groups have begun the process, a survey will be sent mid-April to get feedback.
- Student Scholarships
  o The scholarship subcommittee has completed the review of almost 500 scholarship applications. Through our rubric and keeping in mind the goals of ASC, we have selected the following students.
    - Kathlyn Richmond
    - Anthony Rucci
    - Samantha Shoemaker
    - Viviana Robinson
    - Leah Dawson
    - Jimar Curry
  o The ASC scholarship also has a fund through BGSU One Day. If you are interested in donating, here is the link. To select the ASC scholarship, you need
to select “Additional Scholarships” under the first dropdown box and then “Administrative Staff Council” in the second dropdown.

- Diversity and Belonging Ad hoc Committee
  - Next year we will have a member of the ad-hoc committee also join each of the other committees to bring a different perspective to the committee.
  - Want to make your own Zoom meetings more accessible? Learn how to enable live captioning on zoom [here](#).

University Committee Reports
Old Business
  - None.

New Business
  - Denim Day ASC Resolution – PASS unanimously

Upcoming ASC Dates
  - April 1 @ 1:30 p.m.-CFO Sheri Stoll
  - BGSU One Day is next week April 6-7
  - May 6 @ 1:30pm – BOT Chair Betty Montgomery and Vice-Chair David O’Brien

Good of the Order
Adjourn
In Attendance: Adam Arthur, Paul Bezdicek, Andrea Boehme, Becky Cogswell, Jordan Cravens, Gabe Dunbar, Todd Glick, Meghan Horn, Sophia Jackson, Jeremy Joseph, Cordula Mora, Stephanie Dalmacio, Jennifer Sayre, Victor Senn, Kari Storm, Jennifer Twu, Dennis Voss, Kaitlyn Kuch, Rebecca Lyons, Mark Fox, Jaci Calderon, Jenna Pollock, Beth Ash, Kacee Ferrell Snyder, Jacquie Nelson, Maite Hall, Cindy Valentine, Lona Leck, Jamie Wlosowicz, Travis Sheaffer, Stephanie Brinkman

Absent: Emily Hubbell-Staeble, Kerrie Turner, Shannon Tyler, Teresa Earl, Katrina Heilmeier, Taylor Jefferson, Sandie Smetzer (CSC), Chris Frey (Faculty Senate)

Welcome/Get to know 2 new admin staff
- Substitutes-Please type in chat box

Guest Speakers
- Betty Montgomery, Chair; BGSU Board of Trustees
- David O’Brien, Vice-Chair; BGSU Board of Trustees

Chair’s Report
- Meetings with President Rogers and HR; main focus areas included Academic Advising transitions; safety in the workplace; return to work
- Asked for review of employee and dependent fee waiver
- ASC Awards Video – a highlight of tremendous work of administrative staff and a reminder of why our work is important.
- Encouraged nominations for ASC. Deadline May 14, 2021.
- Going on parental leave May 18-June 28. Victor will step in early.

Open Forum (20 minutes)

Secretary’s Report
- On 4/7/21 the meeting minutes from the 4/1/21 meeting was sent to ASC. There were not changes or adjustments made.
- Nominations for 2021-2022 ASC are open!
  - If your term is up in 2021, I have notified you – if you have any questions, please let me know.
  - Make sure you self nominate or nominate someone else for ASC or an officer position!
  - Please make sure that you are aware of when your term ends and encourage folks to get involved!
- Nominations are open until 4/14/21
Treasurer’s Report
  - Expense Report attached

Liaison Reports
  - Classified Staff Council-Sandie Smetzer and Victor Senn-Liaison
    o No report.
  - Faculty Senate Representative-Chris Frey and Rebecca Lyons-Liaison
    o No report.
  - Retirees-Laura Arnold
    o Working on planning for next year.
  - Ombuds Update
    o No report.
  - ASC Historian
    o No report.

ASC Committees
  - Amendments & Policies
  - Awards & Recognitions
    o ASC Celebrates 2020-21 Award Winners
    o Monthly spirit awards will continue over the summer!
  - Outreach & Activities
    o There is one more “meet and greet” for the 2020-2021 academic year.
  - Personnel Welfare & Compensation
    o Currently working on a follow-up e-mail to send over to Higher Administration, in regards to the Compensation Request FY22. This follow-up is to inquire about gaining some additional information on what decisions and/or next steps may be going occur. It is our hope that we would be provided with an outline of what requests were accepted or denied, as well as any compromise that may be made, with regards to the request.
    o The committee has drafted an ASC survey to gain some additional insight and information from the Administrative Staff, to help us advocate and serve Administrative staff better in the years to come. (This survey is currently being reviewed in order to continue with the process).
  - Professional Development
    o No report.
  - Student Scholarships
    o All (6) scholarship recipients have accepted the awards and have sent thank you emails. Committee has begun brainstorming ideas for a summer fundraiser.
  - Diversity and Belonging Ad hoc Committee
    o No report.

University Committee Reports
  - Public Safety Advisory Committee
    o Officer hiring process is being reviewed at a national level versus just throughout Ohio.
Old Business
New Business
  - Feedback requested on PWC Survey
Upcoming ASC Dates
  - June 3 @ 1:30 p.m. –Final ASC meeting
Good of the Order
  - Academic Enrichment Camps and Summer Camps and Programs - 2021 Summer
  - Recreation and Wellness Summer Programming
  - BGSU OneDay we raised over 1.4 million dollars for BGSU students.
Adjourn
  - Meeting ended at 2:50pm.