Administrative Staff Council
Meeting Minutes
Thursday, December 5, 2013
www.bgsu.edu/asc

In Attendance:
Eric Bucks; Eve Crandall; Donna Dick; Laura Emch; Leslie Galan; Brigitte Green-Churchwell, Michael Hachtel; Mike Kudela; Krishna Han; Gail Houtz (Classified Liaison); David Janik; Jeremy Joseph; Jeanne Langendorfer; Benjamin Martin; Karen Meyers; Ryan Miller; Connie Molnar; Emily Monago; Sherri Orwick Ogden; Steven Overholt; Adam Petrea; Ray Plaza; Brett Pogan; Abby Priehs; Marlene Reynolds; Anthony Short; Thomas Siebenaler; Kurt Thomas; Jennifer Twu; Robin Veitch; Mary Beth Zachary

Guest Speakers:

a) Beth Ann Rife & Lori Smith, Human Resources – Re: Hire Touch

Also present with HR: Margo Kammeyer and Lori Beeman

After the first of the year, the University is implementing an applicant recruiting software with Administrative Staff being the first affected group. Rationale for software implementation is that the previous process to hire administrative staff took a lot of time and as a result, applicants were finding other opportunities as the process was too complicated. The process also was time consuming for HR, as much of the process was manual. In August 2012, HR conducted an analysis in an attempt to reduce and streamline the current 100 step process. Many Administrative Staff were involved in this review.

The conclusion was an online application process for applicants to apply was needed. As a result of those findings, Hire Touch was the application process chosen. It will allow the campus community to get data electronically from the point of the application through the point of hiring. It can identify everything in the process. The system allows integration with CSS/Peoplesoft. Applicants can upload resume, transcript, cover letter, etc.

HR will be contacting hiring managers for training. JAQ must be approved for the position first. Jeff (Shetzer) and Lori (Beeman) will conduct the training including search committees and chairs. Anyone who wants to apply for an administrative staff position will have to go online to apply.

Questions:

How will this affect the current positions and tracking?
A: It will be different. You will be able to see where we are in the process. You will only see what applies to you.

Will pay grade still be a part of the job description?
A: Pay grade will still be a part of the job description.

HR comment: Classified Staff will be next for this process.
**What is the extent of the training?**

A: First is hiring manager or hiring personnel. We can’t train everyone because it would be too much to be retained. Lori will do tutorial videos. We want to sit with you and walk you through the process. You will be able to follow steps also.

**Will there be a conclusion notification to the applicant? (i.e. you didn’t get the job)**

A: Big part of this software is communication. Notifications are given throughout the process, which is a nice feature of this software.

**Can you provide a little of what it looks like?**

A: You will create your own user identification and password. It will ask if you are a current BG employee and will ask applicant for resume. It will show step by step how to submit cover letter, resume, transcript, etc. It will save information if you are applying for multiple jobs, but you will still have to upload documents each time. It will ask for the highest degree applicant has attained. This will help rule out applicants who may not be qualified based on the degree requested. Example: position requiring a master degree will rule out bachelor degree applicants.

**Do they have very lengthy applications like other online software (i.e. wanting to know all previous employment history)?**

A: We don’t think it is lengthy, but you don’t have to fill out if you are attaching a resume. It takes approximately ten minutes the first time and five minutes the second time.

**Is this being looked at for student employment as well seeing that we don’t have a student...**

A: Not at this time.

**You already answered question as to time. Is the hiring manager or search chair/committee capable of retrieving data that ranks top candidates?**

A: We don’t rank candidates: we only see if they meet qualifications for position. The data can be extracted into an Excel spreadsheet.

**Can you take screen shots so everyone can see without applying?**

A: Yes. Consider who your main person who would be responsible for hiring – get them in touch with us.

**How are you rolling out to the University?**

A: Only to Administrative Staff via communication stating new process beginning after the first of the year.

**Chair’s Report:**

a) University Council met on the 18th. At that meeting:
   i. United Way came to us
   ii. Accenture update (out dated now) – next Tuesday is report (Sherri will meet with Mike and Emily; get questions to them quickly)
   iii. Rodney Rogers Strategic Plan: career maps and systems
   iv. Accel. Masters plans
v. President’s State of Union Address
   1. Partnership with Owens
   2. Columbus State & OSU are additional partnership considerations
   3. Regional community colleges were mentioned
   4. Jill Carr gave update (more from Emily)
   5. Jill & Rodney gave presentation: recruitment to graduation; state requested information – will use answers to develop master plan.

Q: Retention: anything different or jumped out?
   A: No. What they are answering are specific questions from the state (relative to SSI)

b) Emily Monago’s Report: (w/Ray Plaza)

Retention update: No meeting with Andy Alt took place prior to the December ASC meeting. As part of the ongoing retention discussion, Ray Plaza will share information relative to Undergraduate recruitment to graduation. Ray provided two handouts: 1) Understanding the Traditional Undergraduate Pipeline from Recruitment to Graduation packet. 2) Total Degrees Conferrd at BGSU (2006/07 ~ 2012/13). ASC discussed the information and the handouts. The information provided was for the Main Campus only. Retention and financial aid also discussed. Council will continue to keep retention issues as a focus of discussions to find ways individuals in their respective areas can support this initiative.

Some points Ray identified: Handout 1
Pg. 1 – Focus: Why students leave~deregistration: first year students is where we have biggest loss. We have points of opportunities to explore these issues.

Pg2 – Race Ethnic Lens: Adding the multi-racial option has impacts on some demographic group numbers.

Pg. 3 – Historic overall trends: We have doubled multi-racial as an ethnic group on campus.

Pg. 4 - Historic first to second year retention rate (refer to handout)

c) HR updates:
   a. Personal leave policy we voted on a while ago is beginning January 1. Kudos to all who worked on this. Handbook wording is being changed to reflect change.

Q: Are the hours personal leave is based on available on the Blackboard personnel information?
   A: Mike: last time I looked...it will be included there.

Q: When will we see these hours w/o knowing my accumulative hours – what is timeline?
   A: Mike will ask about that: If there are plans to overlook that number.

d) Board of Trustees agenda review
   ~ NIOT Resolution
   ~ Pat Fitzgerald’s memo
   ~ Committee Updates
      - Thanks

Note: Personal leave notation that makes successful evaluation / Mike: Ok
Reminder: Mid-year report by 12/20/13

**Treasurer’s Report:** No report/Heidi’s mom passed away; she appreciates our support.

**Secretary’s Report:** Corrections to the Nov. 7 minutes: Attendance: Correct the merger of Marlene Reynolds and Anthony Short’s name from ‘Marlen Anthony Short’ to ‘Marlene Reynolds; Anthony Short’. Add these omitted names: Brett Pogan, Eve Crandall, and Heidi Popovitch. Chair’s report: re: Jim Lambert – correct: ‘leaving’ to ‘leading’, and strike additional commentary given therein as opinion: atop the third page – strike Connie’s name and replace with ‘Q:’

Mary Beth Zachary moved to approve the minutes with the noted corrections/ David Janik – seconded

Motion passed.

Note: Past minutes are now on the web.

**Committee Reports:**

**Amendments** – meeting next week (bylaws & policy) (MBZ)

**Awards and Recognition** –

**Elections and Orientation**- Meeting with Sherri (Abby P).

**Outreach and Activities** – Survey about what we can do as a group. Flyer for 1/8/14 social hour with other local business (Leslie)

**Marketing and Communications**- Travis stepped down due to work load ~ Tom has accepted for remainder of semester. New logo: per marketing standard we can still use the three words, but it’s not a part of the official logo.

Look at website: old system to new system will be great. Please make suggestions for improving. Can make comments: who do we want it to go to – A: Chair

More marketing campaigns.

**Personnel Welfare and Compensation** – Steve is continuing to work closely with HR on several documents.

**Professional Development** – Spring deadline is January 10 is on ASC website. Additionally, six Administrative Staff attended the Bridges out of Poverty. David provided a snippet of what he took from the session – his example was goal setting. Another session of Bridges out of Poverty will be held at BG Firelands in March. (David J)

**Student Scholarships:** no report
Krishna Han ~ 1/20/14 MLK day of service learning. Donate our time as ASC group – sign up, but you don’t have to sign up and no BG ID is required. – Deadline is 12/10/13

**Liaison Reports:**

**BGSU Retirees** – Linda Hamilton: no report

**Classified Staff Council** – Gail Houtz reported Vicky K (OE&D). – spoke on NIOT. Website – goals update. Voted to donate money to leadership for speaker. Dining services donating food for MLK day of service. Planning Ombuds in January.

**Faculty Senate Representative** – Tom not able to go. Mike referenced newspaper article where BGSU FA planning silent protests over the 30 job cuts.

**Ombudsman** – no events

**Old Business:**
None

**New Business:**

a) **NIOT Resolution**– motion to accept inclusive of edits by Steve; Tom – second

   Q: Are we doing a banner? It will be issued with cover letter to constituents, President, and BOT

b) Other resolutions: Mike is working with Paul Obringer to develop resolutions procedure; establish committee – any input, please contact them.

c) **Call to Action**: Emily  Reference handout – Call to Action Summary

   Briefly reviewed Call to Action Summary: A student led initiative. Noted that this is a great opportunity for ASC to show support to students for making the BGSU community a more welcoming and inclusive place to live and study. More follow up about this student initiative at future ASC meetings. A resolution to support this will be drafted for ASC to review at a later meeting.

d) **Call for Committee Reps**

   a. Committee updates for one year term:

      i. **Insurance Appeals**: Committee handles appeals for items not covered by our insurance, but you think should be

      ii. **Parking and Public Safety** – Brent, you are our past representative, but others have experience. You can let me know for the 13-14 year.

      iii. **Student Advisory Board** – Jan was last representative, but term is over.
Upcoming ASC Dates

December
6 – BOT meeting (all day)
17 – Brown bag and live chat (noon @ 315 BTSU)
24, 25 – BG closed

January
1 – BG closed
2 – ASC meeting (1:30 @201 BTSU)
8- ASC Social hour @ Stone’s Throw (5 p.m.)

Good of the Order:

- **Social Hour:** if we are not going where you’d like, please do survey so we will know where you want to go. Seven people showed last night. It’s hard to get commitments for seven people at different establishments.
- **Art X:** is tomorrow night: support it, it is pretty cool.
- **Learning Commons:** hosting tutoring finals with food and more <Finals S.O.S.>
- **Football in Detroit or Art X:** support
- **Exp. Art contest next semester:** Some art is leaving space due to student’s graduation. Open to faculty, staff, and students – due 3/2/14.
- **Thanks:** to BGC for lighter side with name Marlen Anthony; to Mary Ellen K for resolution.
- **Finalized:** Library 12/8 Thursday of finals week will be open 24 hours.

Next Meeting
The next ASC meeting will be held on Tuesday, January 2, 2014, in BTSU Room 201.

Ray Plaza motioned to adjourn the meeting. Abby P. seconded the motion. Meeting adjourned.

Respectfully Submitted,

*Brigitte Green-Churchwell*
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Co-Secretary, Administrative Staff Council