Administrative Staff Council
Meeting Minutes
Thursday, October 3rd, 2013
www.bgsu.edu/asc

In Attendance:
Eric Bucks; Donna Dick; Brigitte Green-Churchwell, Michael Hachtel; Linda Hamilton; Krishna Han; Gail Houtz (Classified Liaison); Bess Huyghe; David Janik; Jeremy Joseph; Mary Ellen Kellow; Stephen Kendall; Michael Kudela, Jeanne Langendorfer; Benjamin Martin; Ryan Miller; Connie Molnar; Emily Monago; Steven Overholt; Ray Plaza; Abby Priehs; Anthony Short; Thomas Siebenaler; Kurt Thomas; Jennifer Twu; Robin Veitch, Mary Beth Zachary;

Substitutes: Eric Bucks proxy for Laura Emch

Welcome: President Mike Hachtel welcomed our two new members from Athletics, Robin Veitch who was present and Steve Messenger who was unable to attend.

Guest Speaker: Monica Moll, BGSU’s Chief of Police. Police and parking are her jurisdiction that includes student transportation and campus safety. Crime statistics have come out which align with the compliance report of what the federal government requires. She is trying to make the report more well-rounded: this report covers 2010-2011-2012. We may notice that two areas show an increase: arson and sexual assaults. These increases are a result of training that has taken place that require reporting of what some might consider minute incidents. For example, any small fire started in a building such as someone lighting a piece of paper has to be counted as arson; so, those numbers have increased. Sexual assault is the same way because of the training on how to report sexual assaults has changed. Anybody responsible for students as campus security authority, they are required to report incidents that get counted as sexual assault. Online reporting is available and these reports go directly to Monica’s office. No real difference in compliance when we are compared to other campuses; number is still below what is going on (at other campuses). Next year our numbers should be stable.

Revisions of Emergency Managing Plan: Edits are currently being made to the revised EMP anticipated sign off by President Mazey. Revisions include issues of who is meeting and where, etc. For ASC, companion plans are most important. Every building has an EMP and each building needs their individual EMP plan. We have a template with similarities across campus, however, the uniqueness of each building needs to be inputted into the template. January is when she would like to see this done. Senior administration in each building has been contacted about getting plan. However, people in the building know who should get the plan, it may not be the Dean of the college that needs to get this. Emergency plan report: who is working on plan, who can be most responsible for accounting for who is in the building. It may be a small team in each building that needs to take responsibility and make sure the report is current.

Full-time Emergency Plan Coordinator: this is a position that we look to have on campus. Responsibilities will be keeping all the building plans current and conducting exercises in each of the 70 buildings, as each building will have a plan.

No new news in parking: busses now have automatic counters that will provide more accurate data than the hash marks drivers were attempting to make for passengers.
Any questions?

Q: Any state laws with (conducting) tornado drills?
   A: There are state fire drill laws: federal government states that we have plans in place and test that plan which is modeled after federal guidelines for institutions of higher education.

Q: What happens to the reporting on ‘if you didn’t hear the siren’ let us know?
   A: (deferred to Bess Hughes) the data is collected and reported to the county. – Per Monica: looking at a new ‘opt out’ plan for BG Alert so that everyone gets it, but if you choose not to get the alert, you then opt out. We can do this for students, but faculty and staff it’s a little difficult. Not everyone has a cell phone registered with the university.

Q: New (university) Phones: Can we sync the new phones with BG Alert?
   A: I will have to ask John Ellinger because options can have added costs. We would like outdoor and indoor loud speakers.

Q: Other institutions have planned campus wide scenarios like for earthquakes; are we planning any here?
   A: Yes; in 2008 we did active shooter scenario with actors. This involves campus operations and a core group of cooperative entities. We would like to broaden...

When you think about what most impacts BG what is the answer: Weather. Weather seems to be biggest threat to campus. Some might think fire in residence halls, others think pandemic outbreak could cause a major disruption. Here we are thinking on the large scale of effect. Every three years we would like to try to coordinate with Wood County to do this.

Q: Article in BG Sentinel: Surveillance on campus...
   A: Yes; there are lots of cameras on campus that are monitored frequently. Some cameras in residence halls are not monitored as frequently for privacy, but safety is still a concern. In the future, cameras may be placed in elevators. Monica is reluctant to add more cameras, but folks feel safe. We’ve caught perpetrators in the act or after the fact because of the tape.

Q: Who is the point person if you want cameras?
   A: IT’s Mike Smith, who then forwards the request to me and I send out a cost estimate. I may then need to conduct a security assessment to ensure that the camera request is what is needed here, and not something else that could resolve the safety concern. For example, Vince Davis from ENVS does walk-throughs on campus, but people do not know who he is or what he is doing. So, we need a tracking system of people coming and going.

Chair’s Report:
Accenture Project: Mike Hachtel wants you to know University has hired Accenture to check for efficiency on campus about a week and a half ago at University Council. Process starts with college in the Efficiency Task Force (ETF): online access to draft report on ETF site. This just started Monday; President met with Trustees yesterday. Expect plan in December for the University to consider acting on. Rumors about end result: if you hear a rumor tell Mike so he can take it to the cabinet meeting or confront a cabinet member with the rumor to discover validity. Nothing is happening as a result of this project. We’ve got to be responsible with rumor control, no reason for rumors to be created or spread.
Q: What is the communication place (contact re: Accenture) as it’s happening and where (who) is it coming from?
A: Gail (Classified liaison) may have insight that I don’t have, but Accenture or President’s Office. – Gail: the website may be developed.

Q: Timeline?
A: This semester only: before the holidays. Thereafter, we don’t know. University may act or not on report received. If a link is not provided in an email, I will share a link of this same study from same company conducted at Miami University and the framework and outcome so you can have an idea of what Accenture looks at and not.

**BOT Talking Points:** Official Board of Trustees Board meeting is tomorrow and I will have five minutes to address the board on behalf of ASC. Some of the talking points include: realignment of counsel breakdown, revising of handbook with HR and compensation plan; raised $1200 awarding four student scholarships; awarded $675 for staff development; sponsoring seven AS members to Bridges Out of Poverty conference; ASC’s student retention ideas (i.e. suggestion box to garner ideas to help staff help individual students); end on positive note thanking the BOT.

BOT had been one member short: Karen Morrison has received the appointment to the board. She is employed by Ohio Health ([www.ohiohealth.com](http://www.ohiohealth.com)) where there is a biography of Karen if you would like to learn about her. She is an alum of Ohio State and Capital Universities. BOT is Governor appointed. Morrison has no connection to BG: Megan Newlove is the only other one with no (BG) university background.

**Support your Division:** Kudos to Ray Plaza who followed up with letting Mike know how he was representing his division (handout created and distributed by Ray passed around the table).

**Emily Monago’s Report:** Emily met with Andy Alt, Director for New Student Orientation and First Year Programs, and submitted the summary of that meeting via email. For the meeting she shared key points of that summary. She will keep in regular contact with Andy.

Q: Last year we talked about a mentoring program?
A: He discussed monitoring that. Some programs were successful and others were not successful.
Tom S. extended response: They (NSO/FYP) didn’t renew the program, but individuals can volunteer to do it (mentoring). Per Mike: Some cabinet members are willing to do mentoring.

**Treasurer Report:** Heidi Popovitch had no report.

**Secretary’s Report:** Mike Hachtel acknowledged that the September minutes were approved and distributed. Motion to accept the minutes by Connie Molnar, Mike Hachtel second – vote: unanimously in favor.

Brigitte Green-Churchwell read for the proposed USG resolutions supporting “Not In Our Town” and Changing the University Fight Song to Ay Ziggy Zoomba.
Committee Reports:
Amendments – Mary Beth Zachary announced their objective is to get through the charter first, then move forward.

Marketing and Communications- Tom for Travis Sheaffer announced the committee is moving for lots of great ideas on ASC...the marketing: Mike added the initiation of the newsletter

Awards and Recognition – Bess Hughes stated that the committee has met once. Understand that everyone is new on the committee and they will be meeting again soon.

Outreach and Activities – Mary Ellen for Leslie Galan stated her committee is expanding the option for Social outing venues. Next one is at Becketts. Additionally, a concept of a Progressive Dinner on campus is being discussed: a campus survey will be conducted for input.

Personnel Welfare and Compensation – Stephen Kendall announced he will be meeting with Pat Kelly on Monday. We’ve been going back and forth for a while as the goal was to get to the board this month.

Health, Wellness, and Insurance – meets tomorrow; get update on cost and offerings.

Professional Development – David Janik’s committee is sponsoring seven representatives to Bridges out of Poverty. Spring applications will be out in late October/early November.

Student Scholarships – Ben Martin’s committee has online application. Donations for raffle are needed and being accepted.

Elections and Orientation- Tim Parish had no report.

Liaison Reports:
Classified Staff Council – Gail Houtz reported the Classified BoT talking points, in part, include: created an at large position, listserv updated, service theme: service to students, PD training within meetings, official committee name Health, Wellness, and Insurance, salary review by Ann Hewitt, rumor control, and the Leadership Institute (classified session).

Faculty Senate Representative – Tom: Have heard back from Sherri...

BGSU Retirees – Linda Hamilton no report

Other Reports:
Ombudsman – Jeanne Langendorfer reported one case this month.

Homecoming – Mike Hacthel for Lisa Zollars – Homecoming is this week.

Old Business:
- At yesterday’s social at Beckett’s, eight people showed up.
New Business:
None

Good of the Order:
• Emily Monago – State of the State deadline for presentation proposal submission is 11/8
• Robin Veitch – Football game reminder. ~ Tailgate party starts at 12:30
• Eric Bucks – the government shutdown has not impacted student aid. Any student needing assistance can be directed to his office.
• Connie Molnar – one student in her office submitted a piece and was selected out of 25,000 to attend a Comic Con Convention
• Mary Beth Zachary encouraged anyone who wants to contact their representative to take a list of the representatives provided by the League of Women Voters
• Krishna Han reminded everyone of the NCBI Conference on the back of today’s handout.
• Sherri Orwick Ogden’s message: needs 100 volunteers for Falcon Best Robotics competition for high school students that will be held at Anderson Arena on Saturday October 26th.
• Any ASC website updates please forward to Travis Shaeffer.

Next Meeting
The next ASC meeting will be held on Thursday, November 7th, in BTSU Room 201. The guest speaker will be Steve Krakoff, Vice President; Capitol Planning.

David Janik motioned to adjourn the meeting. Tom Siebenaler seconded the motion. Meeting adjourned.

Respectfully Submitted,

Brigitte Green-Churchwell
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Co-Secretary, Administrative Staff Council