

Administrative Staff Council (ASC)
Meeting Minutes
Thursday, December 7, 2017
207 Bowen-Thompson Student Union

In Attendance: Jessica Belcher (Secretary), Gregory Boo, Jacey Brooks, Sheila Brown, William Burns, Kalee Carlton, Dawn Chong, Jordan Cravens, Beth Detwiler (Chair), Judy Donald (BGSURA), Gabe Dunbar, Tony Fox, Emily Gattozzi, Todd Glick, Kerry Gonzalez, Jacob Haun, Chet Hesson, Jeremy Joseph, Margo Kammeyer (Chair Elect), Steve Letzring, Rebecca Lyons, Ryan Miller, Jen Moore (CS), Kristin Peiffer, Brett Pogan, Heidi Popovitch (Treasurer), Thomas Rapier, Lindy Smith, Jennifer Twu, Robin Veitch, Chris Wammes

Substitutes: Ashley DiMasso for Teri Gentry

Absent: Thomas Daniels, Leslie Galan, Brigitte Green-Churchwell, Krishna Han, Sophia Jackson, Sheri Leatherman, Jaime Spradlin, Susan Stearns, Danijela Tomic, Cindy Valentine

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

Guest Speaker:

- **Patrick Kelly, Compensation Analyst, BGSU Human Resources:**
 - See attached PowerPoint presentation slides for full presentation details.
 - How does the JAQ process and compensation work for administrative staff that also teach a course?
 - Answer: If the course taught is listed within your JAQ, you don't get extra compensation for that work. However, it should be included in your normal work hours for each week. If you teach a class that is outside your normal workload and with a focus outside your JAQ, you may be eligible for extra compensation. If it's 2 or less credit hours, it should be rolled into your normal job if 3 or more hours, it should be in addition to your normal compensation.
 - Has HR considered changing the JAQ to include long term vendor or adjunct faculty supervision in the JAQ process?
 - Answer: This could be reviewed in a department specific analysis if that department has several cases that fall outside the normal JAQ parameters.
 - When is the next review by Mercer expected to take place?
 - Answer: HR has started to look into this but a definite date has not been set.
- **Paul Valdez, Habitat for Humanity and MLK Jr. Day of Service Update:**
 - See the list of opportunities for involvement in the Habitat for Humanity project attached to the agenda.
 - They need roughly 200 volunteers per build and will build one house per year for the next three years.
 - Dining Services is providing the food for volunteer lunches on the MLK Jr. Day of Service. Classified Staff and Administrative Staff are encouraged to volunteer to help pack these lunches.
 - They are still looking for drivers for the MLK Jr. Day of Service and you can sign up on the website. <https://www.bgsu.edu/center-for-community-and-civic-engagement/events/mlk-jr-day.html>
 - The university is reviewing how to continue the MLK Jr. Day of Service challenge once the university transitions to the new schedule that would not have spring semester starting until after this day in January of each year.
 - The university is also still looking for sponsorships for the MLK Jr. Day of Service. The sponsorship form is attached to the agenda.

Chair's Report:

HR Meeting:

- If titles are changed does that mean a new JAQ is required?
 - Answer: Not necessarily. Title doesn't have to change if duties change. A title can change if it doesn't make sense in the rest of the department. A reorg of a whole department could be one example.
- How many years should it take to hit your salary control point? If you have been in a position longer and haven't hit the control point, what can you do to address it?
 - Answer: There is no time frame that you should hit your control point. It depends on years of experience and negotiation when you start. HR doesn't control if you can hire someone at a certain amount. They try to advise on best practice on campus. Other people in the office with similar years of experience are paid this amount. You have to pay minimum and that's what it's for.
 - Answer: If everyone around you is making substantially more you can talk to your supervisor about adjusting yours to control point.
- When hiring new employees at what point in the salary range do you hope to hit? Bare minimum or control point? Is there an HR recommendations or just based on applicant's qualifications and offices budget?
 - Answer: HR recommends slightly above the minimum.
- December meeting will include a review the handbook.

Tri Chairs Meeting:

- Faith rewrote the sick leave bank policy and is sharing that re-write with committee for further review.
- Tri-chairs wants to schedule another social for all constituent groups.

University Council: No report, meeting cancelled.

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

Discussion: None.

Treasurer's Report: No report.

Secretary's Report: Minutes from the November meeting were sent out on November 2. The November minutes were approved 1st by Rebecca Lyons and 2nd by Chet Hesson. The motion passed.

Committee Reports:

Amendments & Policies: No report.

Awards & Recognitions:

- The committee is working on making the final decision for the Awards Reception. They are looking to choose either May 14th and May 15th. They are potentially going with breakfast but are open to other options.
- The committee wanted to remind all administrative staff to nominate a colleague for Spirit of BG award.

Outreach & Activities:

- December Social Hour set for 12/12 at Reverend's.

- Talked about a brown bag lunch as an alternative, or in addition to, the monthly Social for those who don't care for a bar atmosphere to socialize.
- Faith Olsen was looking for up to six (6) ASC volunteers for making lunches the morning of MLK Jr. Day of Service- see if we can get 6 from ASC before an email to all.

Personnel Welfare & Compensation:

- We have sent the following request to the PACHWI committee:
 - As members of the Administrative council we would like PACHWI to look at the option of offering BGSU Recreation Center memberships with cost savings incentives for members that use the BGSU Recreation Center. The more a member uses the BGSU Recreation Center the lower the monthly premiums on healthcare and/or Rec Center membership. This would encourage employees to make healthier choices thus reducing healthcare costs overall for the University.
- We are looking for other ways that we could provide some professional development in the area of health and wellness.

Professional Development: Deadline of January 9 for the spring semester applications.

Student Scholarships:

- The scholarship committee will not be conducting the NCAA tournament based 50/50 fund raiser and is currently exploring alternative fund raising options. We have spoken with Mark Libs of the Falcon Club and there is an opportunity for ASC to run 50/50 drawing at select sporting events. If we choose to work these events, the scholarship fund will get 10% of the take. This means that if we sell \$2,000 in tickets, the payout is \$1,000 and ASC would get \$100.

Liaison Reports:

Classified Staff Council: No report. See notes in Outreach and Activities report for information regarding the partnership between the two councils for the MLK Jr. Day of Service.

Faculty Senate Representative:

Faculty Senate had two meetings since our last ASC meeting. In November, Faculty Senate was updated on the University Climate Action Plan and there was a presentation on Textbook Affordability. Faculty Senate passed a resolution encouraging the State of Ohio to exempt textbooks from sales tax to help lower costs and adopted a new Graduate Policy to allow Graduate Students to defer their admission up to one year after being admitted to their program without having to reapply. In December, a guest speaker from University of Cincinnati spoke to Faculty Senate regarding Shared Governance. Additionally, a new Bachelor of Science in Respiratory Care was approved; this degree will be available solely through Firelands College.

Retiree Association: No report.

Ombuds Update: One person contacted the Ombuds in November.

ASC Historian: Still working on a retention schedule.

University Committee Reports:

- President's Advisory Committee on Intercollegiate Athletics: Bob Moosbrugger, Director of Athletics, spoke to the group regarding attendance and funding issues and was open to suggestions on how to

get students to games. Bob also briefed everyone on some proposed changes to the home football game experience (released via email just recently) such as moving the home team to the east side of the field and moving the student section and band to the east stands to be behind the team.

- Equal Opportunity Compliance Committee: Meeting in January to talk about the grievance policy.
- Public Safety Advisory Committee: See notes attached to the minutes.

Old Business: None.

New Business: None.

Upcoming Dates:

- ASC Social – December 12; 5-7pm at Reverend's
- Next ASC Meeting – January 4, 2017

Good of the Order: Learning Commons SOS event is happening from 12 PM – 10 PM on Sunday.

Congratulations to Women's Basketball on the win this week in front of a record crowd. Lots of athletic events this weekend, check the website for details. Beyond "The Dream" planning committee is coordinating a lot of events in the spring, find out more online at <https://www.bgsu.edu/multicultural-affairs/events.html>. Men's and Women's Basketball games will be taking place over break and tickets are still available.

Adjournment: Heidi Popovitch made a motion to adjourn. Tony Fox seconded the motion. The meeting adjourned at 2:50 pm.

2018-19 Bowling Green State University Build

Committee Descriptions

<p>Stewardship Committee Chairperson:</p>	<ul style="list-style-type: none"> Plans and coordinates 2 thank-a-thon events (eg. note writing, phone calls) in October 2018 and February 2019 to recognize and appreciate volunteers, donors, businesses involved in making the build possible Recruits campus groups to participate in thank-a-thon events
<p>Build Site Hospitality Committee Chairperson:</p>	<ul style="list-style-type: none"> Will serve as core group of greeters for build site Will train others to serve as greeters for each work shift on the Habitat build Greeters ensure build volunteers are signed in, understand safety rules and hazards, know how to access tools and where to go Works with Habitat staff to understand and meet volunteer staffing needs Coordinates volunteer appreciation activities (build site meals, snacks, volunteer incentives, etc.)
<p>PR/Marketing Committee Chairperson:</p>	<ul style="list-style-type: none"> Recruits and coordinates photographers and videographers to document the build Designs build t-shirts Recruits a BGSU spokesperson for the build Creates and oversees social media campaign Communicates with local news media and BG news to provide broadcast coverage
<p>Build Events Committee Chairperson:</p>	<ul style="list-style-type: none"> Plans and hosts events associated with the build including the ground blessing in September (start of build) and home dedication around March (end of build) Plans and coordinates volunteer kick-off event in September where Build Volunteers will receive T-Shirts and other Habitat swag Coordinates with other committees to advertise and disseminate event information
<p>Education Committee Chairperson:</p>	<ul style="list-style-type: none"> Creates and executes education plan around build Plans at least one campus education event related to poverty issues (eg. Speaker Panel on poverty housing, Cardboard City event, Cost of Poverty Experience...)
<p>Steering Committee (for Chairpersons only)</p>	<ul style="list-style-type: none"> Chairperson from each committee will be invited to participate on the Steering Committee which is made up of representatives of several areas of BGSU

December 1, 2017

Greetings,

The Center for Community and Civic Engagement is excited to coordinate the 10th Annual MLK Jr. Day of Service. For the past ten years BGSU students, faculty, and staff have volunteered to “make it a day on, not a day off” to celebrate the MLK Jr. Day holiday. Over the years, community partners and sponsors have been integral to the success of this event.

We are reaching out today to ask you to help us make this tenth year the best yet! Through a monetary sponsorship you can help support the development of BGSU students as active citizens dedicated to creating a world without injustice and devoted to serving others. Your sponsorship will help to provide transportation, meals, t-shirts, and supplies for over 800 student volunteers. Without sponsors, we could not make this event happen.

We look forward to your response and we greatly appreciate your consideration of our request! Please see the enclosed sponsorship form for more details and instructions for submitting a sponsorship.

In Service,

Center for Community and Civic Engagement Staff!

2018 MLK, Jr. Day of Service Sponsorship Form

Contact Name E-mail Phone

Name of Sponsoring Individual, Organization, or Business

Address City State Zip

I would like my name, organization, or business to be recognized in the closing ceremony.
Please send logos to ccce@bgsu.edu in a JPEG format.

Please check your sponsorship preference(s). For each amount, we have included the impact that your donation will have towards funding the MLK, Jr. Day of Service.

- \$50: Provides transportation for a small group to a service site
- \$100: Provides volunteer t-shirts for a volunteer group
About 25 volunteers
- \$300: Provides t-shirts for volunteer site leaders and event staff
About 100 site leaders and event staff
- \$1,000: Assists with transportation costs to service sites
We anticipate total transportation costs to total \$7,000 to transport 600 volunteers
- Other amount: \$ _____

TOTAL enclosed: \$ _____

FMS Transfer Option	Department or Individual Check								
<p>1. Please tell us your account name: _____ Journal ID number for transfer: _____</p> <p>2. Please process the transfer to:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: left;">DEPT #</td> <td style="text-align: left;">FUND #</td> <td style="text-align: left;">Account #</td> <td style="text-align: left;">PRGM#</td> </tr> <tr> <td style="text-align: left;"><u>120201</u></td> <td style="text-align: left;"><u>10000</u></td> <td style="text-align: left;"><u>54020</u></td> <td style="text-align: left;"><u>2000</u></td> </tr> </table> <p>3. Copy Kris Sautter, ksautte@bgsu.edu, senior secretary of CCCE, on the email notification of the transfer. Return your completed form to 100 University Hall.</p>	DEPT #	FUND #	Account #	PRGM#	<u>120201</u>	<u>10000</u>	<u>54020</u>	<u>2000</u>	<p>Please make all checks payable to: Bowling Green State University</p> <p>Send to: Center for Community & Civic Engagement Attn: MLK, Jr. Day of Service Challenge 100 University Hall Bowling Green State University Bowling Green, OH 43403-0250</p>
DEPT #	FUND #	Account #	PRGM#						
<u>120201</u>	<u>10000</u>	<u>54020</u>	<u>2000</u>						

Questions about payment? Contact Kris Sautter at 419-372-9625 or ksautte@bgsu.edu

OFFICE USE ONLY

Date received ____ / ____ / ____

Reconciled in CCCE: Y / N

TYN sent: Y / N

**Public Safety Advisory Committee
Meeting Notes - November 14, 2017**

I. Police

1. Deputy Chief position
 - a. This is a new position within the police department. John Betori began in this role on October 2, 2017. Deputy Chief Betori has oversight of the patrol units, investigation, K9, and any other areas that fall under the police department daily operations.
2. Officer hiring process
 - a. We have started a hiring process to employ three (3) new officers. The written test was conducted on November 11, 2017. The physical test will be conducted on November 18, 2017. There will be several other steps to the hiring process with the projected hire date in January of 2018.
 - b. Those candidates that are successful and have not completed a state certified police academy will be required to attend the State Highway Patrol Academy. This academy starts on January 29, 2018.
3. Superior
 - a. This is a new records management system (RMS), computer aided dispatch (CAD), and a report writing software.
 - b. This new system is integrated into many law enforcement agencies throughout Wood County. The new system will provide for a greater opportunity to share information and collaborate with our fellow agencies.
 - c. This new system also provided a cost savings for BGSU.
4. Community initiatives
 - a. We have begun the planning of our annual "Together we Ball" event. This event is focused on building positive relationships with local law enforcement and our multicultural students. The event revolves around several basketball games where officers and students play together.
 - b. We are also planning an open forum that will take place at the end of November 2017. This will be focused on understanding one's legal rights.
 - c. Other initiatives are in the planning phase with the purpose building strong and lasting relationships with the community we serve.
5. Educational programming
 - a. The police department continues to do educational program all across campus. The current web page allows those that are seeking educational programming to request and officer to speak (see link below).
 - b. <https://www.bgsu.edu/public-safety/bgsu-police/educational-programming.html>
 - c. Currently there is a project to develop an ALICE (violent intruder) video that will go over the basic concepts on how to respond during an incident of this nature. The video can be used as an introduction to these concepts or a refresher if the individual has attend a training already.

Public Safety Advisory Committee
Meeting Notes - November 14, 2017

II. Emergency Management

1. New Emergency Management Coordinator
 - a. There were 46 applicants that applied for this position.
 - b. The process is in the final steps. Once a candidate accept the offer of employment the projected start time will be in December 2017.
2. StormReady University
 - a. Cleveland NWS has reviewed the BGSU plan and provided feedback. That feedback has been implemented and a meeting is be set for a BGSU site visit for final approval.
 - b. Weather Radios have been placed in all on campus building as part of this plan. This will allow each building to receive timely notification of severe weather and to provide redundancy for warnings.
 - c. There will be an introduction of Social Media Warnings for impending severe weather that may affect BGSU
 - d. Additional training will be conducted in March 2018. Skywarn Spotter training will be held on campus and is free to the public.
3. Emergency Operations Center
 - a. Continued updates to ensure proper personnel is present in the operation center
 - b. There has been the introduction of several new external partnerships. Again, to ensure that there is proper representation within the center for a stronger multi hazard approach as it relates to planning, training, exercise and response.
4. Wood County Mitigation Plan
 - a. BGSU has been included in the planning process for this plan. The kickoff meeting with Bowling Green City is on December 5, 2017.
5. Comprehensive Emergency Management Plan (CEMP)
 - a. Starting review/revision on the basic plan. This process is to ensure the plan stays up-to-date with current practice and capabilities.
6. Comprehensive Emergency Action Plan
 - a. Updating of building emergency plans has begun. This will include the review of the Building Emergency Response Leaders (BERLs)
 - b. Each building will be participating in various drills, exercises and/or seminars in an effort to test their plan.
7. Sturdy Abroad Tabletop Exercise
 - a. This exercise was held on November 3, 2017
 - b. The basis of the plan was to simulate an incident in a foreign country where faculty and students were studying
 - c. The exercise was designed to test the Universities response to such an incident
 - d. This particular exercise was the first known of its kind in the State of Ohio.
 - e. Due to the unique of this exercise there were many observers present from across the state: University of Cincinnati, University of Akron, University of Toledo, The Ohio State University , Ohio Emergency Management Agency

**Public Safety Advisory Committee
Meeting Notes - November 14, 2017**

III. Parking

1. Manager search for Parking is under way.
 - a. Currently there is a search for a new Parking Manager. On campus interviews will be conducted later this month (November 2017) with a projected start date in December 2018.
2. Graduate student lottery
 - a. Starting in the fall (2018) there will be a lottery open to graduate students. The “winners” of this lottery will be provided the opportunity to purchase parking passes that provide access to Lots R, K, & N.
 - b. The LPR system will provide Parking with objective data that can be utilized to determine lot loads and the availability of spaces in the Faculty/Staff lots.
 - c. The introduction of this lottery will not impact Faculty/Staff parking in the specified lots.
3. Lot Maintenance
 - a. Summer parking lot maintenance has been completed. Resealing and stripping in Lots 9, 24, 33, D, N, R, & W has been completed.
 - b. Lot 11 is projected to reopen in December 2018
 - c. Lot A will be closed during winter break (12/17/2017-1/07/2018) for utility work. There will be messaging coming out from Marketing & Communications to communicate the lot closure to the campus community.
 - d. Those with reserved spaces in lot A will be moved to reserved spaces in Lot 11.
 - e. There has been a temporary fix to pot holes between Lots A and G. There will be a more permanent fix in the spring.
4. License plate reader (LPR) update
 - a. LPR system is fully operational. This system has eliminated the need for students, faculty and staff to display a physical parking permit.
 - b. Each permit holder can register up to eight (8) vehicles on line. Each virtual permit can be linked to four (4) vehicles at a time.
 - c. Each virtual permit will only allow for one vehicle to be parked on campus at any one time.
 - d. The LPR system will allow Parking Services to collect and analyze data on parking lot use as it relates to the day of the week, time of day, etc. Data can then be used to optimize parking lot use for faculty, staff, and students.
5. Ice Arena lighting
 - a. Lot 10 is being upgraded with new LED lighting. Currently there is temporary lighting in place.
 - b. Projected completion is December 2017
6. Enterprise Rent-A-Car Updates (two services)
 - a. Faculty/Staff are able to rent Enterprise vehicles at the BG1 Plus office (BTSU Info Desk) at the same rates and coverage as renting directly through Enterprise Rent-A-Car. Two vehicles are available for pickup and drop-off in the Bowen-Thompson Student Union parking lot. Spaces are available to park personnel vehicles for those that use this rental. There are extended pickup and drop-off hours available if needed and departments can be billed directly via FMS.

Public Safety Advisory Committee
Meeting Notes - November 14, 2017

- b. BGSU has also implemented a CarShare program offered through Enterprise. This program is targeted to the student body, but Faculty/Staff can also enroll. Once members register online, they receive a key fob/smart card that provides them access to the participating CarShare vehicles on campus. Using an Enterprise smartphone app they can reserve one of three vehicles on campus by the hour or day. Renters will use the fob/smart card to gain access to the vehicle during their allotted reservation time. Fuel, physical damage/liability protection, 24/7 member services, and roadside assistance are all included in the reservation.
- c. The current rate for vehicle rentals are approximately \$30 a day or under the CarShare program approximately \$5 an hour.


IV. Shuttle

- 1. Electric bus testing
 - a. This test has not occurred due to the bus not being delivered by the company
- 2. Student staffing and current work force
 - a. This work force is still in place
 - b. Nine (9) student drivers currently and three (3) in training

BGSU

*Job Analysis Questionnaire (JAQ) Process—
A Practical Approach*

Presented by:
Pat Kelly, Compensation Analyst



BGSU

Job Analysis Questionnaire Process

Agenda-

- Review of the Administrative Compensation Plan
- Review JAQ Process
- Tips to Help Write the JAQ
- Questions

Administrative Compensation Plan

BGSU

Administrative Compensation Plan facts:

- Created in 1996 to guide the new administrative grading process given by William M. Mercer, Inc.
- Reviewed with Mercer in 2001 and 2005 to review position grades, pay ranges and market
- Partnered with Mercer in 2010-2012 to comprehensive review of entire plan and pay ranges
 - Resulted in new JAQ and pay ranges



Administrative Compensation Plan

BGSU

Goal of Administrative Compensation Plan:

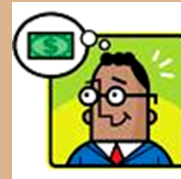
- Establishes a comprehensive, effective equitable and feasible plan for BGSU's Administrative staff. (see Administrative Compensation Plan, Appendix E)
- Who does it affect:
 - Affects all administrative staff member: both salary and hourly
 - Does not affect any faculty administrators or coaches

Administrative Compensation Plan

BGSU

The plan has two parts.....

- Grade
- Compensation



Administrative Compensation Plan/Process

BGSU

Benefits:

- JAQs are the foundation of the plan
- Input into the plan starts with your completed JAQs
- Assists in performance evaluations
- Aids in recruitment, allowing potential employees to visualize opportunities at BGSU
- Allows employees to make informed, rational employment decisions

Administrative Compensation Plan Definitions



Can be found in Appendix E of the Administrative Staff Handbook.

- Job analysis questionnaire (JAQ)
 - Tool used for writing position responsibilities
- Pay Grade
 - Ranking of a position within the Administrative Compensation Plan.
BGSU has grades 350-363 and I50-I63
- Pay range
 - Compensation market range for particular grade level
 - Designated points within range- Minimum, Control Point, Maximum
- Compensation awarded by contracting officials

Job Analysis Questionnaire (JAQ) Process



- Completed JAQ is completed by employee and supervisor. Also reviewed by second level supervisor (some areas require a Dean/Vice President to review as well)
- Electronic version sent to Human Resources for review
- Human Resources sends JAQ to a grading team and sets up a meeting to review.
- Grading team/Human Resources evaluates the position, assigning factors and a grade.
- Results transmitted to the supervisor

Tips for Writing the JAQ

BGSU

Before you begin to write up the document, do the following:

Duties and Responsibilities:

- Take a blank sheet of paper or word document and list your responsibilities using action verbs-
- For listing of action verbs, see this website:
<http://career.opcd.wfu.edu/files/2011/05/Action-Verbs-for-Resumes.pdf>

Problem solving:

- Identify two problems that you have handled in the last year .

Tips for Writing the JAQ

BGSU

- Think of two problems that you have handled in the past year and apply the problem solving process by reviewing the following:
 - Identify problem
 - Potential solutions
 - Implement solutions
 - Evaluate



Tips for Writing the JAQ

BGSU

- Identify policies and procedures you follow (e.g. FERPA, handbooks, manuals)
- Keep a log of who you talk to (internal/external), what you talk to them about, and how (face to face, type of interaction/media) for two weeks
- Identify who reports to you
- NOW look at the form



Tips for Writing the JAQ

BGSU

- Incumbent Completes:
 - Summary Statement
 - Essential Duties and responsibilities
 - Decision Making and Consequence of Action
 - Communication and Contacts
 - Supervision and Reporting Relationships
 - Comment Section



Tips for Writing the JAQ

BGSU

- Supervisor Completes:
 - Autonomy
 - Minimum Requirements (e.g. Education & Experience)
 - Comment Section
- Second level management Completes
 - Comment Section



Questions

- Any questions?



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CHANGING LIVES FOR THE WORLD.