



**Classified Staff Council
Meeting Minutes
December 12, 2012 at 10:00am
Carillon Place**

Present: Lisa Bowen, Debbie Carden, Terry Carver (Chair), Tammy Corpe, Kathy Dean, Karyn Dutridge, Yolanda Flores, Janet Garber, Kim Griner, Linda Hamman, Gail Houtz (Chair-elect), Linda Kidd, Deb Lowery, Norma Lybarger, Tina Martini (retiree), Katherine Najacht (Secretary), Faith Olson (Treasurer), Jodi Schroeder, Karen Schwab, Tom Siebenaler (ASC)

Excused: Anna Hoyt

Meeting was called to order at 10:00am.

USG and RSA letters of support for a smoke free campus; Board of Trustees Master Plan Update, Replacement Greek Housing and Dance Marathon handouts; Viva McCarver resume were circulated in a binder.

Guest Speaker: John Ellinger, CIO

- J. Ellinger spoke to the group about moving from our current opt-in system for BG Alert to an opt-out system. This means those who were uninterested in receiving BG Alerts would have to remove their contact information from the system instead of adding it to opt in.
- J. Ellinger also mentioned that if you currently have no cell phone number in the PeopleSoft system, it is an automatic opt-out.
- With the current opt-in system, less than 20% of faculty and staff have manually entered their cell phone number.
- J. Ellinger also briefly spoke about the new public address system that they're working on, including indoor and outdoor loudspeakers. New buildings will install these from now on.
- By summer of 2013, they also hope to be able to push BG Alerts to desktop computers.
- T. Carver thanked him for sharing this information with CSC.

Guest Speaker: Albert Colom, Recruitment and Retention

- PowerPoint slides were distributed for A. Colom's presentation. Some highlights:
- In order to succeed, we must leverage our resources to reach our stated goals.
- We're aiming for a benchmark of 25,000 students, which would be our largest enrollment ever. It would also align us with our other four corner universities.
- The State Share of Instruction (SSI) formula is changing a bit and the focus will shift from quantity to quality; we'll need to retain and graduate more students in the years to come. It also emphasizes degree-completion in three to four years, or a combined BA & MA in five years. In years past, the SSI has not included Associate degrees, but now does and BGSU will receive half credit for each degree completed. In this regard, community colleges are really our competitors in a new way.
- We need to begin fine-tuning our current majors with low yields. A. Colom said we can expect to hear the phrase "increasing yield" a lot more in the semesters to come. As it stands, just because we've increased our enrollment, it does not necessarily mean we've increased our graduates.
- Colom reminded us that classified staff, as always, are integral to this process, as we're on the frontlines and often spend more time with students than faculty. He'd love to hear more retention proposals from this group, and he stressed that he can always be reached via email. If we've got ideas or comments to share, he is always happy to hear them.
- T. Carver thanked him for coming to speak to CSC.

Secretary Report

- November minutes were distributed; no changes were made. Motion to approve minutes as distributed: L. Hamman; seconded: K. Dean. Motion passed; minutes approved.

Treasurer Report

- We received our carry-forward balance. Currently, we have about \$8,000 in our operating budget; we need to be good stewards of this money.
- On the Foundation side, an error was discovered – donations were accidentally doubled. Adjustments will be made to correct.
- We've got about \$10,000 in our special events fund. Money in this fund was used to purchase the iPads for everyone.
- In June 2012, we didn't receive the \$9,000 we normally received in the past into our scholarship corpus. We need to have \$100,000 in order to give out our standard \$3,000 in scholarships. CSC representatives are to consider moving some of the funds in the special events fund to the scholarship corpus. This will be discussed at the next meeting.

Chair Report

- Employee Relations search committee update:
 - New Manager of Employment/Employee Relations: Viva McCarver
 - (Her resume is in the binder circulating among the reps during the meeting)
- University Council – Monday, Nov. 19
 - Beginning next fiscal year, 50 percent of the State Share of Instruction (SSI) will be determined on course completion; the other 50% will be determined by degrees completed/graduation rates. (We ALL could contribute to our SSI just by taking classes or work on a degree!) More weight will be given to STEM courses.
- Board of Trustees – Friday, Dec. 7
 - Approved Early Childhood Education/Special Education licensure for BGSU students
 - New BGSU goal: recruit, retain and graduate students!
 - Link Courses new for cohorts of incoming freshmen
 - Expanding internship programs, and adding a Master of Analytics program
 - Olscamp Academic Space prototypes (classrooms of the future) to be constructed on the second floor
 - New facilities for Architecture and Design Program and for a Forensic Crime Lab (Bureau of Criminal Investigation) with a leading edge design
 - New campus phone system (VOIT) installation to begin in the next few weeks
 - BGSU students will have an enhanced arrival experience with the new Greek Village
 - \$7 million Grant given to BGSU (largest grant ever!) for Science, Technology, Engineering and Math (STEM) – learning to teach these subjects differently

T. Carver reported to the Board:

- Just beginning initial steps for reviewing Classification Specifications with Aon Hewitt
- In process with the new Mid-Year Performance Appraisals between Classified Staff and Supervisors
- After surveying Classified Staff with nearly equal “for” and “against” responses, CSC is in support of a smoke-free campus, and have 2 representatives on the Tobacco Free Campus Policy Development Committee headed by Jill Carr
- Currently receiving very good input from constituents for the BGSU Brand initiative
- Holding education/information Ombudsman sessions in January in collaboration with Administrative Staff Council (Jeanne Langendorfer), seeking Classified reps for this position
- Developed a Welcome packet for new Classified Staff employees
- Have increased membership on Council from 15 in July to 20 in November! Great group to work with and who represent BGSU well!
- On Nov. 28 T. Carver surveyed Classified Staff to have Notary Publics send their names, phone numbers and locations on campus to serve the campus community.

- T. Carver asked all Council members to hold Town Hall Meetings/Meet and Greet sessions in their respective areas, to give Divisional constituents the opportunity to meet their reps and bring questions/concerns/suggestions for CSC to consider. Plans and dates are in the works!

Old Business

- Review concern of “to be heard”: Town Hall Meetings
 - Division of Student Affairs to hold one December 13th. This will be for general outreach/open house, and to serve as a meet and greet. CSC representatives will field any questions.
 - Provost area – working on an event for Valentine’s Day and currently working on a list of staff in this area for email invitation. Planning to take place in January.
 - Finance & Administration – also working on planning their event.
 - Firelands – recently had a brief meeting during another holiday event; might also choose an additional time
- December concern: Morale (**tabled until January’s meeting**)
- Performance Appraisal and Awards link: <http://www.bgsu.edu/offices/ohr/training/page12622.html>
- Buck N Ear meeting with Nancy Joseph and Michelle Rife scheduled for Dec. 17

New Business

- BG Brand – need the best of BG’s attributes!
 - Participated utilizing the “tossed salad” activity: Everyone wrote down tidbits that make BGSU unique for the President’s potential “elevator speech.” Select folks shared their ideas aloud with the group.
- List of campus Notary Publics
 - T. Carver solicited names of notary publics and compiled into a list. This list is to be posted on the CSC website.

Administrative Staff Council – T. Siebenaler

- T. Siebenaler attended the smoke-free initiative inaugural meeting and said he felt it very important to the committee, and to Jill Carr, that everyone has a voice.
- ASC is also working on the “BG Brand” items to be forwarded.
- ASC discussed search committees and the importance of a diverse makeup. B. Waddell and the Office of Equity and Diversity are trying to make this more of a priority.
- ASC is revising administrative staff performance evaluations and working with HR on the process. While they realize it is virtually impossible to create a one-size-fits-all evaluation, they would like to standardize a bit so that anyone could potentially use it.
- T. Siebenaler commended Monica Moll on the wonderful job she is doing overseeing her three areas: BGSU Police, Shuttle Services, and Parking Services.
- ASC hopes to give out four or five scholarships in the year to come.
- 2013 marks the 30th anniversary of ASC, so they will hold a number of events throughout the spring semester.

Committee Reports

- Aon Hewitt update – T. Carver and G. Houtz
 - Beginning initial reviews of Class Specs
 - We have completed getting all questionnaires in classifications needed
 - The questionnaires were sent to Aon Hewitt in October and November
 - Aon Hewitt returned a sample of the pilot drafts to the BGSU Project team for review.
 - A Project Team meeting was held last week to begin the reviewing of pilot (draft) specifications; more to be reviewed this month
 - Looking at all requirements and job functions
 - Looking to include Office of Equity and Diversity for input
 - Mid-January: Content Review teams will look at specifications and return evaluations to Aon Hewitt

- Public Safety Advising (PSA) Committee – K. Najacht
 - K. Najacht will distribute official notes from the PSA committee once finalized, but shared some highlights from the meeting with the group:
 - M. Moll wishes for this group to serve as a sounding board and in order to provide feedback. It won't be an official University committee with an official charge.
 - We'll get together once per semester to discuss big things and everything else will be via email.
 - Parking Services Updates:
 - The parking committee has been disbanded and has been folded into this group.
 - Approximately \$14k/month goes uncollected in parking fines, etc. Since April of 2011, the total has reached \$245k. This money is used for lot maintenance, etc. and their budget relies on it. In order to collect, enforcement has to be increased, and Parking is working on just that. They're changing the way they handle uncollected fees: a letter will be sent to the vehicle owner. If goes unanswered, 11 days later, another letter and/or email will be sent out – offenders have 30 days to pay. If still unanswered, it will be sent to the Attorney General for collections. The majority of these fees/fines are generated by non-students and unregistered vehicles. Currently, student citation appeals are handled by USG and faculty/staff/visitor appeals are handled on a case by case basis by the Parking office staff.
 - Primary sources of funding include: permits, pay-to-park, and citations. These generate roughly \$2mil annually. The shuttle has been separated and is now paid for by student fees.
 - Idea to increase revenue: offer reserved spots for faculty & staff. Currently, they're offered to only VPs and above.
 - The conversion from tickets to pay-to-park in the Union Lot will take place over the holiday break. The gate/booth will remain and can be staffed for special events, etc.
 - T. Carver asked about university vehicles that use that lot to load/unload for special events (currently there is no charge to these vehicles)
 - K. Najacht to check and report back to CSC
 - The visitor passes now cover all lots and the cost was dropped from \$5 to \$3/day.
 - The Visitors Center ownership is being transitioned from Parking to Marketing and Communications, in cooperation with the City of BG. It will become a *true* visitors center and will include information about both campus and the city. In addition, a pay-to-park kiosk will be added for day passes. The interior is also getting a major facelift.
 - There have been some concerns about signage in parking lots. As it stands, the signs don't really stick out – they're orange and brown like everything else. Could investigate other colors – green, red, blue, etc. – but don't have it in their current budget.
 - Shuttle Services Updates:
 - There are four routes: main, north, south, and downtown on Thursday, Friday, and Saturday.
 - There's a brand new app that live-tracks the shuttles. It also allows supervisors the ability to ensure drivers are hitting their marks, sticking to their routes, etc.
 - They are currently investigating automatic passenger counters for the shuttles; this would save drivers a lot of time.
 - The forthcoming new student health center is a proposed shuttle stop location.
 - Currently investigating the construction of a winter shelter for the buses that would actually serve as a new office for staff as well. Also exploring the possibility of a diesel tank for fuel.
 - Campus Police Updates:
 - 2013 will find the department understaffed, but they hope to hire three new officers sometime in the coming year. As it stands, a list of eligible applicants is maintained for 90 days, and then applicants are dropped from the list. They hope to change this process a bit by changing their requirements a bit. This would broaden their applicant pool by including folks who can pass

physical agility and written tests instead of mandating they've been through the police academy before even applying.

- The department is slowly pursuing CALEA accreditation. This is a very lengthy process that entails the updating of policies, procedures, etc. If successful, BGSU would most likely be the second or third university police force in the state to be accredited.
 - BGSU is trying to use the Clery Act as their standard for reporting criminal activity on campus. If it looks like our crime statistics have increased, this is most likely why. In order to bring us into compliance, we have to report things differently, and that explains the discrepancy in past versus more current years' data.
 - The emergency management planning is being rewritten and it is a huge undertaking.
 - Considering adding some digital signs for AlertBG around campus. In addition, would like to add some loudspeakers. J. Ellinger is allocating money annually for this.
 - The blue light emergency phones are used quite infrequently, and a number of the calls that are made from them are not true emergencies or are dropped/prank calls. They do, however, create the illusion of safety, so they won't yet be disappearing, but folks would like to replace some of them with the loudspeakers or two-way systems.
 - The police are conducting annual safety walks (after dark) to evaluate lighting on campus and make changes if necessary.
- Tobacco Free Campus Policy Development Committee – K. Dean and L. Bowen
 - The committee held its first meeting on December 4 and hopes to have a draft proposal for their next meeting on January 13.
 - ASC sent out a survey and got a 47% return rate, which is pretty good. Basically, it was to get a general idea of folks' feelings on the smoke-free initiative, and for them to offer comments. Everything is being compiled and forwarded to J. Carr.

Announcements

- Next meeting is **January 16, 2013: Mileti Alumni Center Conference Room**
- Reminder to make a copy of your last 2012 pay on December 21st!

Good of the Order

November retirees: Errol Baker, Debra Bruns, Sarah Grimes, Susan Landversicht

Meeting adjourned at 11:45 a.m.

K. Najacht
12/17/12