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March 22, 2017

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Federal Communications Commission
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VIA FCC COURIER

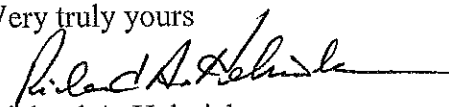
EEO Staff, Policy Division, Media Bureau
Federal Communications Division
445 12th Street, S.W.
Washington, D.C. 20554

**Re: Response to EEO Audit Letter of February 8, 2017
WBGU-TV, Bowling Green, Ohio (Facility ID 6568)**

Dear Sir or Madam

Submitted on behalf of Bowling Green State University, licensee of noncommercial educational television broadcast station WBGU-TV, Bowling Green, Ohio, is its response to the Commission's letter, dated February 8, 2017, requesting information about the EEO program of the above-referenced station's employment unit. Should there be any questions concerning the response, please contact undersigned counsel.

Very truly yours


Richard A. Helmick



BOWLING GREEN STATE UNIVERSITY

Office of the President

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March 20, 2017

EEO Staff, Policy Division, Media Bureau
Federal Communications Commission
445 12th Street, S.W.
Washington, D.C. 20554

Attn: Lewis C. Pulley
Assistant Chief, Policy Division
Media Bureau

**Re: Response to EEO Audit Letter of February 8, 2017
Station WBGU-TV, Bowling Green, Ohio (Facility ID 6568)**

Dear Mr. Pulley:

This letter is written on behalf of Bowling Green State University ("Licensee"), licensee of non-commercial educational television Broadcast Station WBGU-TV (Facility ID 6568), in response to the Commission's letter dated February 8, 2017, requesting the Licensee to furnish data as part of an audit of its EEO program.

Station WBGU-TV is part of an employment unit in the Lima, Ohio market (a "smaller market" as defined by Section 73.2080 (e) (3) of the rules). As of March 1, 2017, this unit employed 13 full-time employees, of which five employees (38.5%) are female.

The responses to the Commission's inquiries as set forth in its audit letter are as follows:

3. (a) EEO Public File Reports. Set forth as **Attachment 1** are the Licensee's two most recent EEO Public File Reports for the applicable employment unit covering the periods from June 1, 2014 through May 31, 2015 (the "2015 EEO Public File Report") and June 1, 2015 through May 31, 2016 (the "2016 EEO Public File Report"). These reports were timely placed in the WBGU-TV public inspection file and timely posted on the WBGU-TV website. A copy of the 2016 EEO Public File Report can be found at www.wbgu.org.

3. (b) Documentation of Communications Announcing Job Openings. As reported in **Attachment 1**, there were no full-time hires in 2015 and 2016. Set forth as **Attachment 2** is a listing of the recruitment sources used by Licensee for the unfilled position search in 2015. Eight candidates were given teleconference interviews with four (4) candidates scheduled for in-person interviews. Subsequently two of four candidates withdrew from consideration and the remaining two were not deemed qualified by the search committee and the BGSU Chief Communications Officer so the position was not filled. But one of the candidates given an audio interview was given a one (1-year) conditional contract appointment in 2016 (on August 18, 2015). This person

was a prior station student employee who graduated in May 2015. This person left the station after the end of their contract. No organizations requested that the Licensee send it job opening notifications.

3. (c). Interviewee and Referral Source Information. For the 2015 job hire search (unfilled) there were four interviewees; all in response to website postings.

3. (d). EEO Outreach Initiatives. As noted above, the WBGU-TV employment unit is located in a smaller market (the Lima, Ohio television market) and, pursuant to Section 73.2080 (c) (2) of the rules is required to engage in two recruitment-training outreach initiatives during the period from June 1, 2014 through May 31, 2016 (the "Outreach Period"). Complete details of the Licensee's various EEO outreach initiatives during the Outreach Period are set forth in Attachment B to the 2015 and 2016 EEO Public File Reports, copies of which are set forth at **Attachment 3**. These outreach activities include, in part, (a) participation in one BGSU Presidents' Day event; (b) participation in five BGSU career preview days; (c) conducting an ongoing internship, co-op, scholarship and training program for student employees, (d) participation in one event involving broadcast media careers, (e) conducting mandatory EEO, diversity, Title IX, sexual harassment, and stop harassment/eliminate sexual violence training for all station WBGU-TV staff and (f) conducting seventeen station tours/media workshops for community/school groups.

3. (e). Complaints Regarding Discrimination in Employment Practices. There is one pending complaint.

| | |
|--------------------------|--|
| Complainant's Name | Roy Montgomery II |
| Complaint File # | EEOC Charge No. 22A-2017-00356 |
| Basis of Complaint | The claim is harassment based on race. |
| Jurisdiction Where Filed | U.S. Equal Opportunity Commission |
| Status of Complaint | BGSU filed its response with the EEOC on 2/20/17. The matter is still under investigation. |

3. (f). EEO Enforcement Responsibility and Methods for Informing Employees and Job Applicants of EEO Policies and Program.

(1) EEO Implementation Responsibilities

The administration and enforcement of the Licensee's EEO policies and program is conducted by the Bowling Green State University Chief Human Resources Officer (Viva McCarver) who performs her duties and responsibilities under the supervision and direction of the Licensee's Vice President for Finance & Administration (Sherideen Stoll). The Vice President for Finance & Administration reports to the university President. The President (Mary Ellen Mazey) reports to Licensee's Board of Trustees. All hiring for the employment unit is handled by or under the supervision of Licensee's General Manager for Finance, Development and Programming (Tina Simon) and General Manager for Production, Engineering and Educational Services (Anthony Short), both of whom are located at and work from the employment unit. Accordingly, the employment unit's EEO implementation, performance and evaluation is under the direct administration and oversight of responsible management and university officials.

(2) Dissemination of EEO Policies and Program

The Licensee's EEO program and policies are set forth in the form of an EEO Program, a copy of which is set forth at **Attachment 4**. The Licensee disseminates its EEO policies to employees and job applicants by the following means:

- The written EEO Program is posted in an area at the employment unit in view of station employees and job applicants. The EEO Program is available to existing employees and new hires.
- The employment unit posts appropriate EEO notices informing employees and job applicants of their equal employment opportunity rights, that Licensee is an equal employment opportunity employer, that discrimination because of race, color, religion, national origin, age or sex is prohibited and that they have the right to notify an appropriate local, State or Federal agency if they believe that they have been discriminated against.
- The Licensee's EEO policies are included in its employee handbook.
- An EEO notice appears on the Licensee's employment application.
- Licensee's General Managers, (Tina Simon and Anthony Short) receives and reviews memoranda, notices and correspondence from Licensee's Washington, D.C. communications counsel and other sources regarding EEO rules and policies and, in turn, distributes appropriate memoranda and other communications dealing with EEO to Licensee's employment units.
- Meetings are conducted among employment unit personnel and other management level personnel as appropriate.

3. (g). Analysis of EEO Recruitment Program. During the two year period from June 1, 2014 through May 31, 2016 covered by the Licensee's 2015 and 2016 EEO Public File Reports, there were no hires for which referrals were provided by the following sources indicated in **Attachment 2**: Since there has been only one full-time position search and no full-time hires over a two year period, Licensee believes that there is an insufficient basis for evaluating these recruitment sources at this time; as additional job openings occur, however, the effectiveness of these recruitment sources will be evaluated and the list of recruitment sources will be modified and/or expanded as deemed necessary to achieve sufficient numbers of referrals. To date, however, Licensee is satisfied with the overall results of its EEO recruitment program.

3. (h). Analysis of BGSU Unit Practices to Ensure Equal Opportunity and Nondiscrimination. The employment unit is subject to the policies and practices set forth below. In connection with the areas covered below, the employment unit:

Pay/Overtime/Benefits

- Examines rates of pay and fringe benefits for employees with the same duties in order to ensure that there are no inequities based upon race or sex discrimination.
- Provides the opportunity to perform overtime work on a basis that does not discriminate against employees.

Promotions

- Undertakes to offer promotions in a nondiscriminatory fashion to positions of greater responsibility.
- Instructs those who make decisions on placement and promotion that employees are to be considered without discrimination.
- Disseminates promotion policies to employees by posting or otherwise making such policies known to employees.
- Inquires into interests in skills of lower paid employees with respect to higher paid positions and provides assistance, counseling and/or training to enable employees with interest and potential to qualify for such positions.
- Disseminates information regarding training programs and affords the opportunity for employees to participate.
- Posts jobs at the employment unit so that existing employees will be aware of opportunities of promotion.

Selection Techniques

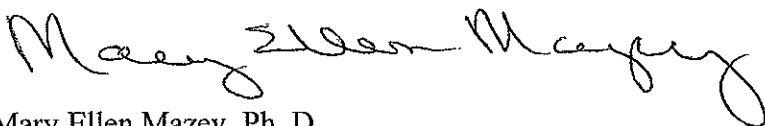
- Engages in screening and, to the extent used, testing procedures on a basis that is applied fairly, consistently and in a neutral manner.
- Conducts reference checks, if used, on a basis that is fair, consistent and at the same stage of the hiring process.
- Reviews screening procedures and selection process used by persons with hiring responsibilities to ensure that qualified persons are not being excluded during the initial stage.

There are no union agreements at this employment unit.

A copy of this response to the Commission's audit letter, as well as the audit letter itself, will be placed in the WBGU-TV public inspection file.

The party signing below hereby declares, under penalty of perjury, that the facts and information included in this response and related attachments are true and correct to the best of my knowledge and belief.

Respectfully submitted



Mary Ellen Mazey, Ph. D.
President
Bowling Green State University

EEO PUBLIC FILE REPORTS

EEO PUBLIC FILE REPORT

FOR

WBGU-TV

BOWLING GREEN, OHIO

6/1/14 – 5/31/15

EEO PUBLIC FILE REPORT

The EEO Public File Report is filed in Station WBGU-TV's public inspection file pursuant to Section 73.2080 (c)(6) of the Federal Communications Commission's ("FCC") rules.

During the one year period ending on May 31, 2015, the station filled the following full-time vacancies:

NONE

The following are the recruitment sources used during the period covered in this report and the cumulative number of interviewees referred by each:

| <u>Recruitment Source</u> | <u>Total Number of Interviewees Referred</u> |
|---|--|
| HireTouch | 4 |
| Bowling Green Sentinel-Tribune | |
| IMDiversity.com | |
| higheredjobs.com | |
| LaPrensa | |
| Lima News | |
| Toledo Blade/Monster.com | |
| Toledo Journal | |
| Higher Education Recruitment Consortium | |

Attachment A contains the following information for each full-time vacancy:

- The recruitment sources(s) used to fill each vacancy, identified by name, address, contact person and telephone number;
- The recruitment source that referred the hiree for each full-time vacancy;
- The total number of persons interviewed for each full-time vacancy; and
- The total number of interviewees referred by each recruitment source used in connection with each vacancy.

Attachment B contains a list and a brief description of menu option activities undertaken pursuant to the FCC's EEO rules during the time period covered by this report.

ATTACHMENT A
EEO INFORMATION FOR FULL-TIME VACANCIES

FULL-TIME VACANCY EEO INFORMATION
[Fill out for each full-time vacancy]

Job Title Vacancy: Producer/Director/Videographer

Recruitment Source that Referred the Hiree: N.A.

Date Vacancy Opened: 2/27/2015

Total Number of Persons Interviewed for the Vacancy: 4

Date Vacancy Filled: NOT FILLED

Recruitment Sources Used to Fill Vacancy

| Name of Recruitment Source | Address | Contact Person | Telephone Number | Total Number of Interviewees Referred by the Source for the Vacancy. | Did the Source Request Notification |
|--------------------------------|---|-------------------------|--------------------------|--|-------------------------------------|
| HireTouch | 1001 E. Wooster St., Bowling Green OH 43402 | Lori Smith | 419-372-8421 | 49 | No |
| Bowling Green Sentinel-Tribune | 300 E. Poe Rd., Bowling Green, OH 43402 | Mary Vetter | 419-352-4611 | 2 | No |
| LaPrensa | PO Box 792, Saline, MI 48176 | Rico Neller | 419-870-6565 | 2 | No |
| IMDiversity.com | 140 Carondelet St., New Orleans, LA 70130 | Preston J. Edwards, Jr. | 504-523-0154 | 1 | No |
| higheredjobs.com | 328 Innovation Blvd., Suite 300, State College, PA 16803 | Amy Hoover | 814-861-3080 Ext. 208 | 4 | No |
| Lima News | 3515 Elida Rd., Lima OH 45807 | Jennifer Rodriguez | 419-223-1010 | 3 | No |
| Toledo Blade/Monster.com | 541 N. Superior St., Toledo, OH 43660 | Shannon Hickey | 419-724-6500 | 3 | No |
| Toledo Journal | 3021 Douglas Rd. Toledo, OH 43606 | Sandra Stewart | 419-472-4521 | 1 | No |

| | | | | | |
|--|--|------------|--------------|---|----|
| Higher Education Recruitment Consortium (HERC) | 1001 E. Wooster St., Bowling Green OH 43402 | Lori Smith | 419-372-8421 | 2 | No |
|--|--|------------|--------------|---|----|

**ATTACHMENT B
MENU OPTION ACTIVITIES**

MENU OPTIONS ACTIVITIES

Station WBGU-TV has engaged in the following outreach activities during the year covered by this report: 6/1/14-5/31/15

| Activity Classification | Type of Activity | Brief Description |
|-------------------------|------------------|--|
| 10 | B.G.S.U. Event | BGSU Preview Day March 23, 2015 Participants: Andy Carpenter, Carly Ranks, Faith Cammick |
| 10 | B.G.S.U. Event | BGSU Preview Day October 18, 2014 Participants: Andy Carpenter, Mike Jones Tim Green |
| 10 | B.G.S.U. Event | BGSU Preview Day December 6, 2014 Participants: Andy Carpenter, Mia Luschini, Tim Green |
| 10 | B.G.S.U. Event | BGSU President's Day February 16, 2015 Participants: Andy Carpenter, Carly Ranks, Faith Cammick,, Mike Jones, Tim Green, Eric Mathis, Mia Luschini |
| 6 | B.G.S.U. Event | University Service Awards May 5, 2015 Steve Kendall |
| 7 | Scholarship | Tucker Scholarship and WBGU book scholarship for WBGU-TV/NWOETF student employees April 17, 2015 |

| | | |
|---------|-------------------------------|--|
| 7, 10 | Scholarship | B.G.S.U. Department of Telecommunications Scholarship/Awards Day March 27, 2015 Steve Kendall |
| 14 | EEO and Diversity Training | BGSU Title IX staff training February 2015 |
| 5, 8, 9 | Training, Co-ops, Internships | WBGU Student Training program, B.G.S.U. course fee waiver policy for staff, WBGU-TV training grants for staff, Administrative Staff Council professional development grants |
| 4, 11 | Community Event | High School Media & Communications Day November 7, 2015 Mike Jones |
| 6 | B.G.S.U. Event | BGSU College of Education and Human Development Student Convocation April 26, 2015 Steve Kendall |
| 14 | EEO & Diversity Training | BGSU Sexual Harassment & Diversity staff training February 2015 |
| 7, 10 | B.G.S.U. Event, Scholarship | B.G.S.U. WFAL-AM, WBGU-FM Student Management Search Committee & Interviews March 25-28, 2015 Steve Kendall |
| 10, 11 | Community Event, Outreach | Brain Game Open House at WBGU-TV (area high school students) October 2014 – April 2015 |
| 4, 10 | Outreach | Tour: St. John's Nurturing Center from Genoa 20 1st-5th graders/teachers Lisa Wayne July 9, 2015 |
| 4, 10 | Outreach | Tour: 1 Amazing Place Child Care 40 Kind-5th graders/teachers Given by Nolan Ritter, Faith Camick, Mitchell Seifert, Desiree Holton August, 5, 2014 |

| | | |
|-------|----------|---|
| 4, 10 | Outreach | Tour: Tiger Scouts from Miller City 50 scouts/adults Tom Zapiecki, Mike Webster, Jared Calvalege October 10, 2014 |
| 4, 10 | Outreach | Tour: Tiger Cubs from Bowling Green 26 scouts/adults Faith Camick, Kaleb Grine January 26, 2015 |
| 4, 10 | Outreach | Tour: Tiger Cubs from Perrysburg 20 scouts/adults Faith Camick, Kaleb Grine February 5, 2015 |
| 4, 10 | Outreach | Tour: Tiger Cubs from St. Aloysius 18 scouts/adults Faith Camick, Kaleb Grine February 9, 2015 |
| 4, 10 | Outreach | Tour: Cub Scouts from Findlay 20 scouts/adults Kaleb Grine, Kelly McManamon February 16, 2015 |
| 4, 10 | Outreach | Tour: Cub Scouts from Bradner 20 scouts/adults Kaleb Grine, Lee-Ann Hall March 17, 2015 |
| 4, 10 | Outreach | Tour: Clients from Woodlane from Bowling Green 12 clients/professionals Lisa Wayne April 9, 2015 |
| 4, 10 | Outreach | Tour: Tiger Cubs from Pemberville 16 scouts/adults Faith Camick April 18, 2015 |

| | | |
|-------|----------|---|
| 4, 10 | Outreach | Tour: Golden Medal 4-H Club from Bowling Green 20 members/adults Kelly Pheneger, Greg Shaw May 13, 2015 |
|-------|----------|---|

- For “Activity Classification” use numbers “1” through “16” in accordance with the following:
 1. Participation in at least four job fairs by station personnel who have substantial responsibility in making hiring decisions;
 2. Host of at least one job fair;
 3. Co-sponsoring of at least one job fair with organizations in the business and professional community whose membership includes substantial participation by women and minorities;
 4. Participation in at least four events, including conventions, career days, workshops, and similar activities, sponsored by organizations representing groups present in the community interested in broadcast employment issues;
 5. Establishment of an internship program designed to assist members of the community interested in broadcast employment issues;
 6. Participation in job banks, Internet programs, and other programs designed to promote outreach generally (i.e., outreach that is not generally directed to providing notification of specific job vacancies);
 7. Participation in scholarship programs designed to assist students interested in pursuing a career in broadcasting;
 8. Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for a higher level positions;
 9. Establishment of a mentoring program for station personnel;
 10. Participation in at least four events or programs sponsored by educational institutions relating to career opportunities in broadcasting;
 11. Sponsorship of at least two events in the community designed to inform and educate members of the public about employment opportunities in broadcasting;
 12. Listing of each upper-level category opening in a job bank or newsletter of media trade groups whose membership includes substantial participation by women and minorities;
 13. Provision of assistance to unaffiliated non-profit entities in the maintenance of web sites that provide counseling on the process of searching for broadcast employment and/or other career development assistance pertinent to broadcasting;
 14. Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination;
 15. Provision of training to personnel of unaffiliated non-profit organizations interested in broadcast employment opportunities that would enable them to better refer job candidates for broadcast positions;
 16. Participation in other activities designed by the station reasonably calculated to further the goal of disseminating information as to employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities.

EEO PUBLIC FILE REPORT

FOR

WBGU-TV

BOWLING GREEN, OHIO

6/1/15 – 5/31/16

2016 EEO PUBLIC FILE REPORT

The EEO Public File Report is filed in Station WBGU's public inspection file pursuant to Section 73.2080 (c)(6) of the Federal Communications Commission's ("FCC") rules.

During the one year period ending on May 31, 2016, the station filled the following full-time vacancies:

NONE

The station interviewed a total of **0** people for all full-time vacancies during the period covered in this report.

The following are the recruitment sources used during the period covered in this report and the cumulative number of interviewees referred by each: **N/A**

EEO OUTREACH ACTIVITIES

Station WBGU has engaged in the following outreach activities during the year covered by this report: 6/1/15-5/31/16

| Activity Classification | Type of Activity | Brief Description |
|-------------------------|------------------|--|
| 10 | Outreach | Lima Public Library, Apollo Career Center, Lima Allen Council on Community Affairs Book Celebration February 27, 2016 Participants: Doug Cameron |
| 10 | B.G.S.U. Event | BGSU Preview Day October 31, 2015 Participants: Tim Green, Kelly McManamon |
| 10 | B.G.S.U. Event | BGSU Preview Day December 5, 2015 Participants: Lee-Ann Hall, Kelly McManamon |
| 7 | Scholarship | Tucker Scholarship Fitzgerald Scholarship and WBGU book scholarship for WBGU/NWOETF student employees April 22, 2016 |
| 4, 11 | Community Event | Town Hall Forum Lima, Ohio August 3, 2015 Participants: Tony Short, Tina Simon |

| | | |
|---------|-------------------------------|--|
| 7, 10 | Scholarship | B.G.S.U. Department of Telecommunications Scholarship/Awards Day April 8, 2016 Participant: Steve Kendall |
| 4, 10 | Outreach | Adelante, Latino Resource Center Tour/Workshop June 16, 2015 Participant: Marcus Harrison |
| 14 | EEO and Diversity Training | BGSU Staff <i>Stop Harassment and Discrimination and Eliminate Sexual Violence</i> Training August 2015-May 2016 Participants: All WBGU-TV Staff and students |
| 4, 10 | Outreach | BGSU Academic Investment in Math & Science Program (AIMS) June 30, 2015 Participant: Marcus Harrison |
| 5, 8, 9 | Training, Co-ops, Internships | WBGU Student Training program, B.G.S.U. course fee waiver policy for staff, WBGU-TV training grants for staff, Administrative Staff Council professional development grants. June 2015-May 2016 |
| 1, 6 | B.G.S.U. Event | BGSU College of Education and Human Development Student Convocation April 24, 2016 Participant: Steve Kendall |
| 4, 10 | Outreach | Terra Community College Digital Media Class Tour/Workshop April 12, 2016 Participant: Marcus Harrison |
| 4, 11 | Community Event | Town Hall Forum Bowling Green, Ohio August 10, 2015 Participants: Tony Short, Tina Simon |
| 4, 10 | Outreach | St. John's Jesuit High School (Senior Project) Taveon Atkins Job Shadow May 9 – May 13, 2016 Participant: Marcus Harrison |
| 4, 10 | Outreach | North Baltimore, Ohio Rotary presentation. March 8, 2016 Participant: Steve Kendall |
| 7, 10 | B.G.S.U. Event, Scholarship | B.G.S.U. WFAL-AM, WBGU-FM Student Management Search Committee & Interviews March 23-25, 2016 Participant: Steve Kendall |
| 10, 11 | Community Event, Outreach | Brain Game Open House at WBGU-TV (area high school students, coaches and |

| | | |
|-------|-----------------|---|
| | | teachers) October 2015 – May 2016 |
| 4, 11 | Community Event | Town Hall Forum Bowling Green, Ohio September 2, 2015 Participants: Tony Short, Tina Simon |
| 4, 10 | Outreach | Students from St. Wendelin's Catholic School, Fostoria, Ohio attended studio production and tour February 23, 2016 Participant: Lisa Wayne, Tom Zapiecki, Steve Kendall, Meghan Murray, Chris Cleland |
| 6 | B.G.S.U. Event | University Service Awards March 30, 2016 Participant: Steve Kendall |
| 4, 11 | Community Event | Town Hall Forum Findlay, Ohio July 29, 2015 Participants: Tony Short, Tina Simon |

- For “Activity Classification” use numbers “1” through “16” in accordance with the following:
 1. Participation in at least four job fairs by station personnel who have substantial responsibility in making hiring decisions;
 2. Host of at least one job fair;
 3. Co-sponsoring of at least one job fair with organizations in the business and professional community whose membership includes substantial participation by women and minorities;
 4. Participation in at least four events, including conventions, career days, workshops, and similar activities, sponsored by organizations representing groups present in the community interested in broadcast employment issues;
 5. Establishment of an internship program designed to assist members of the community interested in broadcast employment issues;
 6. Participation in job banks, Internet programs, and other programs designed to promote outreach generally (i.e., outreach that is not generally directed to providing notification of specific job vacancies);
 7. Participation in scholarship programs designed to assist students interested in pursuing a career in broadcasting;
 8. Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for a higher level positions;
 9. Establishment of a mentoring program for station personnel;
 10. Participation in at least four events or programs sponsored by educational institutions relating to career opportunities in broadcasting;
 11. Sponsorship of at least two events in the community designed to inform and educate members of the public about employment opportunities in broadcasting;
 12. Listing of each upper-level category opening in a job bank or newsletter of media trade groups whose membership includes substantial participation by women and minorities;
 13. Provision of assistance to unaffiliated non-profit entities in the maintenance of web sites that provide counseling on the process of searching for broadcast employment and/or other career development assistance pertinent to broadcasting;

14. Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination;
15. Provision of training to personnel of unaffiliated non-profit organizations interested in broadcast employment opportunities that would enable them to better refer job candidates for broadcast positions;
16. Participation in other activities designed by the station reasonably calculated to further the goal of disseminating information as to employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities.

ATTACHMENT 2

DOCUMENTATION REGARDING CONTACTS WITH OR USE OF
RECRUITMENT SOURCES ON ABY POSITION BASIS

ATTACHMENT 2

DOCUMENTATION REGARDING CONTACTS WITH OR USE OF
RECRUITMENT SOURCES ON A POSITION BY POSITION BASIS

| Name of Recruitment Source (2015) | | | |
|--|---|-------------------------|--------------------------|
| HireTouch | 1001 E. Wooster St., Bowling Green OH 43402 | Lori Smith | 419-372-8421 |
| Bowling Green Sentinel-Tribune | 300 E. Poe Rd., Bowling Green, OH 43402 | Mary Vetter | 419-352-4611 |
| LaPrensa | PO Box 792, Saline, MI 48176 | Rico Neller | 419-870-6565 |
| IMDiversity.com | 140 Carondelet St., New Orleans, LA 70130 | Preston J. Edwards, Jr. | 504-523-0154 |
| higherjobs.com | 328 Innovation Blvd., Suite 300, State College, PA 16803 | Amy Hoover | 814-861-3080 Ext. 208 |
| Lima News | 3515 Elida Rd., Lima OH 45807 | Jennifer Rodriguez | 419-223-1010 |
| Toledo Blade/Monster.com | 541 N. Superior St., Toledo, OH 43660 | Shannon Hickey | 419-724-6500 |
| Toledo Journal | 3021 Douglas Rd. Toledo, OH 43606 | Sandra Stewart | 419-472-4521 |
| Higher Education Recruitment Consortium (HERC) | 1001 E. Wooster St., Bowling Green OH 43402 | Lori Smith | 419-372-8421 |

ATTACHMENT 3

DOCUMENTATION REGARDING OUTREACH ACTIVITIES

DOCUMENTATION REGARDING OUTREACH ACTIVITIES

a)

BGSU President's Day February 16, 2015

The annual Presidents' Day program at BGSU allows prospective students and their parents to visit nearly 225 classes and more than 160 university departments and programs. WBGU-TV provides tours and presentations at the station and also sets up a staffed presentation booth in the common area frequented by all attendees.

WBGU-TV staff provided written and verbal information regarding careers in media with emphasis on employment opportunities at WBGU-TV to approximately 100 attendees.

WBGU-TV Staff Participants: Andy Carpenter, Carly Ranks, Faith Cammick, Mike Jones, Tim Green, Eric Mathis, Mia Luschini

b)

BGSU Preview Day March 23, 2015

Held multiple times each year, Preview Day event provides prospective students the opportunity to visit the BGSU campus, visit classes, tour campus academic departments, and learn how to connect academic tracks to potential career paths. WBGU-TV staff provided written and verbal information regarding careers in media with emphasis on employment opportunities at WBGU-TV to approximately 40 attendees.

WBGU-TV Staff Participants: Andy Carpenter, Carly Ranks, Faith Cammick

BGSU Preview Day October 18, 2014

Held multiple times each year, Preview Day event provides prospective students the opportunity to visit the BGSU campus, visit classes, tour campus academic departments, and learn how to connect academic tracks to potential career paths. WBGU-TV staff provided written and verbal information regarding careers in media with emphasis on employment opportunities at WBGU-TV to approximately 35 attendees.

WBGU-TV Staff Participants: Andy Carpenter, Mike Jones, Tim Green

BGSU Preview Day December 6, 2014

Held multiple times each year, Preview Day event provides prospective students the opportunity to visit the BGSU campus, visit classes, tour campus academic departments, and learn how to connect academic tracks to potential career paths. WBGU-TV staff provided written and verbal information regarding careers in media with emphasis on employment opportunities at WBGU-TV to approximately 40 attendees.

WBGU-TV Staff Participants: Andy Carpenter, Mia Luschini, Tim Green

BGSU Preview Day October 31, 2015

Held multiple times each year, Preview Day event provides prospective students the opportunity to visit the BGSU campus, visit classes, tour campus academic departments, and learn how to connect academic tracks to potential career paths. WBGU-TV staff provided written and verbal information regarding careers in media with emphasis on employment opportunities at WBGU-TV to approximately 50 attendees.

WBGU-TV Staff Participants: Tim Green, Kelly McManamon

BGSU Preview Day December 5, 2015

Held multiple times each year, Preview Day event provides prospective students the opportunity to visit the BGSU campus, visit classes, tour campus academic departments, and learn how to connect academic tracks to potential career paths. WBGU-TV staff provided written and verbal information regarding careers in media with emphasis on employment opportunities at WBGU-TV to approximately 50 attendees.

WBGU-TV Staff Participants: Lee-Ann Hall, Kelly McManamon

BGSU Academic Investment in Math & Science Program (AIMS)

June 30, 2015

The AIMS Program focuses on enhanced learning of science, mathematics and leadership skills. Scholarships are offered to women of and students of color with STEM majors, and Ohio residents majoring in chemistry, physics, biology, geology, environmental science, applied mathematics engineering technology and with career goals related to renewable energy.

WBGU-TV staff provided written and verbal information regarding careers in media with emphasis on employment opportunities at WBGU-TV and to demonstrate how science and mathematics are used in media production to approximately 100 participants.

WBGU-TV Staff Participant: Marcus Harrison

c)

WBGU-TV Student Training, Internship/Co-op, Scholarship program

- i) Mandatory career and technical training program for all WBGU-TV student employees (number of participants: 75-100)
- ii) Student Internship program
Single or double semester class credit program(s) focused on experiential learning for BGSU media students with a focus on practical participation in WBGU-TV production and programming duties.

(June 2014-August 2014 – Shayla Robinson)

January 2015-May 2015 – Demitri Stowers, Jeremy Magers, Keanna Cook
June 2015-August 2015 – Ahmad Tariq Al-Mulla

- iii) Student Co-op program
20 hour per week Academic year program focused on experiential learning for BGSU media students with a focus on practical participation in WBGU-TV production and programming duties.
August 2015-December 2015 Meghan Murray
August 2015-December 2015 Shelby Moeller
January 2016-May 2016 Nathaniel Hursh

- iv) Tucker Scholarship and WBGU book scholarship for WBGU-TV/NWOETF student employees
Annual event to support the educational and professional career advancement of 75 WBGU-TV and Northwest Ohio Educational Technology Foundation student employees by WBGU-TV staff.
April 17, 2015

- v) Tucker Scholarship Fitzgerald Scholarship and WBGU book scholarship for WBGU/NWOETF student employees
Annual event to support the educational and professional career advancement of 100 WBGU-TV and Northwest Ohio Educational Technology Foundation student employees by WBGU-TV staff.
April 22, 2016

WBGU Student and Employee Training and Staff Professional Development program

- a) Mandatory career and technical training program for all WBGU-TV student employees (75-100)
- b) B.G.S.U. course fee waiver policy for staff, WBGU-TV training grants for staff and BGSU Administrative Staff Council professional development grants to support staff continuing education and career development.
June 2015-May 2016

B.G.S.U. Department of Telecommunications Scholarship/Awards Day March 27, 2015

Presentation by WBGU-TV staff highlighting experiential learning and career development and employment opportunities to approximately 25 Department of Telecommunications students.

WBGU-TV Staff Participant: Steve Kendall

B.G.S.U. Department of Telecommunications Scholarship/Awards Day April 8, 2016

Presentation by WBGU-TV staff highlighting experiential learning and career development and employment opportunities to approximately 25 Department of Telecommunications students.

WBGU-TV Staff Participant: Steve Kendall

B.G.S.U. WFAL-AM, WBGU-FM Student Management Search Committee & Interviews March 25-28, 2015

WBGU-TV staff participated in 8 interviews with potential student media management candidates relating career development opportunities.

WBGU-TV Staff Participant: Steve Kendall

B.G.S.U. WFAL-AM, WBGU-FM Student Management Search Committee & Interviews March 23-25, 2016

WBGU-TV staff participated in 6 interviews with potential student media management candidates relating career development opportunities.

WBGU-TV Staff Participant: Steve Kendall

d)

High School Media & Communications Day November 7, 2015

WBGU-TV staff provided written and verbal information regarding careers in media with emphasis on employment opportunities at WBGU-TV to approximately 250 attendees.

WBGU-TV Staff Participant: Mike Jones

e)

EEO and Diversity Training

Annual ongoing, **mandatory** EEO Training for all BGSU employees conducted under the supervision of the BGSU Office of Human Resources. Employees are required to study various EEO and diversity scenarios and then pass a series of tests related to the topics indicated below.

BGSU Title IX staff training February 2015

BGSU Sexual Harassment & Diversity staff training February 2015

BGSU Staff *Stop Harassment and Discrimination and Eliminate Sexual Violence* Training

August 2015-May 2016

WBGU-TV Participants: All WBGU-TV staff and students

f)

Tours/Media Workshops/Job Shadow

Students from St. Wendelin's Catholic School, Fostoria, Ohio attended studio production and tour February 23, 2016

Staff provided a tour of WBGU-TV with hands-on demonstrations and verbal presentations regarding careers in media.

WBGU-TV Staff Participants: Lisa Wayne, Tom Zapiecki, Steve Kendall, Meghan Murray, Chris Cleland

Terra Community College Digital Media Class Tour/Workshop

April 12, 2016

Staff provided a tour of WBGU-TV with hands-on demonstrations and verbal presentations regarding careers in media with emphasis in digital editing platforms.

WBGU-TV Staff Participant: Marcus Harrison

Adelante, Latino Resource Center Tour/Workshop June 16, 2015

Staff provided a tour of WBGU-TV with hands-on demonstrations and verbal presentations regarding careers in media with emphasis on digital media production techniques.

WBGU-TV Staff Participant: Marcus Harrison

St. John's Jesuit High School (Senior Project) Taveon Atkins Job Shadow

May 9 – May 13, 2016

WBGU-TV staff provided a career job shadowing experience to a high school student to provide experiential learning in a professional environment.

Participant: Marcus Harrison

Brain Game Open House at WBGU-TV (area high school students, parents, teachers and coaches)

October 2014 – April 2015

More than 300 high school students compete in an academic competition at the WBGU-TV studios. Media career development materials are made available.

WBGU-TV Staff Participants Tom Zapiecki, Tony Short, Tom Cummings, Mark Doug McGlaughlin

Brain Game Open House at WBGU-TV (area high school students, parents, coaches and teachers) October 2015 – May 2016

More than 300 high school students compete in an academic competition at the WBGU-TV studios. Media career development materials are made available.

WBGU-TV Staff Participants Tom Zapiecki, Tony Short, Tom Cummings, Mark Doug McGlaughlin

- Tour: St. John's Nurturing Center from Genoa July 9, 2015
20 1st-5th graders/teachers
Staff provided a tour of WBGU-TV with hands-on demonstrations and verbal presentations.
WBGU-TV Staff Participant: Lisa Wayne
- Tour: 1 Amazing Place Child Care August, 5, 2014
40 Kind-5th graders/teachers
Staff provided a tour of WBGU-TV with hands-on demonstrations and verbal presentations.
WBGU-TV Staff Participants: Nolan Ritter, Faith Camick, Mitchell Seifert, Desiree Holton
- Tour: Golden Medal 4-H Club from Bowling Green May 13, 2015
20 members/adults
Staff provided a tour of WBGU-TV with hands-on demonstrations and verbal presentations.
WBGU-TV Staff Participants: Kelly Pheneger, Greg Shaw
- Tour: Tiger Scouts from Miller City October 10, 2014
50 scouts/adults
Staff provided a tour of WBGU-TV with hands-on demonstrations and verbal presentations.
WBGU-TV Staff Participants: Tom Zapiecki, Mike Webster, Jared Calvalege
- Tour: Tiger Cubs from Bowling Green January 26, 2015
26 scouts/adults
Staff provided a tour of WBGU-TV with hands-on demonstrations and verbal presentations.
WBGU-TV Staff Participants: Faith Camick, Kaleb Grine
- Tour: Tiger Cubs from Perrysburg February 5, 2015
20 scouts/adults
Staff provided a tour of WBGU-TV with hands-on demonstrations and verbal presentations.
WBGU-TV Staff Participants: Faith Camick, Kaleb Grine

- Tour: Tiger Cubs from St. Aloysius February 9, 2015
18 scouts/adults
Staff provided a tour of WBGU-TV with hands-on demonstrations and verbal presentations.
WBGU-TV Staff Participants: Faith Camick, Kaleb Grine
- Tour: Cub Scouts from Findlay February 16, 2015
20 scouts/adults
Staff provided a tour of WBGU-TV with hands-on demonstrations and verbal presentations.
WBGU-TV Staff Participants: Kaleb Grine, Kelly McManamon
- Tour: Cub Scouts from Bradner March 17, 2015
20 scouts/adults
Staff provided a tour of WBGU-TV with hands-on demonstrations and verbal presentations.
WBGU-TV Staff Participants: Kaleb Grine, Lee-Ann Hall
- Tour: Clients from Woodlane from Bowling Green April 9, 2015
12 clients/professionals
Staff provided a tour of WBGU-TV with hands-on demonstrations and verbal presentations.
WBGU-TV Staff Participants: Lisa Wayne

EEO PROGRAM

3341-5-35 Equal Employment Opportunity.

| | |
|----------------------|-------------------------------|
| Applicability | All University units |
| Responsible Unit | Office of Human Resources |
| Policy Administrator | Chief Human Resources Officer |

(A) Policy Statement and Purpose

This policy sets forth the expectations and responsibilities for maintaining an employment environment free of unlawful discrimination and harassment.

(B) Policy

Bowling Green State University is committed to providing faculty, staff, and students with an environment where they may pursue their careers or studies free from discrimination. The Office of Human Resources is responsible for administering the university's equal opportunity and anti-harassment policies. The office exists, in part, to ensure that all members of the university community understand their responsibility to create and maintain an environment free from discrimination and harassment.

The university pledges itself to the broad application of the Civil Rights Act of 1964, as amended, in particular Titles VI and VII, Executive Order 11246, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, and Chapter 4112 of the Ohio Revised Code.

(C) Bowling Green State University is committed to providing equal employment opportunity. The university prohibits discrimination against employees and applicants for employment on the basis of race, sex, gender identity, genetic information, gender expression, sexual orientation, color,

national origin, ancestry, religion, age, marital status, disability, pregnancy, military status, or status as a Special Disabled or Vietnam-era veteran. The Office of Human Resources is responsible for equal employment opportunity compliance.

- (D) Retaliation against members of the Bowling Green State University community who exercise their right to file charges of discrimination or harassment is strictly prohibited by state and federal law and university policy. Retaliation is prohibited whether or not the charging party prevails in the original charge. Subsequent to, or contemporaneous with the charge, no agent of the university may harass, coerce, intimidate, or discriminate against an individual who has filed a complaint or participated in the complaint resolution process. Charges of retaliation will be investigated by the Office of Human Resources. Investigations will be handled on an individual, case-by-case, basis considering the complete record and all relevant circumstances. Investigations will be conducted as fairly and expeditiously as possible assuring confidentiality for both the complainant and the respondent to the extent possible. Nothing in this policy should be interpreted as interfering with the practice of academic freedom at Bowling Green State University.

Registered Date: March 4, 2015

Amended Date: March 3, 2017

Equal Employment Opportunity Policy for Bowling Green State University

Bowling Green State University is committed to providing faculty, staff, and students with an environment where they may pursue their careers or studies free from discrimination. The Office of Equity & Diversity is responsible for administering the University's equal opportunity and anti-harassment policies. The office exists, in part, to ensure that all members of the University community understand their responsibility to create and maintain an environment free from discrimination and harassment.

The University pledges itself to the broad application of the Civil Rights Act of 1964, as amended, in particular Titles VI and VII, Executive Order 11246, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, and Chapter 4112 of the Ohio Revised Code.

Equal Employment Opportunity Policy

Bowling Green State University is committed to providing equal employment opportunity. The University prohibits discrimination against employees and applicants for employment on the basis of race, sex, gender identity, gender expression, sexual orientation, color, national origin, ancestry, religion, age, marital status, disability, military status, or status as a Special Disabled or Vietnam-era veteran. The Office of Equity & Diversity, 204 University Hall, is responsible for equal employment opportunity compliance.

Retaliation

Retaliation against members of the Bowling Green State University community who exercise their right to file charges of discrimination or harassment is strictly prohibited by state and federal law and University policy. Retaliation is prohibited whether or not the charging party prevails in the original charge. Subsequent to, or contemporaneous with the charge, no agent of the University may harass, coerce, intimidate, or discriminate against an individual who has filed a complaint or participated in the complaint resolution process. Charges of retaliation will be investigated by the Office of Equity & Diversity.

Investigations will be handled on an individual, case-by-case, basis considering the complete record and all relevant circumstances. Investigations will be conducted as fairly and expeditiously as possible assuring confidentiality for both the complainant and the respondent to the extent possible.

Nothing in this policy should be interpreted as interfering with the practice of academic freedom at Bowling Green State University.

Equal Education Opportunity Policy for Bowling Green State University

Bowling Green State University is committed to providing faculty, staff, and students with an environment where they may pursue their careers or studies free from discrimination. The Office of Equity & Diversity is responsible for administering the University's equal opportunity and anti-harassment policies. The office exists, in part, to ensure that all members of the University community understand their responsibility to create and maintain an environment free from discrimination and harassment.

The University pledges itself to the broad application of the Civil Rights Act of 1964, as amended, in particular Titles VI and VII, Executive Order 11246, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, and Chapter 4112 of the Ohio Revised Code.

Equal Educational Opportunity Policy

Bowling Green State University is committed to providing equal educational opportunity. The University provides access to educational programs and activities without regard to race, sex, gender identity, gender expression, sexual orientation, color, national origin, ancestry, religion, age, marital status, disability, military status, or status as a Special Disabled or Vietnam-era veteran. The policy with respect to sexual orientation does not apply to the University's relationships with outside organizations, including the federal government, the military, and ROTC. The Office of Equity and Diversity, 204 University Hall, is responsible for equal educational opportunity compliance.

Retaliation

Retaliation against members of the Bowling Green State University community who exercise their right to file charges of discrimination or harassment is strictly prohibited by state and federal law and University policy. Retaliation is prohibited whether or not the charging party prevails in the original charge. Subsequent to, or contemporaneous with the charge, no agent of the University may harass, coerce, intimidate, or discriminate against an individual who has filed a complaint or participated in the complaint resolution process. Charges of retaliation will be investigated by the Office of Equity & Diversity.

Investigations will be handled on an individual, case-by-case, basis considering the complete record and all relevant circumstances. Investigations will be conducted as fairly and expeditiously as possible assuring confidentiality for both the complainant and the respondent to the extent possible.

Nothing in this policy should be interpreted as interfering with the practice of academic freedom at Bowling Green State University.

BGSU's Sexual Harassment Policy

It is the policy of Bowling Green State University that sexual harassment will not be condoned. This policy applies equally to faculty, administrative and classified staff, and students and is in keeping with the spirit and intent of guidelines on discrimination because of sex.

I. Definition

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- A. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic pursuits,
- B. submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual, or
- C. such conduct has the purpose or effect of unreasonably interfering with an individual's employment or academic performance or creating an intimidating, hostile or offensive working or educational environment.

II. Regulations

- A. It is a violation of University policy for any member of the faculty, administrative and classified staff, or student body to engage in sexual harassment, as defined in Section I.
- B. Retaliation against members of the Bowling Green State University community who exercise their right to file charges of discrimination or harassment is strictly prohibited by state and federal law and University policy. Retaliation is prohibited whether or not the charging party prevails in the original charge. Subsequent to, or contemporaneous with the charge, no agent of the University may harass, coerce, intimidate, or discriminate against an individual who has filed a complaint or participated in the complaint resolution process. Charges of retaliation will be investigated by the Office of Equity & Diversity.

III. Responsibilities

- A. On a university-wide basis, the Office of Equity & Diversity is responsible for the coordination and implementation of Bowling Green State University's sexual harassment policy. This office will serve as the resource with regard to all matters of this nature.
- B. Each dean, director, department chair, and administrative head of an operational unit is responsible for the dissemination and implementation of this policy within his or her area of responsibility. Persons at this level are also responsible for referring reported incidents of sexual harassment to the Office of Equity & Diversity.
- C. It is expected that each faculty member, administrative staff member and classified staff member will ensure adherence to this policy within his or her area of responsibility. Such efforts are largely a matter of good faith.
- D. It is the responsibility of all members of the University community to discourage sexual harassment, report such incidents, and cooperate in any investigation that might result.

Anti-Harassment Policy for Bowling Green State University

Bowling Green State University is committed to providing faculty, staff, and students with an environment where they may pursue their careers or studies free from discrimination. The Office of Equity & Diversity is responsible for administering the University's equal opportunity and anti-harassment policies. The office exists, in part, to ensure that all members of the University community understand their responsibility to create and maintain an environment free from discrimination and harassment.

The University pledges itself to the broad application of the Civil Rights Act of 1964, as amended, in particular Titles VI and VII, Executive Order 11246, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, and Chapter 4112 of the Ohio Revised Code.

Anti-Harassment Policy

Bowling Green State University strives to provide an environment that is free of harassment. The University's policy against discriminatory harassment applies to all faculty, students, staff, contractors, and vendors. The policy covers harassment based on sex, gender identity, gender expression, sexual orientation, race, color, religion, ancestry, national origin, marital status, disability, military status, age, and status as a Special Disabled or Vietnam-era veteran. Sexual harassment is the subject of a separate policy. Members of the University community should bring problems or questions regarding discriminatory harassment to the attention of the Office of Equity & Diversity.

Retaliation

Retaliation against members of the Bowling Green State University community who exercise their right to file charges of discrimination or harassment is strictly prohibited by state and federal law and University policy. Retaliation is prohibited whether or not the charging party prevails in the original charge. Subsequent to, or contemporaneous with the charge, no agent of the University may harass, coerce, intimidate, or discriminate against an individual who has filed a complaint or participated in the complaint resolution process. Charges of retaliation will be investigated by the Office of Equity & Diversity.

Investigations will be handled on an individual, case-by-case, basis considering the complete record and all relevant circumstances. Investigations will be conducted as fairly and expeditiously as possible assuring confidentiality for both the complainant and the respondent to the extent possible.

Nothing in this policy should be interpreted as interfering with the practice of academic freedom at Bowling Green State University.

TRAINING PROGRAMS

Bowling Green State University / Equity & Diversity (OED) / Training Programs

Search Committee Orientation

- Legal and Illegal Interview Questions - from the Ohio Civil Rights Commission

LawRoom

- 300: EDU: Supervisor Anti-Harassment

Course Overview:

This course trains supervisors to identify, avoid, and eliminate workplace harassment. It also provides broader protection for our University, covering other forms of discrimination besides sexual harassment, and it covers retaliation.

- 101: EDU: Stop Harassment & Discrimination

Defense against Workplace Harassment:

Over forty years ago, federal laws were enacted to guarantee equal employment opportunities for all employees. These laws unleashed an explosion of harassment and discrimination lawsuits that continue today. Employers cannot afford to allow employees' ignorance or confusion about proper conduct to create the risk of legal liability.

This training expresses BGSU's strong disapproval of any form of harassment and discrimination based on a variety of "protected characteristics" under state and federal EEO laws.

Course Overview:

This course is designed to raise awareness about workplace harassment and discrimination and reduce or prevent incidents of misconduct. Besides introducing faculty and staff to the equal employment opportunity (EEO) laws, the course also helps employees identify the difference between legal discrimination and an illegal "hostile environment," promotes appropriate behavior, and reduces the potential for harassment claims.

- 413: EDU: Report & Prevent Sexual Misconduct (OH-A)

Campus SaVE Act is Coming - Training Can Help:

The Campus Sexual Violence Elimination (SaVE) Act took effect on October 1, 2013. The Campus SaVE Act updates how institutions report sexual violence cases in the community and consolidates existing policies under both the Clery Act and Title IX to ensure that institutions of higher education have comprehensive procedures in place to address domestic violence, dating violence, sexual assault and stalking.

Colleges and universities need to include their compliance policies, procedures, and programs in their Annual Security Report due in October 2014. That means schools must have education programs in place for faculty, staff, and students by fall of 2014. The Campus SaVE Act applies to all colleges and universities that participate in federal student financial assistance programs under Title IV of the Higher Education Act of 1965.

Course Overview:

This course is intended for all BGSU faculty and staff. It uses interactive case studies and examples of real cases, to prepare us for real-world situations, including how to:

Report sexual misconduct

Accommodate pregnant and parenting students

Identify sexual misconduct

Recognize the signs of an abusive relationship

Help create a safe campus environment

Intervene to prevent sexual assault

Assist victims of sexual violence

Respond to sexual harassment in the classroom

- 114: Bullying in the Workplace

Knowledge is Power in Eradicating Bullying:

Often ignored by employers, workplace bullying is a growing problem. Bullying is now four times more common than illegal discrimination and harassment and has devastating long-term effects on both the

This course is designed to raise awareness of ethical values and the principles of ethical business practices. The course describes the core ideals underlying ethical decision-making, presents practical steps faculty and staff must take to avoid ethical lapses or violations of the law, and highlights personal responsibility and how to respond to ethical challenges.

Please click [here](#) for more details and information on LawRoom.

Safe Zone Training

- The Safe Zone Project at Bowling Green State University promotes awareness of Lesbian, Gay, Bisexual, and Transgender (LGBT) people. The 2 hour workshop provides education concerning LGBT issues and seeks to improve the environment for LGBT people. The project's main goal is to build a support network of allies for BGSU LGBT Community

Title IX Training

- In an effort to promote increased awareness and understanding of our University's responsibility related to Title IX compliance, the Office of Equity and Diversity is pleased to offer open educational sessions to our campus community. These 75-minute sessions will provide an overview of the regulations surrounding Title IX. We will also discuss the University's efforts to work within the expectations of the Department of Education and Office of Civil Rights, as outlined in the "[Dear Colleague](#)" letter issued to colleges and universities in April 2011.

Sexual Harassment Trainings

- 90 minute Sexual Harassment Training presented by the Office of Equity & Diversity.

OFCCP Training Sessions

- Held annually every spring with presentations by representatives from OFCCP. Please check back for the Spring 2015 date, time and location.
 - **Workplace Accommodations:** Brief overview of the regulatory statutes regarding the employment of individuals with disabilities, the definition of an individual with a disability, and the concept of a reasonable accommodation; Also accommodations that may be provided during the application and employment process; and suggests best practices and tips for employers.

workforce and on the employer's bottom line. Still, many managers do not know how to spot or handle bullying, and most employees do not know how to prevent becoming a victim of bullying.

Course Overview:

This course trains supervisors and non-supervisors to recognize and prevent workplace bullying. In this course, workplace bullying is defined, its effect on the workplace is outlined, and the types of bullies and reasons for bullying are examined. Finally, the course provides practical tips for dealing with bullying and for maintaining a bully-free environment.

- 109: Diversity: Skills for Collaboration

Celebration our Differences:

As the world around us is changing and getting more complex, so is the workplace. It is an increasingly diverse workforce. Since people, in general, are not comfortable with change or the unfamiliar, faculty and staff must learn to collaborate with those who are both like and unlike themselves for maximum individual productivity and organizational effectiveness.

Course Overview:

This course is designed to help faculty and staff successfully work together with diverse co-workers by encouraging respectful behavior, reducing bias, and explaining how cooperation can overcome conflict. The course also identifies the challenges and opportunities arising from human diversity and helps us understand the need for a respectful workplace and the barriers that prevent full participation.

- 106: Ethics & Code of Conduct

Ethical Decision-Making and Business Practices:

State and federal laws, including Sarbanes-Oxley, SEC regulations, and Federal Sentencing Guidelines, either require or grant incentives to employers who adopt a Code of Conduct policy and provide training on ethical business practices. These laws seek to ensure an honest and fair marketplace, compliance with laws and regulations, and personal and corporate accountability.

Course Overview:

- **Internet Applicant Recordkeeping Rule:** Discuss the regulatory requirements to maintain applicant flow data, the traditional definition of an applicant, the Internet applicant definition of an applicant, including the four prongs of the Internet applicant definition that must be met for an applicant to be considered an Internet applicant; the presentation also talks about maintenance of employment records.
- **Analyzing Personnel Activity Data:** The presentation discusses adverse impact, and how adverse impact analysis is conducted regarding personnel activity, and issues associated with adverse impact.