Committee Appointments; University-wide 1985-1989

Bowling Green State University. Administrative Staff Council

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April 25, 1985

MEMORANDUM

TO: Joe Martini, Chair
    Administrative Staff Council

FROM: Cary E. Brewer
    Registrar

RE: Long Range Strategies Planning Committee

Currently we are represented on this committee by Suean Caldwell. I believe that she was elected to this position. It is my opinion that it would be in the best interest of the administrative staff to reconsider this selection.

I would offer this for your consideration and review.

rsml6

cc: Gregg DeCrane
May 7, 1985

MEMORANDUM

TO: Joe Martini
FROM: Paul Yon
RE: University-Wide Smoking Committee

I would recommend the appointment of Susan Darrow to the University-Wide Smoking Committee as representative of Administrative Staff Council. Her participation would in essence expedite our work on the Personnel Welfare Committee. Thanks.

lk
cc: Susan Darrow

"An Environment for Excellence"
MEMORANDUM

TO: Joe Martini, Chair
    Administrative Staff Council

FROM: Harold Smith, Associate Vice President
      for Operations

RE: Committee Appointments

We are attempting to have representation of both administrative staff and classified staff on various standing committees. At this time we would like for your Council to select 1 administrative staff member for the University Parking Committee. Keith Pogan has served for the last 2 years.

Please advise this office of your selection at your earliest convenience.

Thanks, Joe.
MEMORANDUM

TO: Wayne Colvin, Chair
    Safety Committee

FROM: Joe Martini, Chair
      Administrative Staff Council

RE: ASC Appointment

I am recommending the appointment of Susan Darrow to the Safety Committee as the official representative of the Administrative Staff Council for the 1985/86 academic year.

The selection of future appointments to this committee will be decided by next year's Administrative Staff Council.

If you have any questions, please see me.

sal

xc: ASC Executive Committee
    Paul Yon
    Susan Darrow

Attachment
MEMORANDUM

TO: Gregg DeCrane
FROM: Joe Martin
RE: University Committees

The attached sheets represent write-ups on University Committees.

Per many discussions on this topic, I again urge you to have someone (i.e., Chair Elect) review these along with other committee appointments to be

- sure the ASC is involved where it should be
- make request for changes if used
- establish a reporting system to ASC on a regular basis.

These were obtained from Jo Mahoney in the Faculty Senate Office located in McFall Center.

If I can assist, please let me know.

sal

Attachments
ACADEMIC FACILITIES UTILIZATION AND PLANNING,
ADVISORY COMMITTEE ON

PURPOSE: To advise the Director of Capital Planning on matters relating to the allocation and utilization of instructional, research, and academic support facilities.

FUNCTIONS: 1) to review utilization patterns and recommend any necessary changes (consistent with the general welfare of the areas affected);

2) to review all requests for additional space or changes in use and recommend priorities;

3) to review proposals for renovation projects and recommend priorities;

4) to review and comment upon project proposals which are included in biennial capital budget requests.

MEMBERSHIP: Three faculty elected by the University faculty with no more than one member from any one college (the chair to be elected from the elected faculty members at the first Committee meeting of each year);

one faculty member in his/her first four years at BGSU, appointed by the Committee on Committees for a one-year term;

one undergraduate student appointed by the Undergraduate Student Government (USG) for a one-year term with option of re-appointment;

one graduate student appointed by the Graduate Student Senate (GSS) for a one-year term with option of reappointment;

one representative appointed by the Vice President for Business Operations;

one representative appointed by the Vice President for Academic Affairs;

Registrar or his/her representative.

EX OFFICIO (non-voting)

Director of Capital Planning
University Architect (consultant)
ACADEMIC HONESTY COMMITTEE

PURPOSE: To assume appellate jurisdiction in cases of academic dishonesty.

FUNCTIONS: 1) To serve as an appeal board to hear any and all appeals on matters of academic honesty. All proceedings before the Academic Honesty Committee shall be conducted in a manner that recognizes the right of due process of law. All appeals to the Committee are to be made in writing with copies to be filed with the Dean of the college in which the student is enrolled and the Dean of the college in which the course is taught. On receipt of such request in writing the Committee Chair shall set a time for a hearing and notify all persons concerned in writing. Decisions of this Committee on matters of academic honesty shall be final;

2) to be responsible for any necessary review and evaluation of the program for academic honesty in the University and to submit any reports and recommendations to the Faculty Senate for its consideration.

MEMBERSHIP: Four faculty members, one of whom is a member of the Faculty Senate;

one faculty member in his/her first four years at EGSU, appointed by the Committee on Committees for a one-year term;

three undergraduate students appointed by the Undergraduate Student Government (USG) for three-year terms;

one graduate student appointed by the Graduate Student Senate (GSS) for a one-year term;

one member from the Student Affairs area appointed by the Vice President for Student Affairs.

BALANCE OF REPRESENTATION: No more than one member to come from either of the undergraduate colleges; one from the graduate faculty. A majority of the non-student members of the Committee shall be from the teaching staff.

rev. 8-2-84
jm
INTERCOLLEGIATE ATHLETICS COMMITTEE

PURPOSE: To oversee intercollegiate competition in approved Athletic Association sports for students, as an integral and constructive part of the educational and student life of the University.

FUNCTIONS: 1) To formulate and review policies pertaining to the conduct of intercollegiate athletics;
2) to review and approve schedules and contracts for athletic events, and any agreements directly or indirectly connected with the institution's athletic program;
3) to review and recommend the annual budget request and to give general surveillance to all financial matters incident to the operations of the programs of intercollegiate athletics;
4) to rule on the eligibility of athletes directly participating in a program of intercollegiate athletics;
5) to establish a system of athletic honors and awards;
6) to provide information and assistance to official representatives of the University in all matters pertaining to the program of intercollegiate athletics at conferences and association meetings;
7) to review and approve any activities for the intercollegiate athletics program not specifically provided for above;
8) to insure full observance in the University intercollegiate athletics program of all policies, rules and regulations with respect to athletics as set forth by the University administration, the Mid-American Conference, the National Collegiate Athletic Association, and the North Central Association of Colleges and Secondary Schools.

MEMBERSHIP: Three elected faculty members eligible for election to the Faculty Senate;
one faculty member in his/her first four years at BGSU, appointed by the Committee on Committees for a one-year term;
three undergraduate students appointed by the Undergraduate Student Government (USG) for one-year terms;
one graduate student appointed by the Graduate Student Senate (CSS) for a one-year term.

EX OFFICIO: Assistant Vice President for Student Affairs;
Director of Intercollegiate Athletics;
Director of the School of Health, Physical Education and Recreation;
Two Presidential appointees who serve as official Bowling Green representatives to conferences or national athletic associations. (Other Bowling Green representatives to conferences or national athletic associations may serve as consultants to the Committee when needed.)

BALANCE OF REPRESENTATION: If minorities and women are inadequately represented, the President may use his powers of appointment to add one or two full-time faculty members to balance the representation.

rev. 8-2-84
jm
BOOKSTORE ADVISORY COMMITTEE

PURPOSE: 1) To advise the Bookstore manager;

2) to establish a reciprocal communication between the Bookstore management and the University community relative to specific problems, limitations, services, objectives, potential, etc.

FUNCTIONS: 1) To review periodically Bookstore procedures relative to the broad range of services;

2) to conduct periodic surveys in order to secure faculty and student opinions of Bookstore services and apprise the Bookstore management as to the results of these surveys;

3) to serve as liaison between the University community and the University Bookstore management;

4) to foster a broad public relations concept that could be projected to the University community at large.

MEMBERSHIP: Four elected faculty members;

one faculty member in his/her first four years at EGSU, appointed by the Committee on Committees for a one-year term;

two undergraduate students appointed by the Undergraduate Student Government (USG) for one-year terms;

one graduate student appointed by the Graduate Student Senate (GSS) for a one-year term;

one member of the administrative staff appointed by the Administrative Staff Council for a one-year term.

EX OFFICIO: Manager of the Bookstore;
Vice President for Business Operations.

rev. 8-2-84
jm
PURPOSE: To advise the Director of Television Services, the General Manager of WEGU Radio Services and other administrative officers concerned with growth and development of broadcasting services of the University.

FUNCTIONS: 1) To review and advise upon proposed plans and budgets for broadcasting services to the University community, instructional TV, and for public broadcasting services to Northwest Ohio;

2) to make suggestions regarding instructional utilization of broadcast media and closed circuit channels, for consideration by the staff of the broadcasting services;

3) to make other suggestions and recommendations concerning the development and improvement of broadcasting services and participation in state and national programs of educational and public broadcasting.

MEMBERSHIP: Three elected faculty members, at least two of whom are not members of the Faculty Senate;

one faculty member in his/her first four years at EGSU, appointed by the Committee on Committees for a one-year term;

one faculty member of the School of Speech Communication, area of Radio, Television, and Film, appointed by the School;

one faculty member of the School of Journalism, appointed by the School;

one faculty member of the College of Musical Arts, appointed by the College;

one faculty member of the Popular Culture Department, appointed by the Department;

one undergraduate student appointed by the Undergraduate Student Government (USG) for a one-year term;

one graduate student appointed by the Graduate Student Senate (GSS) for a one-year term.

EX OFFICIO: Director of Television Services (non-voting)
General Manager of WEGU Radio Services (non-voting)

REMARKS ON REPRESENTATION: At least three of all undergraduate colleges and schools should be represented by a faculty member on the Committee. Each student representative must be designated by his/her appropriate governing body and must signify his/her willingness to serve before his/her seat is taken into account in counting a quorum.
PURPOSE: The purpose of the University Computing Council is to recommend policy to Computational Services relative to campus computing and computing-related activities. Further, the Council will advise Computational Services on matters relative to:

1) the implementation of policy;
2) the establishment of priorities;
3) strategic and tactical plans; and
4) interfacing with Regional Computer Center activities.

FUNCTIONS: 1) Represent administrative, faculty, public service, research and student interest, with respect to all facets of computing at Bowling Green State University (including Firelands College);
2) advise in the establishment of priorities associated with the investment of Computational Services resources;
3) periodically review Computational Services budgets to assure that funding requests are consistent with established priorities;
4) aid in the development of Computational Services strategic and tactical plans;
5) serve as a forum to discuss and judge the impact of Regional Center plans, policies, and procedures. Advise the Office of Computational Services of any desired modifications to Regional Center plans, policies and procedures;
6) take an active role in the selection of the Director of the Office of Computational Services.

MEMBERSHIP: Five elected faculty members;
one faculty member in his/her first four years at BGSU, appointed by the Committee on Committees for a one-year term;
two undergraduate students appointed by the Undergraduate Student Government (USG) for one-year terms;
one graduate student appointed by the Graduate Student Senate (GSS) for a one-year term.

EX OFFICIO: One representative from the Office of the Vice President for Business Operations, appointed by the V.P. for Business Operations;
two representatives from the Office of the Vice President for Planning and Budgeting, appointed by the V.P. for Planning and Budgeting;
one representative from the Student Affairs area appointed by the Vice President for Student Affairs;
one representative from the Office of the Vice President for University Relations, appointed by the V.P. for University Relations;
one representative from Firelands College, who is the Computing Coordinator, or his/her representative;
one representative from the administrative staff, appointed by the Administrative Staff Council.

CONSULTANT: Director of the Office of Computational Services.

SPECIAL: The Chair shall be elected from the elected membership for a one-year term at the Spring semester meeting, to take office following the Spring graduation. The Council will meet at least once per semester. The Council will also meet at the request of any member. All meetings of the Council will be open to any interested individual or group.

rev. 8-2-84
jm
CULTURAL EVENTS COMMITTEE

PURPOSE: To formulate policies which will provide cultural activities to enhance the artistic, cultural and intellectual campus life.

FUNCTIONS: 1) To develop an annual budget to support such programs as the Committee deems proper to initiate (concert series, lecture series, etc.) and to administer funds through any sub-committees it wishes to appoint;

2) to coordinate its own program with existing departmental programs on campus;

3) to be a clearing-house for ideas and suggestions and that it be responsible for the quality of campus intellectual, cultural, and artistic life.

MEMBERSHIP: Four elected faculty members, at least two of whom are not members of the Faculty Senate;

one faculty member in his/her first four years at BGSU, appointed by the Committee on Committees for a one-year term;

four undergraduate students appointed by the Undergraduate Student Government (USG) for one-year terms;

two graduate students appointed by the Graduate Student Senate (GSS) for one-year terms.

EX OFFICIO (Consultants) University Union Program Director;
Coordinator of Space Assignments, University Union;
Assistant V.P. for Student Activities and Organizations;
Special Events Coordinator.

BALANCE OF REPRESENTATION: At least two of the elected or appointed faculty members shall be from the Schools of Art or Speech Communication, and the College of Musical Arts, respectively.

rev. 8-2-84
jm
EQUAL OPPORTUNITY COMMITTEE

INTRODUCTION: The Equal Opportunity Committee will broadly represent the University community, i.e., faculty, professional and managerial administrative staff, classified service staff, graduate and undergraduate students.

PURPOSE: To give oversight to matters relating to the Affirmative Action Program.

FUNCTIONS: 1) To review policy matters relative to the Affirmative Action Program;

2) to advise the Director of Equal Opportunity Compliance;

3) to act as a link between the University community and the Office of Equal Opportunity Compliance. (This shall be done primarily by holding regular meetings open to the public and by distributing minutes of each meeting to all areas and departments of the University.)

MEMBERSHIP: Three elected faculty members;

one faculty member in his/her first four years at BGSU, appointed by the Committee on Committees for a one-year term;

two administrative staff members elected for three-year terms;

two classified staff members elected for three-year terms;

one undergraduate student appointed by the Undergraduate Student Government (USG) for a one-year term;

one graduate student appointed by the Graduate Student Senate (CSS) for a one-year term;

EX OFFICIO: The Director of Equal Opportunity Compliance.

BALANCE OF REPRESENTATION: If, as a result of the process used, at least one minority person and one woman are not selected, the Committee on Committees will appoint additional members to provide for their representation. The Committee Chair is to be elected at the first Committee meeting of each year.

rev. 8-2-84
jm
FACULTY DEVELOPMENT COMMITTEE

PURPOSE: To encourage and facilitate continued professional growth for the purpose of strengthening faculty's capacity to serve students in present roles as well as in emerging roles;

to recommend and provide means for faculty to carry out developmental activities in all areas of faculty functions focusing on maintenance, revitalization and direction of academic excellence.

FUNCTIONS: 1) To initiate, support and implement a variety of development activities for EGSU faculty such as workshops, exchange, leaves, and grants;

2) to continue to implement the Faculty Development Grant Program by:
   a. publicizing and eliciting proposals;
   b. receiving and evaluating proposals for Faculty Development Speed Grants, Development Grants, including workshops and exchanges;
   c. determining such grants;
   d. establishing criteria for such grants;
   e. receiving and reviewing reports of projects completed;

3) to continue to implement the Faculty Improvement Leave Program by:
   a. publicizing the program and eliciting proposals;
   b. receiving and evaluating such proposals;
   c. establishing criteria for and making recommendations to the Vice President for Academic Affairs;
   d. receiving and reviewing annually leave programs completed;
   e. reviewing and reporting the disposition of all leaves applied for;

4) to seek external funding for the above programs;

5) to maintain a close on-going liaison with the Faculty Research Committee so that areas of respective interest are clearly defined and distinguished;

6) to communicate with EGSU faculty regarding faculty development opportunities, activities, and policies.

MEMBERSHIP: Seven faculty members, of whom at least four are not members of Faculty Senate. Each undergraduate college and the instructional support service area shall be represented;

one faculty member in his/her first four years at EGSU, appointed by the Committee on Committees for a one-year term.

EX OFFICIO: One faculty member appointed by and from Faculty Welfare Committee;

CONSULTANT: A representative appointed by the Vice President for Academic Affairs to be a non-voting consultative liaison member.

rev. 8-2-84
jm
FACULTY RESEARCH COMMITTEE

PURPOSE: To advise the Assistant Vice Provost for Research Services and to recommend distribution of funds for faculty leaves and research.

FUNCTIONS: 1) To advise the Assistant Vice Provost for Research Services on all matters related to University research;
2) to review periodically and to make recommendations regarding the organization and operation of the Office of the Assistant Vice Provost of Research Services;
3) to receive or originate suggestions for the advancement of research, study fully such proposals and to make recommendations to the Assistant Vice Provost for Research Services. The Assistant Vice Provost for Research Services should forward the recommendations of the Committee, together with his/her recommendations of approval, modification, or rejection to the Vice President for Academic Affairs;
4) to review proposals for and to make recommendations regarding faculty leaves. The Committee may request specific budgets to cover the costs of research leaves where substitutes must be hired in place of faculty members on leave;
5) to review periodically and to make recommendations regarding the distribution of funds for faculty leaves and research;
6) to otherwise encourage scholarly endeavor on the part of faculty members of the University.

MEMBERSHIP: Six elected faculty members, two of whom are not members of the Faculty Senate:

one from the College of Business Administration;
one from the College of Education;
one from the College of Musical Arts;
three from the College of Arts and Sciences as follows:
on from the division of Sciences and Mathematics;
one from the division of Social Sciences;
one from the division of Humanities;

one faculty member in his/her first four years at BGSU, appointed by the Committee on Committees for a one-year term.

EX OFFICIO: Dean of the Graduate College;
Assistant Vice Provost for Research Services (Executive Secretary of the Committee);
Vice President for Academic Affairs or his/her representative.

BALANCE OF REPRESENTATION: At least one elected member must be from the Graduate Faculty.

rev. 8-2-84
jm
HEALTH SERVICES ADVISORY COMMITTEE

PURPOSE: To advise the Director of Student Health Services.

FUNCTIONS: 1) To receive and consider suggestions for meeting the health needs of the student body;

2) to disseminate widely throughout the student body information regarding services available at the University Health Services;

3) to counsel with the Director of Student Health Services on any matters pertinent to the Health Services/Student Body relationship.

MEMBERSHIP: Three faculty members, at least two of whom are not members of the Faculty Senate;

one faculty member in his/her first four years at EGSU, appointed by the Committee on Committees for a one-year term;

three undergraduate students appointed by the Undergraduate Student Government (USG) for one-year terms;

one graduate student appointed by the Graduate Student Senate (GSS) for a one-year term.

EX OFFICIO: Director of Student Health Services;
Assistant Vice President for Student Affairs.

rev. 8-2-84
jm
HIGH SCHOOL SCHOLARSHIP TESTS COMMITTEE

PURPOSE: To cooperate with the Ohio Secondary School System in the promotion of scholarships by means of participating in the program of the Final District-State Scholarship Tests.

FUNCTIONS: 1) To provide room facilities and proctors;
2) to administer the tests;
3) to collect and forward the tests to the Ohio Department of Education, Columbus.

MEMBERS: Three elected faculty members, at least two of whom are not members of the Faculty Senate;
one faculty member in his/her first four years at ECSU, appointed by the Committee on Committees for a one-year term.

EX OFFICIO: The Director of Admissions;
The Associate Director of Admissions;
The Director of the Counseling & Career Development Center or his/her designee.
PURPOSE: To recommend to the Board of Trustees through the President of the University the names of individuals deemed worthy by the faculty of receiving honorary degrees. This purpose is indicated by the law of Ohio: "On the recommendation of the faculty, the Board of Trustees may confer such honorary degrees as are customarily conferred by colleges of liberal arts in the United States." (Section 7924-2, General Code, as amended May 15, 17, 1935 of Section 3341.05 Ohio Revised Code.) To nominate to the Board of Trustees through the Vice President for Academic Affairs faculty members deemed worthy of emeritus status.

FUNCTIONS: 1) To receive confidential suggestions with appropriate information from members of the faculty regarding individuals to be considered for honorary degrees;

2) to add to the list of persons suggested, the names of others deemed worthy of such consideration;

3) to choose on the basis of merit and distinguished contribution persons whose names may appropriately be submitted to the faculty as potential candidates for honorary degrees (contributions are considered in three categories: those of a national or international level, those on a regional or local level, and those to the University);

4) to forward the names of such persons, with supporting information, to the President of the University;

5) upon receipt of written approval from the President, to conduct with the aid of the Secretary of the Senate, a confidential poll by mail of Senators having faculty status and on duty at the time;

6) to certify to the Board of Trustees through the President of the University the names of individual candidates approved by at least a majority (not a plurality of those voting) of all faculty members in the Senate at the time when the poll of Senators is taken;

7) exception may be made to the voting and certification procedures defined in (5) and (6) for up to three nominations per year submitted by the President of the University. These names may be certified to the Board of Trustees through the President upon the unanimous consent of the Honorary Degrees Committee without polling the Senate;

8) to nominate to the Board of Trustees through the Vice President for Academic Affairs persons felt worthy of emeritus status in accordance with the Board of Trustees policy statement of July 22, 1965.

9) advise the President on naming or re-naming University facilities.

MEMBERSHIP: Three elected faculty members, one of whom is a member of the Faculty Senate;

one faculty member in his/her first four years at ECSU, appointed by the Committee on Committees for a one-year term.

EX OFFICIO: An administrative officer appointed by the President.

rev. 8-2-84

jm
HONORS AND AWARDS COMMITTEE

PURPOSE: To encourage and recognize high academic achievement.

GENERAL FUNCTIONS OF THE COMMITTEE:

1) To formulate policies, principles and standards for evaluation and presentation of academic honors and awards to be recognized by the University;

2) to recommend to the Faculty Senate standards of academic achievement for recognition by the University of honorary societies and fraternities;

3) to make the determination as to the status of an organization's qualifications as an academic honor society;

4) to maintain communication with and among the college honors and awards committees.

FUNCTIONS OF FACULTY AND EX OFFICIO MEMBERSHIP:

1) To screen lists submitted to the Registrar of possible candidates for academic honors prior to each commencement;

2) to make recommendations to the President as to honors and awards worthy of University recognition.

MEMBERSHIP:

Three elected faculty members, one of whom is a member of the Faculty Senate;

one faculty member in his/her first four years at ECSU, appointed by the Committee on Committees for a one-year term;

two undergraduate students appointed by the Undergraduate Student Government (USG) for a one-year term;

one graduate student appointed by the Graduate Student Senate (GSS) for a one-year term.

EX OFFICIO:

Registrar or his/her designee;
Assistant V.P. for Student Activities and Organizations.

rev. 8-2-84
jm
ICE ARENA ADVISORY BOARD

FUNCTIONS: To advise the Director of the Ice Arena on the following matters:

1) Establishment of priorities for use of the facilities within the arena;

2) steps which might be taken to maximize the effective use of the arena;

3) balancing the demands for ice hockey, figure skating, and recreational skating;

4) plus any other matters on which the Director of the Ice Arena may wish the advice of this Board.

MEMBERSHIP: Three elected faculty members, at least two of whom are not members of the Faculty Senate at time of election;

one faculty member in his/her first four years at BGSU, appointed by the Committee on Committees for a one-year term;

three undergraduate students appointed by the Undergraduate Student Government (USG) for one-year terms;

one graduate student appointed by the Graduate Student Senate (CSS) for a one-year term.

EX OFFICIO: Director of the Ice Arena;
Director, School of Health, Physical Education and Recreation;
Director, Intercollegiate Athletics;
Business Manager, Ice Arena;
Director, Bowling Green Parks and Recreation;
Representatives of the BGSU Business Office, the Youth Hockey Commission, and the Bowling Green Community.
INSTRUCTIONAL MEDIA CENTER ADVISORY COMMITTEE

PURPOSE: To advise the Director of the Instructional Media Center and other administrative officers of the University concerned with the services of the Center.

FUNCTIONS: 1) To help determine long-range plans and policies for the Center;
2) to review annually and give advice concerning the budget submitted by the Director of the Center;
3) to supervise evaluation of the Center's services.

MEMBERSHIP: Four elected faculty members, at least two of whom are not members of the Faculty Senate;
one faculty member in his/her first four years at BGSU, appointed by the Committee on Committees for a one-year term;
two undergraduate students appointed by the Undergraduate Student Government (USG) for one-year terms;
one graduate student appointed by the Graduate Student Senate (GSS) for a one-year term.

EX OFFICIO: The Director of the Center to serve as Executive Secretary of the Committee.
UNIVERSITY INSURANCE COMMITTEE

PURPOSE: To advise the Insurance Coordinator, to recommend operating policies, and to inform those insured concerning the insurance programs.

FUNCTIONS: 1) To advise the Insurance Coordinator on group life insurance and major medical programs, hospitalization, and group income protection with respect to:
   a) revisions in existing programs;
   b) possible additional faculty and staff personnel insurance and retirement programs;

2) to review on-going programs and when necessary to recommend operating policies for the Insurance Coordinator;

3) to promote continued study of, the dissemination of information concerning, insurance programs available in other institutions;

4) to recommend policy regarding the use of funds created by accumulated dividends of the group life insurance program.

MEMBERSHIP: Two elected faculty members, one of whom is a member of the Faculty Senate;

one elected tenured faculty member, not a member of the Faculty Senate;

one faculty member in his/her first four years at ECSU, appointed by the Committee on Committees for a one-year term;

one full-time hourly employee appointed by the Vice President for Business Operations, or his designee;

one member of the buildings and grounds work force, appointed by the Vice President for Business Operations, or his designee;

one member of the administrative staff appointed by the Administrative Staff Council for a one-year term.

EX OFFICIO: University Insurance Coordinator, to serve as Executive Secretary of the Committee; University Treasurer.

SPECIAL INSTRUCTIONS: At least one of the faculty members at time of election or appointment shall be 35 years of age or less, one of the faculty members at time of election or appointment shall be 35 years of age or more.

rev. 8-2-84
jm
LIBRARY ADVISORY COMMITTEE

PURPOSE: To advise the Dean of Libraries and Learning Resources.

FUNCTIONS: 1) To develop policy relative to the content, organization and services of the Libraries;

2) to review the Libraries budget request for books, periodicals, and miscellaneous materials related to the development of the book collection;

3) to suggest changes in the allotments of the teaching departments;

4) to make suggestions regarding Library operations for the consideration of the Library staff;

5) to develop and promote channels of communication between the Library staff and the faculty and students.

MEMBERSHIP: Four elected faculty members, at least two of whom are not members of the Faculty Senate;

one faculty member in his/her first four years at ECSU, appointed by the Committee on Committees for a one-year term;

two undergraduate students appointed by the Undergraduate Student Government (USG) for one-year terms;

one graduate student appointed by the Graduate Student Senate (GSS) for a one-year term.

EX OFFICIO: The Vice President for Academic Affairs;
The Dean of Libraries and Learning Resources.

rev. 8-2-84
jm
PURPOSE AND FUNCTIONS: The University Parking Committee is essentially to make recommendations to the Director of Campus Safety and Security, the Director of Parking, or the Vice President for Business Operations, or other properly constituted authority regarding the following matters:

1) Regulations for motor vehicle operation, registration, and parking on campus;

2) Regulations for bicycle operation, registration, and parking on campus;

3) Allocation of budgeted funds for specific purposes in furtherance of the above purposes of the Committee:

4) Any other functions mandated by the Faculty Senate, Vice President for Business Operations, or other duly constituted authority.

MEMBERSHIP: Three elected faculty members;

One faculty member in his/her first four years at BGSU, appointed by the Committee on Committees for a one-year term;

Two staff members, appointed by the Vice President for Business Operations for one-year terms;

Two undergraduate students appointed by the Undergraduate Student Government (USG) for one-year terms;

One graduate student appointed by the Graduate Student Senate (GSS) for a one-year term;

One Student Traffic Court representative appointed by the Undergraduate Student Government (USG) for a one-year term;

One commuter student appointed by the Commuter Center for a one-year term.

EX OFFICIO: Vice President for Business Operations;
Director of Campus Safety and Security;
Director of Parking Services.
DUTIES: The University Board on Student Publications should set general policy for and supervise the establishment, publication, and distribution of all sanctioned student publications at Bowling Green State University. The duties of the Board should be to:

1) Protect the First Amendment rights of student journalists and ensure that there is no interference, directly or indirectly, with the constitutional right of the students to control both the content of their publications and the manner of expression of that content;
2) hire and monitor the performance of the Director of Student Publications;
3) develop, recommend, and monitor all budgets for student publications;
4) establish salaries for all employees of student publications;
5) ensure that all publications are properly advised and fiscally sound;
6) appoint the editors of student publications;
7) set standards for the editors of student publications and monitor their performance;
8) provide periodic post-publication evaluation of student publications;
9) consider proposals for the establishment of new student publications;
10) when necessary, act as a buffer between student publications and the University administration;
11) insure reasonably equitable facilities and equipment for all publications, consolidating resources where possible.

MEMBERSHIP: Three faculty members elected by the University faculty for three-year terms;

one faculty member in his/her first four years at BGSU, appointed by the Committee on Committees for a one-year term;

one School of Journalism faculty, elected by the School of Journalism faculty for a three-year term;

two undergraduate students appointed by the Undergraduate Student Government (USG) for one-year terms;

One graduate student appointed by the Graduate Student Senate (GSS) for a one-year term;

two media professionals from outside the University community appointed by the President of the University;

one representative of the University administration appointed by the President of the University.

REMARKS: The President will appoint up to two additional students to ensure representation of the minority and female student population.
STRATEGIC PLANNING, UNIVERSITY ADVISORY COMMITTEE ON

PURPOSE: To provide advice for University strategic planning which involves decisions that shape the basic nature and direction of the institution.

FUNCTIONS: 1) To serve as a broadly-based advisory group to the Vice President for Academic Affairs on matters related to University strategic planning;

2) to be available as a resource for the Faculty Senate and other University councils or committees on questions involving strategic objectives and policies;

3) to serve as a resource for the identification of institutional capabilities, evaluation of opportunities, and utilization of these capabilities for the benefit of the University community;

4) to address issues considered to be of strategic institutional importance by the Committee.

MEMBERSHIP: Eleven elected tenured faculty members with the following stipulated representation:

three from the College of Arts and Sciences;
two from the College of Business Administration;
two from the College of Education;
one from Firelands College;
one from the College of Health and Community Services;
one from the Library;
one from the College of Musical Arts;
one faculty member in his/her first four years at EGSU, appointed by the Committee on Committees for a one-year term;
one classified staff member who has had four or more years service at EGSU elected by the classified staff for a three-year term;
one administrative staff member who has had four or more years service at EGSU elected by the administrative staff for a three-year term;
one undergraduate student appointed by the Undergraduate Student Government (USG) for a one-year term;
one graduate student appointed by the Graduate Student Senate (GSS) for a one-year term.
STUDENT AFFAIRS ADVISORY BOARD

PURPOSE: The Student Affairs Advisory Board shall advise the Student Affairs area in dealing with all non-academic matters related to the general welfare of the student population.

FUNCTIONS: The Student Affairs Advisory Board shall advise on:

1) policies related to the establishment and continuance of all student social organizations;
2) policies related to the initiation and implementation of student services;
3) policies related to the initiation and implementation of cultural programs of significant student and University community interest;
4) policies pertaining to regulations affecting the rights and responsibilities of students, including residence hall regulations;
5) changes in the Student Code;
6) procedures and organization for hearing and adjudicating student grievances, not otherwise provided for in the Student Code or other academic appeal procedures;
7) policies related to any aspect of non-academic student life not specifically mentioned in the above functions and not within the purview of other duly recognized University councils or committees.

MEMBERSHIP: Six faculty members, at least three of whom are eligible for election to Faculty Senate, one from each of the five undergraduate colleges and one from the Instructional Support Services;

one faculty member in his/her first four years at EGSU, appointed by the Committee on Committees for a one-year term;

six undergraduate students appointed by the Undergraduate Student Government (USG) so as to include representation of minorities and women students for one-year terms;

two graduate students selected in a manner deemed appropriate by the Graduate Student Senate (GSS) for one-year terms;

one Student Affairs professional staff person elected by the Division of Student Affairs personnel for a one-year term.

EX OFFICIO: The Vice President for Student Affairs shall serve as a non-voting member of the Board. Other Student Affairs staff members will be available to serve in a consulting capacity.

rev. 8-2-84
jm
PURPOSE: The purpose of the financial aid program of the University is to assist worthy and qualified students who might otherwise be denied the privilege of a college education, through scholarships, grants-in-aid, loans and work opportunities. Insofar as possible, the extent of this assistance is adjusted to the financial need of the applicant, although a number of special scholarships are awarded on the basis of outstanding scholastic achievement without regard to need.

FUNCTIONS: The functions of the Committee of the Whole are:
1) to recommend procedures for the most advantageous operation of the respective subcommittees;
2) to perform services on an advisory or preparatory nature to assist each of the subcommittees.

The functions of the Subcommittee on Scholarships are:
1) To recommend policies and procedures to be used by the Student Financial Aid Office in the handling of applications for scholarships;
2) to review applications for special University scholarships to be awarded by the University;
3) to advise the Director of Financial Aid and Student Employment in the administration of the scholarship program;
4) to serve in a consultative capacity to other subcommittees in establishing appropriate minimum scholarship requirements for other forms of financial aid.

The functions of the Subcommittee on Grants-in-Aid are:
1) to review policies and procedures to be used in receiving applications for grants-in-aid in the Student Financial Aid Office;
2) to advise the Director of Financial Aid and Student Employment in the administration of the grants-in-aid program.

The functions of the Subcommittee on Student Loans are:
1) to advise the Director of Financial Aid and Student Employment in the administration of student loans.

MEMBERSHIP: Five faculty members, at least two of whom are not members of the Faculty Senate. Two of these members shall serve on the Subcommittee on Scholarships, two on the Subcommittee on Grants-in-Aid, and one on the Subcommittee on Student Loans; one faculty member in his/her first four years at BGSU, appointed by the Committee on Committees for a one-year term; three undergraduate students appointed by the Undergraduate Student Government (USG) for one-year terms.

EX OFFICIO: Assistant V.P. for Student Affairs;
Director, Financial Aid and Student Employment, who shall serve as Executive Secretary of the Committee.
UNIVERSITY UNION ADVISORY COMMITTEE

PURPOSE: To provide means through which the University community may advise the University Union in relation to operations and programming.

MEMBERSHIP: Three elected faculty members, at least two of whom are not members of the Faculty Senate at time of election. One of these members is to represent the general area of the arts;

one faculty member in his/her first four years at EGSU, appointed by the Committee on Committees for a one-year term;

two undergraduate students appointed by the Undergraduate Student Government (USG) for one-year terms;

one graduate student appointed by the Graduate Student Senate (GSS) for a one-year term;

one student who is President of the Union Activities Organization or his/her appointed representative.

EX OFFICIO: Director of Auxiliary Support Services;
Director of Programming for the University Union;
Union Administrator;
Director of Conferences and Assignments;
Director of Union Food Services;
Assistant V.P. for Student Activities and Organizations.
MEMORANDUM

TO: Sally Kilmer, Secretary, Faculty Senate

FROM: Jill Carr, Secretary, Administrative Staff Council

RE: ASC Committee Elections

As you requested the following are the members of the Administrative Staff who have been elected to serve on University committees:

- University Computing Council: Joe Martini
- Library Advisory Committee: Ann Bowers
- Monitor Advisory Committee: Jennifer Spielvogel
- Insurance Committee: Suzanne Crawford
- Telecommunications Committee: Don Passmore
- Parking Appeals Committee: John Buckenmeyer

Also, as of June 5, 1985, Gregg DeCrane, Assistant Vice President for Student Affairs/Student Activities will be the chair of the ASC. Jim Sharp, University Conference Director, will assume the responsibilities of secretary. Copies of Faculty Senate minutes should be sent to Jim's office in the Union.

Please give me a call if you have any questions.

Thank you.

cc: Gregg DeCrane
    Deb Heinemann
    Jim Sharp
1985-86 ADMINISTRATIVE STAFF COUNCIL
EXECUTIVE COMMITTEE

Gregg DeCrane - Chairperson
Deb Heineman - Chair-elect
Jim Sharp - Secretary
Dick Conrad - Planning and Budgeting Representative
Jack Gregory - President's Area Representative
Jim Corbitt - Operations Representative
Jill Carr - Student Affairs Representative
Patrick Fitzgerald - University Relations Representative
Paul Yon - Academic Affairs Representative

University Committee Representatives

University Computing Council - Joe Martini
Library Advisory Committee - Ann Bowers
Monitor Advisory Committee - Jennifer Spielvogel
Insurance Committee - Suzanne Crawford
Telecommunications Committee - Don Passmore
Human Relations Commission - Jack Taylor
Parking Appeals Committee - John Euchnermeyer
Parking Committee - Jim Treager

EOC - 3 year
Space Utilization
Athletic Committee
Long Range Planning
Non-Traditional
TO: Joe Martini, Bursar's Office
FROM: Deb Heineman
RE: Representation on University Committee
DATE: September 24, 1985

As an administrative staff representative on the University Computing Council, your input into and feedback from your committee meetings may be beneficial as well as informative for other administrative staff members. In order to communicate the progress of your committee as expeditiously as possible, I would like to arrange for brief committee reports to be presented during ASC meetings throughout the year.

Please send me a copy of your committee's meeting schedule for the 1985-86 year so that I can determine if and when it would be appropriate for you to provide ASC with a brief update. In addition, if you could provide a listing of your committee's major goals for the year it would be appreciated.

If we can make this work through the established communication network, I hope that the following can be accomplished:

- creation of an increased knowledge/awareness of the committee substructure of the University and how it operates;
- increased participation in committees by administrative staff; and
- improved communication among administrative staff members as well as the rest of the University community.

Please contact me if you have any questions about this request. I look forward to hearing from you by October 3, 1985.
TO: Suzanne Crawford, Affirmative Action  
FROM: Deb Heineman  
RE: Representation on University Committee  
DATE: September 24, 1985

As an administrative staff representative on the Insurance Committee, your input into and feedback from your committee meetings may be beneficial as well as informative for other administrative staff members. In order to communicate the progress of your committee as expeditiously as possible, I would like to arrange for brief committee reports to be presented during ASC meetings throughout the year.

Please send me a copy of your committee's meeting schedule for the 1985-86 year so that I can determine if and when it would be appropriate for you to provide ASC with a brief update. In addition, if you could provide a listing of your committee's major goals for the year it would be appreciated.

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Please contact me if you have any questions about this request. I look forward to hearing from you by October 3, 1985.
University Committees

University Computing Council (E)  Joe Martini
Library Advisory Committee (E)  Ann Bowers
Monitor Advisory Committee (E)  Jennifer Spielvogel
Insurance Committee (E)  Suzanne Crawford
Telecommunications Committee (E)  Don Postmore
Parking Appeals Committee (E)  John Buehlemeyer
Parking Committee (E)  Jim Theeger
Human Relations Commission (A)  Jon Booth, Jack Taylor
Equal Opportunity Committee (E)  William Bess, Deb Heineman
Safety Committee (A)  Susan Parrow
Bookstore Advisory Committee (A/E)  Jane Wood
Long Range (Strategic) Planning Committee (A/E)  Dick Conrad
AGFA
President's Panel
University Appeals Committee (A)  Gregory Donaldson
University Appeals Committee (A)  Ron Federlein
University Committees

University Computing Council (E)  Joe Martini
Library Advisory Committee (E)  Ann Bowers
Monitor Advisory Committee (E)  Jennifer Spielvogel
Insurance Committee (E)  Suzanne Crawford
Telecommunications Committee (E)  Don Passmore
Parking Appeals Committee (E)  John Buchenmeyer
Parking Committee (E)  Jim Treeger
Human Relations Commission (A)  Jim Corbitt
Equal Opportunity Committee (E)  William Bess, Deb Heineman
Safety Committee (A)  Susan Darrow
Bookstore Advisory Committee (A/E)  Jane Wood
Long Range (Strategic) Planning Committee (A/E)  Dick Conrad
MEMORANDUM

DATE: September 26, 1985

TO: Steve Goodman, Chair
Bookstore Advisory Committee

FROM: Deb Heineman, Chair-elect
Administrative Staff Council

PE: Appointment to Committee

Please be advised that Jane Wood, College of Education, has been appointed to serve as the administrative staff representative to the Bookstore Advisory Committee for the 1985-86 year.

If you have any questions, please contact me.

DH: Er

Also send letter to

John Holden
Marketing

re: Appointment of
Dick Lane to Strategic Planning
Committee
MEMORANDUM

TO: University Computing Council
FROM: Richard L. Conrad
University Computer Services

SUBJECT: University Computer Services' 1986-87 Personnel Budget Request

October 29, 1985

At our last meeting you approved the following 1986-87 Personnel Budget Request for University Computer Services.

1. Typist/Clerk - Office Support Area
2. Systems Programmer - Technical Support Area
3. Information Writer - Documentation Area
5. Programmer/Analyst - Systems and Programming Area
6. Programmer/Analyst - Information Center Area
7. Systems Programmer - Technical Support Area
8. Programmer/Analyst - Systems and Programming Area
9. Data Administrator Manager - Information Center Area
10. Programmer/Analyst - Systems and Programming Area
11. Programmer/Analyst - Information Center Area

The Computer Task Force, at their October 23 meeting, felt that moving the Programmer/Analyst (position 5) to position 3 (after the Systems Programmer), better reflected the priority in the original Task Force Report (May 1984). The University Computer Services' 1986-87 request sent to the Budget Committee now reflects this change.

If you have any questions or desire additional information, please feel free to contact me.

Thank you.

sr

pc: R. Eakin

UCC2

"An Environment for Excellence"
November, 1985

To: The Faculty

From: Genevieve Stang
Secretary, Faculty Senate

Attached are the rosters of the Faculty Senate, Senate standing committees, and University standing committees.

The function and composition of Faculty Senate standing committees (blue sheets) are specified in the Academic Charter. The faculty members of these committees are elected by faculty members of the Senate from a slate prepared by the Committee on Committees. Any member of the University faculty is eligible to serve on most of these committees if membership stipulations of the committee are met.

The University standing committees (green sheets) are all-University committees of varying functions and compositions. The committee charges are a responsibility of the Committee on Committees (Com/Com), a Faculty Senate standing committee. These can be modified by appropriate action of Com/Com and the Senate Executive Committee (SEC). The Vice-Chair of Faculty Senate is the SEC liaison to Com/Com and regularly reviews the minutes of University standing committees and any ad hoc committees established by SEC in order to bring to the attention of SEC any pertinent actions, highlighting the ongoing work of the committees and designating committees which are to report at SEC and Faculty Senate meetings.

The faculty members of University standing committees are elected by the University faculty from a ballot prepared by the Committee on Committees who gets these faculty names from "Interest Sheets" mailed to all faculty in January of each academic year; a copy of the functions and composition of each committee is attached to the interest sheets. Faculty who are interested in serving on any Senate or University standing committees should return their "Interest Sheets" to the Faculty Senate Office by the date specified so their names can be included on the ballot.

jm
attachment
### FACULTY SENATE -- 1985-86

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Office</th>
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<td>Anderson, Thomas</td>
<td>Geography (2-7247)</td>
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### ADMINISTRATION

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<td>Olscamp, Paul</td>
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<td>Clark, Eloise</td>
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<td>Edmonds, Mary</td>
<td>V.P.S.A. (2-1147)</td>
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### UNDERGRADUATE STUDENTS

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<tr>
<td>McGrawey, Mike</td>
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<td>Erdman, Brad</td>
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### GRADUATE STUDENTS

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<td>Anderson, David</td>
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<td>Willis, Susan</td>
<td>Vice President</td>
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### PARLIAMENTARIAN

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<tr>
<td>McKenna, Frank</td>
<td>Poli. Sci. (2-7272)</td>
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</table>

*Maurice Savigny on L.A., Fall Semester -- replaced by Dawn Glanz*

**Vincent Corrigan on L.A., Fall Semester -- replaced by Keith Dearborn**

***Ronald Russell on L.A., Fall Semester -- replaced by Deanna Radeloff**
Terms Expire in 1986

Givens, Stuart--History
Kirby, William--Mathematics
Lancaster, Ann-Marie--Comp. Sci.
Schurr, Karl--Biology
Spreitzer, Elmer--Sociology

Terms Expire in 1987

Baxter, William--Biology
Calderonello, Alice--English
Dalton, Christopher--Chemistry
Goodwin, Robert--Philosophy
Hebein, Richard--Rom. Language
Kapka, Allen--Theater
Klein, Thomas--English
Kumler, Marvin--Psychology
Miller, Lee--Comp. Sci.
Moses, Barbara--Mathematics
Ragusa, Donald--Psychology
Roller, David--History
Romans, Robert--Biology
Trauth, Denise--Radio, TV, Film
Wolfe, Ralph--English

Terms Expire in 1988

Anderson, Thomas--Geography
Arpad, Susan--Pop. Culture
Barber, Lescer--English
Blinn, Elliott--Chemistry
Rich, Charles--Geology
Savigny, Maurice--Art
Shresta, Mohan--Geography
Stoner, Donald--Physics
Terwilliger, Wallace--Math

COLLEGE OF ARTS AND SCIENCES

Boren, Donald--Legal Studies
Padmaraj, Raj--Fin. & Ins.
Shih, Wei--Appl. Stat. & O.R.
Ward, Richard--Management

COLLEGE OF BUSINESS ADMINISTRATION

Kowalski, Larry--Actg. & M.I.S.
Rogers, Martha--Marketing

Milne, Theresa--ED.C.I.
Stang, Genevieve--ED.F.I.
van der Smissen, Betty--ED.F.I.

Bowers, Richard--H.P.E.P.
Chiarelotti, Leigh--ED.C.I.
Martin-Reynolds, Joanne--ED.C.I.
Phillips, Trevor--ED.F.I.
Wood, Peter--ED.F.I.

COLLEGE OF EDUCATION AND ALLIED PROFESSIONS

McMullen, Elza--Home Ec.
Russell, Ronald--Home Ec.

FIRELANDS COLLEGE

Olsen, Ronald--Nat. Science
Muego, Benjamin--Nat. Sci.

COLLEGE OF HEALTH AND HUMAN SERVICES

Newcomb, Paul--Social Work

COLLEGE OF MUSICAL ARTS

Corrigan, Vincent--Comp. & Hist.
Bentley, John--Perf. Studies
Ellsworth, Victor--Music Ed.
Eikum, Rex--Perf. Studies

COLLEGE OF TECHNOLOGY

Horton, George--Visual Comm.

INSTRUCTIONAL SUPPORT SERVICES

Kalman, Barbara--C.C.D.C.
Povsic, Frances--Library
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THE FACULTY SENATE -- BY DEPARTMENT (page 2)

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### Senate Executive Committee

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### Faculty Senate Budget Committee

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### Committee on Academic Affairs

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### Committee on Amendments and Bylaws

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FACULTY SENATE STANDING COMMITTEES (Continued)

COMMITTEE ON COMMITTEES

Instructional Support (Library)  Frances Povsic  1986
Arts & Sciences (Geography)  Thomas Anderson  1987
Business Admin. (Finance & Ins.)  Raj Padmaraj  1987
Musical Arts (Perf. Studies)  Rex Eikum  Chair  1983
Education (Home Econ.)  Ronald Russell (L.A. 85-86)  1983
Arts & Sciences (Psychology)  Karl Schurr (sub. Fall)  1985
Undergraduate Student  Cola Griffin  1986
Undergraduate Student  Douglas Smith  1986
Graduate Student  Beverly Baker  1986

FACULTY PERSONNEL AND CONSILIATION COMMITTEE

Arts & Sciences (Geography)  Jeffrey Gordon  1986
Education (H.P.E.R.)  Nora Liu (L.A.Spring)  1986
Arts & Sciences (German/Russian)  Donald Nelson (L.A.Fall)  1986
Music (Perf. Studies)  Richard Mathey (sub.Fall)  1986
Health & Human Svs. (Commun.Disorders)  Marilyn Pielmatte  1986
Education (Home Ec.)  Lois Penker  1986
Arts & Sciences (Psychology)  Irwin Silverman  1986
Arts & Sciences (Physiology)  Ronald Stoner  1986
Music (Comp. & History)  Wallace Derue  1987
Education (H.P.E.R.)  Beatrice Corman  1987
Arts & Sciences (Romance Lang.)  Richard Habein  1987
Education (ED.C.I.)  Theresa Milne (L.A.Spring)  1987
Business Admin. (Economics)  Lila Fundaburk (sub.Spring)  1987
Education (College St. Personnel)  Audrey Fentz  Chair  1987
Business Admin. (Bus. Educ.)  Dennis Bauer  1988
Arts & Sciences (Theater)  Norman Myers  1988
Arts & Sciences (Biology)  Robert Romans  1988
Arts & Sciences (History)  David Skaggs (L.A.1985-86)  1988
Education (ED.P.I.)  Ronald Marso (sub.1985-86)  1988
Education (ED.P.I.)  Peter Wood  1988

FACULTY WELFARE COMMITTEE

Business Admin. (Fin. & Insurance)  Paul Mueller  1986
Education (ED.P.I.)  Peter Wood  1986
Education (ED.P.I.)  Genevieve Stang  1987
Arts & Sciences (Physics)  Ronald Stoner  Chair  1987
Arts & Sciences (Chemistry)  Elliott Blinn  1988

Senate Related Committee

OHIO BOAPD OF REGENTS  (Faculty Advisory Committee to)

Arts & Sciences (History)  Stuart Givens  1988
## UNIVERSITY STANDING COMMITTEES -- 1985-86

### ACADEMIC FACILITIES UTILIZATION AND PLANNING

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### ADMISSIONS ADVISORY COMMITTEE, UNDERGRADUATE

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<td>V.P. Student Affairs Appointee</td>
<td>David Wainandy</td>
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<tr>
<td>Registrar or Representative</td>
<td>Cary Brewer</td>
<td>1986</td>
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<tr>
<td>Director of Admissions</td>
<td>John Martin</td>
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### ATHLETICS COMMITTEE (UNIVERSITY INTERCOLLEGIATE)

<table>
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<tr>
<th>Committee</th>
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<th>Term</th>
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<tbody>
<tr>
<td>Business Admin. (Legal Studies)</td>
<td>Donald Boren</td>
<td>1986</td>
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<tr>
<td>Arts &amp; Sciences (Sociology)</td>
<td>Eldon Snyder</td>
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<td>Education (ED.F.I.)</td>
<td>Robert Vonker</td>
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<td>Mark Bannion</td>
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<tr>
<td>Undergraduate Student</td>
<td>Troy Paterman</td>
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<td>Jared Wadley</td>
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<td>Cindy Webb</td>
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<td>Tim Jukovick</td>
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<tr>
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<td>Faith Jackson</td>
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<tr>
<td>Asst. V.P., Student Affairs</td>
<td>Bob Arrowsmith</td>
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<tr>
<td>Director, Intercollegiate Athletics</td>
<td>Jack Gregory</td>
<td>Ex Officio</td>
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<tr>
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<td>Betty van der Smissen</td>
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<td><strong>BOOKSTORE ADVISORY COMMITTEE</strong></td>
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<td>Rick Quain</td>
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<tr>
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<td>Director, Television Services</td>
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<td>Patricia Thompson</td>
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<td>Kay Meier</td>
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### Equal Opportunity Compliance Committee

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<td>Arts &amp; Sciences (Journalism)</td>
<td>Emil Dansker</td>
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<td>Arts &amp; Sciences (Ethnic Studies)</td>
<td>Rolando Andrade</td>
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<tr>
<td>Education (ED.F.I.)</td>
<td>Shirley Langham-Johnson</td>
<td>1987</td>
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<td>Arts &amp; Sciences (Political Science)</td>
<td>Kathleen Howard-Hamriam</td>
<td>1988</td>
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<td>Rosalind Hammond</td>
<td>1986</td>
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<td>Administrative Staff Representative</td>
<td>Bill Bass</td>
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<td>Deb Haimesan</td>
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<td>Irina Farr</td>
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<tr>
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<td>Karby Phillips</td>
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<td>Angela Sanco</td>
<td>1986</td>
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<tr>
<td>Director, Equal Opportunity Compliance</td>
<td>Suzanne Crawford</td>
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### Faculty Development Committee

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<td>Business Admin. (Bus. Education)</td>
<td>David Hyslop</td>
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<td>Firelands</td>
<td>Teresa Marano</td>
<td>1986</td>
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<tr>
<td>Instructional Support (Counseling Ctr.)</td>
<td>Roman Carak</td>
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<td>Musical Arts (Music Educ.)</td>
<td>Terry Eder</td>
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<td>Technology (Visual Communications)</td>
<td>Ronald Jones</td>
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<tr>
<td>Health &amp; Human Services</td>
<td>Roudabel Jamesbi</td>
<td>1987</td>
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<td>Education (ED.F.I.)</td>
<td>Trevor Phillips</td>
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<td>Arts &amp; Sciences (Sociology)</td>
<td>Arthur Neal</td>
<td>1983</td>
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<td>Committee on Committees Appointee</td>
<td>Bonnie Gratch</td>
<td>1986</td>
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<tr>
<td>V.P. Academic Affairs Representative</td>
<td>Norma Stickler</td>
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<td>Faculty Welfare Comm. Representative</td>
<td>Peter Wood</td>
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### Faculty Research Committee

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<td>Arts &amp; Sciences-Humanities (Rom. Lang.)</td>
<td>Boleslav Povsic</td>
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<td>Richard James</td>
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<td>Business Admin. (Marketing)</td>
<td>Susan Petroshius</td>
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<td>Arts &amp; Sciences-Sci. &amp; Math (Biology)</td>
<td>Doris Beck</td>
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<td>Arts &amp; Sciences-Soc. Science (Sociology)</td>
<td>Theodore Groat</td>
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<td>Allan Emery</td>
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<td>Dean, Graduate College (Interim Dean)</td>
<td>Louis Katzner</td>
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<tr>
<td>Asst. V.P. for Research Services</td>
<td>Christopher Dunn</td>
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<tr>
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<td>James Litwin</td>
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### Health Services Advisory Committee

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<td>James McManus</td>
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<td>Holly Ramen</td>
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<td>Bob Arrowsmith</td>
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<tr>
<td>Director, Health Center</td>
<td>Joshua Kaplan, M.D.</td>
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### High School Scholarship Tests Committee

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<td>Instructional Support (Library)</td>
<td>Beatrice Spriggs</td>
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<td>Chris Milton</td>
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<tr>
<td>Assoc. Director, Admissions</td>
<td>Thomas Click</td>
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HONORARY DEGREES AND COMMEMORATIVES COMMITTEE

- Arts & Sciences (English): Ralph Wolfe
- Business Admin. (Business Educ.): Lee Goddard
- Committee on Committees Appointees: Cliff Glaviano
- Presidential Appointee: Dwight Burlingame

HONORS AND AWARDS COMMITTEE

- Arts & Sciences (English): Bruce Edwards, Jr.
- Education (ED.C.I.): Theresa Milne
- Business Admin. (Economics): Lila Fundaburk
- Committee on Committees Appointees: Ellen Wachs
- Undergraduate Student: Dan Leasher
- Undergraduate Student: Jeff Slater
- Graduate Student: Beverly Baker
- Registrar or Designee: Cary Brewer
- Asst. V.F. for Student Affairs: Bob Arrowsmith

ICE ARENA ADVISORY COMMITTEE

- Business Admin. (Bus. Education): Charles Hamed
- Arts & Sciences (Psychology): Donald Ragusa
- Business Admin. (Bus. Education): Stephanie Yaworski
- Committee on Committees Appointees: Rick Quain
- Undergraduate Student: Greg Haeuptle
- Undergraduate Student: David Dean
- Undergraduate Student: Paul Kumbler
- Graduate Student: David O'Brien
- Director, Ice Arena: Greg Jordan
- Director, School of H.P.E.R.: Bett van der Smissen
- Director, Intercollegiate Athletics: Jack Gregory
- Business Manager, Ice Arena: Diana Beckstein
- Director, B.G. Parks & Recreation: Dan Podesky
- Representative, EGSU Business Office: Paul Nussar
- Youth Hockey Commission: Chuck Gallagher
- Bowling Green Community: Fran Keefe

INSTRUCTIONAL MEDIA CENTER ADVISORY COMMITTEE

- Education (ED.F.I.): Shirley Langham-Johnson
- Education (ED.C.I.): Evan McFea
- Instructional Support (Library): Frances Povsic
- Instructional Support (Library): Joan Repp
- Committee on Committees Appointees: Vincent Fantorski
- Undergraduate Student: Paul Syroka
- Undergraduate Student: Bill Danko
- Graduate Student: Bracc Varner
- Director of Center: Keith Barnhard

INSURANCE COMMITTEE

- Arts & Sciences (Math & Stat): James Albert
- Instructional Support (Library): Beatrice Spriggs
- Business Admin. (Fin. & Ins.): Raj Padmaraj
- Committee on Committees Appointees: Roy Johnson
- V.P. Bus. Oper. Appointees (Hourly): Chris Esparza
- V.P. Bus. Oper. Appointees (Bldg. & Grounds): John Spores
- Administrative Staff Council Appointees: Suzanne Crawford
- Insurance Coordinator: Russell Maier
- University Treasurer: Paul Nussar
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<td>James Harner</td>
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<td>POP CULTURE</td>
<td>Christopher Geist</td>
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<td>Nancy Kubasak</td>
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<td>William Miller</td>
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<td>Elizabeth Cobb (sub. for Corrigan)</td>
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<td>William Bass</td>
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<td>DIRECTOR, PARKING SERVICES</td>
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UNIVERSITY STANDING COMMITTEES (Continued)

**PUBLICATIONS BOARD, STUDENT**

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<td>Douglas Blandy</td>
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<td>Journalism</td>
<td>F. Dennis Hale (Chair)</td>
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**STRATEGIC PLANNING COMMITTEE**

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<td>Oliver Chamberlain</td>
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**STUDENT AFFAIRS ADVISORY BOARD**

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<td>Business Admin. (Economics)</td>
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<td>Student Affairs Staff</td>
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### STUDENT FINANCIAL AIDS COMMITTEE

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<tr>
<td>Assoc.V.P. for Student Affairs</td>
<td>Bob Arrowsmith</td>
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<td>Conrad McRoberts</td>
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<td>Director, Student Development Rep.</td>
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### SUBCOMMITTEE ON GRANTS-IN-AID

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<td>Education (H.P.E.R.)</td>
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### UNIVERSITY UNION ADVISORY COMMITTEE

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<td>Erik Rosenberg</td>
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January 21, 1986

MEMORANDUM

TO: University Task Force on Computing
FROM: Richard R. Eakin, Chair
DEC 2060 Replacement Committee

SUBJ: Committee Report

Enclosed is the final report of the DEC 2060 Replacement Committee. This report is presented as a guide to the University Task Force on Computing, the University Computing Council, and Computer Services in the development of computing plans for 1986-87. Recommendations are based upon extensive committee deliberations, product presentations by vendors, a survey of faculty needs, and a visit to the University of Waterloo, Canada.

The Committee was especially diligent in its efforts to ascertain and address the full range of faculty instructional and research interests related to replacement of the DEC 2060. The report presents a plan which the committee believes will address the major existing instructional needs of the university.

RRE: sf

Enclosure

copy: President P. Olscamp
University Computing Council
REPORT OF THE

DEC 2060 REPLACEMENT COMMITTEE

Submitted to the

University Task Force on Computing

January 21, 1986

Charles Applebaum, Mathematics & Statistics
Keith Bernhard, Instructional Media Center
Ronald Lancaster, Computer Science
James Lesage, Economics
Joseph O'Loughlin, Firelands
Robert Reed, Education-Foundation & Inquiry
John Sinn, College of Technology
Elmer Spreitzer, Graduate College
John Tisak, Psychology
Floris Wood, University Libraries

Richard Eakin, Chair
The University plans to replace its DEC 2060 computer during 1986. The DEC 2060 originally was acquired in 1978 to serve the university's interactive computing needs. Since then, a number of additional applications have emerged. For example, many faculty use this system to access the IBM 4331. Faculty use the DEC 2060 to prepare and update IBM jobs and to preview output. There are also research applications for this system.

Other committees have been formed to consider computing issues in a general sense. This committee was formed specifically to examine the current role of the DEC 2060 as an instructional system, to consider possible additional instructional computing applications, and to recommend a set of priorities for the replacement system(s). As part of our study, a questionnaire was sent to university employees with faculty rank. The survey sought information about current and potential instructional applications. The results of the survey are appended to this report.

The following sections of the report present instructional computing priorities--issues to be considered in selecting the replacement of the DEC 2060. While the priorities are written as though the DEC 2060 is being replaced by one or two additional mainframe computers, it is not our intention to eliminate the possibility of workstations or other alternatives.

The committee recommends the following priorities for a replacement system(s) for the DEC 2060:

1. Interactive Statistics and the Maintenance of Current Capabilities
2. Networks
3. Additional Microcomputers
4. Other Packages
5. Demonstration Laboratory for Computing

1. Interactive Statistics and the Maintenance of Current Capabilities

There are many satisfied users of the DEC 2060 at Bowling Green. A primary goal is to ensure that as many of these users as possible are able to continue their current level of computing without undue disruption. In addition, according to respondents to the committee survey, statistical use is the most important present use for mainframe instructional computing equipment. In considering the replacement and enhancement of current instructional capabilities, the committee concludes that there are two pressing needs which must share the top priority for hardware and software acquisition in replacement of the DEC 2060 system. They are:

- Maintenance of current capabilities
- Interactive statistics

Maintenance of Current Capabilities

The TOPS-20 operating system on the DEC 2060 is possibly the premier example of a user-friendly operating system for time-sharing, with many user aids built into the system and its associated software. It is unlikely that any replacement system will reach the standard of user friendliness set by
TOPS-20, but user friendliness should be a primary selection criterion for the new system. This would probably eliminate most UNIX-based systems from consideration. Those desiring UNIX, however, already have both instructional and research systems available.

Additionally, as many as possible of the capabilities and systems now on the DEC 2060 should be included on a replacement. In particular, the following types of systems should be considered high priorities:

- APL
- BASIC
- COBOL
- CODASYL - based Database Management System
- FORTRAN
- LISP
- MAIL system
- PASCAL with source-level debugger
- PHOTO
- SIMULA
- SNOBOL
- Submission capabilities to the IBM mainframe
- Text editors superior to EDIT and TV.

The Task Force report of two years ago recommended that most word processing take place on microcomputers, and we support that recommendation. Word processing capabilities presently exist on the UNIX systems for more elaborate needs in this area (e.g., representation of mathematical formulae using TROFF). For that reason, a replacement for DSR is not included as a priority in the above list. Other DEC 2060 software has been omitted from the above list if, to our knowledge, no current use is being made of the software (e.g., CPL, IFPS, MINITAB, RPG).

At the present time, the DEC 2060 drives the CALCOMP plotter, even though other systems often produce the data which are plotted. Another system must be chosen to handle CALCOMP output. This might be the new system(s), but it need not be.

A convenient capability must be provided to enable current non-class users of the DEC 2060 to move their work to the new system. Ideally, this capability would include convenient file transfer from the DEC 2060 to the new system(s), plus a period of several months wherein both present and new systems would be available.

Interactive Statistics

In addition to the above, interactive statistics should be a top priority for new mainframe instructional computing equipment. The attached survey shows that word-processing ranked as the highest use with statistics second. As mentioned above, word-processing needs will be met primarily with microcomputers, leaving interactive statistics as the greatest unmet computing need on campus. Interactive SAS is judged to be the most useful statistical package for University instruction and research.
There are many users of statistical packages on this campus, especially the SAS system. At the present time, most of these packages are on the IBM mainframe and are accessible in batch mode only. (The exception is the "S" package available for interactive use on the VAX systems.) An interactive version of SAS is essential for effective instructional use. The interactive package would allow classroom demonstrations with overhead projection systems, a capability not available with the current batch environment. The interactive package also would facilitate classroom materials preparation with SAS/GRAPH.

The committee is aware of possible system performance degradation associated with interactive statistical packages. However, present needs and projected benefits from interactive versions of statistical packages are sufficiently great to warrant their installation. Further investigation of system capabilities by Computer Services staff is recommended. The acquisition of two separate instructional systems may be warranted to permit the concurrent delivery of an enhanced version of current computing capabilities and the introduction of interactive statistical packages. If multiple instructional systems are installed, serious consideration should be given to the use of a common operating system.

Some current workstation alternatives are available to meet interactive statistical packages needs. These include the MICRO-VAX-II using VMS and microcomputers such as IBM-AT and the IBM-AT/370. These alternatives should be explored on an experimental basis, with performance levels subjected to approval by those who will use these systems instructionally. File transfer capabilities between these smaller systems and the larger systems is necessary.

2. Networks

Whatever system is chosen for the replacement of DEC 2060 capabilities, future networking needs must be anticipated. The issue of "networking" is difficult because the term means different things to different people. To some extent, the level of networking which is possible will be determined by technical advances expected over the next few months and years. Also, the role of the new telephone system in any campus computer network is unclear at this time.

The following is an attempt to indicate the types of networking desired and their relative priorities. Each item is followed by a priority number from 1 to 9, where 1 is the highest priority. (Where possible, items in each of the four categories are listed from the simplest to the most elaborate.)

Mainframe-to-Mainframe
1. Remote login (Priority 8)
2. File transfer (Priority 2)
3. Output resource sharing (Priority 5)
4. Mail (Priority 4)
5. Remote file system (Priority 5)
6. Task-to-task communication (Priority 9)
Mainframe-to-Microcomputer

1. Terminal emulation (Priority 1)
2. File transfer (Priority 2)
3. Output resource sharing (Priority 6)
4. Remote file system (Priority 5)
5. Task-to-task communication (Priority 9)

Microcomputer-to-Microcomputer

1. File transfer (Priority 3)
2. Student labs with local-area networks (Priority 3)
3. Output Resource Sharing (Priority 3)
4. Mail (Priority 7)
5. Remote file system (Priority 7)
6. Task-to-task communication (Priority 9)

Terminal-to-Mainframe

1. Ability to access any interactive mainframe (Priority 1)

Basic decisions regarding the networking options will need to be made fairly soon, because departments purchasing new computing equipment will want to know which types can be used in a future campus network.

3. Additional Microcomputers

Microcomputers are widely used at Bowling Green, and many additional instructional opportunities exist for the use of microcomputers. For instance, the English Department is currently using microcomputers for two sections of an introductory composition course, and would like to expand the use of such systems. Several other departments have an interest in having students use microcomputers, but are awaiting the acquisition of additional microcomputers.

In the committee's survey, 30% of the respondents (42 faculty) indicated that they have not previously used a computer for instruction. Nearly all of these (38 faculty) indicated that they would like to use microcomputers for instruction. By comparison, only 9 of the 42 indicated an interest in mainframes. Indeed, the written responses support the conclusion that the primary interest in additional computing power centers on the use of microcomputers.

The committee recommends the acquisition of at least 50 additional IBM PC's and 50 additional Macintoshes for central laboratories, plus corresponding increases in the dormitory labs. Appropriate software will also be needed for each system. Depending on the kind of applications used on the new systems, it is possible that systems with hard disks will be needed.

The Task Force previously recommended an acquisition of approximately 50 microcomputers each year. Since this did not happen in the most recent budget year, our proposal simply brings us in step with the earlier recommendation. This committee has concerned itself primarily with the DEC 2060 replacement capabilities and, hence, we do not choose to specify in more detail the appropriate hardware and software configuration for these systems. That will presumably be handled by the Task Force.
4. Other Packages

Any new systems acquired will have software available which could give the university additional capabilities. A software fund should be established to enable the acquisition of software for the new systems which enhances instructional and/or research opportunities at BGSU. A mechanism should be implemented whereby departments can submit proposals for software acquisition. These proposals can be considered by some existing committee (e.g. Academic Users Committee), who would determine how the software funds are to be expended. The acquisition of the new system should be seen as an opportunity to provide new types of computing power to the university.

5. Demonstration Laboratory for Computing

Several respondents of our survey expressed a need for a place to which an entire class can be taken for demonstrations. Ideally, such a site would have a variety of microcomputers, as well as access to each of the university's mainframes. We recommend the establishment of such a facility. The expectation is that it would be used mostly for non-credit tutorials, demonstrations, and workshops. Credit classes would probably use the facility occasionally, but not more than one or two days per class per semester.

This priority should not come into conflict with the higher priority of providing more microcomputers for general use. Any systems acquired for a demonstration lab should be in addition to those acquired for general use. At the present time, it! is probably most reasonable to have a lab containing IBM PC's exclusively or, perhaps, a lab with half Macintoshes and half IBM PC's.

If the establishment of such a resource is to be deferred, a mechanism should be established which allows projection facilities in classrooms so that software can be used by the instructor during lectures. One possibility is portable projection facilities coordinated by Instructional Media, in much the same way that other projection equipment is now handled. If desired, in-class demonstrations could be supplemented by related out-of-class work by students. Most respondents to the survey were interested in out-of-class computer work by students, but we presume many would also like to use the computer to assist in-class instruction.
MEMORANDUM

TO: Deb Heineman  
Chair Elect  
Administrative Staff Council

FROM: Joe Martini  
ASC Representative  
University Computing Council

On Tuesday, January 21, 1986, the UCC chaired by Kirk Short met to briefly review the following information:

Attachment 1... 1986-1987 new operation budget request for Computer Services prepared and presented by Richard Conrad, Director, Computer Services. This report includes the following detail:

- New requirement to meet the demands for more day-to-day computing power.
- Special major projects, in particular, the Registrar's on-line touch tone registration requiring major funding approval.
- Future projects funded by a reallocation of current funds and new state monies.

Attachment 2... final report by the committee established to review the replacement of the current DEC 2060.

The next meeting is scheduled for Monday, February 3, 1986 to discuss a follow-up report to last year's Computing Task Force Report.

Thanks for listening.

sal
MEMORANDUM

TO: Dr. Rex Eikum
   Chair, Committee on Committees

FROM: Gregg DeCrane
      Chair, Administrative Staff Council

DATE: May 27, 1986

SUBJECT: Administrative Staff Membership on CAP

Could you please inform me of the status of Administrative Staff's request for membership on the Committee on Academic Priorities? Don Boren's memo to you of January 10, 1986 requested that this matter be taken up by Com/Com.

GD: dkh

ASC/5

cc: Deb Heineman, Chair-elect
    Administrative Staff Council

    Jim Sharp, Secretary
    Administrative Staff Council
7 August 1986

MEMORANDUM

TO: Deborah Heineman
Chair, Administrative Staff Council

FROM: Paul E. Kostyu
Editor, Monitor

RE: Monitor Editorial Advisory Board

Every year it is necessary for the Administrative Staff Council to appoint a member to the Monitor Editorial Advisory Board. The board serves strictly in an advisory role to the Monitor editor.

The person serves on the board with representatives of Faculty Senate, Classified Staff Council and the Office of Affirmative Action. For the past year, Jennifer Spielvogel of the College of Health and Human Services has served this position for ASC. Monitor policy requires that the appointee be a member of ASC.

Frankly, the board rarely meets, if at all. However, the board serves an important function by reviewing all "Letters To The Editor" received by the Monitor. The board determines if a letter meets the established guidelines (a copy of the policy is enclosed) and whether the letter should be published.

I would appreciate your bringing this matter before council at a meeting in the near future. Please notify me by letter of the selection so I can keep my files up-to-date.

Thank you for your assistance.
POLICY
Letters to the Editor (Commentaries)

Monitor accepts "opinions to the editor" for publication in a weekly "Commentary" section.

An editorial advisory board which includes representatives from the Faculty Senate, Administrative Staff Council, Classified Staff Council and the Affirmative Action Office reviews all letters submitted for publication. The representatives from ASC and CSC are elected; the Monitor editor must request each fall that a representative from Faculty Senate be appointed or reappointed. That request should be directed to the senate chair. The director of affirmative action represents that office.

Commentaries which introduce a new topic for campus dialogue must not exceed 600-800 words. Subsequent commentaries submitted in response to a topic previously introduced must not exceed 500 words. All letters which exceed the allowable length will be returned to the author to condense.

If a commentary is submitted for publication in Monitor, the author must affirm that it will not be published in any other campus publication until it has appeared in Monitor. Letters which are submitted simultaneously or have been previously published in the BG News will be refused because both publications reach the faculty/staff audience.

It is expected that no member of the University community will submit more than one commentary on any issue during a semester. At any time when two people have written on the same issue, and one author has previously published a letter in MONITOR, only the letter written by the previously unpublished author will be printed.

The deadline to submit letters is 5 p.m. Tuesday for publication in the following Monday's Monitor. All letters must be signed and typed.

The above stated policy should be published at least once per year in Monitor.
TO: CCH

FROM: Richard L. Conrad

---

File

Suspense

For your information

Route Management Staff

Return with comments by

Handle

See me about this

COMMENTS:
MEMORANDUM

TO:      Dr. Paul J. Olscamp, President
Dr. Richard Hebein, Chair, Faculty Senate
Administrative Council
Council of Deans
University Parking Committee

FROM:    Karl E. Vogt
Vice President for Operations

RE:      Central Campus Parking (University Parking Committee
Recommendations)

By way of this memorandum I want to update you on developments regarding implementation of strategies designed by Parking and Traffic and the University Parking Committee to alleviate congestion and increase available parking spaces in the central campus area.

Described below are action steps introduced this summer to free-up spaces for faculty and staff utilizing central campus parking lots. Implementation of these strategies is expected to free-up 45-50 spaces. Actions did not require funding.

1. **Return of State vehicles to Plant Operations and Maintenance.**

   Anyone assigned a State vehicle must return the vehicle to Plant Operations and Maintenance (Lot M) at the end of the day, picking up the State vehicle the next day and parking his/her own vehicle at P.O.M. The effect of this strategy is to preclude both personal and State vehicles being parked in the central campus area at the same time.

2. **Restricted use of parking lots by teaching/research fellows.**

   Heretofore, teaching/research fellows, in addition to commuter decals, received special permits to park in faculty/staff lots B, C, D, F, J, K, P and R. While continuing fellows will retain these privileges, special permits for fellows new to their positions will be limited to less utilized faculty/staff lots K and R. I hasten to note parenthetically, that all teaching/research fellows will continue to receive parking privileges in all faculty staff lots following 5 p.m.
3. **Use of Ice Arena and other peripheral lots by conference sponsors.**

Parking for conference attendees attending University-sponsored programs/seminars is restricted to the Ice Arena and other peripheral lots. Conference sponsors will provide shuttle transportation to conference sites.

Beyond implementation of these recommendations, Parking and Traffic, working with an outside architectural firm, is planning the reconfiguration of lots A and G. Reconfiguration (and enlargement) of these lots is expected to create 110 additional parking spaces. Estimated costs of the lots A and G reconfiguration/expansion project are $400 thousand. Pending University Board of Trustee authorization and funding approval of appropriate planning and budget committees, project sponsorship will start the conclusion of the Spring semester with completion targeted for mid-August 1987.

For Fall 1987, then, given completion of the reconfiguration project and even fewer teaching/research fellows exploiting special permit privileges, Parking and Traffic and this Office project an addition of 200 spaces to the stock of central campus area parking facilities available to faculty and staff. This increase is expected to significantly address the dissatisfactions and inconveniences faculty/staff experience utilizing central campus parking lots.

has

-xc. William Bess
-Jim Corbitt
-Rollie Engler
-A.I. Milliron
-Jean Yarnell
August 26, 1986

MEMORANDUM

TO: Deb Heineman, Chair
   Administrative Staff Council

FROM: Tina Tampurages, Secretary
      Union Advisory Committee

RE: ASC Representative

Dave Hoehner has completed his two year term as the ASC rep on the Union Advisory Committee. In checking with Jim Sharp, he indicated no election was held for this representative. Therefore, you will have to appoint a rep for a one year term until a rep can be elected in the Spring. Please inform me as soon as possible as to who will be filling this position. Thanks for your assistance.
MEMORANDUM

TO: Deb Heineman
FROM: Bob Arrowsmith

Each year an administrative staff member is selected to serve on the Advisory Committee on General Fee Allocations (ACGFA). In order to begin the ACGFA process, I am asking that you provide the name, address and phone number of the administrative staff appointee for ACGFA to me by October 17, 1986. The appointee for 1985-86 was Dave Weinandy.

Thank you for your assistance.

rb
ASC COMMITTEE LIST

Amendments Committee (4)  
Jill Carr, Norma Strickler

Election Committee (4)  
James Sharp (Chairman), Pat Koehler

Merit Committee (Ad Hoc)  
Barry Pierson, Wayne Colvin

Tonia Stewart

Ferrari Award (Ad Hoc)  
Pesc. Champion, Joan Bissland

Paul Yon

Personnel/Welfare Committee (4)  
Paul Yon, Susan Darrow

Pat Fitzgerald, Norma Strickler

Professional Development (4)  
James Litwin, Ruth Friend

Joan Morgan

Scholarship Committee (Ad Hoc)  
Deb Heineman, Kathryn Thiede

Ann Bowers, Ron Zwerlein

Finance Committee  
Deb Heineman, Dick Conrad

******************************************************************************

Needs Assessment for Administrative Staff (Ad Hoc)  
Chris Dunn, Laura Emch, Jill Carr

Representative to attend Board of Trustees Meetings  
Dick Conrad

Representative to attend Faculty Senate Meetings

Representative to attend CSAC Meetings  
James Sharp

Pers - martini, chair
1986-87 ASC COMMITTEES

PROFESSIONAL DEVELOPMENT - Rich Hughes, Charles Schultz, David Weinandy, Linda Katzner

SCHOLARSHIP - Kathryn Thiede, Ann Bowers, Ron Zwerlein, Deb Heineman

FINANCE - Chair-Elect

FERPAF AWARDS - Sally Blair, Peace Champion, Gregg DeCraner

ELECTIONS - Jim Sharp

AMENDMENTS - Jill Carr

PERSONNEL/WELFARE - Paul Yon, Jill Carr, Susan Darrow

NEEDS ASSESSMENT - Jill Carr, Laura Emch

MERIT COMMITTEE - Tonia Stewart, Wayne Colvin, Conrad McRoberts, Barry Piersol

1986-87 UNIVERSITY COMMITTEES

Computing Council
Equal Opportunity
Insurance
Library Advisory
Monitor Advisory
Union Advisory?
Parking Appeals
Human Relations
Bookstore Advisory
Parking Committee
Long Range Planning
Safety Committee
Telecommunications

Duane Whitmire
Jim Litwin
Sandy LaGro
Kathryn Thiede
Linda Hamilton
Ed O'Donnell
John Bucenmeyer
Jim Corbitt
Jane Wood
Jim Treager
Pat Fitzgerald

(To be appointed by President)
MEMORANDUM

TO: Suzanne Crawford
    Director, Training Program
    Continuing Education

FROM: David Weinandy
    Director of Orientation

DATE: May 23, 1988

SUBJECT: Administrative Staff Council

Due to the fact that it is the end of the year Suzanne, I thought it was probably time to send you a summary report on the Professional Development Committee. In short, I believe that this was a great year for this Administrative Staff Council committee! Although the number of actual programs was a bit less than the previous year, the emphasis this year was quality. I believe we achieved this goal. Often, we were able to present speakers who are well-known in their field and who normally cost a large fee per presentation. We were a bit tied up with the cancellation of two of our programs this year (one due to a strike, the other, illness). However, in both cases, our presenter was willing to reschedule with no problem.

My one recommendation for next year would be to allocate a portion of the ASC budget for this committee. It was somewhat difficult to plan events without knowing where "our next dime would come from". I often supplemented the program from my budget in order to provide such things as handouts, coffee, a proper set-up, etc. However, I felt that the money was well-spent when considering the overall quality and presentation of the sessions.

Our programs this year included:

1) Success with Stress
   Presented by: National Narrowcast Tape/David Weinandy
   Location: Alumni Room, University Union
   Number in Attendance: 80
   Comments: People liked the tape, positive feedback, breakfast workshop

2) Motivating the Motivators
   Presented by: John Savage
   Location: Alumni Room, University Union
   Number in Attendance: 95
   Comments: Excellent Remarks, very inspirational, luncheon program

3) Increasing Morale in the Work Environment
   Presented by: Dr. Jim Wilcox, Associate Professor, IPCO
   Location: Campus Room, University Union
   Number in Attendance: Limited to 40
   Comments: Excellent coverage in The Monitor
4) Intellectual Orgasm/Workshop Promoting Racial Awareness
Presented by: Ted Paynther, Special Assistant to the Superintendent of the Cleveland Public Schools
Location: Second Floor Lounge, Student Services
Number in Attendance: 35
Comments: Excellent comments and discussion, much support from the President for this workshop.

I would also like to make a special thanks to Ann Marie Heldt. She was most helpful as well as a great asset in the organization of each program. I really enjoyed working with her.

If you have any questions, please give me a call.

DW:dkh

MEM/10-11

cc: Ann Marie Heldt
August 31, 1988

MEMORANDUM

TO: Dr. Suzanne Crawford  
   Chair  
   Administrative Staff Council

FROM: Benito Bense Greenberg
   Secretary, Faculty Senate

RE: Administrative Appointments to Committees

Several University standing committees require administrative appointees to complete their membership. I am listing the committees on the attached sheet with a notation of the appointee(s) from your area for last year (1987-88) for your convenience.

The Academic Charter (Article V, Sec.2) stipulates that appointed members shall serve one-year and are eligible for reappointment for up to two additional years. Therefore, individuals who have served as appointees since the 1985-86 academic year are not eligible for reappointment.

As these appointments are named, please inform the Faculty Senate Office (by memo) so our records may be kept current. We hope to distribute a list of committee memberships in September.

Thank you for your assistance.

hm

Attachment
<table>
<thead>
<tr>
<th>Committee</th>
<th>Number Needed</th>
<th>1987-88 Appointees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookstore Advisory Committee</td>
<td>1 member of Ad Staff appointed by the Ad Staff Council for 1 year term</td>
<td>Jane Walsh</td>
</tr>
<tr>
<td>Computing Council, University</td>
<td>1 member of Ad Staff appointed by the Ad Staff Council</td>
<td>Duane Whitmire (served 2 years)</td>
</tr>
<tr>
<td>Equal Opportunity Compliance</td>
<td>2 members of Ad Staff elected for 3 year terms</td>
<td>Sam Ramirez (1989) - 1990</td>
</tr>
<tr>
<td>Insurance Committee</td>
<td>1 member of Ad Staff appointed by the Ad Staff Council for 1 year term</td>
<td>James Litwin (1989)</td>
</tr>
<tr>
<td>Insurance Appeals Committee</td>
<td>1 rep elected by Ad Staff</td>
<td>Betty Ward (1989)</td>
</tr>
<tr>
<td></td>
<td>1st year of operation 2 year term</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Subsequent elections 3 year term</td>
<td></td>
</tr>
<tr>
<td>Library Advisory Committee</td>
<td>1 Ad Staff appointed by Ad Staff Council for 1 year term</td>
<td>Kathryn Thiede (elected in 1987-88) (served 2 years)</td>
</tr>
<tr>
<td></td>
<td>This person MUST be a member of the Administrative Technical Staff in the Library</td>
<td></td>
</tr>
<tr>
<td>Strategic Planning Committee</td>
<td>1 Ad Staff elected for a 3 year term</td>
<td>Patrick Fitzgerald (served 2 years)</td>
</tr>
<tr>
<td>Telecommunications Advisory</td>
<td>1 rep from Ad Staff</td>
<td>Don Passmore (served 1 year) (1989)</td>
</tr>
</tbody>
</table>
February 16, 1989

MEMORANDUM

TO: Dean Purdy
Sociology Department

FROM: Norma J. Stickley
Secretary, Administrative Staff Council

This memorandum is to confirm that the Administrative Staff Council is appointing you to an additional two years as the Administrative Staff representative on the Student Legal Services Advisory Committee. Your term will expire in June, 1991. Thank you for your interest.

wv
xc: Janet Rice
February 16, 1989

MEMORANDUM

TO: Jane Schimpf
    Director, Food Operations

FROM: Norma J. Stickler
      Secretary, Administrative Staff Council

This memorandum is to confirm that the Administrative Staff Council is appointing you to an additional two years as the Administrative Staff representative on the Monitor Advisory Committee. Your term will expire in June, 1991. Thank you for your willingness to continue on this committee.

cc: Melissa Firestone
February 16, 1989

MEMORANDUM

TO: Gregg DeCrane
Student Activities and Orientation

FROM: Norma J. Stickler
Secretary, Administrative Staff Council

This memorandum is to confirm that the Administrative Staff Council is appointing you to an additional two years on the University Safety Committee. Your term will expire in June, 1991. Thanks for your willingness to continue on this committee--let's hope you meet sometime!

WV
xc: Robert Martin
February 16, 1989

MEMORANDUM

TO: Jane Wood  
College of Education and Allied Professions

FROM: Norma J. Stickler  
Secretary, Administrative Staff Council

This memorandum is to confirm that the Administrative Staff Council is appointing you to an additional two years on the University Bookstore Advisory Committee. Your term will expire in June, 1991. Thanks for your willingness to continue on this committee.

wv
xc: Robert Berns, Business Education
February 15, 1989

MEMORANDUM

TO: Bill Jones
Athletic Department

FROM: Norma J. Stickler
Secretary, Administrative Staff Council

Because you have not been attending the meetings of the Administrative Staff Council, the Executive Committee, in accordance with the Bylaws of the ACC, hereby terminates your appointment to the Council effective February 1, 1989. We regret this action and we are sorry that you were unable to attend the meetings.

WV
MEMORANDUM

TO: Linda Canady
Faculty Senate Office

FROM: Norma Stickler
Secretary, Administrative Staff Council

Thank you for the opportunity to review the list of Administrative Staff appointments to University Standing Committees. I have noted on the attachment the changes that should be made. In summary, all Administrative Staff representatives are selected via election by the Administrative Staff. All appointments should be for three-year terms, consistent with the length of the terms for the faculty representatives. The three-year term is important in order to allow all representatives an equal opportunity to become familiar with the business of the committee and to avoid the excessive paper work involved in holding yearly elections.

In addition, the Administrative Staff Council requests a change in the manner in which the staff representatives to the Parking Committee are selected. Currently, the Vice President for Operations selects two staff members. If Mr. Martin has no objection, the ASC would like to change this to a process by which ASC elects an Administrative Staff member for a three-year term and the CSC elects a Classified Staff member for a three-year term.

Please call me at 2-2915 if you have questions.

WV
attachment
xc: Robert Martin
Patrick Fitzgerald
Administrative Staff Positions
University Standing Committees
2/4/89

Bookstore Advisory
Administrative Staff, Appointed by: Administrative Staff Council, 1 year term

Computing Council
Administrative Staff, Appointed by: Administrative Staff Council, 3 year term

Equal Opportunity Compliance
Administrative Staff, Elected by: Administrative Staff, 3 year term
Administrative Staff, Elected by: Administrative Staff, 3 year term

Insurance
Administrative Staff, Elected by: Administrative Staff Council, 3 year term

Insurance Appeals
Administrative Staff, Elected by: Administrative Staff Council, 3 year term

Library Advisory
Administrative Staff (Lib & Learn Pcs), Appointed by: Administrative Staff Council, 3 year term

Strategic Planning
Administrative Staff at EG > 4 yr, Elected by: Administrative Staff, 3 year term

Telecommunications Advisory
Administrative Staff, Appointed by: Administrative Staff Council, 3 year term

University Union Advisory
Administrative Staff, Elected by: Administrative Staff, 3 year term

University Parking Committee
Administrative Staff, elected by Administrative staff, 3-year term (if replace staff member appointed by IPSR)
January 18, 1989

MEMORANDUM

TO:    Dean Purdy
       Student Affairs

FROM:  Norma J. Stickler
       Secretary, Administrative Staff Council

This memorandum will confirm your appointment to the Student Legal
Services Advisory Committee as the Administrative Staff
Representative. You will complete the term of Don Passmore, and the
term will expire June, 1989; however, we hope to reappoint you.

cc: Janet Rice
    Greg Bakies
ASC Personnel Welfare Committee
1988-89

Jill Carr 2011
Becky Heyman 7947
Rich Hughes 2011
Greg Jordan 2764
Ed O'Donnell 2891
Diane Regan 8542
Charles Schultz 2911
David Stanford 2451
Linda Swaisgood 2716
Dick Zolman 2911
(Annmarie Heldt) 2558
September 15, 1988

MEMORANDUM

TO: Bonita Renee Greenberg
Secretary, Faculty Senate

FROM: Norma J. Stickler
Secretary, Administrative Staff Council

RE: Representative to Insurance Committee

Mr. Richard Zolman, Computer Services, will represent the Personnel Welfare Committee of the Administrative Staff Council on the Insurance Committee.

cc: Richard Zolman

0367
Personnel Welfare
Jill Carr
Becky Hayden
Rich Hughes, Chair
Greg Jordan
Ed O'Donnell
Diane Regan
Charles Schultz
David Stanford
Linda Swaisgood
Dick Zolman
(Annmarie Heldt)

Professional Development
Sandra George
Linda Hamilton
Jim Hoy
Jane Schimpf
Jane Wood
(Annmarie Heldt)

Scholarship Committee
Laura Emch
Melissa Firestone
Barbara Hockett

Ferrari Award Committee (membership to be expanded)
Bob Arrowsmith
Pat Fitzgerald
Kathryn Thiede
Scot Bressler
Dick Conrad

Finance Committee
Jill Carr

Bylaws Committee
Jill Carr
Norma Stickler
<table>
<thead>
<tr>
<th>Committee</th>
<th>Representative</th>
<th>Term Expires</th>
<th>Length of Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telecommunications</td>
<td>Don Passmore</td>
<td>1989</td>
<td>3 years</td>
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<td>Library Advisory</td>
<td>Kathryn Thiede</td>
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<td>Insurance</td>
<td>Annmarie Heldt</td>
<td>1990, 1989</td>
<td>2 years / 1 year (PWC rep)</td>
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<td>Bookstore</td>
<td>Jane Wood</td>
<td>1989</td>
<td></td>
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<tr>
<td>Equal Oppt. Comp.</td>
<td>James Litwin, Sam Ramirez</td>
<td>1989, 1990</td>
<td>3 years / 3 years</td>
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<td>Human Relations</td>
<td>John Buckenmyer, Linda Hamilton</td>
<td>1989</td>
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<td>Gregg DeCrane</td>
<td>1989</td>
<td>1 year</td>
</tr>
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<td>Union Advisory</td>
<td>John Buckenmyer</td>
<td>1989</td>
<td>2 years</td>
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<td>ACGFA</td>
<td>Ron Zwerlein</td>
<td>1989</td>
<td>1 year</td>
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<td>1989</td>
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</table>
ADMINISTRATIVE STAFF COUNCIL COMMITTEES
1988-89

Personnel Welfare
   Jill Carr
   Becky Heyman
   Rich Hughes, Chair
   Greg Jordan
   Ed O'Donnell
   Diane Regan
   Charles Schultz
   David Stanford
   Linda Swaisgood
   Dick Zolman
   (Annmarie Heldt)

Professional Development
   Sandra George
   Linda Hamilton
   Jim Hoy
   Jane Schimpf
   Jane Wood
   (Annmarie Heldt)

Scholarship Committee
   Laura Emch
   Melissa Firestone

Ferrari Award Committee (membership to be expanded)
   Bob Arrowsmith
   Pat Fitzgerald
   Kathryn Thiede
   Scot Bressler
   Dick Conrad

Finance Committee
   Jill Carr

Bylaws Committee
   Jill Carr
   Norma Stickler
# Administrative Staff Representatives to University Committees

## 1990-91

### University Committees

<table>
<thead>
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<tbody>
<tr>
<td>Bookstore Advisory</td>
<td>1991</td>
<td>3 years</td>
</tr>
<tr>
<td>Computing Council (ex-officio)</td>
<td>1992</td>
<td>3 years</td>
</tr>
<tr>
<td>Equal Oppt. Comp.</td>
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<tr>
<td>UNION Advisory</td>
<td>1991</td>
<td>3 years</td>
</tr>
<tr>
<td>Strategic Planning</td>
<td>1992</td>
<td>3 years</td>
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<tr>
<td>Parking</td>
<td>1992</td>
<td>3 years</td>
</tr>
<tr>
<td>Child Care</td>
<td>1993</td>
<td>3 years</td>
</tr>
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</table>

### Appointed Committees

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<td>ACGFA</td>
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</tr>
<tr>
<td>Human Relations</td>
<td>1992</td>
<td>3 years</td>
</tr>
<tr>
<td>Human Subjects Review Board</td>
<td>1993</td>
<td>3 years</td>
</tr>
<tr>
<td>Legal Services</td>
<td>1991</td>
<td>3 years</td>
</tr>
<tr>
<td>Monitor Advisory</td>
<td>1991</td>
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</tr>
<tr>
<td>Safety Committee</td>
<td>1991</td>
<td>3 years</td>
</tr>
</tbody>
</table>

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6/90
ASC COMMITTEES
1990-1991

SALARY
Barry Pierson - CHAIR
Melissa Firestone
Duane Whitmire
Greg MacVarish
Ed O'Donnell
Penny Nemitz
Chuck Nagle

FWC
Ann Bowers - CHAIR
Lewis Johnson
Jacquie Joseph
Mary Beth Zachary
Cindy Puffer
Pat Koehler
Bob Graham
Lori Schumacher

PROFESSIONAL DEVELOPMENT
Tom Gorman - CHAIR
Jane Wood
Cindy Colvin
Jan Ruma
Dave Stanford
Chris Dunn

SCHOLARSHIP
Susan Darrow - CHAIR
Gale McCourts
Ron Zweirlien
Greg Nye

BYLAWS
Greg Jordan
Deb McLaughlin
Dick Conrad

FERRARI AWARD
Ken Kavanagh
Tonia Stewart
Joan Morgan
Marcia Latta
Charles Schultz
John Buckenmyer

AD HOC COMMITTEES

PROFESSIONAL DEVELOPMENT FUND
Jill Carr - CHAIR
Keith Pogan
Gale Swanka
Pat Green

EARLY RETIREMENT INCENTIVE PROGRAM
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