

1984

Correspondence 1982-1984

Bowling Green State University. Administrative Staff Council

Follow this and additional works at: <https://scholarworks.bgsu.edu/asc>

How does access to this work benefit you? Let us know!

Repository Citation

Bowling Green State University. Administrative Staff Council, "Correspondence 1982-1984" (1984).
Administrative Staff Council. 45.
<https://scholarworks.bgsu.edu/asc/45>

This Article is brought to you for free and open access by the University Publications at ScholarWorks@BGSU. It has been accepted for inclusion in Administrative Staff Council by an authorized administrator of ScholarWorks@BGSU.

Pre-Microfilm Inventory

Collection: Bowling Green State University
Administrative Staff Council, UA-022

Location: Bowling Green, Ohio

Title of Series: Correspondence

Inclusive Dates: 1982-1984

Format: ☐ Bound ☒ Loose

Order: ☐ Alpha ☒ Chronological ☐ Numerical

Index: ☐ Included ☐ Separate ☒ None

Notes

1. Colored Ink
2. Photocopies



Bowling Green State University

Office of the Vice President
for Operations
Bowling Green, Ohio 43403
Cable: BGSUOH

February 5, 1982

TO: Administrative Staff Handbook Review Committee
Steve Hanson, Assistant Director
Public Relations
Carole Huston, Associate Director
Athletic Department
Mary Miles, Dean
Health & Community Services
Beverly Mullins, Director
Contract Staff Classification Study
Terry Parsons, Director
Student Recreation Center
Norma Stickler, Administrative Assistant
Provost's Office

FROM: Harold B. Smith, Assistant Vice President
for Operations

Myron gave the attached letter to me and asked that we keep this in mind in revision of the Grievance and Hearing Procedures section.

Just a reminder also that our next meeting is Feb. 15th at 9:00 a.m. in the McFall Chart Room. We'll begin our discussion of the rewrites at that time.

has

attachment

RICHARD S. COLE
EDINAL HUMMER
JOHN B. SPITZER
ARNOLD F. BUNGE, JR.
NORMAN C. HOLLOMAN
DONALD F. MELHORN, JR.
JOHN G. MATTIMOE
JUSTICE G. JOHNSON, JR.
DONALD J. KEUNE
PAUL H. KRAUS
THOMAS W. PALMER
JOHN S. DORRELL
RICHARD M. KERGER
REOYE W. KELSEY
LOUISE A. JACKSON
ROBERT V. STERLING
MARVIN E. KELLER
MARK A. SMITH, JR.
MARY C. SMITH
TERRANCE L. RYAN
MARSHALL A. BENNETT, JR.
DUARD D. BALLARD
ROBERT E. LATTA
GARY R. BOWERS

LAW OFFICES OF
MARSHALL, MELHORN, COLE, HUMMER & SPITZER

FOURTEENTH FLOOR
NATIONAL BANK BUILDING

TOLEDO, OHIO 43604

(419) 243-4200

EDWIN J. MARSHALL (1873-1946)
DONALD F. MELHORN (1895-1974)

COUNSEL
ROBERT L. WEISCHBURGER

January 28, 1982

Mr. Myron M. Chenault
Associate Vice President, Legal,
Staff and Contract Relations
Bowling Green State University
Bowling Green, Ohio 43403

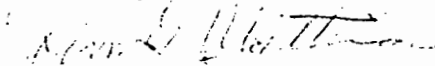
Dear Mr. Chenault:

You have inquired whether a contract staff employee who has been given timely notice that his contract will not be renewed has a right to pursue the grievance procedure contained in the Contract Staff Handbook.

The employee's contract is for a period of one year only and it is clear from the principles of contract law and from the Handbook that the University has a unilateral right to decide not to continue the employment. This right is subject only to the timeliness of the notification given to the employee that his employment will not be continued.

Assuming timely notice is given, the decision not to continue is not, in my opinion, subject to the grievance procedure. It is not a termination but, rather, simply a decision not to renew a contract. This decision is within the University's authority and is not grievable.

Sincerely,


John G. Mattimoe

JGM:lp



Bowling Green State University

Office of Registration and Records
Bowling Green, Ohio 43403
1 (419) 372-0441
Cable: BGSUOH

June 24, 1982

Dr. Paul Olscamp, President
President's Office
Western Washington University
Bellingham, WA 98225

Dear President Olscamp:

Over the past few years, many of Bowling Green's contract staff have frequently felt and expressed the need for a recognized representative group which could assess and express its needs and concerns. Recently, a meeting was held to explore this possibility. Near its conclusion, we were asked to communicate with you regarding the proceedings of the meeting. Probably the most significant decision the group reached was that we needed to elect an ad hoc steering committee to investigate and propose an ongoing, permanent organizational structure. The motion to form this committee was passed unanimously and read:

Recognizing the need to establish a representative group to serve as an advocate of contract staff interests and concerns, we move that an ad hoc committee be established to explore and propose an ongoing organizational structure through which this purpose can be fulfilled.

We are hoping that this committee can begin its tasks by mid-July and be finished by mid-September. We are sure that its members would like very much to meet with you at some convenient time this summer. Of course, we all look forward to meeting and working with you in the future. If you would like any further information, please let any one of us know; and we will be pleased to be of assistance.

Sincerely,

Cary Brewer, Registrar
Dola Buford, Associate Registrar
and Director of Records
Gregg DeCrane, Director of Student
Organizations and New Student Programs
Kathleen Hart, Coordinator, General Studies
Writing
Rebecca McOmber, Assistant Registrar
Nancy Miller, Director of Off-Campus Programs
and Independent Study
Judi Roller, Director of Registration
Don Saleh, Associate Director, Financial Aid
and Student Employment
Duane Whitmire, Director of Scheduling

*Organizing
Committee*

JR:ns

cc Richard Edwards, Executive Vice President



Bowling Green State University

4
Equal Opportunity Compliance/Handicapped Services
Bowling Green, Ohio 43403
(419) 372-0495
Cable BGSUOH

Feb, F VI
September 22, 1982 *Joe*

MEMORANDUM

TO: Administrative Staff
FROM: Drafting Committee
RE: Administrative Staff Council Charter

Enclosed is a draft of the charter for the administrative staff council. An administrative staff meeting will be held on September 30 from 12:00 to 1:30 p.m. in the Alumni Room of the Student Union. At that time comments will be received about each section of the proposed charter. We are asking that administrative staff who have some concerns about sections submit them to the charter drafting committee in writing. We will consider them. Balloting will not take place on September 30th. The ballot, along with the revised charter of the Administrative Staff Council, will be submitted to you the week following the all-campus meeting. If you have questions before the all-campus meeting, please direct those questions to the charter drafting committee whose names and phone numbers are listed below.

Cary Brewer - 2-0441
Zola Buford - 2-0441
Jill Carr - 2-2011
Suzanne Crawford - 2-0495
Tom Glick - 2-2086
Jim Litwin - 2-2681
Joe Martini - 2-2236
Russ Meister - 2-2112
Norma Stickler - 2-2915

Please put on your calendar September 30th at 12:00, Alumni Room, University Union. We hope to see you there.

vf

Enclosure



Bowling Green State University

Office of Registration and Records
Bowling Green, Ohio 43403
1 (419) 372-0441
Cable: BGSUOH

February 4, 1983

MEMORANDUM

TO: Cary Brewer, Chair
Administrative Staff Council

FROM: Judi Roller *JR*

Because I have some immediate concerns about ASC, I thought I would put them in writing to the Executive Committee.

First, it would be a good idea for us to respond positively to the findings of the Committee on the Status of Women and Minorities which were published in The Monitor. A simple statement of support for the goals of the report would be fine. Since Women's Caucus has asked for this and since Faculty Senate has already responded, I think we should, too.

Second, several people have suggested that our minutes from the last meeting on the "PEPS pick-up" should include an explanation of why we made the decision we did (i.e. the feeling was 24-1 that this was a benefit).

Third, I understand Faculty Senate is moving more quickly than originally had been thought on the charter revision. I think it is imperative that we get ourselves written into the charter and that we should exert a lot of effort very soon to get that accomplished.

JR:ns



Bowling Green State University

September 1, 1983

6
Administrative Staff
Personnel Services
Bowling Green, Ohio 43403
(419) 372-2558
Cable: BGSUOH

MEMORANDUM

TO: Cary Brewer, Chair
Administrative Staff Council

FROM: Susan Caldwell, Director *Susan Caldwell*
Administrative Staff Personnel Services

SUBJ: Release of Information Policy

I am proposing a policy on release of information that is maintained by Administrative Staff Personnel Service. It is basically an internal office operating policy that Shirley Colaner, Marcia Euckenmyer and I have developed to facilitate our handling of personnel records.

I would appreciate your sharing the attached proposal with the Administrative Staff Council for input and/or comments. Our concern is to protect each employee's right to privacy without unnecessarily impeding the release of information to those with a need to know. We would like to implement this policy as soon as possible and, therefore, would appreciate your input at the earliest possible date. Thanks.

SC:mmb
Attachment

ADMINISTRATIVE STAFF PERSONNEL SERVICES
BOWLING GREEN STATE UNIVERSITY

Internal Procedure: Release of Information

Effective Date:

It is the policy of Administrative Staff Personnel Services at Bowling Green State University to maintain confidentiality of all employee information handled by the office. Several types of requests for information occur and are handled as follows:

- (1) Written or In-Person Request With the Signed Release Authorization of the Employee: Any information requested will be released unless specifically prohibited by the Ohio Privacy Law or other state or federal laws. Requests for performance information or recommendations will be forwarded to the employee's department supervisor.
- (2) Written or In-Person Request Without the Signed Release Authorization of the Employee or Telephone Request: Only verification of employment, date of employment and position title/department will be released. Individuals requesting information will be advised that any additional information must be requested in writing with the signed release authorization of the employee.
- (3) Review of Administrative Staff Personnel Folder: Information in administrative staff personnel folders may be reviewed according to the following guidelines. Folders must at all times remain in the Administrative Staff Personnel Services Office and review of folders will be supervised by an ASPS staff member. Information contained in the folder includes primarily employment, credential, position, and vacation/sick leave records. Staff members may place additional information in their files. No other information may be placed in the file without the written concurrence of the staff member.

Release of Information

Page 2

- (a) Staff Member - Each administrative staff employee is welcome to visit the Administrative Staff Personnel Services Office to review his/her personnel folder. An appointment should be made in advance. The employee will sign an "Inspection of Personnel File" form prior to reviewing the file. If the employee requests, a reasonable number of materials will be copied for him/her at no charge.
- (b) Immediate Supervisor - An immediate supervisor may review the personnel folders of staff members in his/her area. He/She must sign an "Inspection of Personnel File" form in the Administrative Staff Personnel Services Office. The reason for reviewing the file must be explained.
- (c) Screening Committees/Hiring Supervisors - Screening committees and hiring officials will be allowed to review the personnel folder if the administrative staff member authorizes the review in writing.

All other requests for information from personnel folders fall under guidelines 1 and 2 above.

This Release of Information Policy does not apply to agencies, individuals, or organizations that need to use the information in the personnel folders in the normal performance of their duties. Such agencies, individuals, or organizations include the Administrative Staff Personnel Services staff, Vice Presidents, President, Legal Counsel, Director of Affirmative Action, Insurance Office staff, and Payroll Office Staff at Bowling Green State University; and state and federal agencies that demonstrate a need to know.



Bowling Green State University

Office of Residence Life
425 Student Services Building
Bowling Green, Ohio 43403
Areas I and II, (419) 372-2456
Greek Life, (419) 372-2151
Cable: BGSUOH

November 10, 1983

RECEIVED

NOV 23 1983

Office of Registration
& Records

MEMORANDUM

TO: Cary Brewer
Chairman
Administrative Staff Council

FROM: Wayne S. Colvin
Chairman
Merit/Evaluation Committee

RE: Questionnaire on Evaluation

Attached you will find the final copy of the questionnaire on evaluation and its cover letter. Upon approval from the executive committee, our committee will proceed to implement the project. The questionnaire should be distributed within two weeks of receiving approval from the executive committee.

We expect the data and completed report will be available five weeks from the date the questionnaire is distributed. Ideally, the first or second meeting of Spring Semester would be the meeting that we could report to the Council.

In order to proceed with the project we need the following:

1. Approval of the questionnaire by the executive committee.
2. Budget numbers to charge printing costs.
3. Labels for the administrative staff that should receive the questionnaire.

If you have any questions, please do not hesitate to contact me.

WSC:tt
Attachment
cc: Susan Caldwell
Joan Morgan
Charles Schultz

MEMORANDUM

TO: Administrative Staff

FROM: Merit/Evaluation Committee
Wayne S. Colvin
Susan Caldwell
Joan Morgan
Charles Schultz

In light of the 60-40 etc.

Enclosed is a questionnaire developed by the Merit/Evaluation Committee of the Administrative Staff Council. The survey is designed to determine what administrative staff evaluation currently takes place at BGSU and what type of evaluation should take place in the future. We would appreciate your cooperation in completing the enclosed questionnaire.

Initially the committee's task was to develop a survey that would assess issues regarding both evaluation and the awarding of merit monies; however, it soon became apparent that the evaluation process should be addressed first and separate from the merit issues. This questionnaire focuses solely on the issue of administrative staff evaluation. The second issue, awarding merit monies, will be addressed in another survey which will be distributed at a later date.

Upon receiving the results of this first questionnaire, the committee will summarize the findings and prepare a report to be distributed to all administrative staff through the Administrative Staff Council. All individual responses will be anonymous and confidential. Your input is essential to obtaining the most accurate perception of what the administrative staff members think about evaluation. Please complete the enclosed survey and return it to Wayne S. Colvin, 425 Student Services Building by

PART I

1. To which area are you assigned:

- ☐ a. Academic Affairs
- ☐ b. Planning and Budgeting
- ☐ c. Operations
- ☐ d. Student Affairs
- ☐ e. University Relations
- ☐ f. Presidential
- ☐ g. Other (specify) _____

What is the title of the department to which you are directly assigned:

2. Length of time you have been employed at BGSU:

- ☐ a. Less than 3 months
- ☐ b. 3 months to 2 years
- ☐ c. 2 years to 5 years
- ☐ d. 5 years to 10 years
- ☐ e. over 10 years

3. Length of time you have been in your present position:

- ☐ a. Less than 3 months
- ☐ b. 3 months to 2 years
- ☐ c. 2 years to 5 years
- ☐ d. 5 years to 10 years
- ☐ e. over 10 years

4. Current employment status:

- ☐ a. Full-time
- ☐ b. Part-time

5. What kind of contract do you currently have:

- ☐ a. Administrative
- ☐ b. Faculty
- ☐ c. Other (specify) _____

6. What is the highest level of education you have achieved:

- ☐ a. Doctorate
- ☐ b. Masters
- ☐ c. Baccalaureate
- ☐ d. Associate
- ☐ e. High school degree
- ☐ f. Other (specify) _____

7. Sex:

- ☐ a. Male
- ☐ b. Female

8. Do you directly supervise staff:

- ☐ a. Yes
☐ b. No

If yes, how many? _____

9. What is your salary range:

- | | |
|--|--|
| <input type="checkbox"/> a. 10,000 and below | <input type="checkbox"/> f. 30,001 to 35,000 |
| <input type="checkbox"/> b. 10,001 to 15,000 | <input type="checkbox"/> g. 35,001 to 40,000 |
| <input type="checkbox"/> c. 15,001 to 20,000 | <input type="checkbox"/> h. 40,001 to 45,000 |
| <input type="checkbox"/> d. 20,001 to 25,000 | <input type="checkbox"/> i. 45,001 to 50,000 |
| <input type="checkbox"/> e. 25,001 to 30,000 | <input type="checkbox"/> j. Over 50,000 |

10. Do you believe that common criteria exist for evaluation of all University administrative staff:

- ☐ a. Yes
☐ b. No

11. At what level do you think common criteria exist for evaluation:

- ☐ a. Department
☐ b. Vice Presidential area
☐ c. Administrative staff wide
☐ d. Other (specify) _____
☐ e. No common criteria exists.

12. Were you evaluated, in writing, in the last nine months:

- ☐ a. Yes
☐ b. No

13. Should immediate supervisors be evaluated by their staff members:

- ☐ a. Yes
☐ b. No

14. Should staff member evaluations be used in the overall evaluation of supervisors.

- ☐ a. Yes
☐ b. No

15. Should staff members be required to set annual goals and be evaluated on the attainment of these goals:

- ☐ a. Yes
☐ b. No

16. If written evaluations are to be used, what format would be best:

- ☐ a. Numerical rating
- ☐ b. Essay
- ☐ c. Combination of a. and b.
- ☐ d. Other (specify) _____

17. How often should staff members be evaluated for the purpose of job performance:

- ☐ a. Quarterly
- ☐ b. Semi-annually
- ☐ c. Annually
- ☐ d. As required
- ☐ e. Other (specify) _____

18. Should job descriptions be reviewed at evaluation time for the purpose of updating or defining the description for the next contractual year:

- ☐ a. Yes
- ☐ b. No

19. Should there be an appeals procedure regarding the evaluation process different from the established grievance procedure in the administrative staff handbook:

- ☐ a. Yes
- ☐ b. No

20. If answer to 19 above, is yes, to whom should an appeal be directed:

- ☐ a. Department head
- ☐ b. Vice President of area
- ☐ c. University President
- ☐ d. Board of Trustees
- ☐ e. Administrative Staff Council Welfare Committee
- ☐ f. Other (specify) _____

21. Is there currently an evaluation conducted of your job performance:

- ☐ a. Yes
- ☐ b. No

Part II

Your present evaluation process includes: (check all that apply)

- 22. ☐ A written evaluation of your performance.
- 23. ☐ A written evaluation of your job performance is provided by your supervisor on an annual basis.
- 24. ☐ Evaluation criteria which are made known at the start of the evaluation period.
- 25. ☐ Job performance expectations which are made known at the start of the evaluation period.
- 26. ☐ A face-to-face interview with the evaluator.
- 27. ☐ A written component.
- 28. ☐ A self-evaluation component.
- 29. ☐ A review of position duties and responsibilities.
- 30. ☐ An opportunity for you to respond in writing to an evaluation with which you do not agree.
- 31. ☐ The evaluation becoming a part of your personnel record.
- 32. ☐ A review by and input from the evaluator's supervisor.
- 33. ☐ You receive a copy of the final evaluation.
- 34. ☐ An explanation in detail and in writing of the reasons for the evaluation.
- 35. ☐ Other (specify)

Part III

The evaluation process should include: (check all that apply)

- 36. ☐ A written evaluation provided by your supervisor on an annual basis.
- 37. ☐ An evaluation criteria made known at the start of the evaluation period.
- 38. ☐ Job performance expectations that are made known at the start of the evaluation period.
- 39. ☐ A face-to-face interview with the evaluator.

- 40. _____ A written component.
- 41. _____ A self-evaluation component.
- 42. _____ A review of position duties and responsibilities.
- 43. _____ A mechanism by which the employee can respond in writing.
- 44. _____ A provision that the evaluation becomes a part of the employee's personnel record.
- 45. _____ A review by and input from the evaluator's supervisor.
- 46. _____ A copy of the final evaluation.
- 47. _____ A detailed written explanation for the rationale of the evaluation.
- 48. _____ Other (specify)

PART IV

The criteria listed below have been suggested as the basis for merit evaluation. Please choose 9 of these which you believe are most significant for your present position and rank order them.

1 being most important, 9 being least important

- 49. _____ teaching
- 50. _____ counseling
- 51. _____ research/publications
- 52. _____ committee work
- 53. _____ professional development
- 54. _____ subordinate's evaluation
- 55. _____ program innovations
- 56. _____ student evaluations
- 57. _____ procedural innovations
- 58. _____ peer evaluations
- 59. _____ policy innovations
- 60. _____ university involvement
- 61. _____ community involvement

- 62. ☐ staff management
- 63. ☐ awards, honors
- 64. ☐ financial management
- 65. ☐ performance of direct duties
- 66. ☐ performance of occasional duties
- 67. ☐ promotion of human rights
- 68. ☐ facility management
- 69. In addition to the nine criteria you checked above, are there any other criteria that should be used to evaluate staff members in your department?

70. Additional comments:



Bowling Green State University

Administrative Staff
Personnel Services
Bowling Green, Ohio 42403
(419) 372-2550
Cable: BGSUOH

December 8, 1983

RECEIVED

DEC 12 1983

Office of Registrar
& Records

MEMORANDUM

TO: Cary Brewer, Chair
Administrative Staff Council

FROM: Susan Caldwell, Director *Susan*
Administrative Staff Personnel Services

SUBJ: Hiring of Administrative Staff

In your memorandum of November 17th, you requested a clarification of how Administrative Staff Personnel Services will assist area administrators in the hiring of administrative staff. As you may recall, that is one of the functions/services that I proposed to be a responsibility of this office. I have developed some procedures to accommodate that function and have implemented them on an "as requested" basis. Because of the volume of work and time involved in the recruitment process and the fact that I have a small staff, at this time I have only been assisting departments who have requested that assistance.

The attached outline explains the numerous steps involved in recruitment, screening, and hiring and clarifies which aspects of the process Administrative Staff Personnel Services will be responsible for. To summarize, ASPS will process all the required internal paperwork, including Affirmative Action forms and maintain necessary records; prepare and submit advertisements; conduct correspondence with applicants; coordinate the establishment of the screening committee; set up interviews; conduct reference checks; and generally monitor the entire process with regard to compliance with affirmative action guidelines. The service provided by ASPS is intended to relieve the hiring department of much of the detail involved in the recruitment process; the final selection is always the decision of the hiring department. As I become involved in the recruitment of more and more positions, it may be necessary to modify or streamline the procedures I have developed in order to efficiently handle the volume of work.

From my point of view, it certainly is desirable to centralize this activity as much as possible and I do welcome department requests for my assistance. I originally decided to begin providing this service on an "as requested" basis mainly so that ASPS could gradually become more involved. I hope at some point in time to be able to serve as recruitment coordinator for all administrative staff positions.

*me**Committee on Work*

1. Budget, recruitment work 1/2 12/14 Bm. 139 no.
2. Vacation
3. Leave

Cary Brewer

-2-

After an individual is hired for a position, Administrative Staff Personnel Services provides an orientation for new staff. That orientation includes the processing of necessary payroll, tax, and retirement forms; an explanation of benefits; a review of services available to staff; and a general introduction to Bowling Green State University. I have requested departments to schedule new administrative staff members for this orientation on their first day of employment if possible.

I will be happy to discuss this matter further with you or the Administrative Staff Council if you have questions or suggestions, and hope that this clarification is helpful. Thank you for the offer to assist the Administrative Staff Council with projects in 1984. As always, I will be happy to work with you on matters of concern to administrative staff at BGSU.

SC:mmb
Attachment

Recruitment, Screening and Hiring Procedures
for Administrative Staff Vacancies

Administrative Staff Personnel Services is available to assist in conducting all activities related to the recruitment, screening, and hiring for administrative staff vacancies. The following procedure outlines the chronological sequence of activities and the cooperative effort between Administrative Staff Personnel Services and the Hiring Department.

Definitions:

Personnel	Administrative Staff Personnel Services
Hiring Department	the department in which the administrative staff vacancy exists and is to be filled
Hiring Official	immediate supervisor of the position to be filled; makes final decision

1. Hiring Department prepares detailed description of the position and forwards to Personnel for audit and finalization. Personnel finalizes the position vacancy announcement. (Personnel and Hiring Department)
2. Obtain permission to fill position from department director and area vice president. (Hiring Department)
3. Request and Authorization Form (Personnel and Hiring Department)
 - a. Complete form. (Hiring Department with assistance of Personnel)
 - b. Determine recruitment sources (publications, referral services, affirmative action mailing list). (Personnel and Hiring Department)
 - c. Submit form to Director of Equal Opportunity Compliance. (Hiring Department)
 - d. Receive approval to fill position. (copy to Personnel and Hiring Department)
4. Advertisement (Personnel)
 - a. Prepare script for ad.
 - b. Submit ads.
5. Applications (Personnel)
 - a. As applications are received, a letter of acknowledgment, copy of detailed vacancy announcement, and affirmative action card are sent to applicants.
 - b. In-coming applications are coded (numbered in sequence as received) and applications are filed in locked drawer.

6. Screening Committee (Personnel and Hiring Department)

- a. Screening Committee is formed prior to the deadline for the position; 3-7 people normally comprise a committee; typically at least one committee member should be from an unrelated department (Personnel and Hiring Official)
- b. Director of Administrative Staff Personnel Services meets with screening committee to outline its responsibilities.
- c. Committee selects chairperson and determines uniform method for reviewing/evaluating resumes.
- d. Committee screens credentials and recommends to the Hiring Manager those to be interviewed.

7. Interviews (Personnel)

- a. Upon request by Hiring Official, Personnel sets up interviews and determines itineraries according to plans of Hiring Official.
- b. Phone references at this time may be conducted for those to be interviewed.
- c. The screening committee, as a group, has the opportunity to interview candidates.
- d. Other University staff members (e.g., Vice Presidents, area staff) may be involved in the interviews.

8. Selection Decision (Hiring Official and Personnel)

- a. Committee makes comments and recommendations to Hiring Official after interviews are complete.
- b. Comments of others who interviewed are presented to Hiring Official.
- c. Hiring Official makes selection and informs Personnel. AN OFFER OF EMPLOYMENT IS NOT MADE UNTIL AFTER APPROVAL FROM AFFIRMATIVE ACTION IS OBTAINED.
- d. Appointment Activity Record forwarded to Director of Affirmative Action. (Personnel)
- e. Approval by Director of Affirmative Action.
- f. Position is offered; response in writing. (Personnel)
- g. Letter of rejection sent to all not selected. (Personnel)

9. Orientation (Hiring Official and Personnel)

- a. Prepare for new staff member - office, assignments, contract, tour of campus, etc.
- b. Insurance orientation - first day
- c. Personnel orientation - first day

COSTS

The costs for advertising, duplicating and postage are assumed by the Hiring Department. Other charges (e.g., paper and supplies) will be absorbed by the Hiring Department and /or Personnel, as agreed to in advance.



Bowling Green State University

Administrative Staff
Personnel Services
Bowling Green, Ohio 43403
(419) 372-2558
Cable: BGSUOH

February 13, 1984

MEMORANDUM

TO: Cary Brewer✓
Joe Martini

FROM: Susan Caldwell *Susan*

SUBJ: Support to Administrative Staff Council

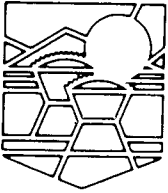
Our meeting on Tuesday, February 7, was very productive resulting in several mutually beneficial agreements. To recap, I've listed the main items we discussed:

1. Administrative Staff Personnel Services will provide secretarial support to the Administrative Staff Council in the form of typing and distributing minutes, letters, and other documents as requested.
2. Administrative Staff Council will purchase a four drawer file cabinet to be housed in the Office of Administrative Staff Personnel Services. ASC files will be maintained by Administrative Staff Personnel Services as requested by the officers of ASC.
3. Administrative Staff Personnel Services will provide the chair of the Administrative Staff Council with the names of new administrative staff members when they are hired.
4. Administrative Staff Council will provide ASPS with copies of the ASC by-laws and a list of council members to be given to new staff members during their orientation.

We agreed that the secretarial support listed under #1 above would begin after a file cabinet is purchased and a filing system developed. Marcia Buckenmyer is processing the purchase request for the file cabinet.

I am very pleased that we will be working together more closely. Please let me know if I omitted any of the topics we discussed.

SC:mmmb



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403

March 5, 1984

MEMORANDUM

TO: Administrative Staff Council

FROM: Norma J. Stickler *N. Stickler*
Secretary of ASC

On behalf of the Elections Committee (Terry Appolonia, Karen DeRosa, Tom Glick, Jan ScottBey) I am pleased to announce the results of the Administrative Staff Council membership elections. The following staff members have been elected to three-year terms beginning July 1, 1984. Our congratulations to these new members!

Academic Affairs: Susan Darrow, Nan Edgerton, Jane Wood, Paul Yon

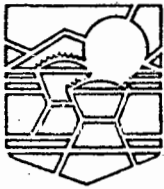
Operations: Ruth Friend, Jim Sharp

President's Area: Jack Gregory, Jim Harris, Carole Huston, Ron Zierlein

Student Affairs: Jill Carr, Deb Heineman, Marshall Rose

University Relations: Patricia Koehler

The full 1984-85 membership will be as listed on the attached page. At its March 13 meeting, the Executive Committee will be developing nominations for chair-elect and secretary. If you or your constituents have nominations to suggest, please contact Cary Brewer, Joe Martini or me by 9:00 a.m. on March 13.



Bowling Green State University

March 13, 1984

Administrative Staff
Personnel Services
Bowling Green, Ohio 43403
(419) 372-2558
Cable: BGSUOH

RECEIVED

MEMORANDUM

TO: Cary Brewer, Chair ✓
Administrative Staff Council

FROM: Jim Litwin, Chair
Professional Development Committee (ASC)

FROM: Susan Caldwell, Director *Susan*
Administrative Staff Personnel Services

SUBJ: Evaluation of Workshop on Microcomputers

Office of Integration
& Records

Evaluations of the workshop on microcomputers revealed a very positive response to the program. I have prepared the attached summary for your review and information. As you can see the evaluations contained valuable information about the session content, suggestions for improvements to future sessions, ideas for follow-up programs and training in general and comments about the length of training programs. This information will be helpful to us in planning future programs.

SC:mmmb
Attachment

24

MICROCOMPUTERS IN THE WORKPLACE
EVALUATION
March 1984

General Comments:

1. How familiar with microcomputers were you before taking this workshop?

☐ 1 Very familiar ☐ 12 Somewhat familiar ☐ 17 Little familiarity ☐ 6 Not at all

2. Was the length of each session (2 hours each) adequate to cover the material?

☐ 14 To a great extent ☐ 19 To some extent ☐ 2 No

3. Were visual aids (overheads, chalkboard, slides) helpful?

☐ 25 To a great extent ☐ 3 To some extent ☐ 1 No

4. Overall, did the four-session workshop meet your expectations?

☐ 22 To a great extent ☐ 14 To some extent ☐ 0 No

- More comfortable, knowledgeable about computers now
- Expected more hands-on practice*
- Too much to learn; need more time at terminal
- Good workshop for novices - not threatening
- Very clear presentation
- Overall very good and worthwhile
- Practical office applications good
- Sessions were more general than anticipated
- Good introduction to computer terminology and technology*
- Met my expectations*
- Originally expected to gain thorough familiarity with Apple but realize now that that was an unrealistic goal

5. What would you suggest to improve future sessions?

- More monitors and lab time*
- Emphasize applications and terminal commands
- Step-by-step instruction using various software packages
- Ideas to apply to office setting
- More exercises on the terminals
- Hands-on practice with VISICALC & PES
- More than one video screen for session C
- Preliminary handouts to study before workshop starts
- More time on session B

*Repeated similar comments

6. What follow-up workshops dealing with microcomputers and computer technology would be useful?

- Other software packages
- VISICALC, PFS, Applescript in more detail
- IBM-PC*
- Additional lab and instruction related to office duties/projects *
(specific to areas)
- A review in one month
- Shorter, more intense seminars on specific packages*
- More hands-on sessions
- Sessions on security and communication
- Sessions on graphics
- How to access (down-load) data from host IBM to a microcomputer
- Working with other models of microcomputers
- How to purchase a microcomputer - comparison of models

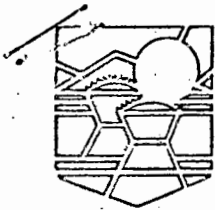
7. What other training topics would be very useful or of great interest to you?

- Management skills*
- BGSU budget process
- Interpersonal communications
- Stress management*
- Time management*
- Dealing with the public
- Evaluating subordinates & supervisors
- Fitness and wellness
- Understanding Business Office financial reports and printouts
- Supervision*
- Personnel management
- Motivation
- Computer terminology
- Software packages

8. How long (hours) should a training program last?

- 2 hours*
- 4 hours
- 1/2 day*
- over lunch - good*
- over lunch - bad
- series of 2 hour lectures over several days/weeks*
- total 8 hours excellent
- 1-3 hours per session*
- depends on topic*
- 4-6 hours
- Saturday training session would be interesting
- 1 1/2 - 2 hours per session, 6-8 sessions

*Repeated similar comments



Bowling Green State University

26
Vice President for Student Affairs
Bowling Green, Ohio 43403
Cable: BGSUOH

April 12, 1984

MEMORANDUM

TO: Cary Brewer, Chair
Administrative Staff Council
BA
FROM: Bob Arrowsmith
RE: On-Campus Professional and Educational Development

After the discussion on the subject policy at the last ASC meeting, I revised my document. Apart from consolidating some of the text into paragraph form, I attempted to more clearly delineate those areas that may be involved in programming and the parameter of their involvement. Divisions (vice president areas) and departments already sponsor such programs. Beyond this, I see the ASC and the Director of Administrative Staff Personnel Services independently initiating programs. Further, the Director of Administrative Staff Personnel Services can assist in implementing programs initiated and approved by a division or department and the ASC.

I certainly would not want it to look as though this is a "fight over turf" but, rather, an acknowledgement that each of the three has a legitimate role to play and that cooperation is the order of the day.

BA:plp

Enclosure

RECEIVED

APR 1 1984

Off.

Administrative
Records

ON-CAMPUS PROFESSIONAL AND EDUCATIONAL DEVELOPMENT PROGRAMS

PURPOSE

The On-Campus Professional and Educational Development Program is to prepare administrative staff members to better serve the educational and administrative objectives of the University through on-campus programs that have as their purposes the enhancement of professional and educational growth and/or the development of knowledge, skills or expertise applicable to the administrative staff member's University duties and responsibilities. To this end, the University encourages flexibility in planning of and attendance at on-campus professional and educational development programs that promote the interests of the University.

RESPONSIBILITY

1. Division and Department Programs

Divisions and departments may initiate on-campus professional and educational development programs. A program proposal is prepared indicating the program topic, the purpose and objectives of the program and expenses and the source(s) of funds, if funds are required. Program proposals are reviewed and approved by the appropriate department head for department programs and by the appropriate vice president for division-wide programs. Participation in on-campus professional and educational development programs sponsored by a department or division is approved by the immediate supervisor.

2. Administrative Staff Council Programs

The Administrative Staff Council may initiate on-campus professional and educational development programs. The Professional Development Committee of the Administrative Staff Council will prepare a program proposal indicating the program topic, the purpose and objectives of the program and expenses and the source(s) of funds, if funds are required. Program proposals are reviewed and approved by the Administrative Staff Council. Participation in on-campus professional and educational development programs sponsored by the Administrative Staff Council is approved by the immediate supervisor.

3. Administrative Staff Personnel Services Programs

The Director of Administrative Staff Personnel Services may initiate on-campus professional and educational development programs as part of the professional and educational development services of the office. The Director of Administrative Staff Personnel Services will prepare a program proposal indicating the program topic, the purpose and objectives of the program and expenses and the source(s) of funds, if funds are required. The Professional Development Committee of the Administrative Staff Council will serve in an advisory capacity to the Director of Administrative Staff Personnel Services in the development of program proposals, with final program approval by the Director of Administrative Staff Personnel Services. Participation in on-campus professional and educational development programs sponsored by the Director of Administrative Staff is approved by the immediate supervisor.

The Director of Administrative Staff Personnel Services may assist in implementing approved programs sponsored by a division or department or by the Administrative Staff Council. The Office of Administrative Staff Personnel Services will make necessary arrangements including speakers, room reservations, program announcements and other assistance requested.

DEFINITIONS

On-campus professional and educational development programs are defined according to the following guidelines:

1. Professional and educational development programs defined as those that enhance effectiveness in specific, current assignments and University responsibilities. Criteria listed below serve as a guide in determining whether a program satisfies the foregoing definition:
 - the program is primarily work related; it may relate to specific tasks or responsibilities of a particular department, or it may offer training related to general skills, knowledge and abilities important in all departments;
 - the program enhances knowledge or skills related to the performance of a present position;
 - the knowledge or skills acquired through the program directly benefit the department and the individual; and
 - the program topic is of current importance to the University, division or department including programs on BGSU policies, procedures and practices.
2. Professional and educational development programs defined as those that serve the general interests of the University, division or department. Criteria listed below serve as a guide in determining whether a program satisfies the foregoing definition:
 - the program topic serves the interest of the University, division or department but is not primarily task related;
 - the program serves to enhance knowledge of and appreciation for other University divisions and departments;
 - the program serves to develop and/or strengthen linkages/relationships among divisions and departments within the University.



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403

May 9, 1984

MEMORANDUM

TO: Ann Bowers
Archival Collections

FROM: Norma Stickler *Norma Stickler*
Secretary of Administrative Staff Council

The elections for university committees have now been completed by the Administrative Staff. On behalf of the Administrative Staff Council, I am pleased to inform you that you have been elected to the Library Advisory Committee. Congratulations and best wishes.

psd



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403

May 22, 1984

MEMORANDUM

TO: New Members of Administrative Staff Council

FROM: Norma Stickler, Secretary *Norma Stickler*
of Administrative Staff Council

Enclosed is the agenda for the last meeting of the Administrative Staff Council for the 1984-85 year. On behalf of the members of the Council, I extend an invitation to you to attend the meeting. We hope you will be able to join us.



Bowling Green State University

May 22, 1984

Administrative Staff Council
Bowling Green, Ohio 43403

MEMORANDUM

TO: Members of Administrative Staff Council

FROM: Norma Stickler, Secretary *Norma Stickler*
Administrative Staff Council

The last Administrative Staff Council meeting of the 1983-84 year will be held June 14, 1984 at 1:30 in the Taft Room of the Union. Please note that this is a change in date from our original plans for a meeting time. The agenda will include the following

1. Introduction of new members
2. Report from the Professional Development Committee
3. General Discussion of agenda for 1984-85
4. Future meetings

*merit; direct report. - B & T;
Role & Mission - adm. staff
relat. to
Heavh care -*

The elections for Executive Committee for 1984-85 are now complete. The following Council members have been elected as representatives to the Executive Committee from their vice presidential areas.

Academic Affairs - Joyce Kepke
Operations - Jim Sharp
Planning and Budgeting - Zola Buford
President's Area - Jack Gregory
Student Affairs - Deb Heineman
University Relations - Deb Weiser

Other members of the Executive Committee will include Joe Martini, Chair; Gregg DeCrane, Chair Elect; and Jill Carr, Secretary.

Evaluation of surveys - 143 responses to date -



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403

June 1, 1984

MEMORANDUM

TO: Members of Administrative Staff Council

FROM: Norma J. Stickler, Secretary

Enclosed is the final revision of the statement on professional and educational development programs as prepared by the Professional Development Subcommittee. This statement will be discussed at the June 14 meeting of Council.



Bowling Green State University

Vice President for
Academic Affairs
Bowling Green, Ohio 43403
(419) 372-2915
Cable: BGSUOH

xc Greg DeCrane
John Carr
any thoughts

June 20, 1984

Joe Martini
6/21/84

MEMORANDUM

TO: Joe Martini, Chair
Administrative Staff Council

FROM: Norma Stickley *Norma Stickley*

There is a question which needs to be resolved by the new Executive Committee or by the whole Administrative Staff Council. If a staff member is elected to Council from one vice presidential area and subsequently becomes a member of another vice presidential area due to reassignment or reorganization, should he or she serve out the term? Should another person be elected from his or her original area?

We have the immediate case now of Ron Zwierlein, and there were several instances last year, as you know. During the past year, we operated on the premise that once elected, the person was representing administrative staff as a whole and not a particular area. The vice presidential area, while important, served more to assure general even representation on Council rather than as a hard and fast quota from an area.



Bowling Green State University

34
Office of the Bursar
Bowling Green, Ohio 43403
Cable: BGSUOH

July 2, 1984

MEMORANDUM

TO: Norma Stickler
FROM: Joe Martini ✓
RE: Your June 20, 1984 Memo

I would agree that there should be a "formal" resolution of the situation described in your June 20, 1984 memo. It will be something that will continue to happen.

Although I personally feel the person should continue with the "adjustment" to be made in the next election, I do think this item should be included for review by a committee to be set up to review the by-laws. This item along with the election guidelines are two important items that need to be considered.

Thanks for the reminder.

Enclosure

xc: Cary Brewer
Greg DeCrane
Jill Carr



Bowling Green State University

The Faculty Senate
140 McFall Center
Bowling Green, Ohio 43403
Cable: BGSUOH

July 12, 1984

To: All Faculty

From: Art Neal, Chair
Faculty Senate

A handwritten signature in dark ink, appearing to be "A. Neal", written over the printed name.

The report of the Salary Compression Committee is submitted to you for review. Please send to me at the Senate Office (140 McFall Center) in writing any comments or any policy recommendations that you would like to make.

jm
Attachment



Bowling Green State University

Vice President for
Academic Affairs
Bowling Green, Ohio 43403
(419) 372-2915
Cable: BGSUOH

May 2, 1984

MEMORANDUM

TO: President Paul J. Olscamp

FROM: Eloise E. Clark
Vice President for Academic Affairs

A handwritten signature in cursive script, appearing to read "E.E. Clark".

On behalf of the Salary Compression Committee, I submit the enclosed report for your consideration. We respectfully request that with the completion of the report, the committee be disbanded.

xc: Members of the Committee

Kendall Baker
Raj Padmaraj
Ernest Panscofer
Linda Peterson
Ron Stoner

Senate Executive Committee
Betty van der Smissen, Chair of Faculty Senate

FACULTY SALARY COMPRESSION COMMITTEE REPORT -- April 1984

Introduction

At the request of the President last fall, a committee of administrative and faculty representatives has reviewed issues and available data related to "market adjustment" and "compression" of faculty salaries. We began our review expecting that we would address these issues in a systematic, analytic way. We quickly learned that the problem is complex, closely related to plateaus or downward adjustments in the support base of national higher education and to increased competition with nonacademic employers for persons with advanced training in selected areas.

Further, data that allow comprehensive, reliable comparisons of salaries or demand by discipline, by differential skill, or by knowledge do not exist. As a consequence, our recommendations are strongly influenced by local experience and by national or regional comparisons that are not discipline-specific. We recommend that they be accepted as a first step in a continuing three-to-five year effort to develop a basis for improving the competitive stance of BGSU in attracting faculty, staff, and students commensurate with the institution's overall goal of academic excellence.

Findings

I. Status of BGSU Faculty Salary and Compensation

Our approach to the task assumed that to continue to attract talented teachers and researchers to its faculty and to encourage young scholars to prepare for academic careers, Bowling Green State University must provide competitive, attractive levels of compensation. A review of trends over the past decade led us to the conclusion that BGSU's level of compensation to its faculty has failed to remain competitive with institutions that are BGSU's

- 2 -

academic peers. When compared to national, inflation-driven trends, faculty compensation at BGSU also has fallen in its buying power during the past decade to a greater extent than at competing peer universities. The following data illustrate these conclusions:

Figure 1 shows a progressive loss in buying power between 1970-71 and 1982-83 of BGSU faculty salaries, decreasing by 21% for professors and by 26% for assistant professors, relative to the national Consumer Price Index over this period.

The impact of the loss is shown more dramatically when the change in total BGSU faculty compensation is compared with compensation at national AAUP Category I (that is, "doctoral-level") institutions. AAUP places BGSU in Category I because we meet the minimum criteria of granting more than 30 PhD degrees annually in three or more disciplines (BGSU has clearly met these criteria for many years). Figure 2 compares BGSU faculty compensation by rank over a thirteen-year period. During this time, BGSU's faculty compensation fell from near the 80th percentile in 1969-70 to below the 30th percentile in 1982-83. AAUP ratings of BGSU compensation fell to 4 (on a scale of 1 to 5) at every academic rank by 1982-83. Corresponding AAUP ratings in earlier years (1969-70) were 2 for professors and 1 at other ranks.

AAUP has refined its system of categorization twice during those years, so the change in BGSU's AAUP ratings may reflect, to an uncertain extent, the changing composition of the Category I group; however, the general downward trend in BGSU's percentile ranking among Category I institutions has been uniform and persistent during the decade of the seventies, when the Category I membership was stable.

- 3 -

Figure 3 compares the compensation of BGSU assistant professors to other AAUP Category I institutions in the region and in the state of Ohio. The data show that BGSU compensation of assistant professors fell to the 28th percentile from the 70th among like institutions in the ten-year period 1972-73 to 1982-83, more than at any other Category I institution in the state during the period. Corresponding compensation percentiles at Ohio State University, University of Cincinnati, and Case Western University actually rose during this same period.

Figure 4 shows comparable data for full professors. Although the changes are not as pronounced, the trend shows a loss of competitive standing among Category I institutions. The same trend has occurred for the associate professor rank, to a comparable but lesser degree than for the other two professorial ranks. It may be that differences in these percentile figures at BGSU are connected with the evolution in the distribution of faculty over the ranks (Figure 8), or it may reflect internal strengthening of criteria for promotion or merit increments.

Figures 5 and 6 illustrate the possible weaknesses associated with devising a competitive strategy that is limited to salary increases. It can be seen from these figures -- using assistant professors as an example -- that BGSU ranks 5 of 9 among comparable Ohio institutions. When viewed in terms of total compensation for the same rank, we fall to 3 of 9.

These data suggest that the relative proportion of "benefits" in overall faculty compensation is greater at most competing institutions than at BGSU. This committee frankly has not been able to research the basis of the differences in benefits, and includes these data to illustrate complexities associated with remaining competitive.

- 4 -

A further example, Figure 7, illustrates that BGSU's salaries remain comparable with those at many other MAC (Mid-American Conference) institutions. The MAC represents BGSU's peer group in athletic competition, but it contains several institutions with much smaller graduate programs than Bowling Green's, and so they have not been placed in Category I by AAUP. Because institutions with smaller graduate programs require fewer research faculty, their average faculty compensation is lower. In addition to the size of BGSU's graduate program, there are other indicators, such as acceptance of Phi Beta Kappa chapter and membership in the National Association of State Universities and Land-Grant Colleges, that BGSU's academic programs have progressed in quality beyond the standards of the average MAC institution. (For comparative purposes, average salaries by rank for Category I institutions and BGSU are shown in Figure 7a.)

Therefore, a statistical comparison of BGSU faculty salaries with MAC institutions alone may overestimate our competitive position in the national academic arena. Faculty are a geographically mobile group, often attracted away from locations in the central states like Ohio and its neighbors. Faculty positions tend to be highly specialized, and recruitment done nationally or internationally. Local comparisons alone, such as with the MAC or the Ohio IUC (Inter-University Council), will obscure the extent of the decline of BGSU's competitive position, and perhaps contribute to it.

There are several possible contributors to the decline in competitive salary levels at BGSU. One of these is illustrated by Figure 8. The rapid growth of BGSU between 1965 and 1972 led to a faculty with a relatively larger proportion of assistant professors and instructors. The subsequent maturation of the BGSU's academic programs, promotions in rank, and the reduction in the

- 5 -

rate of "new hires" have led to today's greater representation of faculty at associate and full professor ranks. Additionally, the total number of full-time faculty has increased by slightly more than 4% during the past decade (from 700 in 1972 to 731 in 1982-83), and the numbers of colleges, schools, departments and undergraduate concentrations have also increased.

At the same time, enrollments -- and therefore enrollment-driven incomes -- remained stable over the past decade, although the number of undergraduate programs, the relative proportion of graduate students, and the number of academic units again increased. The committee has not made a detailed study of these changes, yet there is little doubt that they have increased administrative "overhead" costs and spread full-time faculty (and other resources as well) more thinly, over more programs, at both the undergraduate and graduate levels.

There appears to have been no systematic mechanism in the budgeting process over the past ten years to accommodate fully the enhanced experience and quality of faculty that has accompanied BGSU's academic maturation. This is reflected indirectly on Figure 8 which shows that the BGSU faculty profile is similar to comparable regional universities, whose competitive salary levels have not declined to the same degree as those at BGSU.

It is the position of this committee -- and we believe a majority of the faculty -- that the university should aspire to improve the national standing of BGSU faculty salaries relative to AAUP Category I institutions, since these comprise our academic peer group. We believe a realistic and attainable specific goal is to reach the 60th percentile salary level among these institutions.

As a result of the foregoing review, it became apparent that "market" problems associated with salaries and compensation were very much related to the general status of faculty salaries and to the failure -- over the past decade -- to maintain a competitive edge.

II. Marketing Adjustment/Salary Compression

Although the data presented relate to the general problems, the committee recognized that, "market factors" being what they are, the impact of less competitive faculty salary levels is experienced differentially among academic units. It also affects the various ranks differentially, with full professor and assistant professor ranks more seriously affected than associate professors and instructors. Requests for unbudgeted salary adjustments in areas that compete most directly with non-academic employers, such as computer science and business administration, had triggered, to a large extent, the request for a salary study.

In an attempt to simplify these issues, we established working definitions, reviewed the Fall Semester position requests submitted by the colleges, and surveyed current (March 1984) requirements for new recruits and present faculty.

The definitions established and used were:

Market Adjustment - defined as that salary increment (within a discipline) necessary to be competitive in hiring:

- a. New faculty regardless of rank, and
- b. continuing faculty who have received or may be expected to receive an offer of significantly higher salary from an academic institution of comparable AAUP standing.

Market Compression - defined as the difference in salary of:

- a. new and continuing faculty of the same rank --
as evidenced when new faculty have salaries higher than, or approximately equal to, salaries of continuing faculty (with comparable performance records, i.e., merit adjustments);

- 7 -

b. new and continuing faculty of differing rank --

as evidenced when junior faculty have salaries higher than, or approximately equal to, the salaries of senior faculty (having allowed for merit adjustments and length of service).

A review of the salary book revealed that the "compression problem," for current faculty in 1983-84, may be less severe than we had anticipated. Several instances involving apparent compression, on closer examination, seemed associated with other factors (such as when a lower-ranking individual in a department has nearly the same salary but more years of service since receiving a PhD than the higher-ranked individual).

For 1984-85 a total of \$45,800 has been requested by academic units to adjust to existing authorized salary levels for recruitment of 15 new faculty; 6 of these requests, amounting to \$24,800, were identified previously in the fall budget request. An additional \$90,000 has been requested for adjustments for current faculty, most of these being newly identified; the latter figure is not the result of a comprehensive, critical university-wide survey of need. Indeed, it is probable that a full survey of chairs and deans would result in a considerably greater total request.

Recommendations:

As a consequence of more than a decade of relative decline, the average salary of BGSU faculty, by rank, now ranges from the 29th (assistant professors) to 44th (associate professors) percentile of the AAUP Category I institutions. The difference between average BGSU faculty compensation at all ranks and the 60th percentile of AAUP Category I institutions in 1982-83 was

10.08%. Faculty salaries at BGSU increased by approximately 7.0% last year and the best available current estimate of the national average increment for the same period was 6.1%.

Based on the above data, we estimate that to bring BGSU salaries to the 60th percentile of AAUP Category I institutions (the level this committee considers minimally adequate) would require an overall average faculty salary increase in excess of 7%, or a total compensation increment of slightly more than 9% of current base, in addition to the average percentage increments of AAUP Category I institutions nationally.

It is clearly not feasible in one or two years to overcome a decline of ten or fifteen years duration. Consequently, we propose that the university embark on a program of progressive, differential salary adjustment with the overall goal of bringing BGSU's salaries to at least the 60th percentile of AAUP Category I institutions over a three-to-five year period.

Even this longer-term salary adjustment program will be difficult. It will require that incremental salaries be broadly accepted as the highest salary budget priority for several years, higher, for example, than replacement of retiring faculty, than new positions at all levels and salary increments associated with reassignments. It will, therefore, require greater efficiency in operation (e.g. increased class size, fewer courses offered, differential teaching loads, and other academic related improvements).

For the 1984-85 budget year, we propose the following first steps in the longer-term program:

- a. First, to raise salaries for new recruitment to competitive levels regardless of rank.
- b. Second, to adjust in priority the most severe compression problems of meritorious individuals as identified by departments and colleges.

c. In view of anticipated budget limitations, we do not recommend that the University try to increase the average BGSU salaries to the 60th percentile this year. However, we do recommend that an explicit policy be developed to establish a designated budget pool to adjust salaries to this level over the next three to five years, as previously recommended.

Only if the anticipated small increase in overall university budget this year is firm, do we recommend increasing BGSU's "competitive edge" in 1984-85 to a very limited extent by responding to the most severe market and compression problems, and by maintaining BGSU's existing competitive position in other areas.

We estimate the additional costs for FY 84-85 to be:

1. (for a and b above) Market and compression adjustments will require a total of approximately \$90,000.
2. In 1982-83 it would have taken approximately \$1,560,000 in additional faculty salary increments to bring our salaries to the 60th percentile of AAUP Category I institutions. It would have taken in the same year approximately \$2,440,000 in additional faculty compensation (salary + benefits) to bring BGSU to the 60th percentile level in faculty compensation. For 1984-85 the cost of each 1% overall increase in average salary (+ retirement) would be \$334,000 for University salaried employees, so on the order of \$3,000,000 would be required to bring BGSU to the 60th percentile of Category I compensation.

As an approach to improving faculty salaries, we recommend that a special fund exceeding \$500,000 be established for each of the next three or more years -- adequate for the purposes of achieving the 60th Category I percentile level. We reemphasize that this pool should be

- 10 -

in addition to the increment required to maintain BGSU faculty salaries at the national average percentage salary increments at other Category I institutions, and that it should continue each year until the 60th percentile level is reached.

Although this committee was not able to obtain and compile reliable, comparable data on faculty salaries separated by discipline (or field, knowledge, skill, etc) in peer institutions, we believe that such information will lead to a more equitable determination of market adjustments. Therefore, we recommend that (1) efforts be made to obtain reliable data of this sort during the next year (Note that the \$90,000 figure for compression/market adjustment is a very "soft" figure based on an inadequate, incomplete survey of needs.) and (2) the allocation of compression/market adjustments be made by colleges or schools and departments with careful attention to equity, merit, and guided by the definitions of compression and market adjustments we have made in this report.

In subsequent years, until the goal of 60th percentile among Category I institutions is achieved, we recommend that the University Budget Committee, the Faculty Senate Budget Committee, and others involved in the university's budgeting process give salary increments the highest priority of all salary-related demands on the university budget, as detailed above.

In view of the apparently higher ratio of benefits to salary in faculty compensation at most competing universities than at BGSU, it may be that changes in the benefit package can be found that would make our faculty compensation more competitive at a lesser cost (such as the University "pick up" of STRS payments). Therefore, we further recommend that an ad hoc committee with representation from both the administration and from the Senate

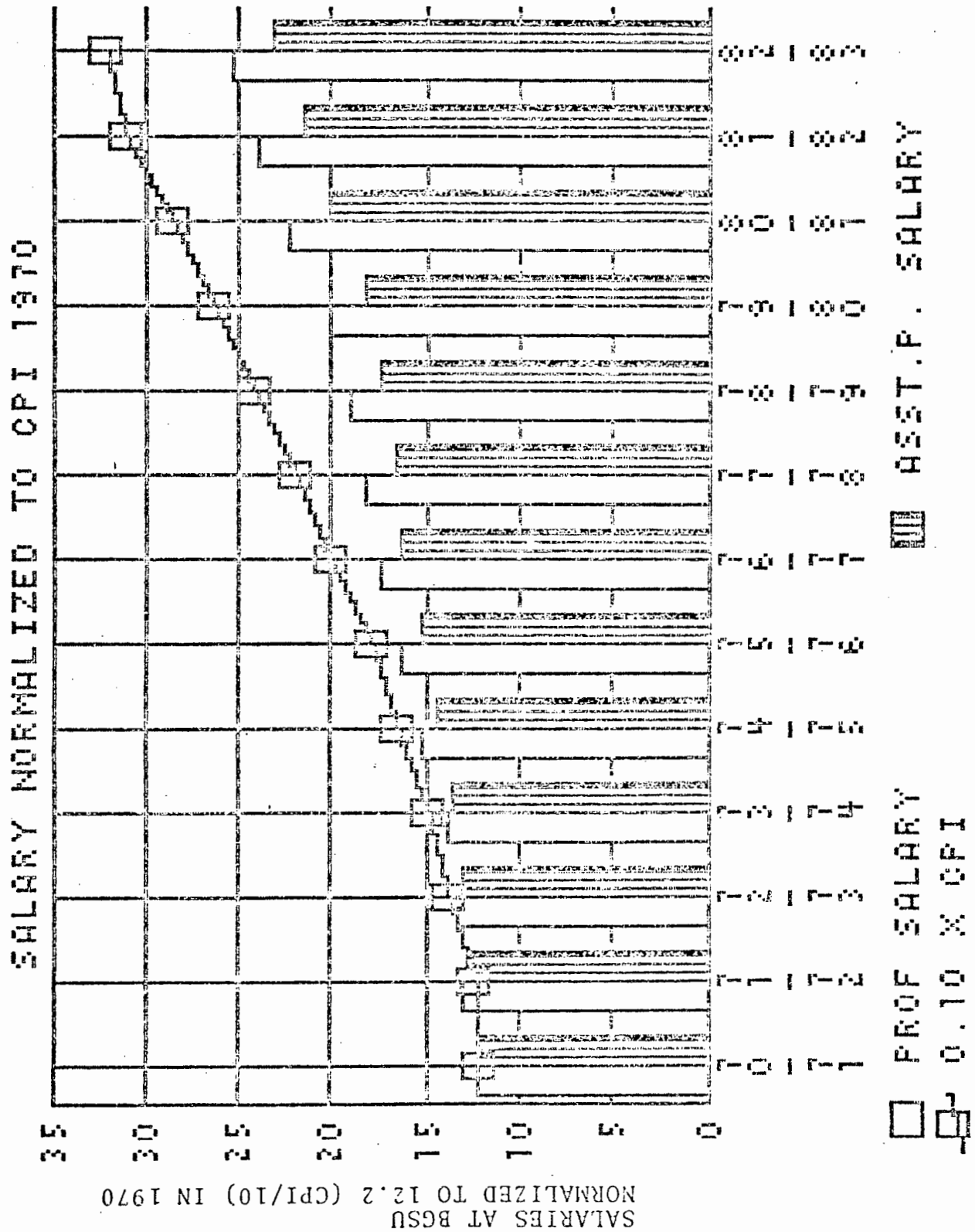
- 11 -

Faculty Welfare Committee be formed to study BGSU's benefit package and to make recommendations for enhancing it.

This committee also notes that our study of salary data was limited to salaries of full-time faculty, for which comparative data are available. There are indications that the salaries of part-time continuing faculty, who tend not to share in pools of merit monies or benefits packages, have trailed inflation to a greater degree than full-time faculty. Therefore, we recommend that a separate committee be established to review the benefits for part-time continuing faculty.

Finally, it is our strong belief that salary adjustments for current faculty must relate both to market factor and to merit. Even within an academic unit that competes strongly with non-academic employers for faculty, an individual with little merit will be unmarketable, and individual marketability correlates strongly with individual merit within any discipline. An appropriately functioning system of merit will, therefore, respond in some degree to marketability of the faculty within a discipline. It is critical, in this regard, that departments, schools and colleges have clear and equitable guidelines for determining merit increments. We recommend that market or compression adjustments be awarded to continuing faculty within academic units only in cases where the adjustment conforms both to documented salary differentials and to a record of meritorious contributions according to department, school or college guidelines.

All AAUP data on the following figures are from the annual salary reports of the American Association of University Professors as published in Academe.

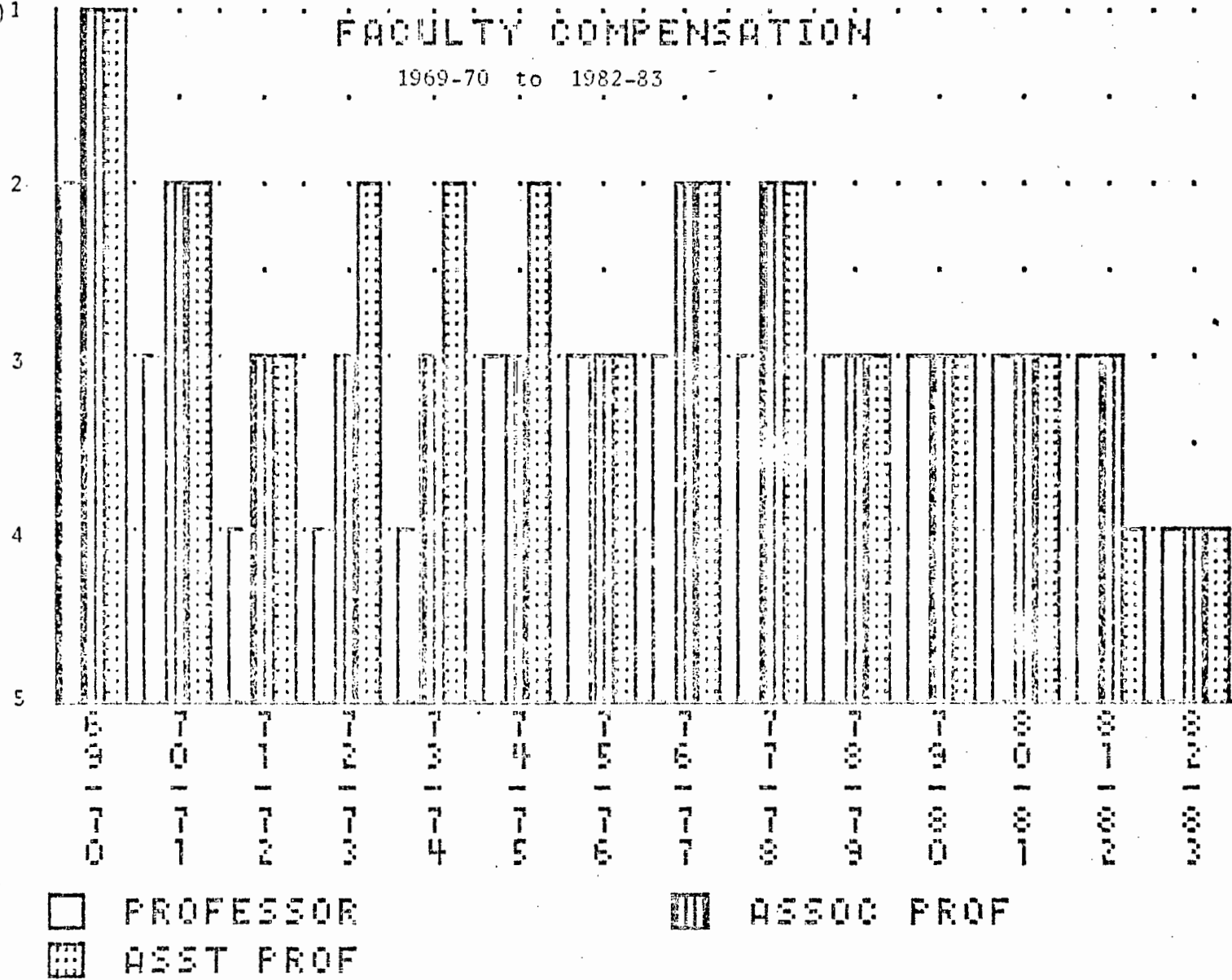


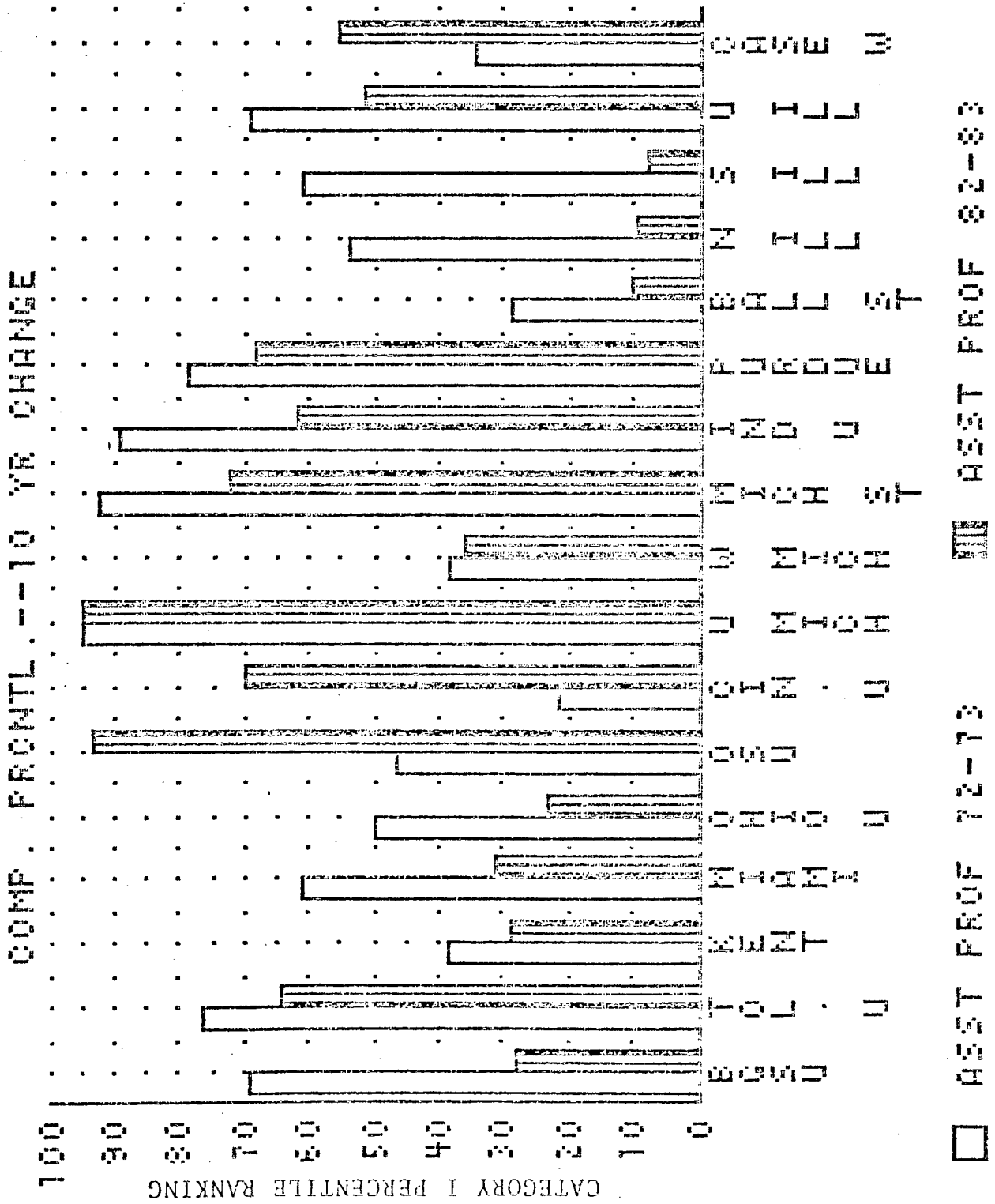
AAUP RATINGS OF BGSU FACULTY COMPENSATION

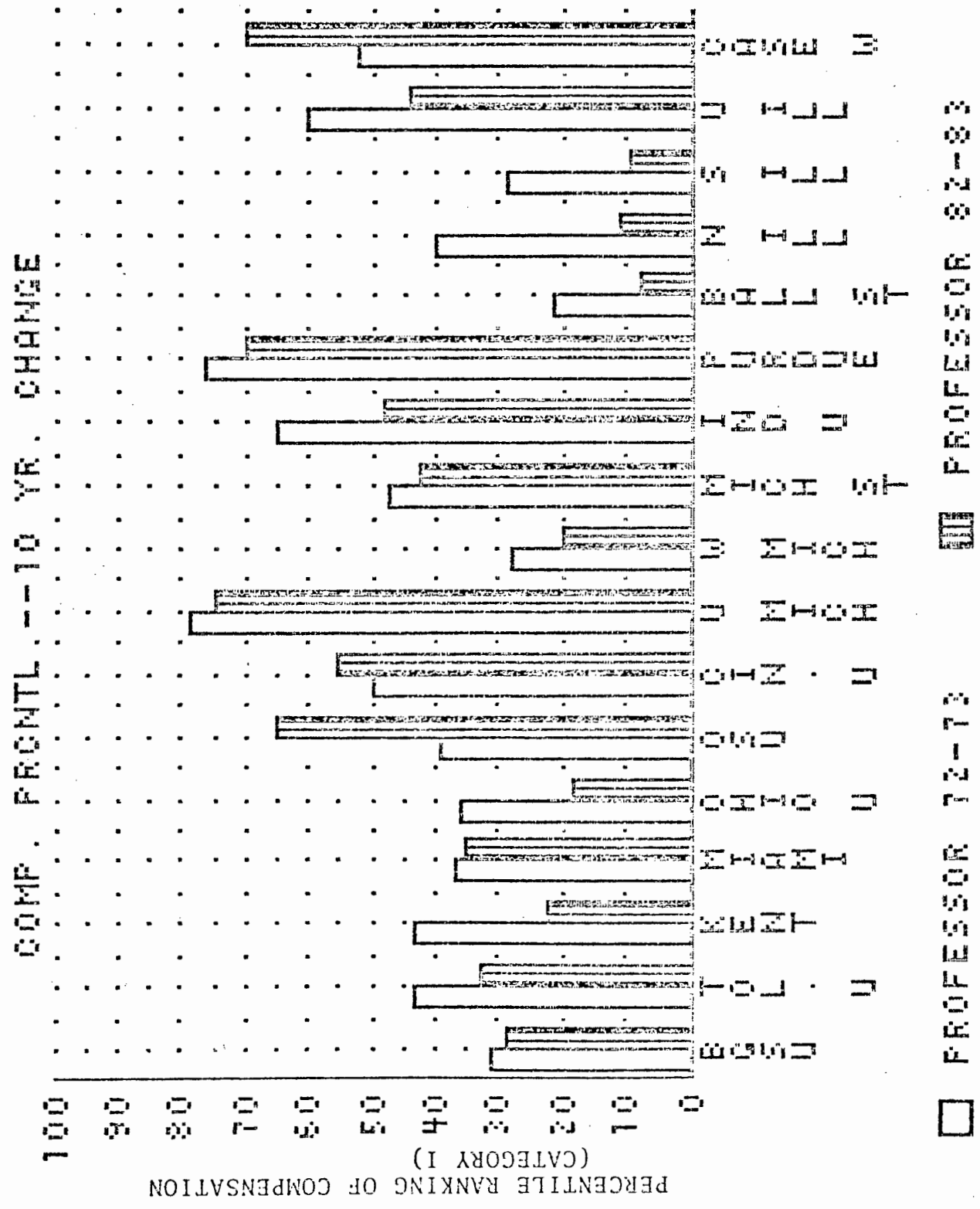
1969-70 to 1982-83

(HIGHEST) 1

(LOWEST) 5







1982-83 Average Salaries -- Assistant Professor AAUP Category 1

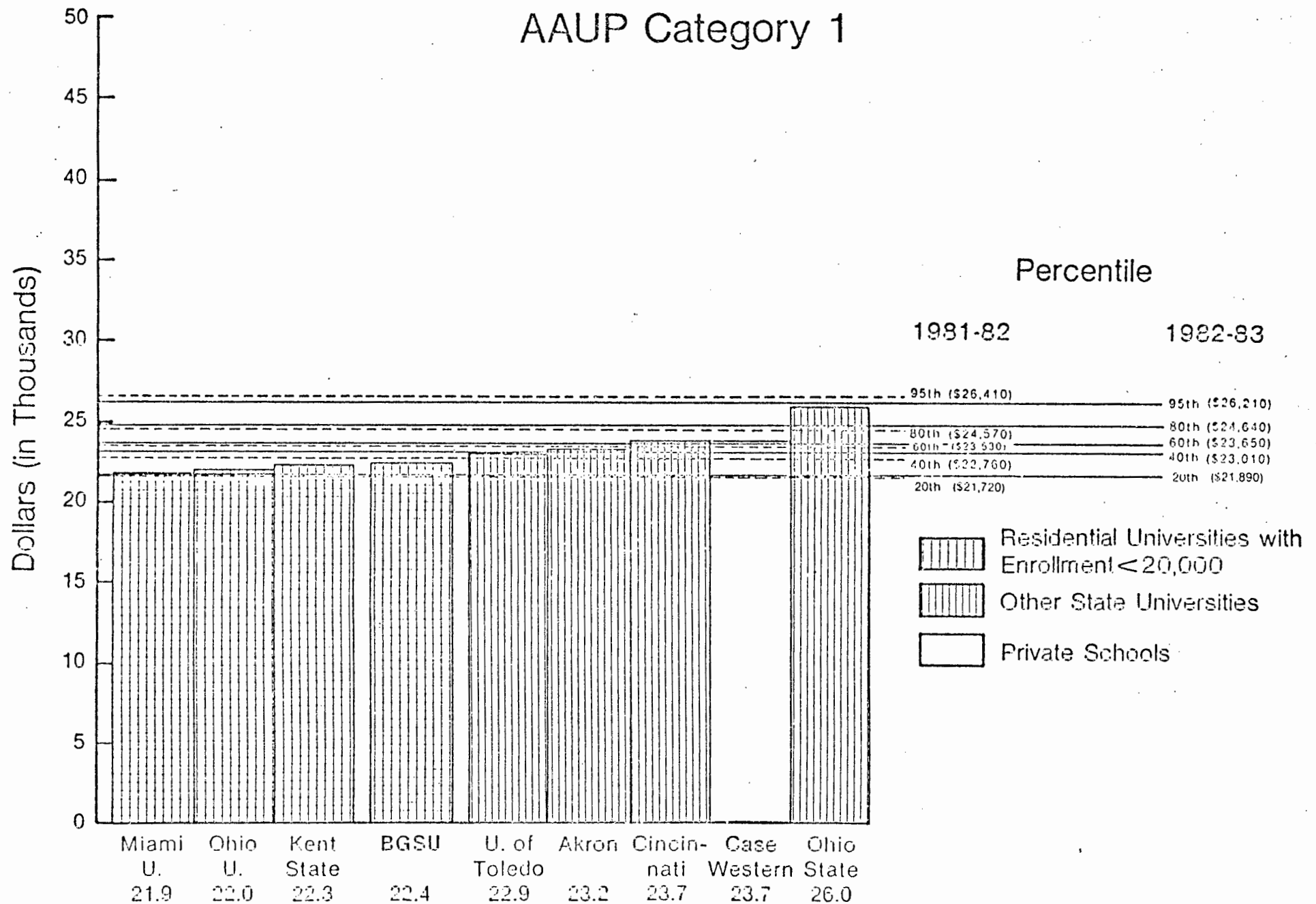
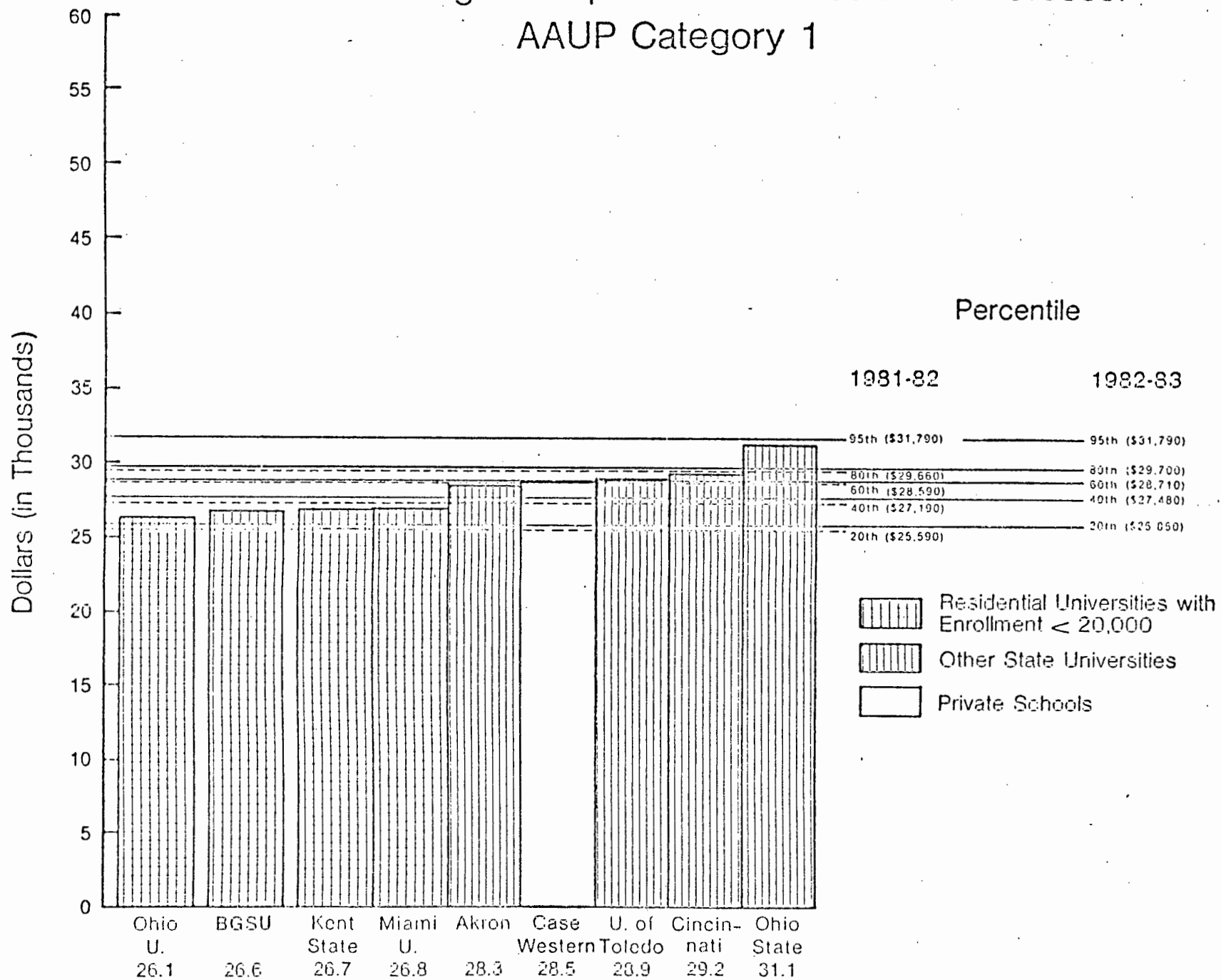


FIGURE 5

1982-83 Average Compensation -- Assistant Professor AAUP Category 1



13-SCHOOL SALARY STUDY

1982-83 Academic Year

	Professor				Associate				Assistant				Instructor			
	Average Salary	Rank	Ave. Sal. Increase	Rank	Average Salary	Rank	Ave. Sal. Increase	Rank	Average Salary	Rank	Ave. Sal. Increase	Rank	Average Salary	Rank	Ave. Sal. Increase	Rank
Indiana State	\$30,502	12	6.03%	7	\$24,460	13	6.55%	7	\$20,143	13	6.32%	8	\$15,183	11	6.66%	7
*Ball State	31,920	9	4.50	8	25,291	9	5.70	8	20,255	12	7.00	7	14,192	13	4.70	8
*Central Michigan	33,876	6	9.00	3	27,557	3	8.78	3	23,451	1	9.19	4	19,078	3	9.56	4
*Western Michigan	32,725	7	7.27	4	26,235	7	8.51	4	22,042	4	9.97	3	16,871	9	10.73	2
*Eastern Michigan	29,828	13	.01	13	25,228	10	.39	11	21,894	6	.63	11	18,250	4	.41	12
*Bowling Green State	36,043	2	7.20	5	28,249	1	7.97	5	22,393	3	8.59	5	17,986	5	9.29	3
*Miami of Ohio	36,099	1	6.99	6	27,088	4	7.30	6	21,894	7	8.43	6	19,416	1	7.33	6
*Ohio University	33,960	5	9.50	2	26,408	5	9.20	2	21,990	5	11.00	2	17,028	6	8.50	5
*University of Toledo	35,120	3	.07	11	27,645	2	.07	12	22,755	2	.07	13	19,259	2	.07	13
*Kent State	34,519	4	11.95	1	26,214	6	12.32	1	22,136	8	12.70	1	17,376	8	12.16	1
*Northern Illinois	32,702	8	.04	12	25,865	8	.01	13	20,563	10	.55	12	14,378	12	1.73	10
Southern Illinois	31,573	10	2.00	10	24,814	12	2.00	9	20,257	11	1.80	9	17,495	7	2.30	9
Illinois State	31,067	11	2.10	9	24,918	11	1.70	10	20,819	9	1.60	10	16,657	10	1.20	11
Average	\$33,076		5.05%		\$26,152		5.42%		\$21,567		5.99%		\$17,213		5.68%	
Difference-- High to Low	\$ 6,271				\$ 3,789				\$ 2,250				\$ 4,340			
Difference-- High to ISU	\$ 5,511				\$ 2,628				\$ 2,250				\$ 4,227			
Difference-- Ave. to ISU	\$ 2,490				\$ 1,693				\$ 1,424				\$ 2,024			

2/7/83

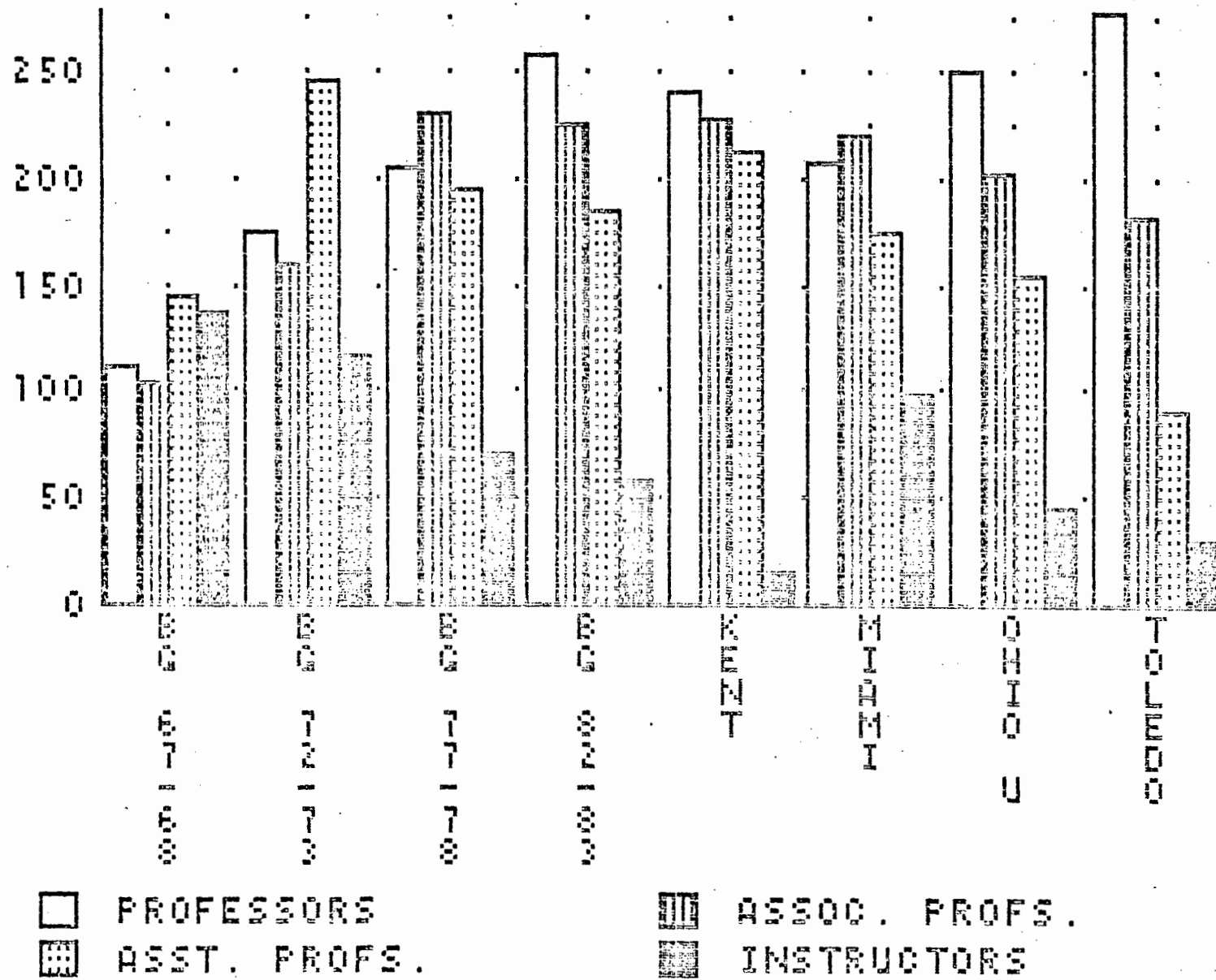
SURVEY CONDUCTED BY Indiana State University
*Mid-American Conference Schools

FIGURE 7a

Average Salary by Rank
1982-83

	<u>AAUP Category I (60th percentile)</u>	<u>BGSU</u>
Professor	40,340	36,043
Associate Professor	29,260	28,249
Assistant Professor	23,650	22,393
Instructor	19,100	17,986

RANK DISTRIBUTION COMPARISONS



SOURCE: Academe, published by AAUP



Bowling Green State University

August 21, 1984

Administrative Staff Council
Bowling Green, Ohio 43403

MEMORANDUM

TO: Administrative Staff Council Members
FROM: Jill Carr, ASC Secretary *Jill Carr*
RE: 1984-85 Meeting Schedule

Listed below is the meeting schedule for all 1984-85 Administrative Staff Council meetings. Please put these on your calendar.

Also included is a membership roster and executive committee roster for your reference.

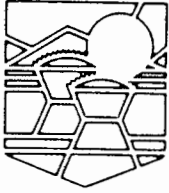
Don't forget our opening session on August 27 from 3 p.m. to 6 p.m. in the Alumni Room.

Full Administrative Staff Council

1 p.m. - 3:30 p.m.

Thursday, September 6, 1984	- Taft Room
Thursday, October 4, 1984	- Taft Room
Thursday, November 1, 1984	- Alumni Room
Thursday, December 6, 1984	- Taft Room
Thursday, January 10, 1985	- Taft Room
Thursday, February 7, 1984	- Taft Room
Thursday, March 7, 1985	- Taft Room
Thursday, April 4, 1985	- Taft Room
Thursday, May 2, 1985	- Taft Room
Thursday, June 6, 1985	- Taft Room

*Put on
new calendar*



Bowling Green State University

August 29, 1984

Administrative Staff Council
Bowling Green, Ohio 43403

MEMORANDUM

TO: Administrative Staff Council Members
FROM: Jill Carr, ASC Secretary *J.C.*
RE: Meeting Reminder

This is to remind you of our first meeting of the 1984-85 academic year. The meeting is scheduled for Thursday, September 6, 1984 at 1:30 in the Taft Room of the University Union.

Agenda items will include:

1. Review of Goals and Objectives for 1984-85
2. Report from the Professional Development Committee
3. Report from the Evaluation Committee
4. Committee Assignments for 1984-85
5. Establishment of an Administrative Staff Scholarship
6. Insurance Meeting on 9/12/84

Please note that all council meetings will begin at 1:30 p.m. not 1:00 p.m.

Enclosed is an updated roster. Some changes have occurred in our membership. Please destroy the original roster.

If you cannot attend this meeting, please contact me at 2-2011.

Thank you.

JC/jm

Enclosure

August 29, 1984

MEMORANDUM

TO: Dr. Richard R. Eakin
Vice President, Planning & Budgeting

FROM: Paul R. Nusser *PRN*
Treasurer

RE: 1984-85 Group Insurance Rates

Enclosed is a document containing information on the need for an adjustment of the 1984-85 group insurance rates. Section A contains a history of the rate adjustments and a brief explanation of the necessity for altering the method of assessing employees. Section B presents a proposed new format for funding the health care program, including rates applicable to major medical coverage.

Section A

HISTORY OF GROUP INSURANCE RATE ADJUSTMENTS

BACKGROUND

Until October 1981, deduction levels applicable to participation in the mandatory "Group Insurance" program for contract (faculty and administrative staff) employees were as follows:

<u>Salary Range</u>	<u>Annual Premium/Deduction</u>		
	<u>Total</u>	<u>Term Life</u>	<u>Major Medical</u>
0 - \$11,999	\$225.00	\$168.00	\$57.00
\$12,000 - \$16,999	270.00	213.00	57.00
\$17,000 - \$21,999	375.00	318.00	57.00
\$22,000 - \$26,999	450.00	393.00	57.00
Above \$26,999	600.00	543.00	57.00

These deductions were to cover costs applicable to the group term life insurance and major medical programs. John Hancock Life Insurance Co. insured both programs from their inception in 1958 and until 1978 when major medical coverage was shifted to Blue Shield.

At its February 23, 1981 meeting, the Finance Committee of the Board of Trustees was informed of an excess accumulation of funds applicable to the life insurance program. This accumulation occurred as a result of EGSU's excellent experience and John Hancock's ability to declare "premium holidays." According to John Hancock, premium holidays are permitted when the accumulation of premiums deposited to date appears to be adequate to cover all program costs for the balance of the contract year. Consequently, John Hancock had not billed the University for premiums during the last 2 to 3 months of the contract years 1977-78 through 1979-80. University legal counsel subsequently determined that the amounts deducted from employees' pay, but never transmitted to John Hancock as premium payments because of the premium holidays during these three years, should be returned to the employees. The Finance Committee, on April 3, 1981 and upon the recommendation of legal counsel, directed that these accumulated funds with accrued interest be refunded to the involved contract employees. On June 9, 1981, 1,514 checks totaling \$602,590.70 were issued to contract employees who had participated in the group program during the September 1, 1977 through August 31, 1980 contract years.

PROBLEM

The Finance Committee also directed that withholding rates be revised to a lower level to avoid such accumulations in subsequent years. As a result of this decision, group rates were reduced substantially in order to utilize the 1980-81 build-up, as follows:

Salary Range	Original Premium	10/1/81 Revised Premium
0 - \$11,999	\$225.00	\$ 90.00
\$12,000 - \$16,999	270.00	103.00
\$17,000 - \$21,999	375.00	150.00
\$22,000 - \$26,999	450.00	180.00
Above \$26,999	600.00	240.00

In setting this premium schedule, I failed to consider and include the annual \$57.00 per employee cost of the major medical plan in the revised premium.

Thus, commencing with 10/1/81, faculty and administrative staff unintentionally have been receiving free major medical insurance.

Because the 1981-82 rates were revised effective with the second month of the insurance contract year and because of anticipated dividends for the 1981-82 year, the 10/1/81 rate was lower than the 9/1/82 rate. Consequently, it was necessary to increase the rates for the 1982-83 insurance year starting 9/1/82 as follows:

Salary Range	Original Premium	10/1/81 Revised Premium	9/1/82 Revised Premium
0 - \$11,999	\$225.00	\$ 90.00	\$129.00
\$12,000 - \$16,999	270.00	103.00	147.00
\$17,000 - \$21,999	375.00	150.00	189.00
\$22,000 - \$26,999	450.00	180.00	219.00
Above \$26,999	600.00	240.00	279.00

The error in setting rates on 10/1/81 was continued at the 9/1/82 rate-setting; i.e., again the faculty and administrative staff were not assessed for major medical insurance. Thus, the 9/1/82 revised premium rate continued to be insufficient to cover the cost of the total of the group term life insurance and major medical programs. Compounding the problem of failing to charge for major medical premiums were rate increases levied by Blue Shield for major medical coverage. Blue Shield rates increased from \$4.75 per month per employee or \$57.00 per year for the 1980-81 insurance year to \$7.09 per month per employee or \$85.08 per year in 1981-82 and to \$10.19 per month or \$122.28 per year for 1982.

In summary, no charges have been assessed faculty and administrative staff for major medical insurance since October 1, 1981. The cumulative amount of major medical insurance payments which have not been collected from faculty and administrative staff over this period is \$522,048.42.

SOLUTION THROUGH JUNE 30, 1984

Group term life insurance dividends which had been accumulating

in a Claim Stabilization Reserve Account, plus interest earned on the cumulative balance since the account was transferred by John Hancock to University control for investment purposes in 1973, permitted \$522,048.42 to be transferred as of 6/30/84 into the health care program account to cover the accumulated shortage of major medical funding. After this transfer, \$159,880.54 remained in the Claim Stabilization Reserve. This balance plus accrued interest through August 31, 1984 will be sufficient to meet a \$163,211.92 Claim Stabilization Reserve Account balance on August 31, 1984 as required by John Hancock.

The transfer of funds from the Claim Stabilization Reserve, being sufficient to cover the entire amount of uncollected assessments, permits the university to correct the problem prospectively, with no need to consider any attempt to reclaim from faculty and administrative staff the assessments associated with past insurance benefits. Because the \$522,048.42 was paid from the Claim Stabilization Reserve Fund, that fund now is reduced to the minimum level that John Hancock requires. Thus, the absorption of major medical benefits cannot be continued.

Section B

ADJUSTMENT OF RATES AND PROGRAM FORMAT FOR 1984-85 AND BEYOND

As a result of failure to charge a sufficient premium during the 1982-83 and 1983-84 insurance contract periods, it is necessary to adjust assessments. The firm of William M. Mercer-Meidinger, Inc. was selected as a consultant to assist in the rate determination for the 1984-85 contract period for the following reasons:

1. This firm had previously served as a consultant to BGSU when the existing program was developed and bid. Consequently, the firm was familiar with our program and the employee mix and, therefore, was able to respond very promptly.
2. This same firm also has served as consultant to a majority of the State universities in Ohio.
3. Mercer-Meidinger, Inc. is able to respond from a totally independent point of view since the firm is not an insurer and has no relationship to insurers (i.e., does not serve as a broker.)

The consultant has recommended an adjustment of the current rate structure to insure an equitable allocation of premiums among the appropriate employee groups. A summary of the current rate structure and the Mercer-Meidinger, Inc. rate determination is shown in Exhibit 1. Rate adjustments for coverages other than major medical are nominal. The last rate adjustment, a 6% increase, occurred on 10/1/82.

The adjustment for family major medical, however, is quite high. This occurs because of the Mercer-Meidinger recommendation not to utilize a composite rate for major medical. (A monthly composite rate is obtained by dividing the total projected costs [\$299,951] for both single [\$70,119] and family [\$229,832] coverage by the number of covered employees [1,163] and by 12 months.) Exhibit 2 reflects rate comparisons if the composite major medical rate structure was maintained. Exhibit 3 demonstrates the actual increase in contract employee rates as a result of the distributed rate recommended by Mercer-Meidinger.

The impact of the rates recommended for major medical coverage of contract employees is a total projected cost of \$389,951 (388 singles @ \$15.06/mo. X 12 mo. = \$70,119 plus 775 families @ \$32.24/mo. X 12 mo. = \$299,832.00).

As noted above, a large increase in the mandatory assessment for major medical insurance would be necessary in order to cover the required but not assessed amount for 1982-84 and the proposal of the insurance consultant, Mercer-Meidinger, Inc. In order to reduce the impact of this increase and in order to bring major medical insurance into the same benefit format for faculty and

administrative staff as the other parts of the health care benefit program, namely employer paid employee coverage of hospital, surgical, dental and vision insurance, it is proposed that the university assume the cost of employee coverage for faculty and administrative staff under the major medical insurance program. Further, it is proposed that family coverage under the major medical insurance program be optional and at employee expense.

These proposals would have the following effects:

Effects on University as Employer

If the University were to pick up \$15.06 per month per contract employee, thus paying for full health care costs (including major medical) of the contract employee and let the employee optionally purchase family major medical coverage for the difference of \$17.13 (\$32.24 - \$15.06), the total University cost would be \$210,177 with \$179,743 coming from I & G budgets.
($\$15.06 \times 1163 \text{ employees} \times 12 \text{ mo.} = \$210,177$; $\$210,177 \times 85.52\% = \$179,743$)

Effects on Faculty and Administrative Staff

1. Single employees would have no change in their deductions for major medical insurance. No deductions have been made since October 1, 1981 and no deductions would be made henceforth. A new fringe benefit would be received in the annual amount of \$180.72.
2. Employees with dependents would have their employee major medical insurance coverage paid by the university. This new benefit has an annual value of \$180.72 in 1984-85. Coverage for family members would be optional at an annual cost of \$208.16; i.e., under a 12-pay option, the monthly cost would be \$17.13. The effects of this proposal on employee monthly costs are shown in Exhibit 4.

EXHIBIT 1

BOWLING GREEN STATE UNIVERSITY
HEALTH CARE PROGRAM
1984-85 RATE DETERMINATION**
CURRENT RATES COMPARED TO RECOMMENDED RATES

	-----CLASSIFIED-----			-----CONTRACT-----		
	1982-84 RATES	% OF INCR	MERCER- MEIDINGER	1982-84 RATES	% OF INCR	MERCER- MEIDINGER
SINGLE:						
HOSPITALIZATION	36.95	34.83%	49.82	32.53	4.18%	33.89
PHYSICIAN	14.33	30.62%	19.32	16.24	-8.37%	14.88
TOTAL	51.78	33.64%	69.20	48.77	.00	48.77
DENTAL	5.47	48.81%	8.14	8.82	16.55%	10.28
VISION	1.95	34.87%	2.63	1.70	54.71%	2.63
TOTAL	7.42	45.15%	10.77	10.52	22.72%	12.91
MAJOR MEDICAL	10.19*	55.45%	15.04	10.19*	47.79%	15.06
TOTAL SINGLE	69.39	38.07%	95.31	69.48	10.45%	76.74
FAMILY:						
HOSPITALIZATION	88.31	5.55%	93.21	77.34	15.08%	89.00
PHYSICIAN	40.01	2.70%	41.09	43.25	1.62%	43.95
TOTAL	128.32	4.66%	134.30	120.59	10.25%	132.95
DENTAL	17.42	3.96%	18.11	N/A		N/A
VISION	5.03	-5.96%	4.73	N/A		N/A
TOTAL	22.45	1.74%	22.84	N/A		N/A
MAJOR MEDICAL	10.19*	204.51%	31.03	10.19*	216.39%	32.24
TOTAL FAMILY	160.96	16.90%	183.17	130.78	26.31%	165.19

* = COMPOSITE RATE

** = ALL RATES ARE MONTHLY

EXHIBIT 2

BOWLING GREEN STATE UNIVERSITY
HEALTH CARE PROGRAM
1984-85 RATE DETERMINATION**
COMPARISON WITH COMPOSITE RATE STRUCTURE MAINTAINED

	-----CLASSIFIED-----			-----CONTRACT-----		
	1982-84 RATES	% OF INCR	MERCER- MEIDINGER	1982-84 RATES	% OF INCR	MERCER- MEIDINGER
SINGLE:						
HOSPITALIZATION	36.95	34.33%	49.32	32.53	4.13%	33.39
PHYSICIAN	14.33	30.63%	19.38	16.24	-3.37%	14.33
TOTAL	51.73	33.64%	69.20	48.77	.00	48.77
DENTAL	5.47	43.31%	3.14	3.32	16.55%	10.28
VISION	1.95	34.87%	2.63	1.70	54.71%	2.63
TOTAL	7.42	45.15%	10.77	10.52	22.72%	12.91
MAJOR MEDICAL	10.19*	110.39%	21.49*	10.19*	110.39%	21.49*
TOTAL SINGLE	69.39	46.22%	101.46	69.43	19.70%	83.17
FAMILY:						
HOSPITALIZATION	33.31	5.55%	33.21	77.34	15.03%	89.00
PHYSICIAN	40.01	2.70%	41.09	43.25	1.62%	43.95
TOTAL	123.32	4.66%	134.30	120.59	10.25%	132.95
DENTAL	17.42	3.96%	18.11	N/A		N/A
VISION	5.03	-5.96%	4.73	N/A		N/A
TOTAL	22.45	1.74%	22.84	N/A		N/A
MAJOR MEDICAL	10.19*	110.39%	21.43*	10.19*	110.39%	21.49*
TOTAL FAMILY	160.96	10.93%	173.63	130.73	13.09%	154.44

* = COMPOSITE RATE - *single & married physicians*

** = ALL RATES ARE MONTHLY

EXHIBIT 3

BOWLING GREEN STATE UNIVERSITY
HEALTH CARE PROGRAM
1984-85 RATE DETERMINATION**
COMPARISON OF CURRENT ACTUAL RATES TO RECOMMENDED RATES

	-----CLASSIFIED-----			-----CONTRACT-----		
	1982-84 RATES	% OF INCR	MERCER- MEIDINGER	1982-84 RATES	% OF INCR	MERCER- MEIDINGER
SINGLE:						
HOSPITALIZATION	36.95	34.83%	49.82	32.53	4.18%	33.89
PHYSICIAN	14.83	30.68%	19.33	16.24	-8.37%	14.33
TOTAL	51.78	33.64%	69.20	48.77	.00	48.77
DENTAL	5.47	48.81%	3.14	3.32	16.55%	10.28
VISION	1.95	34.37%	2.63	1.70	54.71%	2.63
TOTAL	7.42	45.15%	10.77	10.52	22.72%	12.91
MAJOR MEDICAL	10.19*	55.45%	15.34	.00		15.06
TOTAL SINGLE	69.39	38.07%	95.81	59.29	29.43%	76.74
FAMILY:						
HOSPITALIZATION	83.31	5.55%	93.21	77.34	15.08%	89.00
PHYSICIAN	40.01	2.70%	41.09	43.25	1.62%	43.95
TOTAL	123.32	4.66%	134.30	120.59	10.25%	132.95
DENTAL	17.42	3.96%	18.11	N/A		N/A
VISION	5.03	-5.96%	4.73	N/A		N/A
TOTAL	22.45	1.74%	22.34	N/A		N/A
MAJOR MEDICAL	10.19*	204.51%	31.03	.00		32.24
TOTAL FAMILY	160.96	16.90%	188.17	120.59	36.98%	165.19

* = COMPOSITE RATE

** = ALL RATES ARE MONTHLY

EXHIBIT 4

BOWLING GREEN STATE UNIVERSITY
 CONTRACT EMPLOYEE LIFE & FAMILY HEALTH CARE PROGRAM
 MONTHLY PAYMENTS (12 PAY OPTION)
 1983-84 VS. 1984-85

	---MONTHLY PAYMENTS---	
	1983-84	1984-85
	-----	-----
FAMILY HOSPITALIZATION	\$44.81*	\$55.11*
FAMILY MAJOR MEDICAL	\$.00	\$17.18**
EMPLOYEE LIFE INSURANCE	\$23.25***	\$23.25***
	-----	-----
TOTAL	\$68.06	\$95.54
INCREASE OVER 1983-84 COST:		
AMOUNT		\$27.48*
PERCENT		40.38%*

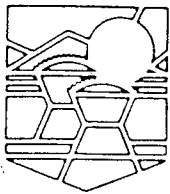
* = COSTS APPLICABLE ONLY IF FAMILY COVERAGE OPTION IS SELECTED.

** = FAMILY MAJOR MEDICAL COVERAGE IS PROPOSED TO BE OPTIONAL. IT WAS PREVIOUSLY MANDATORY VIA A COMPOSITE RATE.

***= RATE WILL VARY BASED UPON SALARY RANGE PER SCHEDULE BELOW.

LIFE INSURANCE PREMIUM SCHEDULE

SALARY RANGE	-----PREMIUM-----		% OF EMPLOYEES IN EACH SALARY RANGE
	ANNUAL	MONTHLY	
0 - \$11,999	\$129.00	\$10.75	2%
\$12,000 - \$16,999	\$147.00	\$12.25	9%
\$17,000 - \$21,999	\$189.00	\$15.75	17%
\$22,000 - \$26,999	\$219.00	\$18.25	18%
ABOVE \$26,999	\$279.00	\$23.25	54%



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403

Sept. 10, 1984

TO: Dr. Richard Eakin, Executive Vice President for Planning and Budgeting
FROM: Joe Martini, Chair, Administrative Staff Council
RE: 1984-85 Group Insurance Rate Proposal

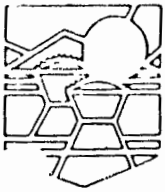
Please be advised that:

"The Administrative Staff Council endorses the 1984-85 group insurance rate proposal with the recommendation that the Insurance Committee investigate the issue of single vs composite rates and the issue of the University picking up family coverage."

If you have any questions regarding this statement please do not hesitate to contact me.

Thank you.

cc: All ASC Members



Bowling Green State University

September 10, 1984

70
Office of the Bursar
Bowling Green, Ohio 43403
Cable: BGSUOH

*xc Cary Brewer
Jill Carr
Greg DeClane*

*For your info
Thanks Joe Martini*

MEMORANDUM

TO: Dr. Paul Olscamp
President

FROM: Joe Martini *JM*
Chair, Administrative Staff Council

RE: President's Panel

Cary Brewer, Registrar, will be the representative from the Administrative Staff to the President's panel...

If you have any questions, please let me know.

sal

xc: Cary Brewer
Registrar's Office



Bowling Green State University

RECEIVED

Vice President
Planning and

71
Office of the Vice President
for Operations
Bowling Green, Ohio 43403
Cable: BGSUOH

September 11, 1984

MEMORANDUM

TO: Dr. Dwight Burlingame, Vice President for University Relations
✓ Dr. Eloise Clark, Vice President for Academic Affairs
✓ Dr. Richard Eakin, Vice President for Planning and Budgeting
Dr. Mary Edmonds, Vice President for Student Affairs

FROM: Karl E. Vogt
Vice President for Operations

RE: Benefits for Permanent Part-Time Classified Staff

Please be advised that permanent part-time classified staff are eligible to receive vacation and fee waiver benefits subject to conditions described below.

1. Vacation Benefits

Permanent part-time classified staff employed on a fiscal year basis would earn vacation time on a pro-rated basis depending on the amount of hours worked per pay period. It is required that vacation time be taken in lieu of working. Permanent part-time staff would not be replaced in their positions while on vacation. The scheduling of vacation time requires the approval of the staff member's supervisor and would only be taken after completion of 2080 hours of University employment. Also, classified staff members' previous years of service to the University will be taken into account when deciding the original annual rate of vacation. Accrued vacation hours must be used each year and cannot be carried forward. Moreover, permanent part-time classified staff, at the time of separation from University employment, will not be eligible to receive payment for unused vacation time. Effective date of the vacation benefit is 27 August 1984.

2. Classified Staff Fee Waiver

After one year of service (equivalent to 2080 hours) to Bowling Green State University as a permanent part-time staff member, the individual will be eligible for a fee waiver. Entitlement of fee waiver benefits is restricted to a pro-rated portion of hours employed - for example,

September 11, 1984

Page 2

a permanent part-time classified staff member employed 20 hours/week would be eligible for an equivalent of two courses of waived fees over the fiscal year. Moreover, classified staff fee waivers would be subject to the same regulations as apply to full-time staff members. (Reference: page 6, 1984-85 Classified Staff Handbook). Effective date of the permanent part-time staff member fee waiver benefit is Spring Semester, 1984-85.

In addition to these benefits, permanent part-time classified staff members will receive a Part-Time Employee Handbook, University discounts, an identification card and University Library privileges.

Please inform Deans, Directors and department heads within your respective areas of the extension of the University fringe benefit program - especially, vacation and fee waiver benefits - to include permanent part-time classified staff (subject to conditions described above).

Personnel Support Services is responsible for the overall administration of the benefit program for permanent part-time classified staff. Questions regarding the structure and administration of the benefit program should be addressed to Richard Rehmer, Director, Personnel Support Services.

has

xc. Phil Mason
Richard Rehmer
Harold Smith



Bowling Green State University

September 19, 1984

73
Administrative Staff
Personnel Services
Bowling Green, Ohio 43403
(419) 372-2558
Cable: BGSUOH

MEMORANDUM

TO: Kathy Hart
Jim Litwin

FROM: Susan Caldwell *Susan Caldwell*

SUBJ: Guidelines for Professional and Educational Development Programs

The Guidelines for Professional and Educational Development Programs have been approved by President Olscamp and the Administrative Council with a change to item 7 under PROCEDURES. That item should be changed to read: "Participation in professional and educational development programs during regular work hours must be approved by the employee's area vice president."

I am pleased that the guidelines have the approval both of Administrative Staff Council and Administrative Council (with the one item correction). I feel that they provide an excellent basis for the Professional Development Subcommittee and my office to work together on future training and development programs.

I would appreciate your forwarding this information to the Administrative Staff Council for appropriate action on the correction to item 7. Thanks, and thanks again for your hard work in preparing the guidelines.

SC:mmb

xc: Joe Martini ✓

Professional and Educational Development Programs

Bowling Green State University supports and encourages professional development and educational growth for administrative staff. It recognizes that programs aimed at professional development and educational growth benefit the University and the individual through increased effectiveness and professional enhancement. Toward this end, the University encourages flexibility in the planning of and attendance at programs which address these objectives.

GUIDELINES

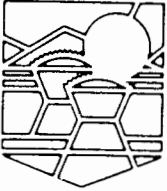
Opportunities for professional development and educational growth are available in many forms including credit courses, training programs, and sponsored seminars. The following guidelines are intended to set criteria for selecting programs to be sponsored University-wide and to guide program implementation; they are meant to be interpreted broadly, within the context of each program which is proposed.

Programs that provide for professional development and educational growth may enhance effectiveness in specific University assignments and responsibilities or more broadly serve the general interests of the University. These categories are not mutually exclusive. All programs to be sponsored by the University should fall within the following guidelines:

1. Professional and educational development programs that enhance effectiveness in specific University assignments and responsibilities. Criteria listed below serve as a guide in determining whether a program satisfies the foregoing definition.
 - the program is primarily work related; it may relate to specific tasks or responsibilities or it may offer training related to general skills, knowledge and abilities;
 - the program enhances knowledge or skills related to performance;
 - the knowledge or skills acquired through the program benefit the University and the individual;
 - the program topic is of importance to the University including programs on BGSU policies, procedures and practices.
2. Professional and educational development programs that serve the general interests of the University. Criteria listed below serve as a guide in determining whether a program satisfies the foregoing definition:
 - the program topic serves the interest of the University, but is not primarily task related;
 - the program serves to enhance knowledge of and appreciation for other University areas and departments;
 - the program serves to develop and/or strengthen relationships among areas and departments within the University.

PROCEDURES

1. The responsibility for implementing University-wide professional and educational development programs for administrative staff rests mainly with the Director of Administrative Staff Personnel Services.
2. The Professional Development Committee of the Administrative Staff Council in conjunction with the Director of Administrative Staff Personnel Services will identify topics and schedules for sponsored programs.
3. Staff members may submit suggestions for professional and educational development programs to Administrative Staff Personnel Services or to the Administrative Staff Council.
4. Any program proposed for sponsorship by Administrative Staff Personnel Services must be supported by a statement of its purpose and objectives according to the above guidelines.
5. Proposals will be reviewed and approved by the Director of Administrative Staff Personnel Services and the Professional Development Committee of the Administrative Staff Council. If there is a question concerning the nature of the program, the Director of Administrative Staff Personnel Services will request further clarification about the proposed program from the initiator.
6. The Office of Administrative Staff Personnel Services will make necessary arrangements including speaker or trainer arrangements, room reservations, program announcements and other assistance requested. Expenses for programs will be shared by the Office of Administrative Staff Personnel Services, Administrative Staff Council, University departments, and/or staff members as determined in advance.
7. Participation in professional and educational development programs during regular work hours is a decision to be reached by the individual staff member and his/her supervisor.



Bowling Green State University

September 19, 1984

Administrative Staff Council
Bowling Green, Ohio 43403

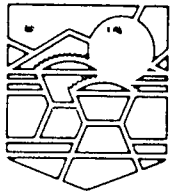
MEMORANDUM

TO: Administrative Staff Council Executive Committee Members

FROM: Jill Carr, Secretary *Jill Carr*

Attached please find a copy of the Final Report of the BGSU Contract Staff Classification Study. It was requested at our 9/6 meeting that this report be located. Since it is rather lengthy, I decided to make copies for Executive Committee members only. If you feel all ASC members should have a copy, please let me know and I will bring this up at our next Executive Committee meeting. For the time being, please share your copy with any interested ASC members.

Thank you.



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403

September 26, 1984

MEMORANDUM

TO: Administrative Staff Council Members

FROM: Jill Carr, ASC Secretary *Jill Carr*

Our next council meeting is scheduled for Thursday, October 4, 1984 at 1:30 p.m. in the Taft Room of the University Union. Agenda items will include:

1. presentation by Susan Caldwell
2. update on the ASC scholarship
3. proposed communication network
4. report from professional development committee
5. report from evaluation/merit committee
6. update on committee assignments

Enclosed are 2 documents for your review prior to the meeting. Please read these carefully as they will be discussed at our meeting.

If you cannot attend this meeting, please contact me in advance.

Thank you.

JC/jm



Bowling Green State University

September 19, 1984

Administrative Staff
Personnel Services
Bowling Green, Ohio 43403
(419) 372-2558
Cable: BG5UOH

MEMORANDUM

TO: Kathy Hart
Jim Litwin

FROM: Susan Caldwell *[Signature]*

SUBJ: Guidelines for Professional and Educational Development Programs

The Guidelines for Professional and Educational Development Programs have been approved by President Olscamp and the Administrative Council with a change to item 7 under PROCEDURES. That item should be changed to read: "Participation in professional and educational development programs during regular work hours must be approved by the employee's area vice president."

I am pleased that the guidelines have the approval both of Administrative Staff Council and Administrative Council (with the one item correction). I feel that they provide an excellent basis for the Professional Development Subcommittee and my office to work together on future training and development programs.

I would appreciate your forwarding this information to the Administrative Staff Council for appropriate action on the correction to item 7. Thanks, and thanks again for your hard work in preparing the guidelines.

SC:mmmb

xc: Joe Martini *[Signature]*

ORIGINAL MOTION APPROVED BY ASC ON 6/14/84

"Participation in professional and educational development programs during regular work hours is a decision to be resolved by the individual staff member and his/her supervisor."



Bowling Green State University

RECEIVED

Planning and
Development

79
Office of the Vice President
for Operations
Bowling Green, Ohio 43403
Cable: BGSUOH

September 11, 1984

MEMORANDUM

TO: Dr. Dwight Burlingame, Vice President for University
Relations
✓ Dr. Eloise Clark, Vice President for Academic Affairs
✓ Dr. Richard Eakin, Vice President for Planning and
Budgeting
Dr. Mary Edmonds, Vice President for Student Affairs

FROM: Karl E. Vogt
Vice President for Operations

RE: Benefits for Permanent Part-Time Classified Staff

Please be advised that permanent part-time classified staff are eligible to receive vacation and fee waiver benefits subject to conditions described below.

1. Vacation Benefits

Permanent part-time classified staff employed on a fiscal year basis would earn vacation time on a pro-rated basis depending on the amount of hours worked per pay period. It is required that vacation time be taken in lieu of working. Permanent part-time staff would not be replaced in their positions while on vacation. The scheduling of vacation time requires the approval of the staff member's supervisor and would only be taken after completion of 2080 hours of University employment. Also, classified staff members' previous years of service to the University will be taken into account when deciding the original annual rate of vacation. Accrued vacation hours must be used each year and cannot be carried forward. Moreover, permanent part-time classified staff, at the time of separation from University employment, will not be eligible to receive payment for unused vacation time. Effective date of the vacation benefit is 27 August 1984.

2. Classified Staff Fee Waiver

After one year of service (equivalent to 2080 hours) to Bowling Green State University as a permanent part-time staff member, the individual will be eligible for a fee waiver. Entitlement of fee waiver benefits is restricted to a pro-rated portion of hours employed - for example,

September 11, 1984

Page 2

a permanent part-time classified staff member employed 20 hours/week would be eligible for an equivalent of two courses of waived fees over the fiscal year. Moreover, classified staff fee waivers would be subject to the same regulations as apply to full-time staff members. (Reference: page 6, 1984-85 Classified Staff Handbook). Effective date of the permanent part-time staff member fee waiver benefit is Spring Semester, 1984-85.

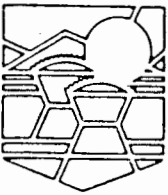
In addition to these benefits, permanent part-time classified staff members will receive a Part-Time Employee Handbook, University discounts, an identification card and University Library privileges.

Please inform Deans, Directors and department heads within your respective areas of the extension of the University fringe benefit program - especially, vacation and fee waiver benefits - to include permanent part-time classified staff (subject to conditions described above).

Personnel Support Services is responsible for the overall administration of the benefit program for permanent part-time classified staff. Questions regarding the structure and administration of the benefit program should be addressed to Richard Rehmer, Director, Personnel Support Services.

has

xc. Phil Mason
Richard Rehmer
Harold Smith



Bowling Green State University

October 24, 1984

Administrative Staff Council
Bowling Green, Ohio 43403

MEMORANDUM

TO: Philip Mason, Executive Assistant to the President

FROM: Joe Martini, Chair *JM*
Administrative Staff Council

RE: Solicitation Policy

The Administrative Staff Council appreciates the time you took to explain the newly revised Solicitation Policy. All have agreed that this policy is an improvement over the earlier approved policy.

The Administrative Staff Council felt strongly that several editorial changes are necessary. These changes are outlined in the following resolution which was unanimously approved by ASC on October 18:

"The Administrative Staff Council endorses the proposed Solicitation Policy contingent upon revising the text of the Body of the policy to be consistent with the definition of solicitation as written in the "Definitions" section; and wording revisions as stated below in relation to the responsibilities of the Office of Space Assignments listed under II (b) Space, paragraph two."

Proposed revision: The Office of Space Assignments or persons or offices responsible for other University space will attempt to...

In addition, we also urge that various handbooks identified under Section IV "Violations" be reviewed to insure that there is a reasonable definition of procedures regarding University policy violations. In fact, it would seem appropriate that the entire solicitation policy, once approved by the President and Board of Trustees, be included therein.

The Council has asked me to express its objection to not being represented on the Solicitation Policy Revision Committee. It is felt that issues that are to become University policy need to have the input of all three representative groups on campus: Administrative Staff, Faculty, and Classified Employees. Please accept this statement as the Administrative Staff Council's request to have representation on University committees established to develop and/or revise University policy.

Again, thank you for your time. If you have any questions regarding these matters, please do not hesitate to contact me.

JM/jm

cc: Dr. David Roller
Dr. Art Neal
All ASC Members

University set policy for soliciting on campus

The University will enforce the following policy regarding solicitation on campus:

PURPOSE:

In order to ensure that employees have the opportunity to perform their jobs free from intrusions, it has become necessary to place certain restrictions on solicitation of employees and distribution of literature within any building on campus. Attempts have been made to anticipate the various forms which solicitations usually take and to structure appropriate rules for each situation.

SOLICITING FELLOW EMPLOYEES:

1. Soliciting by one employee of another employee for any purpose is prohibited during either employee's working time.
2. No employee may distribute literature during working time or in any working areas at any time.

SOLICITATION ON CAMPUS BY NON-EMPLOYEES:

1. Any organization and any non-employee of the University who wishes to solicit University employees within any building on campus for any purpose shall request permission in writing prior to the proposed visit. The request must be delivered to Philip R. Mason, assistant to the president, 220 McFall Center, Bowling Green State University, Bowling Green, Ohio, 40 hours before the proposed date for the visit. The request must state:

- a. the purpose of the proposed visit; and
- b. the name of any person(s) or alternates who desire access to the campus.

2. Philip R. Mason, assistant to the president, will attempt to locate a designated area for use by the non-employee or organization submitting the request and will then issue a permit designating the room and the date and time it may be used. In the event two or more requests for access to a designated area for the same or overlapping times have been made, the University will attempt to provide alternate designated areas. In the event that no alternate designated area is available, the University will grant access to the available designated area on a rotating basis with equal time for its use. If the designated areas are unavailable due to a prior reservation, then the University will immediately notify the requesting party of such conflict.

3. All solicitations and distribution of literature by any organization or non-employee within any building on campus shall be limited to the designated area(s), time(s) and date(s). No employee may visit the designated area during his/her working time. No organization or non-employee may solicit employees or distribute literature elsewhere in the building whether or not the solicited employees are on working time.

4. Employees may be solicited outside of buildings if they are on non-working time.

5. An organization or non-employee may solicit or distribute literature in designated parking lots without providing advance notice.

6. Use of the University internal campus mail system for solicitation purposes is prohibited.

7. Requests by internal representatives of organizations for leave of absence in order to conduct that organization's matters must be made in accordance with the normal University leave policies.

BULLETIN BOARD OR OTHER PUBLIC ACCESS AREAS:

1. Any employee may post notices or other appropriate information on designated employee bulletin boards or other designated public access areas. If the notice contains information about an on-campus solicitation by an organization, it must conform (in terms of designated area, time and date) to the permission granted to the organization.

2. No solicitations or notices shall be posted anywhere on the University except the designated employee bulletin boards or other designated public access areas.

3. No notices or posted material shall contain derogatory or critical comments or personal attacks.

VIOLATIONS:

1. Any employee who (in their personal capacity or acting as agent for any organization) violates any rule contained herein shall be subject to discipline.

2. Any organization which (on its own or through employee-supporters) violates any rule contained herein shall be banned from campus.

DEFINITIONS:

1. "Soliciting" means any oral advocacy of an organization or cause or request for contribution or support thereof.

2. "Distributing literature" means the dissemination or posting of any written or graphic material, including (without limitation) membership, authorization or pledge cards, flyers, notices, or any other written information or forms.

3. "Public access" means any area that the public may have access to without any restriction.

The University reserves the right to amend any of the foregoing rules.

Faculty Senate recommended a new Employee Solicitation Policy to the administration at its meeting Oct. 2.

The policy, drafted by a faculty committee chaired by David Roller, history, was approved by Senate despite some concern from senators who indicated that it retains some of the "heavy-handedness" of the policy currently in force. That policy was drafted last year by University legal counsel and has been the topic of considerable debate since its publication as official policy.

The faculty committee, appointed by the Senate Executive Committee last spring, was charged with formulating a new policy during the summer months. Members of that committee, in addition to Dr. Roller, were Ronald Stoner, physics and astronomy; Alice Helm Calderonello, English; Donald Eoren, legal studies; and Trevor Phillips, educational foundations and inquiry.

Dr. Roller reviewed the committee's deliberation on the existing policy, noting that members believe it is too "global in its language," that its literal interpretation is too negative and that the Office of the President is too extensively involved in enforcing the policy.

"We sought to write a policy which protects what is essential about the University rather than one which prohibits what we do not like," he said.

The policy recommended by Senate is published below:

SOLICITATION POLICY

Recommended by the Ad Hoc Committee

PREFACE

This policy is framed to permit all Bowling Green State University employees to perform their jobs free from intrusions and to ensure that the mission of the University shall proceed unhampered. It also is recognized, however, that the atmosphere of a University requires "academic freedom, the full freedom of speech, freedom to teach, to learn, and to conduct inquiry in a spirit of openness necessary to the acceptance of criticism, the expression of differing opinions and the pursuit of truth" (Article I, 1, of the Academic Charter). Furthermore, "all members of the University Community and the Trustees have legitimate concerns about all aspects of the University" (Article I) and "the people who create and maintain the University constitute the University Community" (students, faculty, administrative staff, classified staff, administration).

DEFINITIONS

1. **Working time:** Those hours during which faculty employees are engaged in the primary University function for which they were hired. Classified and administrative staff working time shall mean accepted work-shift, or hours during which employees are engaged in the primary function for which they were employed.
2. **Internal organization:** Any organization or association made up exclusively of University employees. Local affiliation with a regional, state, or national organization shall not preclude a University group being defined as an internal organization.
3. **External organization:** Any organization or association of individuals that is not made up exclusively of University employees.
4. **Solicitation:** Any activity which is designed to advertise, promote or sell any product or commercial service, or encourage support for or membership in any group, association or organization.

I. Disruption of working time

A person's ability to perform his or her duties while engaged in the primary University function for which she or he was hired shall not be impaired by any activity conducted for the purpose of advertising, promoting, or selling any product or commercial service or for encouraging or being encouraged to join any group, association, or organization.

II. Use of facilities

(a) campus mail

The internal campus mail system is for the exclusive use of the University and any organization sponsored by (or affiliated with) the University or made up exclusively of students or University employees (whether or not affiliated with state or national societies or associations). No commercial use shall be made of the campus mail system.

(b) space

Any organization or individual who wishes to use University space to advertise, promote or sell any product or commercial service or who wishes to encourage membership in any group, association or organization, must obtain authorization of the person or office (e.g., the Space Assignments Office) responsible for that space or facility. Normally, requests to reserve or have access to University space must be filed 49 hours prior to a meeting or visit. The request must state:

- (a) the purpose of the proposed visit; and
- (b) the name of any person(s) or alternates who desire access to the campus.

The Office of Space Assignments will attempt to locate a designated area for use by the non-employee or organization submitting the request and will then issue a permit designating the room and the date and time it may be used. If two or more requests for access to a designated area for the same or overlapping times have been made, the University will attempt to provide alternate designated areas. If no alternate designated area is available, the University will grant access to the available designated area on a rotating basis with equal time for its use. If the designated areas are unavailable due to a prior reservation, then the University will immediately notify the requesting party of such conflict.

(c) bulletin boards or other public access areas

Any employee may post notices or other appropriate information on designated employee bulletin boards or other designated public access areas.

(If the notice contains information about an on-campus meeting during which a product or commercial service is to be advertised, promoted or sold or during which membership in a group, association, or organization shall be advocated, the notice shall be consistent with (in terms of designated area, time and date) the permission granted to the organization.)

III. Distribution of literature

Distribution of literature by any external organization or non-employee within any building on campus shall be limited to public access or to other designated areas reserved according to procedures described above in II, b (Space).

IV. Violations

Any visitor who violates this policy may be denied use of University facilities for up to one year. Any employee who violates this policy may be disciplined under the conditions and in accordance with the procedures established by and published within the appropriate employee's handbook.

Senate also received a report from the Committee on Implementation of a Faculty Development Center. That committee has suggested naming the facility the Center for Instructional Development.

The proposal will be debated at the next Senate meeting in November.

Also discussed were proposed new University-wide general education requirements. A policy approved by both Undergraduate Council and the Senate's Academic Policies Committee was presented for Senate approval.

The proposed policy would require that all students who enroll at the University beginning next fall complete eight general education courses, in addition to the University's English and mathematics requirement, before graduation.

The eight courses would be selected from those which have been grouped by the University-wide Committee on General Education, chaired by Beth Casey, Center for Educational Options, into four "functional understandings": humanities and the arts; natural sciences; social and behavioral sciences; foreign language and multi-cultural studies. Undergraduate Council has recommended that students must select at least one course from each of those four areas, with college councils left to determine the exact mix.

Dr. Casey noted that all courses included in the general studies core have been reviewed by faculty representing all colleges to determine whether they reinforce one or more of five basic skills. Those skills were identified by Academic Council in 1979 as reading and writing; critical thinking and problem solving; decision-making and values analysis; computation and mathematics; and speaking and listening.

Discussion on the proposed requirements will continue at the next Senate meeting.

In other business, Senate heard a report from Genevieve Stang, educational foundations and inquiry, representing the Faculty Welfare Committee, on the STRS "buy-out" program.

Dr. Stang reported that 20 faculty have elected to retire during the current calendar year, including 16 who will retire at the end of this semester. Only two departments will have more than one faculty member retiring this year, she said.

She added that 11 faculty had indicated their intent to retire during calendar year 1995 as of last week. The deadline to apply for the "buy-out" program in 1995 is Oct. 31, 1994.

Dr. Stang also reported on three salary studies which the FWC will undertake this year and asked faculty to forward their concerns to the FWC.

Jan Schnupp-Lee, educational curriculum and instruction, representing the Committee on Committees, noted that since July 10, 25 faculty have resigned from committees to which they had been elected or appointed and those vacancies must be filled.

() - Indicate areas needing to be made consistent with the definition of solicitation in the "definitions" section

CHANGE: The Office of Space Assignments and other persons or offices responsible for other University space will attempt . . .



Bowling Green State University

Office of Student
Activities and Orientation
405 Student Services Building
Bowling Green, Ohio 43403
(419) 372-2843

October 26, 1984

To: Dr. Paul Olscamp
President

From: Gregg DeCrane *Gregg DeCrane*
Chair Elect Administrative Staff Council

Re: November 1st. Administrative Staff Council Meeting

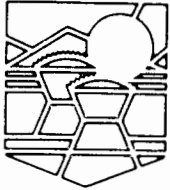
Welcome back!

I just want to remind you that the Administrative Staff Council is looking forward to your joining us on November 1, at 1:30 p.m. in the Alumni Room.

While you should feel free to address items of your choosing, specific remarks about your assessment of where we are and where we are going as a university would be welcomed. A question and answer segment would also be appreciated. A total time frame of 45 minutes is desired.

Thank you in advance for your time and interest.

GDC:mm



Bowling Green State University

October 26, 1984

Administrative Staff Council
Bowling Green, Ohio 43403

MEMORANDUM

TO: Administrative Staff Council Members

FROM: Jill Carr, ASC Secretary *Jill Carr*

RE: Meeting Reminder

The Administrative Staff Council will meet at 1:30 p.m. on Thursday, Nov. 1, 1984, in the Alumni Room of the University Union. Agenda items for this meeting will include:

1. Presentation by Dr. Paul Olscamp
2. Initial Report on the Scholarship Survey
3. Finalization of the Communication Network
4. Discussion of Professional Development Workshop Policy
5. Handbook Revision Suggestions

Enclosed please find the revised communication network. Please review this prior to the 11/1 meeting in order to finalize this project at the meeting.

If you cannot attend this meeting, please arrange to send a substitute and contact me by 10/31.

Thank you.

JC/jm

Enclosure



Bowling Green State University

86
Office of the President
Bowling Green, Ohio 43403
Cable: BGSUOH

October 31, 1984

To: Mr. Joe Martini, Chair
Administrative Staff Council

From: Phil Mason *Phil*

Re: Solicitation Policy

Thank you for the opportunity to discuss with ASC the details of the revised Solicitation Policy. I am happy that we are in agreement that this policy is an improvement over the earlier policy.

In response to your three concerns, I will address them one at a time. First, you express a concern over the consistency of the definition of "solicitation" in the definition section and "solicitation" as it is used in the policy. I have reviewed the issue with the legal counsel and with the Ad Hoc Committee to Review the Solicitation Policy and we are in agreement that the use of "solicitation" in the policy is consistent with the definition section.

Secondly, your proposed revision under II (b) "Space" — paragraph two — includes the addition of "or persons or offices responsible for other University space" in the first sentence. The rationale for having the section regarding "space" written as it was approved by the Faculty Senate is to assist people from off-campus who are in the process of securing space to hold a meeting and who may not be aware of other "persons or offices responsible for other University space." By following this process the person would contact one central office which could make reference to the appropriate individual.

Your third concern identified under Section IV "Violations" is to recommend a review of the handbook by the Administrative Staff Council to determine whether there is a reasonable definition of procedures regarding University policy violations. That recommendation is most appropriate.

With regard to the objection expressed regarding not being represented on the Ad Hoc Solicitation Policy Committee, I agree that certain issues need the input of all representative groups on campus. It is my understanding that a member of the Ad Hoc Committee to Review the Solicitation Policy contacted the Administrative Staff Council and the Classified Staff Advisory Committee to discuss the policy and learn of their concerns.

Again, thank you for your time and for the opportunity to discuss the Solicitation Policy and other issues with the ASC. If you have any questions, please do not hesitate to contact me.

c: Vice President Richard Eakin
Dr. David Roller
Dr. Arthur Neal
ASC Members

MEMORANDUM

TO: Philip Mason
Executive Assistant to the President

FROM: Joe Martini, Chair
Administrative Staff Council

RE: Solicitation Policy

The Administrative Staff Council appreciates the time you took to explain the revised University Solicitation Policy. All have agreed that this policy is substantial improvement over the earlier approved policy.

However, while supporting the change, the Administrative Staff Council felt that several editorial changes would be extremely helpful as outlined in the following resolution:

On October 18, 1984, the Administrative Staff Council unanimously approved the following motion to:

- " Endorse the proposed Solicitation Policy contingent upon
 - 1) revising the text of the body of the policy be consistent with the definition of solicitation as written in the "definitions" section and wording revisions in relation to the responsibilities of the Office of Space Assignments as stated below
 - b) The Office of the Space Assignments or persons or offices responsible for other University space will attempt to

In addition, the Council also urges that the various handbooks identified under "Section IV. Violation" be reviewed to insure there is a reasonable definition of procedures to deal with the handling of this section of the new University policy.

The Administrative Staff Council is also extremely concerned that the representative of the Administrative Staff through the Council be included in the formation of such University policies. This inclusion would help insure that all concerns were heard and would help with the review and approval by the Administrative Staff Council. Since it is difficult to always know when such review groups are being formed to deal with these issues, we are asking your help in keeping the Council posted.

Again, we thank you.

cc: Members of Administrative Staff Council

Dr. David Miller
Dr. Peter Rich

University set policy for soliciting on campus

The University will enforce the following policy regarding solicitation on campus:

PURPOSE:

In order to ensure that employees have the opportunity to perform their jobs free from intrusions, it has become necessary to place certain restrictions on solicitation of employees and distribution of literature within any building on campus. Attempts have been made to anticipate the various forms which solicitations usually take and to structure appropriate rules for each situation.

SOLICITING FELLOW EMPLOYEES:

1. Soliciting by one employee of another employee for any purpose is prohibited during either employee's working time.
2. No employee may distribute literature during working time or in any working areas at any time.

SOLICITATION ON CAMPUS BY NON-EMPLOYEES:

1. Any organization and any non-employee of the University who wishes to solicit University employees within any building on campus for any purpose shall request permission in writing prior to the proposed visit. The request must be delivered to Philip R. Mason, assistant to the president, 220 McFall Center, Bowling Green State University, Bowling Green, Ohio, 48 hours before the proposed date for the visit. The request must state:

- a. the purpose of the proposed visit; and
- b. the name of any person(s) or alternates who desire access to the campus.

2. Philip R. Mason, assistant to the president, will attempt to locate a designated area for use by the non-employee or organization submitting the request and will then issue a permit designating the room and the date and time it may be used. In the event two or more requests for access to a designated area for the same or overlapping times have been made, the University will attempt to provide alternate designated areas. In the event that no alternate designated area is available, the University will grant access to the available designated area on a rotating basis with equal time for its use. If the designated areas are unavailable due to a prior reservation, then the University will immediately notify the requesting party of such conflict.

3. All solicitations and distribution of literature by any organization or non-employee within any building on campus shall be limited to the designated area(s), time(s) and date(s). No employee may visit the designated area during his/her working time. No organization or non-employee may solicit employees or distribute literature elsewhere in the building whether or not the solicited employees are on working time.

4. Employees may be solicited outside of buildings if they are on non-working time.

5. An organization or non-employee may solicit or distribute literature in designated parking lots without providing advance notice.

6. Use of the University internal campus mail system for solicitation purposes is prohibited.

7. Requests by internal representatives of organizations for leave of absence in order to conduct that organization's matters must be made in accordance with the normal University leave policies.

BULLETIN BOARD OR OTHER PUBLIC ACCESS AREAS:

1. Any employee may post notices or other appropriate information on designated employee bulletin boards or other designated public access areas. If the notice contains information about an on-campus solicitation by an organization, it must conform (in terms of designated area, time and date) to the permission granted to the organization.

2. No solicitations or notices shall be posted anywhere on the University except the designated employee bulletin boards or other designated public access areas.

3. No notices or posted material shall contain derogatory or critical comments or personal attacks.

VIOLATIONS:

1. Any employee who (in their personal capacity or acting as agent for any organization) violates any rule contained herein shall be subject to discipline.
2. Any organization which (on its own or through employee-supporters) violates any rule contained herein shall be banned from campus.

DEFINITIONS:

1. "Soliciting" means any oral advocacy of an organization or cause or request for contribution or support thereof.
2. "Distributing literature" means the dissemination or posting of any written or graphic material, including (without limitation) membership, authorization or pledge cards, flyers, notices, or any other written information or forms.
3. "Public access" means any area that the public may have access to without any restriction.

The University reserves the right to amend any of the foregoing rules.

Faculty Senate recommended a new Employee Solicitation Policy to the administration at its meeting Oct. 2.

The policy, drafted by a faculty committee chaired by David Roller, history, was approved by Senate despite some concern from senators who indicated that it retains some of the "heavy-handedness" of the policy currently in force. That policy was drafted last year by University legal counsel and has been the topic of considerable debate since its publication as official policy.

The faculty committee, appointed by the Senate Executive Committee last spring, was charged with formulating a new policy during the summer months. Members of that committee, in addition to Dr. Roller, were Ronald Stoner, physics and astronomy; Alice Helm Calderonello, English; Donald Boren, legal studies, and Trevor Phillips, educational foundations and inquiry.

Dr. Roller reviewed the committee's deliberation on the existing policy, noting that members believe it is too "global in its language," that it's literal interpretation is too negative and that the Office of the President is too extensively involved in enforcing the policy.

"We sought to write a policy which protects what is essential about the University rather than one which prohibits what we do not like," he said.

The policy recommended by Senate is published below:

SOLICITATION POLICY

Recommended by the Ad Hoc Committee

PREFACE

This policy is framed to permit all Bowling Green State University employees to perform their jobs free from intrusions and to ensure that the mission of the University shall proceed unhampered. It also is recognized, however, that the atmosphere of a University requires "academic freedom, the full freedom of speech, freedom to teach, to learn, and to conduct inquiry in a spirit of openness necessary to the acceptance of criticism, the expression of differing opinions, and the pursuit of truth" (Article I, 1, of the Academic Charter). Furthermore, "all members of the University Community and the Trustees have legitimate concerns about all aspects of the University" (Article I) and "the people who create and maintain the University constitute the University Community" (students, faculty, administrative staff, classified staff, administration).

DEFINITIONS

- I. **Working time:** Those hours during which faculty employees are engaged in the primary University function for which they were hired. Classified and administrative staff working time shall mean accepted work-shift, or hours during which employees are engaged in the primary function for which they were employed.
2. **Internal organization:** Any organization or association made up exclusively of University employees. Local affiliation with a regional, state, or national organization shall not preclude a University group being defined as an internal organization.
3. **External organization:** Any organization or association of individuals that is not made up exclusively of University employees.
4. **Solicitation:** Any activity which is designed to advertise, promote or sell any product or commercial service, or encourage support for or membership in any group, association or organization.

I. Disruption of working time

A person's ability to perform his or her duties while engaged in the primary University function for which she or he was hired shall not be impaired by any activity conducted for the purpose of advertising, promoting, or selling any product or commercial service or for encouraging or being encouraged to join any group, association, or organization.

II Use of facilities

(a) campus mail

The internal campus mail system is for the exclusive use of the University and any organization sponsored by (or affiliated with) the University or made up exclusively of students or University employees (whether or not affiliated with state or national societies or associations). No commercial use shall be made of the campus mail system.

(b) space

Any organization or individual who wishes to use University space to advertise, promote or sell any product or commercial service or who wishes to encourage membership in any group, association or organization, must obtain authorization of the person or office (e.g., the Space Assignments Office) responsible for that space or facility. Normally, requests to reserve or have access to University space must be filed 48 hours prior to a meeting or visit. The request must state:

- (a) the purpose of the proposed visit; and
- (b) the name of any person(s) or alternates who desire access to the campus.

The Office of Space Assignments will attempt to locate a designated area for use by the non-employee or organization submitting the request and will then issue a permit designating the room and the date and time it may be used. If two or more requests for access to a designated area for the same or overlapping times have been made, the University will attempt to provide alternate designated areas. If no alternate designated area is available, the University will grant access to the available designated area on a rotating basis with equal time for its use. If the designated areas are unavailable due to a prior reservation, then the University will immediately notify the requesting party of such conflict.

(c) bulletin boards or other public access areas

Any employee may post notices or other appropriate information on designated employee bulletin boards or other designated public access areas.

(If the notice contains information about an on-campus meeting during which a product or commercial service is to be advertised, promoted or sold or during which membership in a group, association, or organization shall be advocated, the notice shall be consistent with (in terms of designated area, time and date) the permission granted to the organization.)

III. Distribution of literature

Distribution of literature by any external organization or non-employee within or building on campus shall be limited to public access or to other designated area reserved according to procedures described above in II, b (Space).

IV. Violations

Any visitor who violates this policy may be denied use of University facilities for up to one year. Any employee who violates this policy may be disciplined under the conditions and in accordance with the procedures established by and published within the appropriate employee handbook.

Senate also received a report from the Committee on Implementation of a Faculty Development Center. That committee has suggested naming the facility the Center for Instructional Development.

The proposal will be debated at the next Senate meeting in November.

Also discussed were proposed new University-wide general education requirements. A policy approved by both Undergraduate Council and the Senate's Academic Policies Committee was presented for Senate approval.

The proposed policy would require that all students who enroll at the University beginning next fall complete eight general education courses, in addition to the University's English and mathematics requirement, before graduation.

The eight courses would be selected from those which have been grouped by the University-wide Committee on General Education, chaired by Beth Casey, Center for Educational Options, into four "functional understandings": humanities and the arts; natural sciences; social and behavioral sciences; foreign language and multi-cultural studies. Undergraduate Council has recommended that students must select at least one course from each of those four areas, with college councils left to determine the exact mix.

Dr. Casey noted that all courses included in the general studies core have been reviewed by faculty representing all colleges to determine whether they reinforce one or more of five basic skills. Those skills were identified by Academic Council in 1979 as reading and writing; critical thinking and problem solving; decision-making and values analysis; computation and mathematics, and speaking and listening.

Discussion on the proposed requirements will continue at the next Senate meeting.

In other business, Senate heard a report from Genevieve Stang, educational foundations and inquiry, representing the Faculty Welfare Committee, on the STRS "buy-out" program.

Dr. Stang reported that 20 faculty have elected to retire during the current calendar year, including 16 who will retire at the end of this semester. Only two departments will have more than one faculty member retiring this year, she said.

She added that 11 faculty had indicated their intent to retire during calendar year 1985 as of last week. The deadline to apply for the "buy-out" program in 1985 is Oct. 31, 1984.

Dr. Stang also reported on three salary studies which the FWC will undertake this year and asked faculty to forward their concerns to the FWC.

Jan Schnupp-Lee, educational curriculum and instruction, representing the Committee on Committees, noted that since July 10, 23 faculty have resigned from committees to which they had been elected or appointed and those vacancies must be filled.

() - Indicate areas needing to be made consistent with the definition of solicitation in the "Definitions" section

CHANGE: The Office of Space Assignments and other persons or offices responsible for other University space will attempt . . .



Bowling Green State University

November 19, 1984

Administrative Staff Council
Bowling Green, Ohio 43403

MEMORANDUM

TO: All Administrative Staff

FROM: Joe Martini, Chair *JM.*
Administrative Staff Council

RE: Communication Network

A goal of the 1984-85 Administrative Staff Council is to increase communication between Council Members and their constituents. In an effort to achieve this goal, a communication network has been developed whereby each ASC member has been assigned a specific group of constituents. The intent of this network is to insure that you are kept posted on Council activities and to obtain your input on issues that come before the Council.

Enclosed you will find a copy of this network. It has been broken down by Presidential and Vice Presidential areas for easy reference. In addition, a roster of Council members and committee membership is enclosed.

The communication network list has been checked and re-checked. However, if you find any errors or have any questions, please contact your representative, Jill Carr (2-2011) or me (2-2815) at your earliest convenience.

Thank you.

JM/jm

Enclosure

ADMINISTRATIVE STAFF COUNCIL COMMITTEE

By-Law Committee - Bob Arrowsmith, Norma Stickler

Election Committee - Jill Carr (Chair)

Evaluation/Merit Committee - Wayne Colvin, Nan Edgerton, Joan Morgan, Norma Stickler

Ferrari Award - Joyce Kepke (Chair)

Financial Exigency - Greg DeCrane, Eola Buford, James Litwin, Pat Fitzgerald, Suzanne Crawford, Harold Smith, Susan Darrow, Peace Champion

Handbook Committee - Susan Darrow, Pat Fitzgerald, Paul Yon

Professional Development Committee - Kathy Hart, James Litwin, Ruth Friend

Scholarship Committee - Bob Arrowsmith, Eola Buford, Deb Heineman, Jane Wood

UNIVERSITY COMMITTEE

Equal Opportunity Committee - William Bess, Deb Heineman

Human Relations Commission - James Corbitt

Insurance Committee - Suzanne Crawford

Library Committee - Ann Bowers

Monitor Advisory Committee - Jill Carr

Parking Appeals Committee - John Buckenmyer

President's Panel - Cary Brewer

Representative to 75th Anniversary Committee - Deb McLaughlin

Telephone Committee - Pat Fitzgerald

University Computing Council - Joseph Martini



Bowling Green State University

Office of Student
Activities and Orientation
405 Student Services Building
Bowling Green, Ohio 43403
(419) 372-2843

November 19, 1984

To:

From: Gregg DeCrane
Representative to Administrative Staff Council

Re: Racial Harassment Policy

Enclosed please find a copy of the proposed Racial Harassment Policy. The Administrative Staff Council has been asked to take action on this proposal in the form of an endorsement. Before such action is taken we want to make sure all of our constituents have an opportunity for input. Please let me know if there are concerns you wish me to carry forward on your behalf.

I would also be interested in any matters you feel the A.S.C. needs to address. Feel free to contact me at any time.

GDC:mm

enclosure

Comments sought on proposed racial harassment policy

The Equal Opportunity Committee is submitting this draft of the proposed BGSU Racial Harassment Policy to the University community for comments. Comments on the policy should be directed to Suzanne Crawford, Affirmative Action Office, 705 Administration Bldg. (372-0495) by Nov. 22, 1984.

Proposed Racial Harassment Policy Bowling Green State University

The policy of Bowling Green State University is that racial harassment will not be condoned. Moreover, the University will use its influence to encourage the community-at-large to treat its students, faculty and staff and affiliated visitors consistent with the principles of this statement. The policy is in keeping with the spirit and intent of federal, state, municipal and University guidelines governing racial discrimination.

I. Definition

"Racial harassment" constitutes any malicious, benign, intentional, physical or verbal behavior that:

- A) denigrates or stereotypes an individual because of his or her racial or ethnic affiliation;
- B) demeans or slurs an individual through pictorial illustrations, graffiti, or written literature because of his or her racial or ethnic affiliation;
- C) makes unwarranted and disparaging racial references or innuendos in attributing an individual's personal conduct, habit or lifestyle to their racial or ethnic affiliation;
- D) subjects an individual to an intimidating, hostile or offensive educational, employment, or living environment; or
- E) limits or interferes with an individual's academic participation, extracurricular involvement, or employment opportunities because of his or her racial or ethnic affiliation.

II. Regulations

- A) It is a violation of University policy for any member of the faculty, administrative and classified staff or student body to engage in racial harassment, as is defined in Section I.
- B) It is a violation of University policy to retaliate against anyone bringing forth an honestly perceived complaint of racial harassment.

III. Responsibilities

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

IV. Grievance Procedures

The procedures outlined below are designed to provide sufficient flexibility in which to deal with the wide range of incidents which fall under the term "racial harassment." They are intended to be responsive to the particular situation at hand and will be as formal or informal as the allegations under review indicate.

A) Procedure for the Complainant

1. Any individual who believes that he or she has been racially harassed should contact the Affirmative Action Office. Staff in this office will initially discuss the matter with the complainant to ascertain, as fully as possible, the validity of the charges and the scope of the problem. At this time, it will be determined if there is a basis for investigation.
2. Initial discussions with staff in the Affirmative Action Office should not make reference to the name of any accused person unless the complainant is ready to file a formal complaint and proceed with an investigation.
3. Before the office can begin its investigation, the allegations must be submitted, in writing, to the Director of Affirmative Action. Until this occurs, the matter will not be discussed with anyone other than the complainant.
4. An investigation will be conducted by a staff person in the Affirmative Action Office only if the complainant has filed a formal, written complaint.
5. The role of the Affirmative Action Office in the processing of the complaint will include, but is not limited to, the following:
 - a. consultation with the complainant;
 - b. discussion with appropriate persons suggested by the complainant who may have knowledge of the situation and can be of assistance in establishing the facts of the complaint;
 - c. preparing a complete investigative report of the complaint. This report will include recommendations for resolution. It will be submitted, in writing, to the appropriate Vice President for administrative action. A copy will also be sent to the complainant and the respondent.

6. If the complainant is not satisfied with the action taken by the Vice President, he or she may appeal, in writing, to the President of the University. The appeal must be filed within seven (7) calendar days of notification of the appropriate Vice President's decision. The President will review the appeal and respond, in writing, to all parties — respondent, complainant, Director of Affirmative Action, and the Vice President — concerning his or her disposition of the appeal. This must be done within ten (10) calendar days after receiving the appeal.

B) Procedure for the Respondent

1. Investigations regarding alleged instances of racial harassment will be conducted by staff in the Affirmative Action Office only if a formal, written complaint has been filed with the Director of Affirmative Action.
2. The role of the Affirmative Action Office in the processing of the complaint will include, but is not limited to the following:
 - a. consultation with the respondent;
 - b. discussion with appropriate persons suggested by the respondent who may have knowledge of the situation and can be of assistance in establishing the facts of the complaint;
 - c. preparing a complete investigative report of the complaint. This report will include recommendations for resolution. It will be submitted, in writing, to the Vice President for appropriate administrative action. A copy will also be sent to the complainant and the respondent.
3. If the respondent is not satisfied with the action taken by the Vice President, he or she may appeal, in writing, to the President of the University. The appeal must be filed within seven (7) calendar days of notification of the Vice President's decision. The President will review the appeal and respond, in writing, to all parties — respondent, complainant, Director of Affirmative Action, and the Vice President — concerning his or her disposition of the appeal. This must be done within ten (10) calendar days after the appeal.

C. Principles

In investigating complaints of racial harassment, the following principles will be adhered to:

1. Each complaint will be handled on an individual, case-by-case basis, taking a look at the record as a whole and at the totality of circumstances.
2. The investigation will be conducted as fairly and expeditiously as possible.
3. In investigating complaints of racial harassment, confidentiality will be accorded the utmost respect for both the complainant and the respondent.
4. An individual bringing forth an honestly perceived complaint of racial harassment will not suffer any type of retaliation regardless of the outcome of the complaint.
5. The complaint will be resolved in a manner which is consistent with this policy and also fair and equitable to all parties concerned.



Bowling Green State University

November 30, 1984

94
Office of the Bursar
Bowling Green, Ohio 43403
Cable: BGSUOH

MEMORANDUM

TO: Bob Arrowsmith
FROM: Joe Martini
RE: ASC Representative to ACGFA

Is the Administrative Staff Council officially represented on the committee? If no, should or can we be?

Please let me know.

sal

cc: ASC Executive Committee



Bowling Green State University

Affirmative Action/Handicapped Services
Bowling Green, Ohio 43403
(419) 572-0495
Cable: BGSUOH

December 3, 1984

MEMORANDUM

TO: Administrative Staff Council Members

FROM: Suzanne Crawford (as representative to ^{the} Insurance Committee)

RE: Group Insurance Study

The Insurance Committee of Bowling Green State University is requesting your input. During the coming year, a review is planned of our entire insurance benefit plan (life and health). We have not had our employee insurance package reviewed in the last eight years, and feel that the health care picture has substantially changed in that period of time.

I would like to hear from you with any recommendations you may have for changing/modifying/improving our existing plan. Your comments on the existing plan, both positive and negative would be appreciated.

Please send these recommendations to Jill Carr, Housing Office by December 22, 1984. Thank you for your assistance.

vf



Bowling Green State University

96
Alumni and Development
Mileti Alumni Center
Bowling Green, Ohio 43403
(419) 372-2701
Cable: BGSUOH

*Xc Kelly DeBane
for your info*

December 3, 1984

12/5/84

MEMORANDUM

TO: Jill Carr, Housing
FROM: Larry Weiss *Larry*
RE: Attendance at ASC Meetings

Thank you for your letter of November 29 regarding attendance policy at Administrative Staff Council. Having served on the Bylaws Committee, and being one of four people to write the ASC Bylaws, I am familiar with the section to which you refer.

Being on ASC from the very beginning, and knowing my term expires in 1985, I would certainly like to continue serving. My reasons for non-attendance certainly don't arise from non-interest. For example, the most recent (November) meeting with Dr. Olscamp was on my calendar and I planned to attend. That morning a crisis arose on our Parents Day Show and it had to be handled through a phone call to Los Angeles at 2 p.m. that afternoon which was the only time the person would be there to work out the problems. I would have trouble justifying a "botched up" Parents Day Show because I chose to sit in a meeting instead. Such are the types of reasons for my sporadic attendance.

I appreciate your letter and I certainly understand your concern. Let's hope the future meeting dates will be problem free so I can again participate as I'd like to.

Again, thanks for writing!

LJW:db
cc:Joe Martini ✓



Bowling Green State University

Office of Student
Activities and Orientation
405 Student Services Building
Bowling Green, Ohio 43403
(419) 372-2843

To: Administrative Staff Members

From: Gregg DeGrane
Administrative Council Representative

Date: December 7, 1984

Re: Matters of Interest from ASC

The Administrative Staff Council met on December 6, 1984. The following items were discussed and actions were taken.

1. Dr. Edmonds reviewed the new Student Code
2. The ASC scholarship subcommittee presented its' final report.
The ASC Scholarship will begin to seek funds in January. The first to contribute will be the ASC Executive Committee, followed by the ASC, followed by the Administrative Staff. More information will be forthcoming.
3. The Personnel Welfare Committee reported that its' emphasis for this year (until Feb.) will be on Handbook revisions. Items to be considered throughout the year will be:
 - A. Vacation and sick leave policies - increased benefits after 25 years
 - B. Inconsistencies for part-time employees vacation time
 - C. Grievance procedures for non-renewal of contract personnel (page 10 of current Handbook)
4. The Professional Development Committee announced three workshops
 - A. Computer usage - 3 part series first of which will be January 23, and deal with microcomputer integration into office structure
 - B. Professional Evaluation
 - C. Getting Organized
5. The resignation of Marshall Rose for Personal and professional reasons was accepted. A replacement will be chosen from those who were runners up in the election.
6. The budget for 1985-86 of \$1550 was approved.
7. Please review the memo from Sue Crawford and respond to Jill Carr.

At any time that you have concerns you feel should be brought before the ASC, please let me know.

GDC:mmm



Bowling Green State University

Office of Student
Activities and Orientation
405 Student Services Building
Bowling Green, Ohio 43403
(419) 372-2843

December 11, 1984

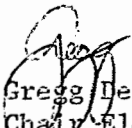
Dr. Mary Edmonds
Vice President, Student Affairs
305 Student Services Building
B.G.S.U.
Bowling Green, Ohio 43403

Dear Mary,

On behalf of all of the Administrative Staff Council members, I wish to convey our appreciation for your time in presenting the Student Code to us at our December 6 meeting. Your concise explanation helped those in attendance better understand an important document for us all.

Thank you.

Sincerely,


Gregg DeCrane
Chair Elect
Administrative Staff Council

GDC:mm



Bowling Green State University

Vice President for Student Affairs
Bowling Green, Ohio 43403
Cable: BGSUOH

December 12, 1984

MEMORANDUM

TO: Joe Martini, Bursar

Bob

FROM: Bob Arrowsmith, Assistant Vice President for Student Affairs;
Student Services and Financial Affairs

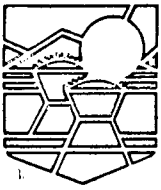
RE: ASC Representative to ACGFA

The administrative representative to ACGFA is Joan Morgan.

When the current membership format and membership selection procedures were established in 1980 by Dr. Ferrari, he included one administrative staff member to be appointed by the Provost (now the Vice President for Academic Affairs).

Since the administration of ACGFA is a function of Student Affairs, I would recommend that any change in the method of appointing the administrative staff member (i.e., appointed by ASC) be initiated by directing a request for the change to Dr. Mary Edmonds.

rb



Bowling Green State University

December 17, 1984

100
Office of the Bursar
Bowling Green, Ohio 43403
Cable: BG5UOH

MEMORANDUM

TO: Nan Edgerton
FROM: Joe Martini *h*
RE: Personnel Welfare Committee

Thank you for your willingness to participate on this committee. Your time and energies will contribute to the success of this group's work.

Again, thanks.

sal

xc: Paul Yon
Susan Darrow
Pat Fitzgerald
ASC Executive Committee



Bowling Green State University

Bowling Green, Ohio 43403

December 13, 1984

MEMORANDUM

TO: Jill Carr, Secretary,
Administrative Staff Council

FROM: David Maley, Chair, *DM*
Classified Staff Advisory Committee

SUBJECT: Exchange of minutes

It was approved at our meeting of December 4 to exchange minutes with the Administrative Staff Council. We will send the nine copies of our minutes which you requested.

The first few months of this exchange, we would appreciate twenty-one copies of your minutes so each member of our committee may become familiar with the format and content of your meetings. After that, three copies so each member of our Executive Committee will be adequate.

Please send the copies to our Secretary, Diane Whitmire, Office of Publications and Public Relations.

We are looking forward to the advantages of better communication and a mutual awareness between our two representative groups.

cc: Karl Vogt
Sharon Stuart
Diane Whitmire

December 18, 1984

Gregg McNamee

MEMORANDUM

TO: Marshall Rose
FROM: Joe Martini
RE: Administrative Staff Council

Thank you for your December 6, 1984 memo about your status on the council. Although I would have wished you could have continued on the council, I can appreciate the demand on one's time. However, with yearly changes on the ASC, I would hope that your time would allow your participation at some future period.

Thanks again for letting me know.

sal

bcc: Jill Carr

Gregg McNamee



Bowling Green State University

ASC Executive Committee

103
Administrative Staff
Personnel Services
Bowling Green, Ohio 43403
(419) 372-2558
Cable: BGSUOH

December 19, 1984

MEMORANDUM

TO: Administrative Staff Welfare Committee
Susan Darrow
Pat Fitzgerald
Paul Yon

FROM: Susan Caldwell, Director *Susan*
Administrative Staff Personnel Services

SUEJ: Policy and Benefit Suggestions

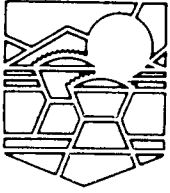
Recently, several suggestions were given to me that have an effect on policies and benefits for administrative staff members. I am sharing this information with you now so that, as the Administrative Staff Welfare Committee, you can consider these items for future agendas. Unfortunately, there may not be time to consider them for the present revisions to the handbook. The suggestions are:

- 1) Lower the "years of full-time service" eligibility requirement for dependent tuition fee waiver. (presently an employee must have five years of full-time service.)
- 2) Provide full-time administrative staff members the option to purchase family dental/vision coverage. (This has been considered by the Insurance Committee in the past.)
- 3) Lower the "years of full-time service" eligibility requirement for the Supplemental Retirement Program specifically as it applies to dependent fee waiver. (Presently, a staff member must have 10 years of full-time BGSU service to qualify for any Supplemental Retirement Program options.)

I am not endorsing any of these suggestions, but would like to discuss them with you at some time. It should be noted that changes to the fee waiver policy would affect administrative staff, faculty, and classified staff; changes to insurances and Supplemental Retirement would affect administrative staff and faculty.

SC:mmmb

xc: Joe Martini✓



Bowling Green State University

GREGG DECRANE

104

Administrative Staff Council
Bowling Green, Ohio 43403

December 27, 1984

MEMORANDUM

TO: Administrative Staff Council Members

FROM: Jill Carr, Secretary *JC*

RE: January ASC Meeting

The January meeting of the Administrative Staff Council has been changed from January 10 to January 17. The time and place will be the same, 1:30 p.m. in the Taft Room of the Union. If this date and time is not convenient for you, please arrange to send an alternate and contact me prior to the meeting date. In addition, I am pleased to announce that Peace Champion, Coordinator of Project Search will replace Marshall Rose on the Council. Peace will join us at our January meeting.

Also enclosed are recent minutes from Faculty Senate meetings for your review.

I hope you had a very Merry Christmas and best wishes for a happy and healthy New Year.

JC/jm

Enclosure

cc: Linda Swaisgood