Bowling Green State University

Correspondence 1985

Bowling Green State University. Administrative Staff Council

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Notes
1. Colored Paper
2. Colored Ink
3. Photocopies
January 4, 1985

MEMORANDUM

TO: Dr. Mary Edmonds, Vice President for Student Affairs
   Troy Lindsey, Chair, Black Student Union
   David Maley, Chair, Classified Staff Advisory Committee
   Joe Martini, Chair, Administrative Staff Council
   Art Neal, Chair, Faculty Senate
   Patricia Remmington, Chair, Equal Opportunity Committee
   John Scott, Chair, Minority Caucus
   Robert Torres, Latin Student Union

FROM: Paul J. Olscamp
      President

One of the recommendations of the Minority Affairs Committee B was that the President organize an advocacy council which would report to the President and work through the vice presidential areas to affect changes for minorities in a multi-cultural environment. Annually, such a committee would report to a university committee the results of its work, it would monitor the climate of racial relations on campus, review curricular changes in consideration of the consequences those changes might have on minority students, and would review the commitment to increase minority faculty and staff.

In my response to this particular recommendation, I indicated that I was not sure of its wisdom. A number of things concern me. It would not be possible for such a committee to report directly to the President of the University, because the work load of this office simply does not permit it. There are too many committees with whom the President must work already. Furthermore, the weight of responsibility already carried by such people as Chair of the Faculty Senate, and of the Administrative Staff Council are of such magnitude that they have little enough time left for their other duties.

However, I did agree to ask the advice of all of the offices which were recommended for membership on the committee before reaching a final decision. Therefore, I would like to ask for your individual thoughts on the matter, in writing, and I would appreciate it if you would send me your advice no later than February 1, 1985.

I appreciate your consideration.

PJO:mg
MEMORANDUM

TO:        Susan Caldwell
FROM:      Joe Martini
RE:        Plaque for Ferrari Award Recipients

With your permission, the Administrative Staff Council will be purchasing and hanging a plaque listing on separate plates the names of the Ferrari Award recipients. A new plate will be added each year after the recipient is presented at the reception for Administrative Staff just before Fall classes.

If for some reason you feel differently or have some other suggestions, please feel free to call Gregg DeCrane (22843) or me.

Thanks.

jlp

xc: ASC Executive Committee
MEMORANDUM

TO: Administrative Staff Council Members
FROM: Jill Carr, Secretary, ASC
RE: Meeting Agenda for 1/17/85

The agenda for the 1/17/85 meeting of the Administrative Staff Council will be as follows:

1. Report from the Merit and Evaluation Committee
2. Report from Scholarship Committee
3. Report from Personnel Welfare Committee
4. Election Committee - members needed
5. Insurance Issue
6. Report from Exigency Committee

Please review the enclosed memo regarding part-time administrative Staff vacation time and fee waiver benefits.

Thank you.

JC/jm

Enclosure
MEMORANDUM

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

FROM: Susan Caldwell, Director
       Administrative Staff Personnel Services

SUEJ: Revisions to the Administrative Staff Handbook

January 2, 1985

The Administrative Council at a recent meeting discussed two policy items that affect administrative staff members: 1) a policy statement concerning grant-funded employees; 2) extension of vacation and tuition fee waiver benefits to part-time administrative staff members. I am forwarding this information to you for review and discussion. The Administrative Council has approved these policies and, unless the Administrative Staff Council has concerns or questions about them, they can be incorporated into the 1985-86 Handbook.

The policy statement relative to grant-funded employees (see attached) clarifies what is already included in the wording of the employment contract: Employment and benefits for staff members whose positions are funded by external sources are contingent upon the availability of grant funds.

The University recently extended vacation and employee fee waiver benefits to part-time classified staff. In order to provide similar benefits to part-time administrative staff, the following changes/clarifications were approved by Administrative Council:

Vacation

1) Part-time administrative staff members who are contracted for 12-months but who work only part of each week (changed from "part of each day") earn vacation on a pro-rated basis.

2) Part-time administrative staff are not eligible for payment for accrued but unused vacation at time of separation from the University.

3) Part-time, 12-month administrative staff must complete one full-time equivalent year of service before being eligible to use earned vacation.
Employee Fee Waiver

1) All part-time administrative staff who have completed the equivalent of one full year of service at BGSU are eligible for an employee fee waiver.

2) The fee waiver benefit is prorated according to the percentage of time worked. Contracts of 75-99% are eligible for 3 courses; 50-74%, 2 courses; and 25-49%, 1 course.

I have drafted for your review proposed wording for the Vacation and Fee Waiver policies to incorporate these changes. Please let me know your comments or suggestions.

SC:mmb
Attachments
xc: Joe Martini
Policy for Administrative Staff in
Grant or Externally Funded Positions

Administrative staff members in positions funded wholly or in part by grant or other external funds are covered by the policies, procedures, and benefits noted in the Administrative Staff Handbook except that such coverage is contingent upon the availability of said grant/external funds. In particular, continuation of employment is not guaranteed beyond the termination of grant/external funds. Other policies, procedures, and benefits which are provided contingent upon the availability of grant/external funds include, but are not limited to the following:

1. Vacation benefits (including payment of unused balance of no more than 40 days upon termination).
2. Sick leave benefits (including payment for a maximum number of days prescribed by policy upon retirement after 10 years of BGU service).
3. Consulting release time.
4. PERS - University contribution.
5. Employee and dependent fee waiver.
6. Insurance benefits.
7. Supplemental Retirement Program.
8. Holidays.

Grant/external funds must be set aside each year to cover salary and all benefits that have a direct financial impact on the University. Failure of the grant or external source to provide said funds could result in the termination of employment and/or the curtailment or elimination of certain benefits.
VACATION POLICY

All full-time, twelve-month, administrative staff members earn vacation time at the rate of twenty days for each year of service. During the first year of employment, the twenty days are accrued but may not be used until the first year's employment is completed. For example, if employment begins on July 1, 1982, the employee would be eligible to take twenty days of vacation on July 1, 1983 -- but not before. After the first year of employment, vacation is earned and may be utilized on a monthly pro-rated basis, i.e., 1 2/3 days per month. Records of vacation should be maintained by the staff member's supervisor or a designee on a monthly basis, with accrual, use and balance noted.

Vacation is earned while a staff member is in an active-pay-status with Bowling Green State University. It is not earned while on an unpaid leave of absence or while employed elsewhere.

Staff members are expected to utilize their vacation annually and at a time approved by the area supervisor. A maximum of forty days of vacation may be accumulated at any one time. It is expected, however, that no single vacation leave taken will exceed 20 consecutive working days unless approved in advance by the supervisor.

For the convenience of scheduling vacations at the most appropriate time, area supervisors with the approval of the President, Dean, or a Vice President, may authorize vacation leave in advance of accumulated leave, provided that should the staff member terminate employment, the termination check shall be reduced by the amount of used but unearned vacation.

Vacation pay is not granted in lieu of vacation except at termination of employment and such terminal compensation will be paid in a lump sum. The maximum amount of terminal compensation will be forty days. In case of death, unused vacation will be paid in accordance with Section 2113.04 of the Ohio Revised Code.

This policy excludes medical doctors, residence hall directors, unit directors, and employees whose contract period is for less than twelve months and who have time off with pay during academic recess between semesters, during breaks, holidays, or summer. Administrative staff members who are contracted for 12 months but who work only part of each day WEEK earn vacation on a prorated basis. For example, an employee contracted to work two-thirds of each day FIFTY PERCENT for 12 months AND WORKS PART OF EACH WEEK, earns vacation at two-thirds ONE-HALF the normal rate. PART-TIME 12-MONTH ADMINISTRATIVE STAFF MEMBERS WHO HAVE COMPLETED THE EQUIVALENT OF ONE FULL YEAR OF SERVICE AT BOWLING GREEN STATE UNIVERSITY ARE ELIGIBLE TO UTILIZE EARNED VACATION. AT THE TIME OF SEPARATION FROM EMPLOYMENT WITH THE UNIVERSITY, PART-TIME ADMINISTRATIVE STAFF ARE NOT ELIGIBLE FOR PAYMENT OF UNUSED VACATION CREDIT.

O.C.   [Signature]
The President or Vice Presidents shall be responsible for implementing this policy, for authorizing modifications for unusual circumstances, and for establishing procedures for the maintenance of current vacation leave records.

At the end of each fiscal year, every staff member will submit to Administrative Staff Personnel Services a form approved by the immediate supervisor summarizing vacation use, accrual, and balance for July-December and January-June of that year. That form is placed in the staff member's personnel file located in the Office of Administrative Staff Personnel Services.

Questions about the vacation policy and procedures should be addressed to the Office of Administrative Staff Personnel Services.
Spouse/Child

The child or children and/or cohabitant spouse of a full-time employee, including faculty and Civil Service (or local equivalent of Civil Service), and employees of the Departments of Aerospace Studies and Military Science, who has completed five years of full-time service at Bowling Green State University, may enroll without payment of the instructional fee either as a full-time or as a part-time student at the University, on the campus or at any off-campus branch or center, provided that (1) the individual is eligible to be considered a personal exemption under the provision of Section 151 of the Internal Revenue Code or (2) in the case of natural or adopted child who is not claimed by the employees for federal tax purposes under IRS regulations, that the earnings of child are less than $1,000 in any calendar year and the employee-parent provides $1,200 or more of support in any calendar year. An employee is required to certify in a notarized statement that the eligibility conditions are met under provision (2). The general fee and any other course fees or charges will be paid by the student.

Instructional and general fees are waived for faculty and staff who have formally retired into STPS and PES and who wish to take a course on a space available basis. In addition, undergraduate instructional fees are waived for dependents of retirees during the time retiree is employed under provisions of the Supplemental Retirement Program.

A full-time administrative staff member is one who works 40 hours a week on a regular schedule and is employed full-time for minimum of nine months a year—such eligibility to be determined by appropriate authorities.

The President of the University is authorized, effective as of September 1, 1976, to provide for the payment of the instructional fee under circumstances determined to be exceptional and appropriate.

Widow/Widower or Child of a Deceased Faculty or Administrative Staff Member

The widow/widower or child of a deceased full-time faculty or administrative staff member who has completed five years of full-time service at Bowling Green State University, may enroll without payment of the instructional fee either as a full-time or a part-time student at the University, on the campus, or at an off-campus branch or center. The general fees and any other course fees or charges will be paid by the student. This policy does not apply if the faculty member or staff member's appointment was terminated for any reason other than by retirement, death, or sickness which led to death. The policy also does not apply to a child who is not eligible to be considered a dependent under the provision of section 151 of the Internal Revenue Code. Appeals of the application of these procedures should be made to the President of the University.

The policy governing these staff benefits shall be as follows:

Employee Definition of Full-Time Admin. Staff.

Full-time employees of the University (including an individual employed full-time at the University but compensated by another agency such as ROTC or a research agency), individuals who have emeritus status, or individuals who have retired from full-time employment at BGSU into STPS or PEPS may enroll in four courses each year, not to exceed two courses per academic term, on either an audit or credit basis without payment of the instructional or general fees, if

1. one's administrator certifies that the individual's enrollment will not interfere with the discharge of duties as a University employee;

2. one's enrollment in the section of the subject is approved by the appropriate academic dean or area administrator; the form is then forwarded to Administrative Staff Personnel Services for processing.

3. one's enrollment will not prevent a regularly registered student from attending the class section; and

4. enrollment for the course occurs in the Office of Registration and Records.

An accounting of courses taken each year begins with the fall semester (i.e., from fall semester through the following summer session each year a maximum of four courses may be taken with fees waived, not to exceed two courses per academic term).

PERMANENT PART TIME ADMINISTRATIVE STAFF WHO HAVE COMPLETED THE EQUIVALENT OF ONE FULL YEAR OF SERVICE AT BOWLING GREEN STATE UNIVERSITY (2080 HOURS OR TWELVE FULL MONTHS) ARE ELIGIBLE FOR AN EMPLOYEE FEE WAIVER. THE FEE WAIVER BENEFIT IS PRO-RATED ACCORDING TO THE PERCENTAGE OF TIME WORKED. STAFF WITH CONTRACTS OF 75% - 99% ARE ELIGIBLE FOR 3 COURSES; STAFF WITH CONTRACTS OF 50% - 74% ARE ELIGIBLE FOR 2 COURSES; STAFF WITH CONTRACTS OF 25% - 49% ARE ELIGIBLE FOR 1 COURSE.

THE FEE WAIVER BENEFIT Allows PART-TIME STAFF MEMBERS TO ENROLL IN COURSES, NOT TO EXCEED TWO PER ACADEMIC TERM, ON EITHER AN AUDIT OR CREDIT BASIS WITHOUT PAYMENT OF INSTRUCTIONAL OR GENERAL FEES ACCORDING TO THE SAME RESTRICTIONS NOTED ABOVE FOR FULL-TIME STAFF.

In order to avoid interruptions on the job, administrative staff members should whenever possible register for classes which meet outside of their regular work schedule. When this is not possible, staff members may, with the approval of their supervisor, enroll for a class during the normal workday. All time taken from the regular workday to attend classes must be made up.
Fee Waivers Agreement Between BGSU and UT

A reciprocal agreement exists between BGSU and UT whereby full-time employees of one university may take courses at the other university with a waiver of fees. This covers full-time employees only and does not include waivers for dependents.

The procedures are outlined below. BG employees will receive the same benefits at the University of Toledo as on our campus. BGSU rules and limitations under the present policy for employees will apply for taking courses at UT.

1. It will be necessary to be properly admitted as a student (either undergraduate or graduate) at UT before enrolling for courses.

2. Expense authorization forms are available in the Office of Administrative Staff Personnel Services.
January 23, 1985

To: Susanne Caldwell  
   Director of Administrative Staff Personnel  

From: Gregg DeCrans  
       Chair-elect of Administrative Staff Council  

Re: Administrative Staff Contracts

As a follow-up to our conversation of January 14, let me first thank you for your background information regarding the difference in Athletic Department contracts. While this clarifies the reasoning for an April 1 notification of non-continuance, two issues seem to still need resolution:

1. A person with over 3 years service to the university, who happens to work for the Athletic Department is not given the same consideration in terms of non-continuance notification as his/her colleagues in other areas.

2. The difference in information in the contract and that which is stated in the Administrative Staff Handbook is at the least confusing especially in light of the wording of the contract in Section 6, Incorporation by Reference, and Section 7 Termination; both sections indicating the importance of the Handbook as a reference document to the contract.

Understanding the reasoning for wanting an evaluation period to end at a certain time, I still feel that the importance of the Handbook as the official document governing the employment of Administrative Staff personnel must be maintained in a consistent manner.

It would be my recommendation that contracts be brought into line with the Administrative Staff Handbook, and where exceptions are made to these policies, the intent of the Handbook is not diminished.

GDC:mm

pc: ASC Welfare Committee
January 31, 1985

MEMORANDUM

TO: Dr. Paul Olscamp
President

FROM: The Minority Caucus

RE: Minority Advocacy Council

We wish we could appreciate your invitation to submit thoughts on a Minority Advocacy Council. Of great distress, however, is your declaration that, "It would not be possible for such a committee to report directly to the President of the University because the work load of this office simply does not permit it. There are too many committees with whom the president must work already." Further, you extend your own bias to the chairs of the Faculty Senate and the Administrative Staff Council and render them too busy for minority affairs because, "they have little enough time left for their other duties."

Given the status quo of underrepresentation of minority student enrollment, faculty and staff appointments, and curricular offerings one would expect a president to find little that is more important than minority affairs as we head toward a new century that will inevitably bring us closer to multi-cultural and multi-educational concerns. (See attached). Consequently, we are not inclined to take seriously a veiled request for advice or serious thoughts regarding the efficacy of an advocacy council for minority affairs. Your memorandum has already rendered yourself and significant others too busy with other duties to organize or else meet with a minority affairs advocacy council.

Given the preceding statement, we must make ourselves clear. There are some minority faculty, staff, and students at the University who are very interested in finding a door thru which to enter into a cooperative relationship with you, but will never be so desperate that their self-esteem, intellect, or dignity are sacrificed and treaded upon as doormats. Therefore, we are requesting that you meet with representatives from the Minority Caucus to develop an acceptable format for membership and reporting of a minority advocacy council.

If you believe that such a meeting is important, we are requesting that you contact Dr. John Scott, Chair, Minority Caucus to arrange an appropriate meeting time. He can be reached at 372-2798.

Attachment

kt
February 1, 1985

[Signature]

Dr. Paul Olscamp
President

Dear Dr. Olscamp:

The Administrative Staff Council appreciates the opportunity to share its thoughts with you regarding the recommendation made by the Minority Affairs Committee E about establishing an advocacy council. Several suggestions have been made by Council members regarding an advocacy council.

First, since the Minority Affairs Committee E has suggested that the advocacy council report to you, it is suggested that the Human Relations Committee, which reports to you now, be charged with this responsibility. With the appropriate appointments of additional faculty, staff and classified to its membership, the Human Relations Committee could fulfill the role of an advocacy council. In addition, other existing committees, such as the Minority Caucus or the Equal Opportunity Committee, could also serve in this role. Currently members of the Administrative Staff Council are already represented on all three committees. Also, strengthening existing committees would decrease the duplication of effort and, at the same time, support the role and mission statement of the University.

Second, with the creation of the Office of Minority Affairs, perhaps a Minority Advisory Board could be established. Appropriate representation could be appointed by you through the faculty committees on committees with one member from the minority affairs area elected by his or her peers.

More importantly, the Administrative Staff is supportive of the idea of an advocacy council. We would welcome the opportunity to participate in whatever decision is finally agreed upon. Again, thank you for the opportunity to share these thoughts. If you have any questions or comments, please contact me at your earliest convenience.

Sincerely,

Joseph Martini, Chair
Administrative Staff Council
February 12, 1985

MEMORANDUM

To: Paul Yon, Director
   Archival Collections

From: Dan Parratt, Director
      Environmental Services

Subject: Smoking Policy

I am pleased to hear that the Administrative Staff Council is reviewing the smoking policy. A copy of the present policy is included in this mailing. Over the past year, there have been several requests for no smoking signs and for interpretations of the enclosed booklet. It is time to review these older guidelines in view of changing attitudes, current research on "sidestream" smoking effects, and the present legal climate on the rights of smokers and non-smokers.

I hope that the Administrative presents its recommendations in light of the need for an overall University policy. I look forward to providing whatever assistance I can on this issue.

Ja

Attachment

xc: Smoking Policy Files
February 12, 1985

MEMORANDUM

TO: Joe Martini, Chair, Administrative Staff Council
FROM: Paul J. Olscamp
President

As you recall, I requested that you respond to a recommendation made by Committee B of the President's Task Force that an Advocacy Council be established to effect changes for minorities in a multicultural environment. You may recall that I was not totally persuaded that a Council was entirely appropriate. However, after considering all of the responses, I have decided to request that the Office of Minority Affairs create such a body as a permanent advisory council. Should you be asked to participate I hope you will agree.

PJO:mg
February 15, 1985

Bob Hayward
Physical Plant

Dear Bob:

In a careful review of our by-laws, the Executive Committee of the Administrative Staff Council finds that we must remind some council members of our attendance policy. A copy of the ASC by-laws is enclosed for your review. Please refer to Section 6: Attendance Policy on page 2.

If your attendance at ASC meetings will continue to pose problems for you, please contact Joe Martini or me. Perhaps a new arrangement, such as a designated alternate, can be made that will less conflicting for you and for the Council.

Thank you for your attention to this matter. Please do not hesitate to call if you have any questions.

Sincerely,

Jill Carr
ASC Secretary

JC/jm

Enclosure

cc: Joe Martini
    Gregg DeCrane
February 15, 1985

Carole Huston
Athletic Dept.

Dear Carole:

In a careful review of our by-laws, the Executive Committee of the Administrative Staff Council finds that we must remind some council members of our attendance policy. A copy of the ASC by-laws is enclosed for your review. Please refer to Section 6: Attendance Policy on page 2.

If your attendance at ASC meetings will continue to pose problems for you, please contact Joe Martini or me. Perhaps a new arrangement, such as a designated alternate, can be made that will be less conflicting for you and for the Council.

Thank you for your attention to this matter. Please do not hesitate to call if you have any questions.

Sincerely,

Jill Carr
ASC Secretary

JC/jm
Enclosure

cc: Joe Martini
Gregg DeCrane √
February 18, 1985

MEMORANDUM

TO: Joe Martini, Chair
   Administrative Staff Council

SUBJECT: T.I.R.E.S. Participation

For some months, the University has been deliberating on the advantages and disadvantages of participating in the Toledo Industrial Recreational and Employee Services Council, Inc. (T.I.R.E.S.).

The purpose of the above referenced organization is to bring together representatives of business and professional organizations within a specific geographical area to organize, promote, and administer employee services and recreational activities for the employees of the represented organizations.

In accordance with the philosophy of T.I.R.E.S. member and non-member organizations, on a continuing or sporadic basis, offer discounts of their products or services. Bowling Green State University has never accepted nor promulgated these services because of their infringement on local retailers who may make contributions to BGSU. While the number of participants and discounts available are quite lengthy, the following information relates in a small way what is available. However, we do have a T.I.R.E.S. promotional booklet in our office if you would care to look at it.

- Gross Electric - Toledo .... 10% discount
- Cedar Point - Sandusky ........ $2.95 reduction on tickets
- Coven & Company .................. 15% discount
- Drs. Fahn & Diehl, Optometrists - Toledo .... 10% discount
- Ocean Landings Resort - Coco Beach FL .... 20% discount
- South Enterprise Car Painting - Toledo .... Varying discounts
- Toledo Ballet Association - Toledo ........ $2.00 discount
- Uniglobe Advantage Travel - Rossford .... Varying discounts
- Yark Oldsmobile - Toledo ........ $125 over dealer invoice + 10% on parts and labor
- Doorways, Inc. - Toledo .......... 20% discount
- Culizar's Imported Crystal & Porcelain - Toledo .... 15% discount
- Westin Hotel - Renaissance, Detroit .... $25 per person double per night
- Encyclopaedia Brittanica - Sylvania .... 6% discount
- Seiko's Photographic - Toledo ........ 20-25% discount
- Bailey, Banks, & Biddle Jewelers - Toledo .... 15% discount
- George Dallas Puick - Toledo .......... $150 over cost, 10% discount on parts and labor
- Big Country Floor & Wall Covering - Toledo .... 15% discount

An Equal Employment-Affirmative Action Employer
Brown Pontiac-Honda-Mazda - Toledo ............... $125 over dealer invoice
Carpet Connection - Sylvania ...................... 10% discount
Charlie's Dodge - Maumee .......................... $125 over dealer invoice
City Auto Radiator Co. - Toledo .................. 10% discount
Vin Devers Dodge - Sylvania ...................... $75 over dealer cost
Dynalite Corp, Batteries - Millbury ............. 10% discount

When I presented my recommendation to Dr. Vogt, I emphasized that:

1) The University would disclaim any relationship to any agreement between the sponsor and the staff member.
2) The University would neither supply nor endorse any product of and/or service rendered by any T.I.P.E.S. vendor.
3) The extent of University participation in the program is limited to an announcement that the T.I.P.E.S. program is available to staff via the Monitor with Personnel Support Services distributing the ID cards and maintaining the promotion booklet.
4) The promotion booklet, explaining products and discounts is available only in Personnel Support Services.
5) The extension of T.I.P.E.S. benefits to staff will not result in additional expenses to the University except the cost of ID cards (see attached).

I am presenting the information on T.I.P.E.S. for your presentation to the Administrative Staff Council for their comments, endorsement, etc. Once received, I will forward to Dr. Vogt for discussion at Administrative Council. Please be advised, however, that Administrative Council in its review of participation in T.I.P.E.S. is also concerned with interface problems with our local community.

Richard J. Rehmer
Director, Personnel Support Services

kh

cc: Susan Caldwell

Attachment
JOHN DOE

Is an employee/member of The Toledo Industrial Recreation & Employees Service Council for 1983 and is entitled to all benefits and any services offered active employees/members.

NESA

National Employees & Service Employees

Association
MEMORANDUM

TO: Administrative Staff Council Members
FROM: Jill Carr, Chairperson, ASC Elections Committee
RE: Election Outlook for 1985-86

The following represents the apportionment by area of administrative staff, number of terms expiring in 1985, and the number of representatives to be elected.

<table>
<thead>
<tr>
<th>Area</th>
<th># Of Staff</th>
<th>Terms Expiring</th>
<th># Of Reps 1984-85</th>
<th># To Be Elected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Affairs</td>
<td>103</td>
<td>Kathy Hart</td>
<td>9</td>
<td>4 (due to increase by at least 10%)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Joyce Kepke (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Joan Morgan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operations</td>
<td>37</td>
<td>Bob Hayward (1)</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>Planning &amp; Budgeting</td>
<td>39</td>
<td>Dick Conrad (1)</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>President</td>
<td>49</td>
<td>0</td>
<td>5</td>
<td>1 (R. Zwierlein moves to Student Affairs)</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>74</td>
<td>Bob Arrowsmith (2)</td>
<td>7</td>
<td>1 (due to addition of R. Zwierlein)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wayne Colvin</td>
<td></td>
<td></td>
</tr>
<tr>
<td>University Relations</td>
<td>33</td>
<td>Larry Weiss (2)</td>
<td>4</td>
<td>1 (due to decrease by at least 10%)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Deb Weiser-Mclaughlin</td>
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</table>

Nomination ballots and committee interest forms will be out by 2/22/85. If you have any questions, please give me a call.

Thank you.

JC/jm
MEMORANDUM

TO: Art Neal, Chair
   Faculty Senate

FROM: Joe Martini, Chair
       Administrative Staff Council

RE: University Committee Chairs

The Administrative Staff Council supports the reviewing and then making necessary changes to the Academic Charter to clarify the eligibility guidelines for the selection of committee chairs. However, it does not support any change that will exclude qualified administrative staff from being selected as chairs of those committees on which we actually hold membership. Some specific reasons to permit administrative staff to be eligible for chairs are as follows:

1) Administrative Staff have a University-wide perspective which has now been strengthened by the formation of the Administrative Staff Council.

2) Administrative Staff have substantial administrative and organizational skills and experience either through their work experience and/or participation in University-wide activities.

3) The academic credentials of the Administrative Staff are excellent.

4) Most Administrative Staff are on 12 month contracts which would provide a sense of continuity where and when needed.

5) The Administrative Staff is a multi-talented, highly motivated, loyal and energetic group.

6) The Administrative Staff Council provides an excellent vehicle for selection of qualified representatives.

7) Administrative Staff Council already participates to a significant degree on most University committees.

Therefore, on behalf of the Administrative Staff Council, I am asking that whatever the final recommendation, qualified Administrative Staff be permitted the ability to be selected as chair of University committees.

If you have any questions, please call me at your earliest convenience.

sal

xc: Administrative Staff Council
February 20, 1985

MEMORANDUM

TO: Administrative Staff Council Executive Committee Members
FROM: Jill Carr, Secretary, ASC
RE: Meeting Change

Due to a scheduling conflict in the Union, our Executive Committee meeting for February 25, 1985 will be held in the Housing Office conference room in the Student Services Bldg. (Room 440). Please bring your own lunch. We will begin at noon as usual.

Agenda items will include:

1. review of maternity leave, severe weather, & no smoking policies
2. certificates of appreciation
3. election review
4. Ferrari Award update

If you cannot attend this meeting, please give me a call.

Thank you.
MEMORANDUM

TO: Administrative Staff Council Members

FROM: Jill Carr, Chairperson, ASC Elections Committee

RE: Correction on 1985-86 Election Process

Due to an oversight (otherwise known as a stupid mistake) on my part, an error was made in the apportionment count for the upcoming nomination and election process.

Please disregard the 2/18 apportionment memo. The figures listed below are now correct.

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<tr>
<th>Area</th>
<th># Of Staff</th>
<th>Terms Expiring</th>
<th># Of Reps 1984-85</th>
<th># To Be Elected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Affairs</td>
<td>112</td>
<td>3</td>
<td>9</td>
<td>5*</td>
</tr>
<tr>
<td>Planning &amp; Budgeting</td>
<td>43</td>
<td>1</td>
<td>4</td>
<td>1</td>
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<tr>
<td>President's Area</td>
<td>54</td>
<td>0</td>
<td>5</td>
<td>1**</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>84</td>
<td>2</td>
<td>7</td>
<td>2***</td>
</tr>
<tr>
<td>Operations</td>
<td>41</td>
<td>1</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>University Relations</td>
<td>33</td>
<td>2</td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

*this area needs 2 additional reps due to a 20% increase in size

**Ron Zwierlein moves to Student Affairs, therefore one rep is needed

***Council representation will now call for 2 reps, one position will be filled by Ron Zwierlein, 2 will be elected

Ballots and interest survey forms will now be mailed out on 3/1. If you have any questions please give me a call.

Thank you.

JC/jm
March 7, 1985

MEMORANDUM

TO: Deb McLaughlin  
   Public Relations

FROM: Paul Yor, Chair  
   ASC Personnel Welfare Committee

RE: Maternity/Paternity/Adoption Leave Policy

Many thanks for your thoughts and comments relevant to the above mentioned leave policy. Although the committee is recommending slight policy changes this year we nevertheless will be addressing the maternity leave question in conjunction with sick leave, vacation leave and leave without pay the remainder of the year.

Should you care to attend our committee meetings feel free to do so. The standing time is from 10:00 am - 12:00 pm the first Tuesday of the month here at the Archives.

Again, thanks for the note.

ljk
MEMORANDUM

TO: Karl Vogt
Vice President for Operations

FROM: David Maley, Chair
Classified Staff Advisory Committee

SUBJECT: Severe Weather Policy

Due to repeated problems concerning the University's severe weather policy, the CSAC makes the following recommendations for consistent application in all departments:

DECLARATION OF EMERGENCY STATUS

In the case of severe weather when an emergency is put in effect, a declaration of either a delay (until a stated specific time), or a shut-down (until a standard time, i.e. 2:00 AM) would be made.

If a government-elected official (i.e. the sheriff) declares a snow emergency, the University should automatically go to emergency status. The policy should hold seven days a week.

COMMUNICATION

Information concerning delays and shut-down should be directed to the campus operator and News Services for distribution to radio and TV.

PAY

When an emergency is declared, those who work during the hours specified would receive a rate of pay at two and one-half times their regular rate. Those who do not work would receive their regular rate during the hours specified.

At the end of the emergency, pay would revert to regular rate. Those working would receive their regular rate for the remainder of their workshift. Those not working would receive no pay unless they reported to work.

If the emergency is declared during someone's workshift, those who remain on the job would receive two and one-half times their rate. Those who leave their workstation would be paid the remaining hours of their shift at their regular rate of pay.
WHEN AN EMERGENCY IS NOT OFFICIALLY DeclARED:

If weather is threatening, it should be the employee's option to leave taking vacation, comp. time or LWOP for the remaining hours of their work-shift.

No department should be permitted to send employees home with pay unless an emergency is officially declared.

The CSAC feels that such a policy applied consistently would benefit both the University and its employees alike. Also, the specific policy if included in its entirety in the Classified Staff Handbook would eliminate much confusion and misunderstanding when similar conditions arise in the future.

The CSAC is eager to discuss this proposal with you at your convenience.

cc: CSAC members
MEMORANDUM

TO:  Jill Carr  
     Secretary, ASC

FROM: Dr. Derek D. Dickinson  
       Director, Standards & Procedures

RE:  Resignation from Administrative Staff Council

This is my resignation from Administrative Staff Council effective today, April 4, 1985. The reasons I am asking to be removed are the continuous time conflicts and the increase case load in the Office of Standards and Procedures. I've had to miss the last two meetings because of serious cases involved with violations of the University Student Code. The difficulty that occurs is when you have attorneys representing clients and time must be given to these individuals in order that they understand the University policies and regulations.

On the last two occasions, I could not find anyone to take my place. My office consists of only one secretary and myself. I feel it is a disservice to continue this way. Someone else could take my place on Council and have more time to do a better job. I will give all documents since inception of Administrative Staff Council to whoever takes my place to keep and review.

Gentlemen -
FYI - will figure out who is next line of contact.

Jill
April 4, 1985

MEMORANDUM

TO: All Faculty and Administrative Staff

FROM: The Committee to Study and Recommend "The Implementation of a Program of Instruction on Cultural Diversity within the American Experience."

Dr. Ernest Champion, Chair
Dr. Rolando Andrade
Dr. Alice Heim-Calderonello
Dr. Beth Casey, ex-officio
Dr. Paul Haas
Dr. Jaffran Jones
Dr. Edward Morgan
Dr. Conrad Pritscher
Dr. David Roller
Dr. Win Stone

The Committee invites from faculty and administrative staff ideas and suggestions for the implementation of a program of Instruction on Cultural Diversity within the American Experience, which if approved would become a university wide requirement.

These ideas and suggestions may be forwarded to the chair of the Committee care of the Department of Ethnic Studies. Any individual or group who wish to appear in person before the Committee should also contact the chair of the Committee, and arrangements will be made for such appearances. It will be appreciated if such responses are made to the Committee before the 10th of May 1985.

/beg
MEMORANDUM

TO: Richard Rehmer, Director
   Personnel Support Services

FROM: Joe Martini, Chair
   Administrative Staff Council

RE: Retirement Buy-Out for PERS Participants

Could you please keep me updated about this proposed legislation? Also, is there any possibility that you could eventually provide me an actual copy of this proposal legislation should it pass your way?

Thanks for your help.

sal

cc: ASC Executive Committee
MEMORANDUM

TO: Derek Dickinson, Director
    Standards and Procedures

FROM: Joe Martini, Chair
       Administrative Staff Council

RE: Administrative Staff Council

April 15, 1985

Although a bit surprised at your recent decision, I can fully appreciate one's time constraints. However, since Administrative Staff Council will be around for some time to come, I would hope that you will be able to participate at some future time.

More importantly, I wish to express both my personal thanks and also that of the Administrative Staff Council for your dedication and efforts.

Again, thank you.

sal

cc: Gregg DeCrane
    Jill Carr
MEMORANDUM

TO: Administrative Staff Council Members

FROM: Jill Carr, Secretary, ASC

RE: Meeting Reminder

The Administrative Staff Council will meet at 1:30 p.m. on Thursday, May 23, 1985 in the Taft Room of the University Union. Agenda items for this meeting will include:

1. Scholarship Report
2. Election Report
3. Personnel Welfare Committee Report
4. PERS Update
5. Committee Elections
6. Instruction on Cultural Diversity Issue
7. Chair-Elect and Secretary Slate

If you have any additional agenda items, please give me a call. Also, if you cannot attend this meeting, please arrange to send a substitute.

Thank you.

JC/jm
MEMORANDUM

TO: Greg DeCrane
FROM: Joe Martin
RE: Hollis Moore Service Award

In the April 22, 1985 issue of the Monitor, I noticed that no Administrative Staff member was selected this year to receive this award.

As a result, I have several questions:

1) What staff persons have previously received this award?
2) Who nominates and selects the recipients of this award?
3) With such varied and talented members of the Administrative Staff, it would seem "one among us" is very worthy of such recognition each year.

Therefore, can the Administrative Staff Council "help"?

Your thoughts will be appreciated.

sal

cc: ASC Executive Committee
May 7, 1985

MEMORANDUM

TO: Joe Martini
FROM: Paul Yon

RE: University-Wide Smoking Committee

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

ljk
cc: Susan Darrow
MEMORANDUM

TO: Richard Rehmer

FROM: Joe Martini

RE: PERS Retirement

The Administrative Staff Council is very interested in receiving a copy of the PERS retirement legislation that would allow qualified staff persons to buy up to 5 years of service toward retirement.

As soon as you receive this information, could you please forward it to Gregg DeCrane (ASC Chair 85/86). Once received, it is the intent of the Administrative Staff Council to establish a committee to review this legislation and to decide what, if any, recommendations to make to Dr. Paul Olscamp.

Thank you for your help.

sal

xc: Gregg DeCrane
    Jill Carr
    ASC Executive Committee
June 3, 1985

MEMORANDUM

TO: Richard Behmer
FROM: Joe Martini
RE: PERS Retirement

The Administrative Staff Council is very interested in receiving a copy of the PERS retirement legislation that would allow qualified staff persons to buy up to 5 years of service toward retirement.

As soon as you receive this information, could you please forward it to Gregg DeCrane (ASC Chair 85/86). Once received, it is the intent of the Administrative Staff Council to establish a committee to review this legislation and to decide what, if any, recommendations to make to Dr. Paul Olscamp.

Thank you for your help.

sal

xc: Gregg DeCrane
    Jill Carr
    ASC Executive Committee
MEMORANDUM

TO: Sharon Stuart, Chairperson, Classified Staff Council
FROM: Jill Carr, Secretary, Administrative Staff Council
RE: 1985-86 Administrative Staff Council

Attached please find the roster of the 1985-86 Administrative Staff Council. Newly elected members are underlined. Members of the Executive Committee are indicated with an asterisk. As you will note, Gregg DeCrane, Assistant Vice President for Student Affairs/Student Activities, will assume the chairmanship of the Council on June 1, 1985. Jim Sharp, University Conference Director, will become the secretary. Deb Heineman, Associate Director of Financial Aid and Student Employment will be our chair-elect.

Hopefully, the ASC and CSC will continue to communicate with one another via the exchange of minutes. Please do not hesitate to contact Gregg, Jim, or Deb with any questions or concerns.

Thank you.

cc: Gregg DeCrane  
    Deb Heineman  
    Jim Sharp  
    Dave Malley  
    Diane Whitmire
MEMORANDUM

TO: Nancy Loomis, Space Assignments  
FROM: Jill Carr, Secretary, Administrative Staff Council  
RE: Meeting Room Arrangements for 1985-86

At this time I would like to reserve the ALUMNI ROOM on the following dates for Administrative Staff Council meetings.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday August 26, 1985</td>
<td>3:30-6 p.m.</td>
<td>Welcome for all Administrative Staff</td>
</tr>
<tr>
<td>Thursday September 5, 1985</td>
<td>1:30-3:30 p.m.</td>
<td>Council Meeting</td>
</tr>
<tr>
<td>Thursday October 3, 1985</td>
<td>1:30-3:30 p.m.</td>
<td>Council Meeting</td>
</tr>
<tr>
<td>Thursday November 7, 1985</td>
<td>1:30-3:30 p.m.</td>
<td>Council Meeting</td>
</tr>
<tr>
<td>Thursday December 5, 1985</td>
<td>1:30-3:30 p.m.</td>
<td>Council Meeting</td>
</tr>
<tr>
<td>Thursday January 16, 1986</td>
<td>1:30-3:30 p.m.</td>
<td>Council Meeting</td>
</tr>
<tr>
<td>Thursday February 6, 1986</td>
<td>1:30-3:30 p.m.</td>
<td>Council Meeting</td>
</tr>
<tr>
<td>Thursday March 6, 1986</td>
<td>1:30-3:30 p.m.</td>
<td>Council Meeting</td>
</tr>
<tr>
<td>Thursday April 3, 1986</td>
<td>1:30-3:30 p.m.</td>
<td>Council Meeting</td>
</tr>
<tr>
<td>Thursday May 1, 1986</td>
<td>1:30-3:30 p.m.</td>
<td>Council Meeting</td>
</tr>
<tr>
<td>Thursday June 5, 1986</td>
<td>1:30-3:30 p.m.</td>
<td>Council Meeting</td>
</tr>
</tbody>
</table>

If the Alumni Room is not available on any of these dates, our second choice would be the Taft Room. The set-up for 8/27 would be for a large reception, some round tables, but mostly standing room for informal socializing. All other dates would need a conference set-up.

Please let me know if these requests can be honored. As always, thank you for your assistance.

JC/jm

cc: Gregg DeCrane  
Jim Sharp
MEMORANDUM

TO: Susan Caldwell  
Director of Administrative Staff Personnel

FROM: Gregg DeCrane  
Assistant Vice President for Student Affairs  
Student Activities & Orientation

DATE: June 10, 1985

Please file these certificates in the individual files of the employee. 
These people have been a great service to the Administrative Staff Council 
and should be permanently recognized for their efforts.

GD:dkh
MEMORANDUM

TO: Dick Rehmer
    Director, Personnel Support Services

FROM: Gregg DeCrane
    Assistant Vice President for Student Affairs
    Student Activities & Orientation

DATE: June 10, 1985

Please file this certificate in the individual file for Jeanne Malcolm. She has been a great service to the Administrative Staff Council and should be permanently recognized for her efforts.

GD: dkh
MEMORANDUM

TO: Karen DeRosa
Rec Center

FROM: Gregg Decrane
Chair, Administrative Staff Council

DATE: June 10, 1985

At the June 5th meeting of the Administrative Staff Council, recognition was given to those individuals who have contributed to the Administrative Staff Council by completing their elected term. While you were not with us at that meeting, please know that your efforts were noted and publicly stated.

Please accept the enclosed certificate as a small token of gratitude from the Administrative Staff Council.

GD: dkh
MEMORANDUM

TO: Joan Gordon
Bowling Green Chamber of Commerce

FROM: Gregg DeCrane
Chair, Administrative Staff Council

DATE: June 10, 1985

At the June 5th meeting of the Administrative Staff Council, recognition was given to those individuals who have contributed to the Administrative Staff Council by completing their elected term. While you were not with us at that meeting, please know that your efforts were noted and publicly stated.

Please accept the enclosed certificate as a small token of gratitude from the Administrative Staff Council.

GD: dkh
MEMORANDUM

TO: Don Passmore
Director, Internal Auditing

FROM: Gregg DeCrane
Chair, Administrative Staff Council

DATE: June 10, 1985

At the June 5th meeting of the Administrative Staff Council, recognition was given to those individuals who have contributed to the Administrative Staff Council by completing their elected term. While you were not with us at that meeting, please know that your efforts were noted and publicly stated.

Please accept the enclosed certificate as a small token of gratitude from the Administrative Staff Council.

GD:dkh
MEMORANDUM

TO: Bob Arrowsmith  
Assistant Vice President, Student Affairs  

FROM: Gregg DeCrane  
Chair, Administrative Staff Council  

DATE: June 10, 1985  

At the June 5th meeting of the Administrative Staff Council, recognition was given to those individuals who have contributed to the Administrative Staff Council by completing their elected term. While you were not with us at that meeting, please know that your efforts were noted and publicly stated.

Please accept the enclosed certificate as a small token of gratitude from the Administrative Staff Council.

GD:dkh
MEMORANDUM

TO: Kathy Hart
Director of General Studies in Writing
English Department

FROM: Gragg DeCrane
Chair, Administrative Staff Council

DATE: June 10, 1985

At the June 5th meeting of the Administrative Staff Council, recognition was given to those individuals who have contributed to the Administrative Staff Council by completing their elected term. While you were not with us at that meeting, please know that your efforts were noted and publicly stated.

Please accept the enclosed certificate as a small token of gratitude from the Administrative Staff Council.

GD: dkh
MEMORANDUM

TO: Wayne Colvin
    Director of Greek Life

FROM: Gregg DeCrane
      Chair, Administrative Staff Council

DATE: June 10, 1985

At the June 5th meeting of the Administrative Staff Council, recognition was given to those individuals who have contributed to the Administrative Staff Council by completing their elected term. While you were not with us at that meeting, please know that your efforts were noted and publicly stated.

Please accept the enclosed certificate as a small token of gratitude from the Administrative Staff Council.

GD: dkh
MEMORANDUM

TO: Greg Jordan  
Director, Ice Arena

FROM: Gregg DeCrane  
Chair, Administrative Staff Council

DATE: June 10, 1985

At the June 5th meeting of the Administrative Staff Council, recognition was given to those individuals who have contributed to the Administrative Staff Council by completing their elected term. While you were not with us at that meeting, please know that your efforts were noted and publicly stated.

Please accept the enclosed certificate as a small token of gratitude from the Administrative Staff Council.

GD:dkh
MEMORANDUM

TO: Linda Hamilton
    Assistant to the Vice President
    Planning & Budgeting

FROM: Gregg DeCrane
    Chair, Administrative Staff Council

DATE: June 19, 1985

At the June 5th meeting of the Administrative Staff Council, recognition was given to those individuals who have contributed to the Administrative Staff Council by completing their elected term. While you were not with us at that meeting, please know that your efforts were noted and publicly stated.

Please accept the enclosed certificate as a small token of gratitude from the Administrative Staff Council.

GD:dkh
MEMORANDUM

TO: Bob Hayward
    Plant Operations & Maintenance

FROM: Gregg DeCrane
      Chair, Administrative Staff Council

DATE: June 10, 1985

At the June 5th meeting of the Administrative Staff Council, recognition was given to those individuals who have contributed to the Administrative Staff Council by completing their elected term. While you were not with us at that meeting, please know that your efforts were noted and publicly stated.

Please accept the enclosed certificate as a small token of gratitude from the Administrative Staff Council.

GD:dkh
MEMORANDUM

TO: Tom Glick  
Executive Associate Director of Admissions

FROM: Gregg DeCrane  
Chair, Administrative Staff Council

DATE: June 10, 1985

At the June 5th meeting of the Administrative Staff Council, recognition was given to those individuals who have contributed to the Administrative Staff Council by completing their elected term. While you were not with us at that meeting, please know that your efforts were noted and publicly stated.

Please accept the enclosed certificate as a small token of gratitude from the Administrative Staff Council.

GD:dkh
MEMORANDUM

TO: Chuck Coddling  
Manager, Energy Control  
Plant Operations & Maintenance

FROM: Gregg DeCrane  
Chair, Administrative Staff Council

DATE: June 10, 1985

At the June 5th meeting of the Administrative Staff Council, recognition was given to those individuals who have contributed to the Administrative Staff Council by completing their elected term. While you were not with us at that meeting, please know that your efforts were noted and publicly stated.

Please accept the enclosed certificate as a small token of gratitude from the Administrative Staff Council.

GD: dkh
June 11, 1985

MEMORANDUM

TO: Nan Edgerton
    Research Services

FROM: Joe Martini, Chair
      Administrative Staff Council

On behalf of the Administrative Staff Council (and also personally) I wish to take this opportunity to thank you for all of the time and effort you gave to the Administrative Staff. Even though it may have seemed only a short time, you did make a difference.

Again, thanks. Also, much happiness in your new location.

jlp
MEMORANDUM

TO:    Dr. Art Neal, Chair
       Faculty Senate

FROM:  Joe Martini, Chair
       Administrative Staff Council

On behalf of the Administrative Staff Council, I wish to thank you and the Faculty Senate for your help and support during the 1984/85 academic year.

Your thoughtfulness and energies helped to make this past year a very successful one.

Again, many thanks.

sal
MEMORANDUM

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

FROM:    Joe Martini, Chair
             Administrative Staff Council
           Susan Caldwell, Director
             Administrative Staff Personnel Services

SUBJ:   Report of ASC Committee on Evaluation

June 13, 1985

As you know, during the past year the Administrative Staff Council has been reviewing the evaluation process used for administrative staff at Bowling Green State University. A survey was conducted of all administrative staff members to assist in determining the content and process for evaluation.

After extensive deliberations and discussion at ASC meetings, the final report of the Evaluation Subcommittee was adopted on May 2, 1985. We have enclosed copies of the report and request that you present it to the Administrative Council for review and approval. Both the Administrative Staff Council and the Office of Administrative Staff Personnel Services are prepared to assist the President and Vice Presidents in implementing this performance evaluation program. We feel the program establishes a consistent procedure for evaluation while providing flexibility in the format and criteria for evaluation.

We would be happy to discuss this report with you at your convenience.

vf
Enclosure

XC: Gregg DeCrane, Chair-elect, ASC

Wayne Colvin, Chair, Evaluation and Merit Committee
Final Report of the Evaluation and Merit Committee

Based upon review of data compiled from the Administrative Contract Staff Survey on Evaluation, the Committee makes the following recommendations:

1. All administrative contract staff should be evaluated primarily on the basis of:
   * Performance of primary duties
   * Performance of occasional duties
   * Attainment of agreed upon goals

2. It is strongly recommended that each vice president establish a committee composed of all the Administrative Staff Council representatives of that area to develop a format for written evaluations for the area. Each vice president and Administrative Staff Council representatives should agree to the format. All formats for written evaluation will include these criteria:
   * Performance of primary duties
   * Performance of occasional duties
   * Attainment of agreed upon goals

3. Within each department or area, a staff member may be evaluated on additional criteria appropriate to the position and agreed to in advance by the staff member and the supervisor. These criteria may include, but are not limited to:
   - Supervisory skills
   - Learning new skills
   - Innovations
   - University and professional service
   - University Involvement
   - Peer relationships
   - Professional development
   - Research/publications/presentations
   - Support of human rights
   - Communication skills
   - Counseling
   - Student evaluations
   - Awards/honors
   - Service to university constituency
   - Teaching
   - Service on governance bodies
   - Professional development
   - Facility Management

4. The evaluation process should occur in two steps.

   A. The staff member and supervisor should meet and accomplish the following:
   * Review and determine staff member's job description and goals for the next contract period and make any necessary changes to the basic job description.
   * Based on the above agreements, determine evaluation criteria that will be used to assess the staff member's performance.
The staff member supervisor will confirm the job description, goals and evaluation criteria in writing.

A. Before the beginning of the next contract period, the supervisor will provide the staff member with a written evaluation based on the previous agreements and will discuss the evaluation with the staff member. The employee may respond in writing to the evaluation, and this reply will become part of the evaluation.

5. The supervisor will send copies of the written evaluation to the Administrative Staff Personnel office and to the staff member.

Respectfully submitted,

Wayne S. Colvin, Chair
Nan Edgerton
Norma Stickler
Joan Morgan
Evaluation Committee
MEMORANDUM

TO: Richard Rehmer, Director
    Personnel Services

FROM: Joe Martini, Chair
       Administrative Staff Council

RE: T.I.R.E.S.

The Administrative Staff Council feels the availability of such a program is an excellent benefit to those who may shop with Toledo businesses.

However, the Administrative Staff Council does not feel it is appropriate to either formally "endorse or not endorse" this program. Rather, availability of T.I.R.E.S. is the responsibility of the Office of Personnel Services and should be made available in the same manner as discounted tickets for Disney World, Cedar Point or other special programs Personnel Services now makes available to BGSU employees.

If you have any questions, please call.

sal

cc: Executive Committee, Administrative Staff Council
February 18, 1985

MEMORANDUM

TO: Joe Martini, Chair
   Administrative Staff Council

SUBJECT: T.I.R.E.S. Participation

For some months, the University has been deliberating on the advantages and disadvantages of participating in the Toledo Industrial Recreational and Employee Services Council, Inc. (T.I.R.E.S.).

The purpose of the above referenced organization is to bring together representatives of business and professional organizations within a specific geographical area to organize, promote, and administer employee services and recreational activities for the employees of the represented organizations.

In accordance with the philosophy of T.I.R.E.S. member and non-member organizations, on a continuing or sporadic basis, offer discounts of their products or services. Bowling Green State University has never accepted nor promulgated these services because of their infringement on local retailers who may make contributions to BCSU. While the number of participants and discounts available are quite lengthy, the following information relates in a small way what is available. However, we do have a T.I.R.E.S. promotional booklet in our office if you would care to look at it.

- Gross Electric - Toledo ........................................... 10% discount
- Cedar Point - Sandusky ........................................... $2.95 reduction on tickets
- Cowen & Company .................................................. 15% discount
- Drs. Kahn & Diehl, Optometrists - Toledo ..................... 10% discount
- Ocean Landings Resort - Cocoa Beach FL ...................... 20% discount
- South Enterprise Car Painting - Toledo ....................... Varying discounts
- Toledo Ballet Association - Toledo ................................ $2.00 discount
- Uniglobe Advantage Travel - Rossford ........................ Varying discounts
- Yank Oldsmobile - Toledo ......................................... $125 over dealer invoice + 10% on parts and labor
- Doorways, Inc. - Toledo .......................................... 20% discount
- Gulizer's Imported Crystal & Porcelain - Toledo .......... 15% discount
- Westin Hotel - Renaissance, Detroit .......................... $25 per person double per night
- Encyclopedia Brittanica - Sylvania ............................ 6% discount
- Seko's Photographic - Toledo .................................... 20-25% discount
- Bailey, Banks, & Biddle Jewelers - Toledo ................... 15% discount
- George Dallas Buick - Toledo ................................... $150 over cost,
  10% discount on parts and labor
- Big Country Floor & Wall Covering - Toledo ................ 15% discount

An Equal Employment--Affirmative Action Employer
Brown Pontiac-Honda-Mazda - Toledo ........ $125 over dealer invoice
Carpet Connection - Sylvania .................. 10% discount
Charlie's Dodge - Maumee ...................... $125 over dealer invoice
City Auto Radiator Co. - Toledo ............... 10% discount
Vin Devers Dodge - Sylvania ................... $75 over dealer cost
Dynalite Corp, Batteries - Millbury .......... 10% discount

When I presented my recommendation to Dr. Vogt, I emphasized that:

1) The University would disclaim any relationship to any agreement between
the sponsor and the staff member.

2) The University would neither supply nor endorse any product of and/or
service rendered by any T.I.R.E.S. vendor.

3) The extent of University participation in the program is limited to an
announcement that the T.I.R.E.S. program is available to staff via the
Monitor with Personnel Support Services distributing the ID cards and
maintaining the promotion booklet.

4) The promotion booklet, explaining products and discounts is available
only in Personnel Support Services.

5) The extension of T.I.R.E.S. benefits to staff will not result in addi-
tional expenses to the University except the cost of ID cards (see
attached).

I am presenting the information on T.I.R.E.S. for your presentation to the Class-
sified Staff Advisory Committee for their comments, endorsement, etc. Once re-
ceived, I will forward to Dr. Vogt for discussion at Administrative Council.
Please be advised, however, that Administrative Council in its review of partici-
pation in T.I.R.E.S. is also concerned with interface problems with our local
community.

Richard J. Rehmer
Director, Personnel Support Services

xc: Susan Caldwell

Attachment
June 25, 1985

MEMORANDUM

TO:  Deb McLaughlin
FROM: Joe Martini

Many, many thanks for your help with Zola Buford's "resolution of appreciation" - the printing, the frame. It was "classy" (if there is such a word).

Again, thanks.

jlp

xc: Greg DeCrane
MEMORANDUM

TO: Administrative Staff Council Members

RE: 1985-86 Meeting dates

Please be reminded that our first Council meeting will be Thursday, July 11, in the Alumni Room of the Union, beginning at 1:30 p.m. Meetings are generally over by 3:30 p.m. at the latest.

The following are the meeting dates for the rest of this academic year. All are on Thursday at 1:30 p.m., and all are in the Alumni Room, except the April 3 meeting, which will be in the Taft Room:

- September 5, October 3, November 7, December 5,
- January 16, 1986, February 6, March 6, April 3, May 1,
- and June 5. Also note the August 26 Welcome Back Reception at 3:30 p.m., also in the Alumni Room.

Remember that you or your representative are expected to attend each meeting.

Congratulations again on your election, and we all look forward to a successful year.

[Signature]

James M. Sharp
Secretary
MEMORANDUM

To: Gregg DeCrane,
   Chair, ASC

From: Paul Yon,
      Chair, PWC

RE: Fee Waiver Policy

Date: July 8, 1985

Please find enclosed the Committee's recommendation for revising the Fee Waiver Policy for the Administrative Staff Handbook. I think you will find the revision easier to read and to interpret without having to challenge policy. My suggestion is to present this to Administrative Council for its approval. Since it does not pertain to policy, I do not think it is necessary to bring it before the entire council.

If you have any comments, etc., please give me a call.

PY/jm

cc. Susan Caldwell
Encl.

"An Environment for Excellence"
The policy governing benefits for administrative staff members shall be as follows:

I. FULL-TIME EMPLOYEE

A. ELIGIBILITY. For the purposes of this policy, a full-time administrative staff member is one who works 40 hours a week on a regular schedule and is employed full-time for a minimum of nine months a year (including an individual employed full-time at the University but compensated by another agency such as ROTC or a granting agency).

B. BENEFIT. Full-time employees may enroll in four courses each year, not to exceed two courses per academic term, on either an audit or credit basis, without payment of the instructional or general fees if:

1. The employee initiates a request via a fee waiver form. These forms are available in the Office of Administrative Staff Personnel Services (911 Administration Building).

2. The employee's supervisor certifies that the employee's enrollment will not interfere with the discharge of duties as a University employee.**

3. The employee's enrollment in the course is approved by the appropriate academic dean or area administrator who will then forward the fee waiver form to Office of Administrative Staff Personnel Services for processing.

4. The employee's enrollment will not prevent a regularly registered student from attending the class section.

5. The employee enrolls for the course through the Office of Registration and Records.

C. RECIPROCITY. An agreement exists between Bowling Green State University (BGSU) and the University of Toledo (UT) whereby full-time employees of one university may take courses, with a fee waiver, at the other university. This arrangement covers full-time employees only and does not include waivers for dependents. The following conditions apply:

1. The employee must be properly admitted as an undergraduate or graduate student at UT before registering for courses.
2. Fee waiver forms must be filed and approved. These forms are available in the Office of Administrative Staff Personnel Services.

D. CONTINUING EDUCATION COURSES. Administrative staff members are entitled to a 20% discount on registration for most non-credit courses and conferences offered through the Office of Continuing Education.

II. PART-TIME EMPLOYEE

A. ELIGIBILITY. A part-time administrative staff member is one who works less than 40 hours a week on a regular schedule and whose contract indicates part-time status. Part-time administrative staff who have completed the equivalent of one full year of service at Bowling Green State University (2080 hours or twelve full months) are eligible for an employee fee waiver.

B. BENEFIT. The fee waiver benefit is prorated according to the percentage of time an employee works. Staff with contracts of 75% - 99% are eligible for three courses per year; staff with contracts of 50% - 75% are eligible for two courses per year; staff with contracts of 25% - 49% are eligible for one course per year.

1. The fee waiver benefit allows part-time staff members to enroll in courses, not to exceed two per academic term, on either an audit or credit basis without payment of instructional or general fees according to the same restrictions noted for full-time staff.

(cf. conditions * *)

III. SPOUSE/CHILD

A. ELIGIBILITY. The child, children, and/or cohabitant spouse of a full-time administrative staff member who has completed five years of full-time service at Bowling Green State University is able to receive fee waiver benefits provided that:

1. the individual to receive the fee waiver is eligible to be considered a personal exemption under the provision of Section 151 of the Internal Revenue Code or

2. in the case of a natural or adopted child who is not claimed by the employee for federal tax purposes under IRS regulations, the earnings of the child are less than $1,000 in any calendar year and the employee-parent provides $1,200 or more of support in any calendar year. An employee must certify in
3. An employee must initiate a fee waiver form--available in the Office of Administrative Staff Personnel Services--to receive benefits for his or her spouse or child.

E. BENEFIT. The child or spouse of an employee may enroll as a full-time or part-time student without payment of instructional fees. The student may attend classes at the main campus or at any off-campus branch or center. The student will pay the general fee and other course fees or charges.

IV. WIDOW/WIDOWER OR CHILD OF A DECEASED ADMINISTRATIVE STAFF MEMBER

A. ELIGIBILITY. The widow/widower or child of a deceased full-time administrative staff member is able to receive fee waiver benefits provided that:

1. the individual was eligible to be considered a personal exemption under provision of section 151 of the Internal Revenue Code or

2. in the case of a natural or adopted child who was not claimed by the deceased employee for federal tax purposes, the earnings of the child are less than $1,000 in any calendar year and the deceased employee-parent provided $1,200 or more of support in any calendar year.

3. The deceased administrative staff member served at Bowling Green State University for five years or more.

4. The deceased administrative staff member's appointment at Bowling Green State University was terminated by retirement, death, or sickness which led to death, and for no other reason.

B. BENEFIT. The widow/widower or child of a deceased administrative staff member may enroll as a full-time or part-time student without payment of instructional fees. The student may attend classes at the main campus or at any branch campus or center. The student will pay the general fee and other course fees or charges.
V. RETIRED ADMINISTRATIVE STAFF MEMBERS

A. ELIGIBILITY. A full-time administrative staff member who has formally retired into STRS or PERS is able to receive fee waiver benefits.

B. BENEFIT. Retired administrative staff members may take courses on a space available basis. In addition, dependents of retirees may enroll in classes without payment of instructional fees while the retirees participate in the Supplemental Retirement Program. Please note that the retiree must be properly enrolled under the provisions of the Supplemental Retirement Program to receive the fee waiver benefit for dependents.

VI. OTHER

A. APPEALS. Appeals of the application of these procedures should be made to the President of Bowling Green State University. The President of the University is authorized, effective September 1, 1976, to provide for the payment of instructional fees under exceptional and appropriate circumstances.

B. For further information about fee waiver benefits, please contact the Office of Administrative Staff Personnel Services (911 Administration Building).

* An accounting of courses taken begins with the fall semester; (i.e., from fall semester through the following summer session of each year). Full-time administrative staff members may take a maximum of four courses, not to exceed two courses per academic term, with a waiver of fees. Part-time administrative staff members may take fewer than four courses on a prorated basis during an academic year.

** In order to avoid interruptions on the job, administrative staff members should whenever possible register for classes which meet outside of their regular work schedules. When this is not feasible, staff members may, with the approval of their supervisors, enroll for a class during the regular work day. All time taken from the regular work day to attend classes must be made up.
MEMORANDUM

TO: Gregg DeCrane
FROM: Joe Martin
RE: PERS Retirement

I checked with Richard Rehmer to see if he had anything more concrete on this item with the following results:

- the law has not been submitted
- he thinks it will be much like STES
- as soon as he receives something, he will be contacting you.

Thanks.
sal

cc: Richard Rehmer
MEMORANDUM

TO: Gregg DeCrane
FROM: Marcia Buckemyer
       Susan Caldwell

Gregg: We want to thank you for providing us with a student employee to assist with the mailing of the Administrative Staff Handbook. Linda was very helpful and worked quickly to enable us to meet our schedule. Your willingness to assist us in this way is greatly appreciated.

SC:mmb
MEMORANDUM

TO: Susan Caldwell
FROm: Joe Martin
RE: Administrative Staff Council

Although a bit delayed, I wish to thank you and Marcia for your help on behalf of the Administrative Staff Council. Your support did "make a difference" and is very important not only to the Administrative Staff Council but also to the individual members of the Administrative Staff.

Many, many thanks.

sal

xc: Gregg DeCrane
MEMORANDUM

TO:     Administrative Staff Council
         Executive Committee

FROM:   Jim Sharp, Secretary

RE:     Agenda for August 13 Meeting

August 6, 1985

Please be reminded that our next meeting will be
Tuesday, August 13, at noon in the Capitol Room of the
Union. Lunch will be served.

Agenda items will include:

A. Report from PWC on fee waiver policy (enclosed)
B. United Way
C. Current committee membership
D. August 26 meeting planning update
E. Merit issue
F. Insurance update/report.

See you on the 13th.

Jim Sharp

JS:tt
Enclosure
MEMORANDUM

TO: Members of the Administrative Staff

FROM: Gregg T. DeCrane
      Chair, Administrative Staff Council

RE: Accomplishments, Goals, Communications Network

Enclosed please find the list of 1984-85 accomplishments, the 1985-86 goals, and the 1985-86 Communications Network for the Administrative Staff Council. Please familiarize yourself with the name of your representative and feel free to contact her/him with any concerns or questions you may have. I hope many of you will take the opportunity to become involved in the Administrative Staff Council through its committee structure. If you have a special interest in a specific committee or project, please let your representative know of your desires.

The Administrative Staff Council will only be as involved and effective as its members wish it to be. As a group I believe our potential is great.

Have a great year!

GTD:tt
Goals
Administrative Staff Council
1985-86

1. Increase Administrative Staff Council representation in University governance.
   A. Identify appropriate University committees and seek membership.
   B. Seek representation on the Board of Trustees.

2. Establish procedure for awarding of the first Administrative Staff Council Scholarship.

3. Double the corpus of the Administrative Staff Council Scholarship.

4. Increase the effectiveness of the Communication Network through evaluation and modification.

5. Assess the needs of the Administrative Staff.

6. Clarify and, if warranted, strengthen the relationships between Administrative Staff Council and Faculty Senate and Classified Staff Council.

7. Offer professional development programs, in a variety of formats, that meet the changing needs of staff members, and at the same time, make the staff aware of the offices and personnel available on the campus.

8. Invite guest speakers to ASC meetings to address current issues or to explain particular functions of the governance process.

9. Update and revise the Administrative Staff Handbook.

10. Review all aspects of the merit system to determine its effectiveness and consistency in usage.

11. Bring to conclusion those projects begun in 1984-85, to include:
   A. a standardized basis for evaluation,
   B. clarification of committee appointments, and
   C. establishing input into the University exigency procedures.

12. Continue the process of selecting the Michael P. Ferrari Award winner in recognition of outstanding contributions by an Administrative Staff member.

13. If warranted, develop the approach to be followed in the institution of a PERS Retirement Program.
Accomplishments
Administrative Staff Council
1984-85

Listed below are those accomplishments from 1984-85, that the Administrative Staff Council Executive Committee feels are of special significance.

1. Creation and funding of a student scholarship which will be awarded during the 1986-87 academic year. The corpus of $5,000 was exceeded through pledges and donations from the initial campaign. A grant of $2,500 was also received from the Development Office, which combined with Administrative Staff receipts gives a solid base for the award.

2. Establishment of a Communications Network within the Administrative Staff which provides every member with easy access to the Council and provides a means for the timely dissemination of information to all members.


4. Completion of the study on Evaluation with recommendations being forwarded to the Executive Administration.

5. Revision of the Administrative Staff Handbook to make it easier to understand and easier to manage changes.

6. Formally established a Personnel Welfare Committee to work on the continual review of the Handbook and to make recommendations regarding future benefits and needs of Administrative Staff members.

7. Increased the number of University Committees with AS representation.

8. Enhanced communication between ASC, and the Faculty Senate and Classified Staff Council through the exchange of minutes and both formal and informal communication with the respective chairs of these governing bodies.

9. By working with Faculty Senate, the policy regarding committee chairs was changed to allow AS representatives to chair University Committees.

10. Recommended change in the University policy on Maternity; Paternity leaves to include provisions for adoption.
11. Effectively used speakers to keep ASC abreast of topics and concerns impacting on the Administrative Staff.

12. Provided input into Sex, Race and Solicitation Policies as well as the Insurance Review and Revision.

13. Revised the by-laws to better reflect the operation of ASC.
MEMORANDUM

To: Dr. Paul Olscamp
    President

FROM: Gregg DeCrane
    Chair, Administrative Staff Council

DATE: August 20, 1985

SUBJECT: Administrative Staff Fall Meeting

On behalf of the executives and members of the Administrative Staff Council, I wish to cordially invite you to attend the Administrative Staff's Fall Meeting and reception to be held on Monday, August 26 between 3:30 and 6:00 p.m. in the Alumni Room of the Union. This informal gathering will have a short program at 4:15 p.m. Wine and cheese will be served throughout the afternoon.

On this most busy day, I hope you will be able to join both the new and old members of the Administrative Staff as we begin what promises to be a most exciting academic year.

GD: dkh

8/23/85

Sue, you, Gregg, and I have just major speeches to several meetings already.

Paul
You are invited to attend the annual Administrative Staff Fall meeting on Monday, August 26, from three-thirty to six o'clock. Wine and Cheese will be served. Alumni room, University Union. (A one dollar donation will be accepted.)
MEMORANDUM

TO: Gregg DeCrane
Assistant Vice President for Student Affairs
Student Affairs and Organizations

FROM: Susan Caldwell, Director
Administrative Staff Personnel Services

SUBJ: Merit Pay

Gregg: I have attached a copy of a policy that determines who is eligible for across-the-board and merit increases. It is my understanding that this policy statement reflects the practice for the past several years. I hope that you will find this information helpful.

SC:mmb
Attachment
Merit and Across-the-Board Increases for New Administrative Staff

Each year salary increases for University-funded administrative staff include merit and across-the-board increase components. Continuing University-funded full-time and part-time staff members on fiscal or academic year contracts with more than one calendar year of service are eligible for consideration for both an across-the-board percentage increase and a merit increase. Those staff members employed for one calendar year or less will be considered for increases as follows:

1. Staff members employed by December 31 are eligible for consideration for both across-the-board and merit increases for the next year.

2. Staff members employed after December 31 are eligible for consideration for an across-the-board increase for the next year on a pro-rated basis. For example, a staff member hired on March 1 would be eligible for consideration for four-twelfths of the annual across-the-board percentage increase. Staff employed after December 31 are not eligible for merit increases for the next year.
MEMORANDUM

TO: Dr. Richard Eakin  
    Vice President for Planning & Budgeting

FROM: Gregg T. DeCrane
    Chair, Administrative Staff Council

RE: Insurance Rate Increases

Having talked with Susan Crawford regarding the insurance rate increase, I was able to provide some insight to the Administrative Staff Council at our September 5th meeting. While it may not always be possible for you to directly provide advance information to ASC on matters which affect members and constituents, I would appreciate any advance notice on issues that may be particularly sensitive; i.e., those that hit the pocketbook and wallet.

All was well until the Senate Executive Committee's minutes came out and your presentation to them was noted. The general feeling was we deserved the same courtesy.

Thanks for your understanding.

GTD:tt
September 12, 1985

Mrs. Marge Postich
125 Belmar Boulevard
Avon Lake, Ohio 44012

Dear Marge,

On behalf of the Administrative Staff Council of Bowling Green State University, please accept our deep sympathy upon your loss of George. We were saddened to hear of his death. To the many of us who knew him personally, we will always remember him for his graciousness and concern for others. He is missed.

Sincerely,

[T. DeCrane]
Chair
Administrative Staff Council

GTD: tt
September 12, 1985

MEMORANDUM

TO: Ruth Friend

FROM: Gregg T. DeCrane,
Chair, Administrative Staff Council

RE: ASC Attendance

Ruth! We miss you.

While you have had substitutes at the ASC meetings and thus comply with the by-laws, I would ask that you consider attending in person more often. The meetings have been scheduled a year in advance so that everyone may schedule accordingly. If there are extenuating circumstances to your not being able to attend, please let me know.

GTD: tt
September 12, 1985

MEMORANDUM

TO: Jack Gregory

FROM: Gregg T. DeCrane
Chair, Administrative Staff Council

RE: Attendance at ASC Meetings

Jack! We miss you.

Please accept a reminder that the ASC Executive Committee meets the second and fourth Tuesday of each month. As the representative of the President’s area to the exec group, your input is important and needed.

Also in terms of the monthly ASC meetings each of the elected representatives is expected to attend or have a substitute present. While having one of the elected members from the Athletic Department present may be convenient, it does not comply with the intent or the by-laws of the organization.

Hope to see you on September 24th.

GTD: tt
September 13, 1985

MEMORANDUM

TO: Dr. Paul J. Olscamp
President

FROM: Gregg T. DeCrane
Chair of Administrative Staff Council

RE: Opening Day Ceremonies

This year marked the first time I have had the opportunity to attend the annual Opening Day Convocation. My responsibilities with New Student Orientation for the past sixteen years did not allow for attendance. As a member of the audience and as a member of the Administrative Staff Council, I was disappointed in the lack of any mention or recognition of the University Administrative Staff at the ceremony.

On behalf of the Administrative Staff Council, what arrangements can be made to include program participation of the Chair of the Administrative Staff Council? An opportunity to address colleagues and other professional members of the Bowling Green State University community would give insight into the purpose and goals of the Administrative Staff Council, as well as provide a sense of unity and an increase in morale.

I welcome your comments on this matter and look forward to your annual visit to the Administrative Staff Council meeting on October 3.

cc: Exec. Committee
Administrative Staff Council
MEMORANDUM

TO: Members of the Administrative Staff

FROM: Gregg T. DeCrane
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<thead>
<tr>
<th>Name</th>
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<td>Bookstore</td>
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CONSTITUENTS

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Michael Fitzpatrick WBGU-TV 2-7001
Ronald Gargasz WBGU-TV 2-7002
Anthony Howard WBGU-TV 2-7032
William Leutz WBGU-TV 2-7004
Paul Lopez WBGU-TV 2-7029
Denise Marland WBGU-TV 2-7027
Karen Crawford-Mason WBGU-TV 2-7020
Timothy Westhoven WBGU-TV 2-7007

Patricia Koehler
Channel 57
2-7128
David George WBGU-TV 2-7028
Don Payne WBGU-TV 2-7031
Cindy Fisher WBGU-TV 2-7023
Alan Wolfe WBGU-TV 2-8121
Patricia Booth NWOETV 2-7043
Karl Cline NWOETV 2-8121
Kaylene Little NWOETV 2-7039
Lynn Passmore NWOETV 2-7003

Sally Blair
Channel 57
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Cliff Boutelle Public Relations 2-2616
William Brown Public Relations 2-2616
David Drury Public Relations 2-2716
Gardner McLean Public Relations 2-2616
Theresa Sharp Public Relations 2-2616
Deb McLaughlin Public Relations 2-2716
Paul Costyu Public Relations 2-2616
Linda Swaisgood Public Relations 2-2716
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Janet Scutts Student Publications 2-2601

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### PRESIDENT'S AREA
September 1, 1985

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MEMORANDUM

TO: Greg DeCrane, Chair
    Administrative Staff Council

FROM: Paul Yon, Director

RE: Release of Official ASC Information

DATE: September 20, 1985

I recently read, with a great deal of concern, the recent edition of the Monitor (September 16), which contained the minutes of the Administrative Staff Council's meeting of 5 September. I fully realize that meetings such as ours are not exempted from Ohio's "Sunshine" law; however, I believe a policy needs to be established as to what our "official" minutes are and what information will be released to the press. If verbatim accounts of our discussions are going to be repeatedly found in print, it will indeed have a detrimental effect on our candidacy and openness that has long since characterized the strength of ASC.

If I can be of service via the Personnel Welfare Committee or member of Executive Council, please let me know. I would anticipate this being put on the Executive Committee's agenda for the 24 September meeting.

"An Environment for Excellence"
MEMORANDUM

TO: Gregg DeCrane, Chair
    Administrative Staff Council

FROM: Ruth Fren...<signature>

RE: Administrative Staff Council Attendance

Gregg, I appreciate your memorandum of September 12th concerning Administrative Staff Council attendance. Unfortunately, I owe you two apologies: first, for putting you in a position of having to write the memorandum to begin with, and second, to explain my legitimate absenteeism. For the entire past year, I have been responsible for assisting in the facilitation of a Bowling Green State University food service and hospitality training program which took place in Fremont, Ohio, at the same time that the Administrative Staff Council met.

In the future, should this occur again, perhaps you and I should sit down and determine what best action should be taken considering my relationship to Administrative Staff Council.

Thank you for your consideration.

RF: tt
MEMORANDUM

TO: Paul Yon
FROM: Elton Ringer
RE: Employee and Dependent Fee Waivers

As background for our meeting on October 8, I have prepared a few thoughts which may facilitate committee discussion. I will try to be factual and brief.

1) State accounting procedures require the universities to bill for all student fees--and to report all fees as available income.

Universities may also establish expense budgets to cover scholarships, fee waivers (payments), or grants. However, these items must be budgeted and reported like all other departmental expenses (salaries and operating expenses).

Therefore, the University's Educational Income Budget includes all student fees billed by the Bursar's Office. The fee waivers (payments) are then processed from either Educational Expense Budget $189025 or from the respective Auxiliary Budgets.

2) When an employee registers for a course, the Instructional Fee and General Fee are billed as income by the Bursar's Office. When the employee submits a fee waiver form, the appropriate expense budget is charged. A similar procedure is followed for eligible dependents.

By contrast, when a regular student enrolls, student fee income is billed but there is no off-setting expense (except for scholarships and grants).

Theoretically, the University is "financially ahead" if all students are "cash-paying" students. Also, theoretically, with an enrollment ceiling, potential cash-paying students can be denied admission (by the number of students having fees waived).

3) State Subsidy. The state enrollment subsidy is determined by the level of program provided. Probably employees enroll for the higher subsidy programs; dependents (children) generate average subsidy rates; and spouses probably enroll for above average subsidy rates.
4) Estimated fee waivers for 1985-86 are as follows:

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<td>Employee fee waivers - Instructional and General Fees</td>
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5) In my opinion, by reducing (or eliminating) the five-year employment requirement before becoming eligible for dependent fee waivers, we could expect:

   a) An enhanced recruiting benefit (for good and poor applicants).
   b) An increase in the fee waiver expense budget (perhaps from $50,000--$200,000 depending upon options). This would become a mandated priority budgetary claim, thus reducing the "pool" for other potential needs.
   c) Less emphasis upon "career employment" benefits. Should "new employees" have equal benefits with "career employees"? A few might accept employment primarily to educate dependents, then resign.
   d) There are pros and cons concerning all benefits--some BGSU employees consider family insurance benefits as unfair to single employees. This argument could also apply to "fee waivers for dependents."

6) These (and other) items can be discussed at the October 8 meeting.

ER:ah

[Signature]

Elton Ringer
MEMORANDUM

TO: Dr. Paul Olscamp  
   President  

FROM: Deb Heinenman  
   Associate Director  

RE: Administrative Staff Council Meeting  

DATE: September 24, 1985  

I am happy that you have agreed to attend a meeting of the Administrative Staff Council. The meeting will be held in the Alumni Room of the Union at 1:30 p.m. on Thursday, October 3.

We would appreciate hearing any remarks you would like to make concerning the role of the administrative staff during the 1985-86 academic year and the direction of the University during its 75th Anniversary year. After your remarks, we will hold a question and answer period similar to last year's session.

Please contact me if you would like any additional information.
To: President Olscamp  
From: Phil Mason  
Subject: Grievance & Hearing Procedures for Contract Staff

The grievance procedures contained in the contract staff handbook were reviewed during a recent discussion with Attorney Mattimoe. While it is not entirely clear, it appeared to Attorney Mattimoe that this procedure envisions that the hearing panel has authority to make the final decision in the grievance process. This would be in contrast to the faculty grievance procedure wherein the hearing panel can only make a recommendation.

Since it is known that the intent is not to give the hearing panel authority to make the final decision, my concern is not that we would be held to a decision which may be viewed as inappropriate rather my concern is that the policy as it is now written may create some confusion. Specifically, under Grievance and Hearing Procedures, Section II-E Resolution —

"The hearing panel will give written notice of its recommended disposition of the complaint . . ." Then under Section II-F — "The decision of the hearing panel may be appealed in writing within seven calendar days . . ." I hasten to reiterate that there should not be reason for serious concern but there may be potential for some misunderstanding; therefore, I recommend the following amendment to the contract staff handbook:

(pp 16) Grievance and Hearing Procedures, Sections II-E and II-F

The Director of Affirmative Action will facilitate the process for resolution of the complaint and will insure that THE appropriate administrative action is taken ADMINISTRATOR MAKES A DECISION in a timely manner.

F. Appeal

The decision RECOMMENDATION of the hearing panel AND THE DECISION OF THE APPROPRIATE ADMINISTRATOR may be appealed in writing within seven calendar days of the decision, to the President of the University. The President (or designee) will respond in writing to all parties—complainant, respondent, chair of the hearing panel, Director of Affirmative action, and the appropriate vice president—concerning final disposition of the appeal within fourteen calendar days after receiving the appeal. The President's (or designee's) decision is final.

A copy of the Grievance and Hearing Procedures is attached for your convenience.

js  
Attachment  
"An Environment for Excellence"
who might be helpful in establishing the facts of the case. In all instances, the administrative staff member or anyone providing information on behalf of that person will be assured that no reprisal will occur at any stage as a result of the complaint.

If the complainant is not satisfied with the results of the investigation by the Office of Affirmative Action, a request for a grievance hearing may be made. In the event that the complainant is not satisfied with the results of the hearing, an appeal may be made to the President of the University. The decision of the President is final.

For specific information regarding the University's affirmative action grievance procedures, you may contact the Office of Affirmative Action or refer to Bowling Green State University's Affirmative Action Plan.

GRIEVANCE AND HEARING PROCEDURES
I. Grievance Procedure
A. Purpose

The purpose of the grievance procedure is to ensure the prompt resolution of complaints by administrative staff members regarding the terms and conditions of employment, salary, benefits, or other job-related concerns. The decision not to continue the contract of an administrative staff member is not grievable, and, therefore, not subject to this procedure.

Complaints dealing with alleged discrimination will be processed according to the provisions of the University's affirmative action plan.

B. Area review committee

The President (or designee) and each vice president will establish a three-member committee to assist in resolving grievances within the vice-presidential area. Committee members will serve for three years except initial appointments which will be staggered one, two, and three years.

The President (or designee) and each vice president will be responsible for establishing procedures for appointing a chair and for designating the time period for serving in this capacity.

C. Initial review and transmittal of grievance

When a complaint arises, the administrative staff member should first attempt to resolve the issue with the immediate supervisor. Efforts in this direction should be documented. If the grievance is not resolved to the staff member's satisfaction, that person may present the
II. Hearing Procedure

A. Purpose

The purpose of the hearing procedure is to provide for the further review of complaints by administrative staff members regarding the terms and conditions of employment, salary, benefits, or other job-related concerns. This procedure will be used if resolution of the problem has been unsuccessful at prior levels.

B. Request for hearing

1. If the administrative staff member is not satisfied with the decision rendered at the area review committee level, that person may request that a hearing panel be convened. This request must be made within seven calendar days after receipt of the written decision of the President (or designee) or vice president. The request must be submitted in writing to the President (or designee) or vice president and include the name of one BGSU employee selected by the complainant, who is willing and available to serve as a member of the hearing panel.

2. Within three calendar days after receipt of a request for a hearing, the President (or designee) or vice president will notify the Director of Affirmative Action. Within fourteen calendar days after notification, the Director of Affirmative Action.
Action will coordinate all aspects of the hearing process. This will include contacting the complainant and the respondent to review the hearing procedures and will also include facilitating the establishment of the hearing panel.

3. The hearing must take place within fourteen calendar days after the establishment of the hearing panel. (The Director of Affirmative Action will be responsible for scheduling the hearing.)

C. The Hearing Panel

The Hearing Panel will consist of three voting members.

1. Selection of members

The complainant's nomination of a member will be noted in the "Request for a Hearing." The respondent will nominate one University employee who is willing and available to serve as the second member of the hearing panel.

A third panel person, who will also serve as chair of the hearing panel, will be selected by mutual agreement of the two chosen members. This person must be an employee of the University. If the two members of the hearing panel cannot reach agreement in this matter, the chair will be appointed by the Director of Affirmative Action.

2. Obligations and powers of the hearing panel

It is the duty of the hearing panel to conduct a fair and impartial hearing.

The hearing panel will have access to all available witnesses and records concerning the matter before it. The hearing panel will conduct its proceedings as expeditiously as possible.

D. Hearing guidelines

Hearings will be informal. Legal rules of conduct will not govern the proceedings.

The burden of proof for any grievance rests with the complainant.

The complainant and the respondent may be represented by an advisor of their choice who may participate fully in the hearing.
The hearing will be closed unless all parties agree that it be open. If it is open, each party may invite two observers from the University work force in addition to the advisor.

A tape recording will be made of each hearing and shall become part of the record of the hearing. This will be used 1) to assist the panel in its deliberations and 2) for appeals. It will be available to the complainant or the respondent on request to the Director of Affirmative Action and it will be kept only until the University appeal procedure has been exhausted. Any cost of making a written transcript will be borne by the person making the request.

By mutual agreement, a maximum of seven calendar days extension of the time period in the hearing procedure will be allowed at any phase of the proceedings. (The Director of Affirmative Action will be responsible for adherence to the timetable.)

Expenses incurred during the hearing will be borne by the University, excepting those expenses incurred through the use of individuals external to the University which shall be borne by the party utilizing such individuals. The University will not pay expenses incurred by the complainant during preparation for the hearing. Staff members will not be given time off with pay to prepare for the hearing nor receive extra compensation for the time spent beyond the normal working hours.

The hearing will be conducted in the following manner:

The name of the case and persons present at the hearing will be given.

The powers, duties, and functions of the panel will be read by the chair.

Complainant (or advisor)* will make an opening statement, explaining the grounds for the complaint, what the complainant intends to prove, and outlining the evidence supporting it.

*It is hereinafter understood that the term respondent or complainant also includes that person's advisor.
The hearing panel will allow for the presentation of evidence limited only by the requirement that, in the panel's judgment, it must be relevant to the case at hand.

Complainant may call witnesses and/or present any documentary evidence.

Prior to testimony of a witness, the chair will administer an oath which will affix the veracity of the statements. Witnesses may testify either in narrative form or in response to specific questions.

At the conclusion of each witness' testimony offered by the complainant, the respondent will have an opportunity to ask questions. The panel will then be allowed to ask any questions it may have.

Respondent will make an opening statement which will consist of what the respondent will attempt to prove. Respondent may call witnesses and/or present any documentary evidence.

At the conclusion of each witness' testimony offered for the respondent, the complainant will have an opportunity to ask questions. The panel will then be allowed to ask any questions it may have.

Complainant will be allowed to introduce additional evidence or testimony in rebuttal of any newly introduced testimony or evidence brought forward in the respondent's case.

Respondent will be allowed to introduce additional evidence or testimony in rebuttal of any newly introduced testimony or evidence brought forward in the complainant's rebuttal.

Complainant will make closing arguments summarizing the case.

Respondent will make closing arguments summarizing the case.

E. Resolution

The hearing panel will give written notice of its recommended disposition of the complaint, including rationales for the recommendation, to the Director of Affirmative Action. This must occur within seven calendar days after the conclusion of the hearing. (The panel's recommendation will be made by majority vote.)

Copies of the panel's recommendations will be forwarded to the complainant, the respondent, and the President (or designee) or appropriate vice president.
The Director of Affirmative Action will facilitate the process for resolution of the complaint and will insure that appropriate administrative action is taken in a timely manner.

F. Appeal

The decision of the hearing panel may be appealed in writing within seven calendar days of the decision, to the President of the University. The President (or designee) will respond in writing to all parties—complainant, respondent, chair of the hearing panel, Director of Affirmative Action, and the appropriate vice president—concerning final disposition of the appeal within fourteen calendar days after receiving the appeal. The President's (or designee's) decision is final.

NEPOTISM

In keeping with good personnel management procedures and to guarantee equal employment opportunities to all, applicants may not be hired for or promoted into positions in which they would supervise or be subject to the immediate supervision of a member of their immediate family. This policy will be upheld regardless of the sex of the relatives involved and will be equally applied to both males and females.

For more specific information relative to nepotism, you may contact the Office of Affirmative Action.

THE OHIO ETHICS LAW (General Assembly of Ohio, 1973)

The Ohio Ethics Law was enacted in 1973 by the General Assembly to insure the integrity of government and to improve public confidence in government officials and employees. The following 11 points describe the major provisions of the law:

1. CONFLICT OF INTEREST. The Ethics Law guards against public officials and employees who would misuse their positions for personal gain or benefit.

Section 102.03 of the Revised Code prohibits persons appointed to or employed by a public agency now or within the past year from appearing before that agency in a representative capacity, the so-called "revolving door." The section also prohibits the disclosure or use for profit of confidential information acquired during public service, and restricts participation in license or rate-making proceedings where personal benefits might be derived. In addition, the section prohibits public servants from using their positions to secure anything of value for themselves.
MEMORANDUM

TO: Deb Heineman
Assistant Director of Financial Aid and Student Employment

FROM: David Weinandy
Director of Orientation

DATE: October 7, 1985

SUBJECT: Administrative Staff Council

Deb, if no one else is interested, I will serve on the ACGFA Committee for the Administrative Staff Council. However, if anyone else on the council expresses a desire to be a part of ACGFA, please disregard this note.

Call me if you need me.

DW:dkh
MEMORANDUM

TO:                    Paul J. Ols camp
                     President

                     William R. Rock
                     Chair, Ad Hoc Committee on Salary Increments Policy

FROM:                  Gregg DeCrane
                     Chair, Administrative Staff Council

DATE:                  October 15, 1985

SUBJECT:               Salary Increments Policy

The Administrative Staff Council agrees with the suggestions of the Ad Hoc Committee on Salary Increments Policy, that a separate committee should develop a salary increments proposal for administrative personnel. We further suggest that this committee should be within the structure of the Administrative Staff Council, the duly elected representation of the Administrative Staff. Since we have recently received approval by the Administrative Council of our Evaluation Procedures and a current study of merit pay is underway, the necessary information is available for ASC to make an appropriate proposal affecting salary increments for Administrative Staff.

We will begin developing this proposal upon notification of the appropriate approval.

GD:dkh

MEM/76
MEMORANDUM

TO: Susan Caldwell  Richard Rehmer
    Suzanne Crawford  Kathi Rollins
    Carl Lipp  Lori Schumacher
    Russ Meister

FROM: Richard R. Eakin
      Vice President for
      Planning and Budgeting

SUBJ: Payment of Vacation at Termination

October 22, 1985

Your recommendation of July 26, 1985 relative to an employee's use of vacation time immediately prior to the termination of contractual status with the University has been reviewed by the Administrative Council. After careful review and reflection, the Administrative Council sees no need to modify present policy on this matter. The flexibility afforded by the current policy is viewed as worthy of preservation.

Thank you for your continuing concern for and review of personnel-related matters.

RRE: sf

copy: Gregg DeCrane

Suggestion was to not allow anyone to not work the last portion of their job if terminated at a new month.
MEMORANDUM

TO: Dr. Richard Eakin
    Vice President for Planning and Budgeting

FROM: Gregg DeCrane
    Assistant Vice President for Student Affairs
    University Student Activities

DATE: October 24, 1985

SUBJECT: November 12 Luncheon Meeting

I have asked Sharon to schedule on your calendar a luncheon meeting with the ASC Executive Committee for noon on November 12 in the Canal Room. The purpose of this meeting will be to get some background information on the determination of salary pools and the process involved. As you may know, it has been suggested that the ASC determine its own salary recommendations separate from the Faculty Senate. If this change becomes reality there are many procedural questions that arise. It is our intent in meeting with you to secure the necessary information to assure that all correct actions are taken during the transition process.

GD: dkh

MEM/68
MEMORANDUM

DATE: October 24, 1985

TO: Don Boren, Chair
    Faculty Senate

FROM: Deb Heineman, Chair-elect
    Administrative Staff Council

RE: Administrative Staff Council Meeting

I am glad that you have agreed to attend the November meeting of the Administrative Staff Council. The meeting will be held on Thursday, November 7 from 1:30 - 3:30 P.M., in the Alumni Room of the Union with approximately 15 minutes being devoted to our meeting with you.

We welcome any opening remarks you would like to make to the Council members to be followed by questions the administrative staff has in regard to the Faculty Senate, University goals and other relevant topics.

If you have any questions, please contact me at 2-2651. Thank you. We look forward to sharing our ideas and concerns with you.

DH: lr
TO:

FROM: Deb Heineman, Chair-elect
ASC

DATE: October 29, 1985

I. Communication Network
   A. Will be used to disseminate information to all administra-
      tive staff
   B. Should be used by administrative staff to voice concerns/  
      ideas to ASC representative to bring to full Council
   C. Updated list will be available in January

II. 1985-86 Goals
   A. If you have any questions or additions, please let me know
   B. To date, the following progress has been made on attaining
      the goals:
      1. All appropriate University committees have been identi-
         fied, all administrative staff reps have been selected
         and brief committee updates will be given during monthly
         ASC meetings. No approval for administrative staff rep
         to Board of Trustees [see Attachment A]
      2. Scholarship Committee has met and is developing the pro-
         cedure/application for awarding the first ASC Scholarship
      3. Fund-raising drive for the ASC Scholarship will take
         place beginning March, 1986.
      4. See I above
      5. An ad hoc committee on Needs Assessment has been formed
         and is beginning its work. Let me know if you would
         like to serve on the committee.
      6. Bob Arrwenmith attends Faculty Senate meetings and Jim
         Sharp attends CAC meetings. In addition, minutes of
         all groups are being exchanged.
      7. The Professional Development Committee has already
         established workshop topics and schedules. All admini-
         strative staff receive notices about these.
      8. The guest speaker schedule for 1985-86 is as follows:
         Oct. 3 - Dr. Olscamp, President
         Nov. 7 - Don Boren, Faculty Senate
         Dec. 5 - Sharon Stuart, CAC
         Jan. 16 - Dick Nolmoe, Board of Trustees
         March 6 - Suzanne Crowford, Ins. Com.
         June 5 - Shad Hanna, Board of Trustees

   If you have any questions that you would like addressed
   by any of the speakers, please contact me before the
   appropriate meeting.
9. The Personnel Welfare Committee is currently working on the dependent fee waiver policy. If you have any suggestions on this or other policy revisions or handbook improvements, let me know.

10. A Merit Committee has been formed and will meet in November to begin work on the merit issue. (See Attachment B)

11. A. Will be addressed by Merit Committee. (See Attachment C)
   B. See #1 above.
   C. This is currently being checked out by Gregg DeRane.

12. The Ferrari Committee will begin its work in the spring.

13. The Council has provided names and addresses of Congressmen to whom you should write to voice your opinion. (See Attachments D & E)

III. Insurance Committee Update
A. The Insurance Committee met with the Executive group members of the ASC, Faculty Senate and CCAC to discuss their recommendations based on the Mercer-Heidinger report. I have attached the report for your information (See Attachment F)

IV. If you are interested in serving on any ASC Committees, please let me know.
MEMORANDUM

TO: Phil Mason
Executive Assistant to the President

FROM: Gregg DeCrane
Chair, Administrative Staff Council

DATE: November 5, 1985

SUBJECT: Grievance and Hearing Procedures for Contract Staff

As indicated in our earlier phone conversation, the Administrative Staff Council's Personnel Welfare Committee has been given your recommendation for a change in the Administrative Staff Handbook. I will keep you informed as to the actions of this committee in regards to the changes you proposed. The committee may wish to meet with you and if so chair Paul Yon will be in contact.

cc: Paul Yon

GD:dkh

MEM/68
MEMORANDUM

TO: Gregg DeCrane, Chair
   Administrative Staff Council

FROM: Susan Caldwell, Director
   Administrative Staff Personnel Services

SUBJ: Turnover Statistics

Gregg: As you requested, I have completed a brief review of turnover statistics for administrative staff at BGSU and other state universities for the fiscal year 1984-85. For the purpose of this study, turnover is based on the number of resignations over the period July 1, 1984 - June 30, 1985 as a percent of total staffing. Only full-time administrative staff were included. Retirements, because they typically represent a "reason for leaving" different from a resignation, were not included. Using exit interview files maintained in this office and personnel changes reported to the Board of Trustees, I have recorded 37 resignations for 1984-85 and an approximate total full-time administrative staff of 335. This represents an 11.08% turnover rate. This figure differs from the 33% turnover rate reported in the minutes of the October 3 ASC meeting. I believe this higher figure represents the total number of new administrative staff hired between August 1984 and August 1985. There are several possible reasons for the difference between this figure and the turnover rate of 11.08% which I have calculated:

1. The reporting periods were different. The 33% was probably based on the 12-month period August 1, 1984 - August 31, 1985. The 11.08% was based on the 12-month period July 1, 1984 - June 30, 1985.

2. New administrative staff members counted in the 33% figure include those replacing vacancies created by resignations or retirement, those filling newly created positions, and those changing from classified to contract status. Only resignations were counted in the 11.08%.

3. Both part-time and full-time staff were included in the 33% figure, while only full-time staff were counted in the 11.08% figure.

I hope this clarifies the difference in these two statistics. It is my belief that 11.08% represents the true turnover rate based on resignations from the University.
Gregg DeCrane

- 2 -

In a telephone survey of the other state universities in Ohio, I requested similar turnover information for their administrative staff members. The following table summarizes the results:

<table>
<thead>
<tr>
<th>University</th>
<th>Approximate # F/T Staff</th>
<th>1984-85 Turnover Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Akron</td>
<td>no statistics maintained</td>
<td></td>
</tr>
<tr>
<td>BGSU</td>
<td>335</td>
<td>11.08%</td>
</tr>
<tr>
<td>Central State</td>
<td>144</td>
<td>20%</td>
</tr>
<tr>
<td>Cleveland</td>
<td>250</td>
<td>11.6%</td>
</tr>
<tr>
<td>Cincinnati</td>
<td>1,285</td>
<td>11%</td>
</tr>
<tr>
<td>Kent</td>
<td>no statistics maintained</td>
<td></td>
</tr>
<tr>
<td>Medical College</td>
<td>no statistics maintained</td>
<td></td>
</tr>
<tr>
<td>Miami</td>
<td>no statistics maintained</td>
<td></td>
</tr>
<tr>
<td>Ohio State</td>
<td>no response to survey</td>
<td></td>
</tr>
<tr>
<td>Ohio University</td>
<td>no statistics maintained</td>
<td></td>
</tr>
<tr>
<td>Toledo</td>
<td>160</td>
<td>9%</td>
</tr>
<tr>
<td>Wright State</td>
<td>no statistics maintained</td>
<td></td>
</tr>
<tr>
<td>Youngstown</td>
<td>no statistics maintained</td>
<td></td>
</tr>
</tbody>
</table>

As you can see, many schools do not maintain statistics on turnover and were not able to retrieve such information for me. In addition, turnover did not appear to be a concern to them. Four universities shared turnover rate information with me -- Cleveland, Cincinnati, and Toledo were close to our rate, while Central was much higher. Although not an exhaustive study, I think this information indicates that our turnover statistics are within the norm. Please let me know if I can provide you with any further clarification or assistance on this subject.

SC: mmb
MEMORANDUM

TO: Don Boren
   Chair of Faculty Senate

FROM: Gregg DeCrane
       Assistant Vice President for Student Affairs
       Student Activities and Orientation

DATE: November 21, 1985

SUBJECT: ASC Meeting

On behalf of the entire Administrative Staff Council, please accept my thanks for your visit to our November 7 meeting. Your candidness and insightful remarks were appreciated by all.

Please know that yourself or a representative are welcome at all of our meetings. If you have particular concerns you wish us to consider, Bob Arrowsmith is the official liaison between ASC and Faculty Senate. As discussed previously, I would be interested in knowing of any activity that may occur in regards to our request for inclusion within the University Exigency Plan through membership on the Committee on Academic Priorities (CAP).

I look forward to working with you throughout the year.

GD:dkh

MRM/80
November 21, 1985

MEMORANDUM

TO: Greg DeCrane
   Student Activities & Orientation

FPOM: Everett Piper
      Director of Development

RE: Faculty/Staff Campaign for the 75th Anniversary Fund

Greg, as we have discussed recently, I would like to be put on the agenda in the near future for an Administrative Staff Council meeting. The reason for this request is so that I can present our plan for the Faculty/Staff Campaign as it relates to the 75th Anniversary Fund. Please let me know when I can be squeezed into the schedule.

"An Environment for Excellence"
MEMORANDUM

TO: Joe Martini  
Bursar

FROM: Gregg DeCrane  
Assistant Vice President for Student Affairs  
Student Activities and Orientation

DATE: November 21, 1985

SUBJECT: PERS Early Retirement

Thank you for your willingness to serve as chair of the Administrative Staff Council Ad Hoc Committee to look into the PERS Early Retirement proposal. Solicitation for interested committee members will be made at the December 5 ASC meeting.

The committee's charge would be to determine the ASC response and plan of action if the legislature should pass the proposal.

GD:dkh

MEM/77
November 25, 1985

MEMORANDUM

TO: Gregg DeCrane
   Chair, Administrative Staff Council

FROM: Dale Schroeder
   United Way Coordinator for Administrative Staff

SUBJECT: 1985 United Way Campaign

If you agree that it's appropriate, could you please read the following information at the next meeting of the Administrative Staff Council:

As you may remember from the September meeting when I presented information on this year's United Way Campaign, the United Way Steering Committee had an ambitious goal of raising $60,000 (more money than had ever been raised for a United Way Campaign at the University). I'm happy to announce that as of November 25, 1985, the University community has contributed $62,000 to the 1985 United Way Campaign.

As your coordinator on the Steering Committee, and on behalf of the United Way agencies: I want to mention that without your support, both financially and time volunteered, the University Campaign could not have reached its' goal. Thank You!

ms

pc: J. Litwin
   R. Conrad

"An Environment for Excellence"
MEMORANDUM

TO: Gregg DeCrane, Chair
     Administrative Staff Council

FROM: Susan Caldwell, Director
     Administrative Staff Personnel Services

SUBJ: Demographic Statistics on Administrative Staff

Gregg: As you requested, I have compiled the following statistics on the demographic profile of administrative staff.

AGE: Average age is approximately 38.5 years

SEX: Full-time - 192 male    165 female
      Part-time -  7 male       21 female

(These statistics are based on staffing as of 11-18-85)

MARITAL STATUS: Full-time - 229 married    103 single
                 Part-time -  22 married    4 single

(These statistics are based on a report dated 7-24-85)

INSURANCE COVERAGE: Full-time only

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Full-time</th>
<th>Part-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hospitalization</td>
<td>125 family</td>
<td>107 single</td>
</tr>
<tr>
<td>Major Medical</td>
<td>130 family</td>
<td>191 single</td>
</tr>
<tr>
<td>Surgical</td>
<td>206 family</td>
<td>116 single</td>
</tr>
</tbody>
</table>

29 administrative staff members have waived insurance because they are covered by the family plan of a spouse who is either faculty, administrative staff, or classified staff at BGSU (13 male, 16 female)

Number of dependent children claimed for insurance purposes:

<table>
<thead>
<tr>
<th>Number of Children</th>
<th>Staff Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 child</td>
<td>73 staff</td>
</tr>
<tr>
<td>2 children</td>
<td>66 staff</td>
</tr>
<tr>
<td>3 children</td>
<td>26 staff</td>
</tr>
<tr>
<td>4 children</td>
<td>3 staff</td>
</tr>
</tbody>
</table>

(These statistics are based on Insurance Office records reviewed 11-27-85)
Because these statistics are based on different reports generated at different times over the past several months, total staff figures differ. It is probably more relevant to compare the relative percentage of total staff in each category, instead of the actual numbers.

Under the insurance program, the University pays the premium for single coverage for hospitalization and major medical; and it pays the family coverage for the surgical benefit. Therefore, more staff enroll in the family coverage for surgical benefits than for hospitalization and major medical. Spouses working outside the University may have family hospitalization and major medical coverage so the EGSU staff member does not have to pay for it.

The statistics on dependent children includes only the number of children presently claimed for insurance purposes, and not necessarily the total number of children the staff member has.

I hope these statistics will be helpful to you. Please let me know if you need additional information.

SC:mmb
xc: Diane Shamp
MEMORANDUM

TO: Sharon Stuart
    Health Center

FROM: Deb Heineman
    Associate Director

RE: Administrative Staff Council Meeting

DATE: November 18, 1985

I apologize for not sending this memo to you earlier to confirm your visit to the next meeting of the Administrative Staff Council. The meeting will be held on Thursday, December 5 from 1:30 to 5:30 P.M. in the Alumni Room of the Union.

You may wish to address the major topics with which you are working on the Classified Staff Council this year and any other information that is of interest to members of the administrative staff. After your remarks, there will be an opportunity for the Council members to ask you some questions in regard to the Classified Staff Council. The format of the meeting is informal and should not take more than 30-40 minutes of your time.

We look forward to meeting with you and sharing our ideas and concerns. Please contact me if you have any questions.

DH: lr
You are invited
to gather with other Administrative Staff Council
members to celebrate the Holiday Season
from 5:00 p.m. to 7:00 p.m.
on
Wednesday, December 11
at Gregg's place,
434 Madison Court (off of Conneaut).
Hope to see you there!

Pegreti: 2-2843 or 352-0716

You are invited
to gather with other Administrative Staff Council
members to celebrate the Holiday Season
from 5:00 p.m. to 7:00 p.m.
on
Wednesday, December 11
at Gregg's place,
434 Madison Court (off of Conneaut).
Hope to see you there!

Pegreti: 2-2843 or 352-0716
MEMORANDUM

TO: Phil Mason
   Executive Assistant to the President

FROM: Gragg DaCrane
       Chair, Administrative Staff Council

DATE: December 10, 1985

SUBJECT: Correspondence to the President

Would you please check with the president as to the status of two requests made to him by way of the enclosed copies of the original memos.

Your help is appreciated and a prompt response will enable the Administrative Staff Council to proceed with its work.

GD:dkh

MEM/42
MEMORANDUM

TO: Gregg DeCrane, Chair
    Administrative Staff Council

FROM: Susan Caldwell, Director
      Administrative Staff Personnel Services

SUBJ: University Budget Process

December 11, 1985

Gregg: As you are aware, the University is well into the budget planning process for 1986-87 through 1988-89. It is my understanding that each of the staff representative councils (Faculty Senate, Administrative Staff Council and Classified Staff Council) may, if they so choose, present annual salary increase recommendations for their respective constituencies to the University Budget Committee and the Faculty Senate Budget Committee. If the Administrative Staff Council should choose to make such a recommendation for next year's salary increase pool, it should be made in writing to the two budget committees.

This question arose recently from the Classified Staff Council. Dick Rahmer and I conferred with Phil Mason concerning the process outlined above. I wanted to make sure that the Administrative Staff Council is aware that this avenue of representation is available. If you decide to prepare any recommendations, I suggest that you contact Chris Dalton, Chair of the Faculty Senate Budget Committee, and Betsy Clark, Chair of the University Budget Committee, for assistance.

SC: mmb
xc: Dr. Eloise Clark
    Dr. Christopher Dalton
December 11, 1985

MEMORANDUM

TO: Sharon Stuart, Chair, Classified Staff Council
    Greg DeCrane, Chair, Administrative Staff Council
    Donald Boren, Chair, Faculty Senate

SUBJECT: Toledo Industrial Recreation and Employee Services Council (T.I.R.E.S.)

For your information, Administrative Council has approved complete participation in the T.I.R.E.S. Program.

The purpose of the above referenced organization is to bring together representatives of business and professional organizations within a specific geographical area to organize, promote, and administer employee services and recreational activities for the employees of the represented organizations.

In accordance with the philosophy of T.I.R.E.S. member and non-member organizations, on a continuing or sporadic basis, offer discounts of their products or services. While the number of participants and discounts available are quite lengthy, the following information relates in a small way what is available. However, we do have a T.I.R.E.S. promotional booklet in our office for all employees to review. A sample of the discounts are as follows:

- Big Country Floor and Wall Covering - 15% discount
- George Dallas Buick - $150 discount over dealer cost on new cars
- E.B. Brown Optical - 15% discount on all eye wear
- Brown Pontiac-Honda-Mazda - $125 over dealer invoice on new cars
- Charlie's Dodge - $125 over dealer invoice on new cars and trucks
- Christopher Chrysler - $100 over cost on new trucks
- Hickory Farms - Discounts
- Paine-Webber - Discount on commissions over $45
- Tire Man Auto Centers - 10% off regular price on tires
- Torrence Alarm & Security - 15% off on home and business alarms
- We'll Fram It - 10% off on custom picture framing
- Lee Winters Florist - 10% discount
- Carpet Connection - 10% discount
- City Auto Radiator Company - 10% discount
- Vin Devers Dodge - $75 over dealer cost
- Dynalite Corp. - 10% discount

In supporting participation in T.I.R.E.S., Personnel Support Services has set forth the following guidelines:

1) The University will disclaim any relationship to any agreement between any staff member and a T.I.R.E.S. sponsor.
2) The University will not endorse any product or services rendered by T.I.R.E.S. or its members.

3) The promotional booklet explaining products and services is available only in Personnel Support Services.

4) Staff members should use either their University ID or Insurance ID for identification to participating members of T.I.R.E.S.

Richard J. Rehner
Director, Personnel Support Services

xc: A.I. Milliron
Karl Vogt
Marcia Sweeney
December 17, 1985

TO: Paul Yon

FROM: Joe Martini

RE: Attached Memo

It would seem a condensed version of Dr. Richard Eakin's memo should be included in the Administrative Staff Handbook.

cc: Gregg DeCrane
MEMORANDUM

TO: All Faculty & Staff (Full-Time & Part-Time)

FROM: Richard R. Eakin
Vice President for Planning and Budgeting

SUBJ: TAXING OF GRADUATE FEE WAIVERS

In accordance with Section 117 of the Internal Revenue Code, which became effective July 1, 1985, the University is required to report as taxable compensation all graduate level tuition reductions (fee waivers) made on behalf of an employee, an employee's spouse or other dependents. The IRS Code provides an exception to this reporting requirement for calendar year 1985 when the fees waived for graduate students are related to teaching or research. Thus, Graduate Assistants, Research Assistants, Teaching Fellows, and Research Fellows are not affected in 1985 by this requirement. Non-Service Fellowships also are not subject to this requirement.

The 1985 Form W-2, to be issued in January 1986, will include this additional reportable compensation, if applicable, for the current Fall semester. This reportable compensation will result in additional taxes (Federal, State and City) for 1985; it will not be subject to State retirement contributions.

Employees for whom additional compensation is to be reported on the 1985 Form W-2 will receive a report prior to December 31, 1985 of the amount of fee waiver compensation to be included.

Early in 1986, additional information will be provided to all employees relative to tax implications of fee waivers received for enrollments in calendar year 1986.

RRE:slf
December 26, 1985

Dick Newlove
336 South Main
Bowling Green, Ohio 43402

Dear Dick:

I am looking forward to your attendance at the next meeting of the Administrative Staff Council to be held on January 16, 1986 at 1:30 p.m. in the Alumni Room of the University Union.

We welcome any opening remarks you would like to make and then we will open the meeting to a question and answer format. The following questions were brought up at the most recent meeting of the Executive Council when asked about areas that they would like to see addressed by you:

- What is the Board's view of collective bargaining on-campus and what does it see as an impact on classified, faculty and administrative staff?
- Is the administrative staff "voice" being heard by the Board?
- Is there an understanding by the Board of who and what the ASC is?
- What is the funding outlook for 1986-87?
- In terms of salary, should our faculty be in the upper 40% of the nation's professors?
- Do you have a different "role" on the Board due to your living in the community?

Hopefully, these questions will provide you with direction for your opening remarks as well as prepare you for questions that Council members may have.

Let me know if you have any questions or need additional information.

Sincerely,

Deb Heineman, Chair-elect
Administrative Staff Council
MEMORANDUM

TO: Susan Caldwell  
   Director, Administrative Staff Personnel Services

FROM: Gregg DeCrane  
   Chair, Administrative Staff Council

DATE: December 30, 1985

SUBJECT: Work Week/Comp Time

The question has been asked of me regarding the length of the work week for Administrative Staff. Specifically, may a staff person be required to work past the 40 hours per week normally expected of him or her? Also, is there a limit as to the amount of time a person should be expected to work per week?

A related question deals with compensatory time. While it is University policy to not award compensatory time to administrative staff, it is my understanding that at least one area of the University, namely the Library, does award compensatory time to employees whose workload exceeds a certain number of hours. Outside of the paragraph in the Administrative Staff Handbook, do you know of any other policy that may exist in regards to compensatory time?

GD: dkh

MEM/27