

1985

Correspondence 1985

Bowling Green State University. Administrative Staff Council

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Index: ☐ Included ☐ Separate ☒ None

Notes

1. Colored Paper
2. Colored Ink
3. Photocopies



Bowling Green State University

X.C. ASC Education
Committee
any thoughts on this
in
J. Martini

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

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 Remington, Chair, Equal Opportunity Committee
John Scott, Chair, Minority Caucus
Robert Torres, Latin Student Union

FROM: Paul J. Olscamp
President

Paul J. Olscamp

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



Bowling Green State University

January 2, 1985

Office of the Purser
Bowling Green, Ohio 43403
Cable: BGSUOH

JAN 3 1985

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.

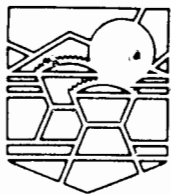
If for some reason you feel differently or have some other suggestions, please feel free to call Gregg DeCrane (22843) or me.

Thanks.

jlp

cc: ASC Executive Committee

*To Gregg DeCrane
Joe: This sounds
great! If there's
anything I can do
to help, let me know.
Susan
1-3-85*



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403

January 11, 1985

MEMORANDUM

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



Bowling Green State University

January 2, 1985

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

MEMORANDUM

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

FROM: Susan Caldwell, Director
Administrative Staff Personnel Services

SUBJ: Revisions to the Administrative Staff Handbook

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.

Administrative Staff
Welfare Committee

- 2 -

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✓

ASPS

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 BGSU service).
3. Consulting release time.
4. PER3 - 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.

ORC. *Jim Skupie*

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 STES and PERs 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.

FEE WAIVER POLICY (BGSU Trustees, 1976, Revised July 23, 1982, December 18, 1982)

The policy governing these staff benefits shall be as follows:

Employee *Definition of Full-Time ADM. 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.

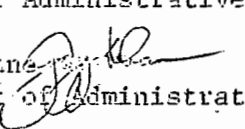


Bowling Green State University

12
Office of Student
Activities and Orientation
405 Student Services Building
Bowling Green, Ohio 43403
(419) 372-2843

January 23, 1985

To: Susanne Caldwell
Director of Administrative Staff Personnel

From: Gregg DeCrane 
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:

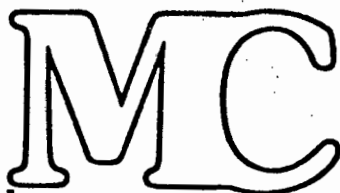
1. A person with over 3 years service to the university, who happens to work for the Athletic Department is not given the same consideration in terms of non-continuance notification as his/her colleagues in other areas.
2. The difference in information in the contract and that which is stated in the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



The Minority Caucus
Bowling Green State University

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



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 B about establishing an advocacy council. Several suggestions have been made by Council members regarding an advocacy council.

First, since the Minority Affairs Committee B 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 committee 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

sal



Bowling Green State University

Environmental Services
Bowling Green, Ohio 43403
(419) 372-2171
Cable: BGSUOH

February 12, 1985

MEMORANDUM

TO: Paul Yon, Director
Archival Collections

FROM: Dan Parratt, Director
Environmental Services

SUBJECT: Smoking Policy

A handwritten signature, likely of Dan Parratt, written in ink.

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



Bowling Green State University

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

Paul
xc to all SSC
members
Paul

February 12, 1985

MEMORANDUM

TO: Joe Martini, Chair, Administrative Staff Council

FROM: Paul J. Olscamp
President *Paul O*

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



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403

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 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,

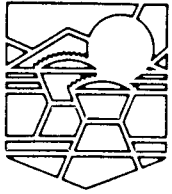
A handwritten signature in cursive script that reads "Jill Carr".

Jill Carr
ASC Secretary

JC/jm

Enclosure

cc: Joe Martini ✓
Gregg DeCrane ✓



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403

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 designed 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,

A handwritten signature in cursive script that reads "Jill Carr".

Jill Carr
ASC Secretary

JC/jm

Enclosure

cc: Joe Martini
Gregg DeCrane ✓



Bowling Green State University

19

Personnel Support Services
Bowling Green, Ohio 43403
(419) 372-3225
(419) 372-0421
Cable: BGSUOH

February 18, 1985

MEMORANDUM

TO: Joe Martini, Chair
Administrative Staff Council

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

Jim Carr
Greg Wilson
James Hair
Jack Gregory
Deb McCaughy
Deb Neenan
Joyce Kesh
Mark Buford

another item in discussion on Tues. 2/18
Martini

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
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
Yark Oldsmobile - Toledo	\$125 over dealer invoice + 10% on parts and labor
Doorways, Inc. - Toledo.	20% discount
Gulicar's Imported Crystal & Porcelain - Toledo.	15% discount
Westin Hotel - Renaissance, Detroit.	\$25 per person double per night
Encyclopedia Britannica - Sylvania	6% discount
Seko's Photographic - Toledo	20-25% discount
Bailey, Banks, & Biddle Jewelers - Toledo.	15% discount
George Ballas Buick - Toledo	\$150 over cost, 10% discount on parts and labor
Big Country Floor & Wall Covering - Toledo	15% discount

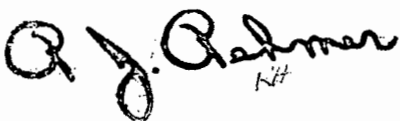
David Maley
T.I.R.E.S. Participation
Page 2

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 additional 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 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.R.E.S. is also concerned with interface problems with our local community.



Richard J. Rehmer
Director, Personnel Support Services

kh

xc: Susan Caldwell

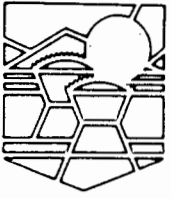
Attachment



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.

NESRA
National Employee Services
and Recreation Association



Bowling Green State University

February 18, 1985

Administrative Staff Council
Bowling Green, Ohio 43403MEMORANDUM

TO: Administrative Staff Council Members

FROM: Jill Carr, Chairperson, ASC Elections Committee J.C.

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.

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

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



Bowling Green State University

February 18, 1985

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

23

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



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403

February 20, 1985

MEMORANDUM

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

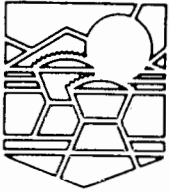
Due to a scheduling conflict in the Union, our Executive Committee meeting for February 26, 1985 will be held in the Housing Office conference room in the Student Services Bldg. (Room 440). Please bring your own lunch. We will begin at noon as usual.

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.



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403

February 25, 1985

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.

<u>Area</u>	<u># Of Staff</u>	<u>Terms Expiring</u>	<u># Of Reps 1984-85</u>	<u># To Be Elected</u>
Academic Affairs	112	3	9	5*
Planning & Budgeting	43	1	4	1
President's Area	54	0	5	1**
Student Affairs	84	2	7	2***
Operations	41	1	4	1
University Relations	38	2	4	2

*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 8 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



Bowling Green State University



Center for Archival Collections
5th Floor, Jerome Library
Bowling Green, Ohio 43403
(419) 372-2411
Cable: BGSUOH

Holdings: Northwest Ohio
University Archives
Great Lakes

March 7, 1985

MEMORANDUM

TO: Deb McLaughlin
Public Relations

FROM: Paul Yon, Chair *Paul*
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



TO: Classified Staff
 FROM: H. Chris Esparza
 CSAC Representative

RE: FYI

Bowling Green State University

*Xc Paul Mason
 Carl Lipp*

27

Bowling Green, OH

Xc ABC Executive Committee
 March 8, 1985
Personnel & Staff Committee

MEMORANDUM

TO: Karl Vogt
 Vice President for Operations

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

SUBJECT: Severe Weather Policy

*Thought your
 should see this*

*copy
 4/4/85*

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.

- 2 -

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



Bowling Green State University

Standards and Procedures
Bowling Green, Ohio 43403
Cable: BGSUOH

April 4, 1985

MEMORANDUM

TO: Jill Carr
Secretary, ASC

FROM: Dr. Derek D. Dickinson¹⁰⁰
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.

Joe & Gregg -

FYI - I will figure out

*who is next in line & contact
that person.*

Jill

sb



Bowling Green State University

Department of Ethnic Studies
Bowling Green, Ohio 43403
(419) 372-2796
Telex: BGDUCB

Xc Election Committee, RSC

April 4, 1985

MEMORANDUM

*Suggest a sub committee
of RSC be formed to determine
just how the RSC should be
respond ... any other ideas ...*

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."

J. M. Stone

Dr. Ernest Champion, Chair *RSC*
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.

/bag



Bowling Green State University

Office of the Burcar
Bowling Green, Ohio 43403
Cable: BGSUOH

April 9, 1985

MEMORANDUM

TO: Richard Rehmer, Director
Personnel Support Services

FROM: Joe Martini, Chair *[Signature]*
Administrative Staff Council

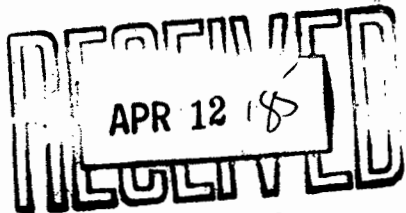
RE: Retirement Buy-Out for PERS Participants

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

xc: ASC Executive Committee





Bowling Green State University

April 15, 1985

RECEIVED
APR 17 1985

Office of the Burar
Bowling Green, Ohio 43403
Cable: BGSUOH

Gregg DeCrane

MEMORANDUM

TO: Derek Dickinson, Director
Standards and Procedures

FROM: Joe Martini, Chair
Administrative Staff Council

RE: Administrative Staff Council

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



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403

April 23, 1985

MEMORANDUM

TO: Administrative Staff Council Members

FROM: Jill Carr, Secretary, ASC *J.C.*

RE: Meeting Reminder

The Administrative Staff Council will meet at 1:30 p.m. on Thursday, May 2, 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



Bowling Green State University

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

April 25, 1985

MEMORANDUM

TO: Greg DeCrane
FROM: Joe Martin *[Signature]*
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

zc: ASC Executive Committee



Bowling Green State University

Center for Archival Collections
5th Floor, Jerome Library
Bowling Green, Ohio 43403-0175
(419) 372-2411
Cable: BGSUOH

Holdings: Northwest Ohio
University Archives

May 7, 1985

MEMORANDUM

TO: Joe Martini

FROM: Paul Yon *Paul*

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



Bowling Green State University

June 3, 1985

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

Gregg DeCrane

MEMORANDUM

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

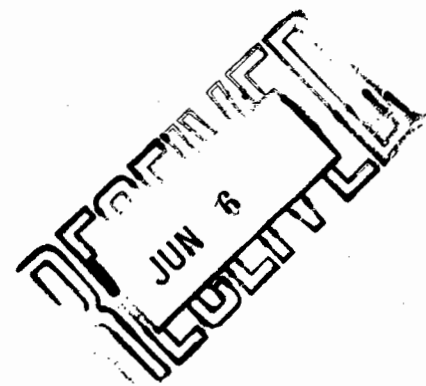
The Administrative Staff Council is very interested in receiving a copy of the PERS retirement legislation that would allow qualified staff persons to buy up to 5 years of service toward retirement.

As soon as you receive this information, could you please forward it to Gregg DeCrane (AEC 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





Bowling Green State University

June 3, 1985

Office of the Burcar
Bowling Green, Ohio 43403
Cable: BGSUOH

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

cc: Gregg DeCrane
Jill Carr
ASC Executive Committee



Bowling Green State University

June 6, 1985

Administrative Staff Council
Bowling Green, Ohio 43403

MEMORANDUM

TO: Sharon Stuart, Chairperson, Classified Staff Council

FROM: Jill Carr, Secretary, Administrative Staff Council J.C.

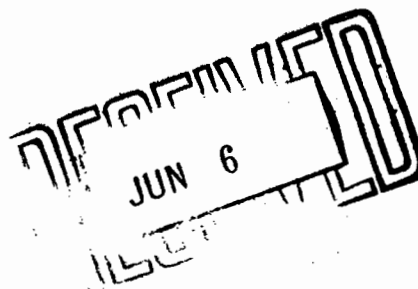
RE: 1985-86 Administrative Staff Council

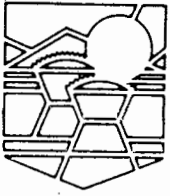
Attached please find the roster of the 1985-86 Administrative Staff Council. Newly elected members are underlined. Members of the Executive Committee are indicated with an asterisk. As you will note, Gregg DeCrane, Assistant Vice President for Student Affairs/Student Activities, will assume the chairmanship of the Council on June 4, 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





Bowling Green State University

June 6, 1985

Administrative Staff Council
Bowling Green, Ohio 43403MEMORANDUM

TO: Nancy Loomis, Space Assignments

FROM: Jill Carr, Secretary, Administrative Staff Council *J.C.*

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.

Monday	August 26, 1985	3:30-6 p.m.	Welcome for all Administrative Staff
Thursday	September 5, 1985	1:30-3:30 p.m.	Council Meeting
Thursday	October 3, 1985	1:30-3:30 p.m.	Council Meeting
Thursday	November 7, 1985	1:30-3:30 p.m.	Council Meeting
Thursday	December 5, 1985	1:30-3:30 p.m.	Council Meeting
Thursday	January 16, 1986	1:30-3:30 p.m.	Council Meeting
Thursday	February 6, 1986	1:30-3:30 p.m.	Council Meeting
Thursday	March 6, 1986	1:30-3:30 p.m.	Council Meeting
<i>Taft</i> → Thursday	April 3, 1986	1:30-3:30 p.m.	Council Meeting
Thursday	May 1, 1986	1:30-3:30 p.m.	Council Meeting
Thursday	June 5, 1986	1:30-3:30 p.m.	Council Meeting

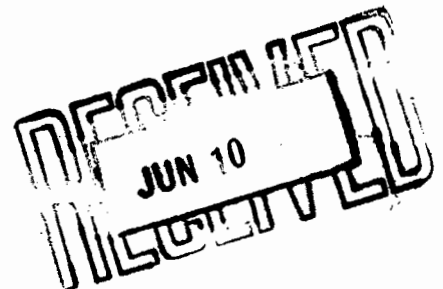
If the Alumni Room is not available on any of these dates, our second choice would be the Taft Room. The set-up for #27 would be for a large reception, some round tables, but mostly standing room for informal socializing. All other dates would need a conference set-up.

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

26

JC/jm

cc: Gregg DeCrane
Jim Sharp





Bowling Green State University

Copy 40

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

MEMORANDUM

TO: Susan Caldwell
Director of Administrative Staff Personnel

FROM: Gregg DeCrane *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



Bowling Green State University

41
Office of Student
Activities and Orientation
405 Student Services Building
Bowling Green, Ohio 43403
(419) 372-2843

MEMORANDUM

TO: Dick Rehmer
Director, Personnel Support Services

FROM: Gregg DeCrane *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



Bowling Green State University

42
Office of Student
Activities and Orientation
405 Student Services Building
Bowling Green, Ohio 43403
(419) 372-2843

MEMORANDUM

TO: Karen DeRosa
Rec Center

FROM: Gregg DeCrane *GD*
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



Bowling Green State University

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

MEMORANDUM

TO: Joan Gordan
Bowling Green Chamber of Commerce

FROM: Gregg DeCrane *GD*
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.

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GD:dkh



Bowling Green State University

44
Office of Student
Activities and Orientation
405 Student Services Building
Bowling Green, Ohio 43403
(419) 372-2843

MEMORANDUM

TO: Don Passmore
Director, Internal Auditing

FROM: Gregg DeCrane *Gregg*
Chair, Administrative Staff Council

DATE: June 10, 1985

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GD:dkh



Bowling Green State University

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

MEMORANDUM

TO: Bob Arrowsmith
Assistant Vice President, Student Affairs

FROM: Gregg DeCrane
Chair, Administrative Staff Council

DATE: June 10, 1985

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GD:dkh



Bowling Green State University

46
Office of Student
Activities and Orientation
405 Student Services Building
Bowling Green, Ohio 43403
(419) 372-2843

MEMORANDUM

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

FROM: Gregg DeCrane *GD*
Chair, Administrative Staff Council

DATE: June 10, 1985

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GD:dkh



Bowling Green State University

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

MEMORANDUM

TO: Wayne Colvin
Director of Greek Life

FROM: Gregg DeCrane *GD*
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.

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GD:dkh



Bowling Green State University

48
Office of Student
Activities and Orientation
405 Student Services Building
Bowling Green, Ohio 43403
(419) 372-2843

MEMORANDUM

TO: Greg Jordan
Director, Ice Arena

FROM: Gregg DeCrane *GD*
Chair, Administrative Staff Council

DATE: June 10, 1985

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GD:dkh



Bowling Green State University

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

MEMORANDUM

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

FROM: Gregg DeCrane *GD*
Chair, Administrative Staff Council

DATE: June 10, 1985

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

GD:dkh



Bowling Green State University

50
Office of Student
Activities and Orientation
405 Student Services Building
Bowling Green, Ohio 43403
(419) 372-2843

MEMORANDUM

TO: Bob Hayward
Plant Operations & Maintenance

FROM: Gregg DeCrane *GD*
Chair, Administrative Staff Council

DATE: June 10, 1985

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

GD:dkh



Bowling Green State University

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

MEMORANDUM

TO: Tom Glick
Executive Associate Director of Admissions

FROM: Gregg DeCrane *GD*
Chair, Administrative Staff Council

DATE: June 10, 1985

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GD:dkh



Bowling Green State University

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

MEMORANDUM

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

FROM: Gregg DeCrane *GD*
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

*Greg DeGroot
xc Paul You
Jill Carr*

MEMORANDUM

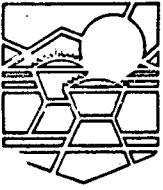
TO: Nan Edgerton
Research Services

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



Bowling Green State University

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

June 13, 1985

MEMORANDUM

TO: Dr. Art Neal, Chair
Faculty Senate

FROM: Joe Martini, Chair *JM*
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



Bowling Green State University

55
Administrative Staff
Personnel Services
Bowling Green, Ohio 43403
(419) 372-2558
Cable: BGSUOH

June 13, 1985

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

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
 Innovations
 University Involvement
 Professional development
 Support of human rights
 Counseling
 Awards/honors
 Teaching
 Service on governance
 bodies
 Facility Management

Learning new skills
 University and
 professional service
 Peer relationships
 Research/publications/
 presentations
 Communication skills
 Student evaluations
 Service to university
 constituency

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.

-2-

* 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



Bowling Green State University

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

June 18, 1985

MEMORANDUM

TO: Richard Rehmer, Director
Personnel Services

FROM: Joe Martini, Chair
Administrative Staff Council

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

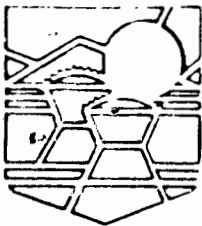
The Administrative Staff Council feels the availability of such a program is an excellent benefit to those who may shop with Toledo businesses.

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 EGSU employees.

If you have any questions, please call.

sal

cc: Executive Committee, Administrative Staff Council



Bowling Green State University

59

Personnel Support Services
Bowling Green, Ohio 43403
(419) 372 2225
(419) 372 0421
Cable: BG3UOH

Joe: Any comment yet?
Jkh
5/6/85

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 BGSCU. 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
Yark Oldsmobile - Toledo	\$125 over dealer
invoice + 10% on parts and labor	
Doorways, Inc. - Toledo.	20% discount
Gulizar's Imported Crystal & Porcelain - Toledo.	15% discount
Westin Hotel - Renaissance, Detroit.	\$25 per person
double per night	
Encyclopedia Britannica - Sylvania	6% discount
Seko's Photographic - Toledo	20-25% discount
Bailey, Banks, & Biddle Jewelers - Toledo.	15% discount
George Ballas Buick - Toledo	\$150 over cost,
10% discount on parts and labor	
Rig Country Floor & Wall Covering - Toledo	15% discount

T.I.R.E.S. Participation

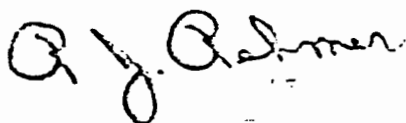
Page 2

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 additional 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 Classified Staff Advisory Committee 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.R.E.S. is also concerned with interface problems with our local community.



Richard J. Rehmer
Director, Personnel Support Services

kh

xc: Susan Caldwell

Attachment

61

June 25, 1985

Greg DeCrane

MEMORANDUM

TO: Deb McLaughlin

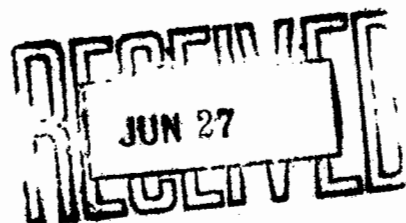
FROM: Joe Martini

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





Bowling Green State University

University Union
Bowling Green, Ohio 43403-0350
(419) 372-2241
Cable: BGSUOH

RECEIVED
JUL 5
JUL 3, 1985

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.

A handwritten signature in black ink, appearing to read "Jim Sharp".
James M. Sharp
Secretary



Center for Archival Collections
5th Floor, Jerome Library
Bowling Green, Ohio 43403-0175
(419) 372-2411
Cable: BGSUOH

Holdings: Northwest Ohio
University Archives

MEMORANDUM

To: Gregg DeCrane,
Chair, ASC

From: Paul Yon, *Paul*
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.

Draft as of July 3, 1985.

Fee Waiver Policy (BGSU Board of Trustees, 1976, Revised: _____)

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

a notarized statement that the eligibility conditions are met under provision (2).

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.
- B. 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.



Bowling Green State University

July 8, 1985

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

MEMORANDUM

TO: Gregg DeCrane
FROM: Joe Martin *[Signature]*
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 STRS
- as soon as he receives something, he will be contacting you.

Thanks.

sal

xc: Richard Rehmer



Bowling Green State University

July 16, 1985

Administrative Staff
Personnel Services
Bowling Green, Ohio 43403-0086
(419) 372-2558
Cable: BG5UOH

MEMORANDUM

TO: Gregg DeCrane

FROM: Marcia Buckenmyer *Marcia*
Susan Caldwell *Susan*

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

RECEIVED
JUL 17



Bowling Green State University

July 18, 1985

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

Gregg DeCrane

MEMORANDUM

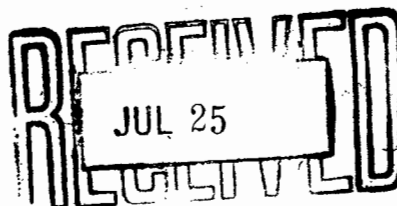
TO: Susan Caldwell
FROM: Joe Martini *[Signature]*
RE: Administrative Staff Council

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





Bowling Green State University

71
University Union
Bowling Green, Ohio 43403-0350
(419) 372-2241
Cable: BGSUOH

August 6, 1985

MEMORANDUM

TO: Administrative Staff Council
Executive Committee

FROM: Jim Sharp, Secretary

RE: Agenda for August 13 Meeting

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.

A handwritten signature in cursive script, appearing to read "Jim Sharp".
Jim Sharp

JS:tt
Enclosure

Fall 1985

72



Bowling Green State University

Bowling Green, Ohio 43403

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.
3. Conducted a series of five professional development workshops for members of the Administrative Staff. Topics covered included: Integrating the Computer, General Computer Applications, Performance Evaluation, Using the MacIntosh, and Managing for Results.
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.

Accomplishments
Administrative Staff Council
1984-85
Page Two

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.



Bowling Green State University

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

RECEIVED
PRESIDENT'S OFFICE

AUG 21 1985

FILE

MEMORANDUM

TO:

Dr. Paul Olscamp
President

FROM:

Gregg DeCrane *gdc*
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.

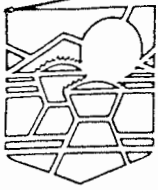
GD:dkh

8/23/85

*I'll try, Gregg, but I
have two major speeches &
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)



Bowling Green State University

August 29, 1985

78
Administrative Staff
Personnel Services
Bowling Green, Ohio 43403-0086
(419) 372-2558
Cable: BGSUOH

MEMORANDUM

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

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

SUBJ: Merit Pay

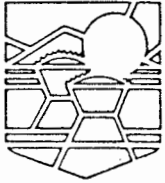
Gregg: I have attached a copy of a policy that determines who is eligible for across-the-board and merit increases. It is my understanding that this policy statement reflects the practice for the past several years. I hope that you will find this information helpful.

SC:mmmb
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.



Bowling Green State University

Bowling Green, Ohio 43403

September 12, 1985

file Admin Staff Council
80
✓ 9/20/85
To: Gregg DeCrane
Your point is
well made. I shall
make every effort to
provide the requested
advance notice.

MEMORANDUM

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

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

RE: Insurance Rate Increases

Dick Eakin

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



Bowling Green State University

Bowling Green, Ohio 43403

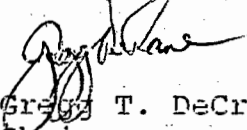
September 12, 1985

Mrs. Marge Postich
125 Belmer 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,


Gregg T. DeCrane
Chair
Administrative Staff Council

GTD:tt



Bowling Green State University

Bowling Green, Ohio 43403

September 12, 1985

MEMORANDUM

TO: Ruth Friend

FROM: Gregg T. DeCraney
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



Bowling Green State University

Bowling Green, Ohio 43403

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



Bowling Green State University

University Union
Bowling Green, Ohio 43403-0350
(419) 372-2241
Cable: BGSUOH

September 13, 1985

MEMORANDUM

TO: Dr. Paul J. Olscamp
President

FROM: Gregg T. DeCrane *GD*
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



Bowling Green State University

Bowling Green, Ohio 43403

RECEIVED

MEMORANDUM

SEP 16 1985

TO: Members of the Administrative Staff

FROM: Gregg T. DeCrane
Chair, Administrative Staff Council

RE: Accomplishments, Goals, Communications Network

EQUAL OPPORTUNITY COMPLIANCE
HANDICAPPED SERVICES

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

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.
3. Conducted a series of five professional development workshops for members of the Administrative Staff. Topics covered included: Integrating the Computer, General Computer Applications, Performance Evaluation, Using the MacIntosh, and Managing for Results.
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.

Accomplishments
Administrative Staff Council
1984-85
Page Two

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.

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 R. 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.

OPERATIONS
September 1, 1985

Constituents

John Buchenmyer
Bookstore
2-2851

Richard Stoner	Aux. Support Svcs.	2-2891
Arlene Layman	Aux. Support Svcs.	2-2891
Monna Pugh	Food Operations	2-2891
Otis Sonnenberg	Univ. Bookstore	2-2851
Jane Schimpf	Food Operations	2-2891
William Bess	Public Safety	2-2346
Daniel Parratt	Environ. Safety	2-2171
Ed O'Donnell	Food Operations	2-2891

Jim Corbitt
Office VP for Oper.
2-2126

Rollie Engler	Architect's Off.	2-2512
Keith Pogan	Plant Oper. & Maint.	2-2251
John Dorognazi	Plant Oper. & Maint.	2-2251
Earl Rupright	Plant Oper. & Maint.	2-2251
Charles Coddling	Plant Oper. & Maint.	2-2251
James Adler	Plant Oper. & Maint.	2-2251
Richard Roach	Plant Oper. & Maint.	2-2251
Gib Perez	Plant Oper. & Maint.	2-2251
Nancy Dunn	Plant Oper. & Maint.	2-2251
Raymond Buckholz	Architect's Office	2-2514
Janet Flory	Architect's Office	2-8829
James McArthur	Architect's Office	2-8828
Robert Hayward	Plant Oper. & Maint.	2-2511

Ruth Friend
Management Support Svcs.
2-2236

A. I. Milliron	Mgmt. Support Svcs.	2-2236
Howard Parker	Mgmt. Support Svcs.	2-2236
Fred Father	Inventory Management	2-8416
Richard Powers	Purchasing	2-8414
Terry Lawrence	Mgmt. Support Svcs.	2-2255
Richard Rehmer	Personnel Supp. Svcs.	2-2225
Sandy Lagro	Office VP for Oper.	2-2126
Sally Lonsdale	Mgmt. Support Svcs.	2-2355
Salvador Ramirez	Personnel Supp. Svcs.	2-2225

James Sharp
University Union
2-2241

Michael Solt	Union	2-2241
David Crooks	Union	2-2596
Zelma Metzger	Union	2-2641
Harold Miller	Union	2-7946
Bill Mays	Union	2-2596
Lucy Gilliland	Union	2-2241
Rita Foos	Union	2-2641
Rebecca Heyman	Union	2-2641
Russell Meister	Insurance	2-2112
James Clemens	Post Office	2-2310

PLANNING & BUDGETING
September 1, 1985

Constituents

<u>Cary Brewer</u> Ofc. of Reg. and Recs. 2-8441	Susan Caldwell	Ad. Staff Pers. Svcs.	2-2558
	Shirley Colaner	Ad. Staff Pers. Svcs.	2-2558
	Robert McGeein	Capital Planning	2-8591
	Rebecca McOmber	Regis. & Records	2-8441
	Elaine Badik	Computer Services	2-2911
	John Gruber	Computer Services	2-2911
	Dale Schroeder	Computer Services	2-2102
	Charles Schultz	Computer Services	2-2911
	Ron Reazin	Computer Services	2-2911
<u>David Hoehner</u> Business Office 2-2311	Steven Schaefer	Computer Services	2-2102
	Linda Hamilton	Planning & Budgeting	2-8262
	Don Passmore	Internal Auditing	2-8617
	John Martin	Admissions	2-2086
	Thomas Glick	Admissions	2-2086
	Daniel Shelley	Admissions	2-2086
	Clarence Terry	Admissions	2-2086
	Laura Teller	Admissions	2-2086
	Janet Baker	Admissions	2-2086
	Lisa Chavers	Admissions	2-2086
	Kerry Foldenauer	Admissions	2-2086
	Duane Whitmire	Regis. & Records	2-8441
	Roger Newman	Regis. & Records	2-8441
	Richard Paper	Internal Auditing	2-9940
<u>Richard Conrad</u> Computer Services 2-2911	Susan Cerny	Computer Services	2-2911
	Deb Clink	Computer Services	2-2911
	Susan Gruber	Computer Services	2-2911
	Steve Herber	Computer Services	2-2102
	James Hoy	Computer Services	2-2911
	Joseph Luthman	Computer Services	2-2911
	Kent Strickland	Computer Services	2-2911
	Connie Stein Shelley	Computer Services	2-2911
	Debra Wells	Computer Services	2-2102
	Richard Kasch	Computer Services	2-2911
<u>Joe Martini</u> Bursar 2-2815	Rich Zera	Computer Services	2-2911
	Paul Nusser	Treasurer's Office	2-2207
	Ilse Thomas	Treasurer's Office	2-2206
	Beryl Smith	Treasurer's Office	2-2208
	Clarence Lane	Business Office	2-8592
	Carl Lipp	Business Office	2-2311
	John Schroeder	Business Office	2-2311
	Lori Schumacher	Business Office	2-2201

UNIVERSITY RELATIONS
September 1, 1985

Constituents

Patrick Fitzgerald
Channel 57
2-7019

Jan Ball	WBGU-TV	2-7017
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 Bowe	WBGU-TV	2-8121
Patricia Booth	NWOETV	2-7043
Karl Cline	NWOETV	2-8121
Kaylene Little	NWOETV	2-7039
Lynn Passmore	NWOETV	2-7033

Sally Blair
Channel 57
2-7035

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 Kostyu	Public Relations	2-2616
Linda Swaisgood	Public Relations	2-2716
Robert Bortel	Stdnt. Publications	2-2601
Janet Stubbs	Stdnt. Publications	2-2601

Everett Fiper
Alumni and Development
2-2701

Larry Weiss	Alumni and Develop.	2-2701
John Fogel	Alumni and Develop.	2-2701
April Harris	Alumni and Develop.	2-2701
Wendy Luther	Alumni and Develop.	2-2701
Carl Feschel	Alumni and Develop.	2-2701
Carol White	Alumni and Develop.	2-2701
James Didnam	Alumni and Develop.	2-2701
Marcia Sloan	Alumni and Develop.	2-2701

ACADEMIC AFFAIRS
September 1, 1985

Constituents

Susan Darrow
Honors Program
2-8501

Beth Casey	CAO	2-8202
Joni Reed	CAO	2-8202
Ralph Olson	Coop. Educ.	2-2451
Virginia Lonner	Women's Studies	2-2620
Lee Caldwell	Arts & Sciences	2-2015
Eugene Keil	Arts & Sciences	2-2015
Linda Ogden	Arts & Sciences	2-2015
Betty Ward	Arts & Sciences	2-2015
Darlene Thomas	Arts & Sciences	2-2015
Linda Katzner	Honors Program	2-8202

Norma Stickler
Academic Affairs
2-2915

Kathi Rollins	Off. VP Acad. Affs.	2-8492
Terrence Bann	Firelands	93-214
Catherine Dyer	Firelands	93-257
John Hartung	Firelands	93-239
Dennis Horan	Firelands	93-244
Joseph O'Loughlin	Firelands	93-269
Charles Stocker	Firelands	93-238
Margie Brodrick	Firelands	93-230
Holly Hilborn	Firelands	93-213
Howard Elicker	Firelands	93-283
Mona Jackson	Firelands	93-240
Paul Shilling	Firelands	93-221

Jane Wood
College of Education
2-7372

Cheryl Didnam	College of Educ.	2-7389
Deboran Kortokrax-Clark	College of Educ.	2-7375
Linda Sullivan	College of Educ.	2-7372
Bonnie McKenzie	College of Educ.	2-7371
Vicki Melvin	College of Educ.	2-8151
Justine Magsig	Environ. Prog.	2-8207
Marilyn Braatz	Coll. of Educ.	2-2993
Gloria Pfeif	Coll. of Educ.	2-7372

Paul Yon
Library
2-2411

Diane Regan	Library & CAC	2-2054
Gail Richmond	Library & CAC	2-2106
Lee Norden	Library & CAC	2-8664
Regina Lemaster	Library & CAC	2-2411
Marilyn Levinson	Library & CAC	2-2411
Patricia Solomon	Library & CAC	2-8681
Judith Robins	Library & CAC	2-2411
Cheryl Gowing	Music Library	2-2307
Susan Pellant	Music Library	2-2307
Shawn Ferguson	Music Library	2-2307

ACADEMIC AFFAIRS
(continued)

	<u>Constituents</u>	
<u>Kathleen Steiger</u>	Laverne Dillon	Coll. of Bus. Ad. 2-2747
<u>College of Bus. Ad.</u>	George Howick	Coll. of Bus. Ad. 2-2747
2-2747	Kevin Kerr	Arts & Sciences 2-8141
	Andrew Wickiser	Arts & Sciences 2-8038
	Jeffrey Zollinger	Arts & Sciences 2-2136
	Brian Schuck	Arts & Sciences 2-2301
	Eve Blass	Arts & Sciences 2-2301
 <u>Christopher Dunn</u>	 Gail McRoberts	 Graduate College 2-2791
<u>Research Services</u>	Carol Davis	Graduate College 2-2481
2-2481	Joan Morgan	Acad. Enhancement 2-2677
	Robertta Leslie	Acad. Enhancement 2-2677
	Vernice Cain	Acad. Enhancement 2-2677
	Joyce Blinn	Acad. Enhancement 2-2677
	Patricia Hicks	Acad. Enhancement 2-2677
	Mary Lynn Rogge	Acad. Enhancement 2-2677
	Aurelio Sanchez	Acad. Enhancement 2-2677
	Janis Wells	Acad. Enhancement 2-2677
	Margaret Hawkins	Acad. Enhancement 2-2677
	John Zimmerman	Acad. Enhancement 2-2677
 <u>Kathryn Thiede</u>	 Simine Short	 Arts & Sciences 2-2432
<u>Library</u>	Laurie Willett	Arts & Sciences 2-2332
2-2856	Jonna Weaver	Arts & Sciences 2-2332
	Dennis Jewett	Arts & Sciences 2-2332
	Craig Bedra	Arts & Sciences 2-8824
	Linda Abrams	Arts & Sciences 2-8750
	Cornelia Mauk	Arts & Sciences 2-2136
	Ellen Dalton	Arts & Sciences 2-8200
	Linda Schwemley	Arts & Sciences 2-2332
	Chris Onasch	Arts & Sciences 2-2332
	Brian Schuck	Arts & Sciences 2-2301
	Kathy Hart	Arts & Sciences 2-2576
	Diana Simmons	Arts & Sciences 2-2136
	Kathryn Carr	Arts & Sciences 2-2332
	Kathy Hoff	Arts & Sciences 2-2034
	Jacqueline Nathan	Arts & Sciences 2-2786
 <u>Joan Bissland</u>	 Pat Browne	 Popular Press 2-7866
<u>Continuing Education</u>	Jan Peterson	Continuing Educ. 2-8181
2-8181	Judy Donald	Continuing Educ. 2-8181
	Lorene Malanowski	Continuing Educ. 2-8181
	Dante Thuraiatnam	Continuing Educ. 2-8181
	Barbara Apple	Continuing Educ. 2-8181
	Lynn Zulauf	Continuing Educ. 2-8181
	Gordon Hart	Continuing Educ. 2-8181
	Joyce Kephke	Continuing Educ. 2-8181
	Jeff Grilliot	Inter. Programs 2-2248
 <u>James Litwin</u>	 Jennifer Spielvogel	 Health & Human Svcs. 2-8244
<u>Institutional Studies</u>	Barbara Keeley	Health & Human Svcs. 2-7771
2-2681	Tom Birk	Health & Human Svcs. 2-8242
	Caroline Loomis	Health & Human Svcs. 2-8242
	Ed Csanady	Graduate College 2-8753
	John Ahrens	Graduate College 2-2536
	Jerry Slivka	Graduate College 2-2410
	Kory Tilgner	Graduate College 2-2536
	Erik Graubart	Arts & Sciences 2-8146
	Mark Harris	Pop. & Res. Center 2-2497

ACADEMIC AFFAIRS
(continued)

		<u>Constituents</u>	
<u>Barry Piersol</u>	Tina Bunce	College of Music	2-8610
<u>College of Technology</u>	Paul McCutcheon	College of Music	2-2288
2-7580	Keith Hofacker	College of Music	2-2954
	Martin Porter	College of Music	2-8177
	Chris Hess	School of Tech.	2-7410
	Mark Bunce	College of Music	2-8405
	Jack da Silva	Arts & Sciences	2-2786
	Chris Onasch	Arts & Sciences	2-2886
 <u>Ann Bowers</u>	 Cynthia Sease	 Instruc. Media	 2-2881
<u>Ctr. for Archival Coll.</u>	George Cripe	Instruc. Media	2-2881
2-2411	LeAnne Floro	Instruc. Media	2-2881
	David Hampshire	Instruc. Media	2-2881
	Joshua Hartman	Instruc. Media	2-2881
	Jerry Hartwell	Instruc. Media	2-2161
	Kim Sebert	Instruc. Media	2-2881
	Douglas McCartney	Instruc. Media	2-2881
	Kathleen Crosby	Instruc. Media	2-2881
	Vicki Cleveland	Instruc. Media	2-2881

STUDENT AFFAIRS
September 1, 1985

Constituents

Joanne Navin
Health Center
2-2271

Cheryl Lambert	Health Center	2-2271
Zhanna Brant	Health Center	2-2271
Marilyn Warner	Health Center	2-2275
Tess Domini	Health Center	2-2271
Charles Frie	Health Center	2-2271
Barbara Frobel	Health Center	2-2271
Elayne Jacoby	Health Center	2-2271
Mary Johnson	Health Center	2-2271
Joshua Kaplan	Health Center	2-2271
Nancy Kumor	Health Center	2-2271
Christine Oswald	Health Center	2-2271

Jill Carr
Housing Office
2-2011

Dorothy Buettner	Residential Svcs	2-2862
Becky Figura	Residential Svcs	2-2530
David Fried	Residential Svcs	2-8083
Diane Carr	Residential Svcs	2-2393
Tom Mottola	Residential Svcs	2-2863
Mike VanEss	Residential Svcs	2-2050
Pamela Walter	Residential Svcs	2-2626
Sandy Crill	Residential Svcs	2-2165
David Rorick	Residential Svcs	2-2064
Robin Streaty	Residential Svcs	2-2972
Richard Hughes	On-Campus Housing	2-2011

Tonia Stewart
Off-Campus Housing
2-2458

Mike Woeste	Residential Svcs	2-2493
Augie Galvan	Residential Svcs	2-2975
Kim Page	Residential Svcs	2-8292
Rich Rocheleau	Residential Svcs	2-2465
Paula Smith	Residential Svcs	2-2966
Judith Biggs	Small Group Housing	2-2151
Julie Busch	Small Group Housing	2-2151
William White	Residential Svcs	2-8076
Charles Johnson	Residential Svcs	2-2666
Cheryl Laubacher	Residential Svcs	2-2919

Gregg DeCrane
Off VP-Stdnt Affairs
2-2843

Bob Arrowsmigh	Off VP-Stdnt Affs	2-2147
Gale Swanka	UAO	2-2343
Wayne Colvin	Residential Svcs	2-2151
Bill Lanning	Residential Svcs	2-2456
Barb Keller	Residential Svcs	2-2456
Derek Dickinson	Standards & Proc.	2-2262

STUDENT AFFAIRS
(continued)

<u>David Weinandy</u>	Deanna Okoiti	Min. Student Act.	2-2978
<u>Student Activities</u>	Mary Dunson	College Access	2-2381
2-2843	Richard Frye	College Access	2-2381
	Joyce Jones	College Access	2-2381
	Keith Mitchell	College Access	2-2381
	Deborah Rice	College Access	2-2381
 <u>Deb Heineman</u>	 Nancy Kelly	 Financial Aid	 2-2651
<u>Fin. Aid & St. Empl.</u>	Laura Emon	Financial Aid	2-2651
2-2651	Limas Forte	Financial Aid	2-2651
	Conrad McRoberts	Financial Aid	2-2651
	Suzanne Fahrner	Financial Aid	2-2651
	Bernie Hershenberger	Counseling	2-2081
	Lee Amundsen	Counseling	2-2081
	Hazel Smith	Off Campus Ctr.	2-2573
	Deb McCurdy	VP Student Affs Off	2-2381
 <u>Peace Champion</u>	 JoAnn Kroll	 Placement	 2-2356
<u>Minority Affairs</u>	Joan Tuzzing	Placement	2-2356
2-8359	Jerry Richardson	Placement	2-2356
	Marshall Rose	Placement	2-2356
	Manuel Vadillo	Minority Affairs	2-8813
	Jack Taylor	Minority Affairs	2-8358
	Dean Purdy	Minority Affairs	2-8625
 <u>Ron Zwierlein</u>	 Scott Levin	 Student Rec Ctr	 2-7477
<u>Student Rec Center</u>	Michelle Harder	Student Rec Ctr	2-7482
2-7484	Jim Austermliller	Health Center	2-2271
	JoAnn Brinkman	Health Center	2-2271
	Miriam Meyer	Health Center	2-2271
	Cindy Fuffer	Health Center	2-2271
	Becky Utz	Health Center	2-2271

PRESIDENT'S AREA
September 1, 1985

Constituents

<u>Jack Gregory</u>	Kevin Cleary	Athletic Depart.	2-2401
Athletic Department	Steven Shutt	Athletic Depart.	2-2401
2-2401	Chris Sherk	Athletic Depart.	2-2401
	Philip Goldstein	Athletic Depart.	2-2401
	Scott Bressler	Athletic Depart.	2-2401
	Charles Nagle	Athletic Depart.	2-2401
	James Treeger	Athletic Depart.	2-2401
	Kenneth Schoeni	Athletic Depart.	2-2401
	Linda Eastel-Powers	Athletic Depart.	2-2401
	Gregory Nye	Athletic Depart.	2-2401
 <u>Carole Huston</u>	 Bill Jones	 Athletic Depart.	 2-2401
Athletic Department	Mike Messaros	Athletic Depart.	2-2401
2-2401	Chris Smalley	Athletic Depart.	2-2401
	Denise Van de Walle	Athletic Depart.	2-2401
	Gary Palmisano	Athletic Depart.	2-2401
	Charles McSpiritt	Athletic Depart.	2-2401
	Dennis Robinson	Athletic Depart.	2-2401
	Sid Sink	Athletic Depart.	2-2401
	June Stack	Athletic Depart.	2-2401
	Joe Sharp	Athletic Depart.	2-2401
	Fran Voll	Athletic Depart.	2-2401
	Sue Youngpeter	Athletic Depart.	2-2401
	Lee LaBadie	Athletic Depart.	2-2401
 <u>Kevin McHugh</u>	 Dennis Stolz	 Athletic Depart.	 2-2401
Athletic Depart.	Tim McConnell	Athletic Depart.	2-2401
2-2401	Mark Miller	Athletic Depart.	2-2401
	Jan Quarless	Athletic Depart.	2-2401
	Scott Duncan	Athletic Depart.	2-2401
	Reggie Oliver	Athletic Depart.	2-2401
	Ed Schmidt	Athletic Depart.	2-2401
	Jon Hoke	Athletic Depart.	2-2401
	John Weinert	Athletic Depart.	2-2401
	Ron Johnson	Athletic Depart.	2-2401
	Mark Paluszak	Athletic Depart.	2-2401
 <u>Janet ScottBey</u>	 June Shrider	 President's Office	 2-2211
Affirmative Action	Philip Mason	President's Office	2-2211
2-8495	Kay Meier	President's Office	2-2211
	Suzanne Crawford	Affirmative Action	2-8495
	Gail Davenport	Athletic Depart.	2-2401
	Ed Platzer	Athletic Depart.	2-2401

PRESIDENT'S AREA
(continued)

Patricia Cleveland
Athletic Department
2-2711

Rich Draper	Athletic Depart.	2-2401
Don Luikhart	Athletic Depart.	2-2401
Jerry York	Athletic Depart.	2-2401
Frances Buddy Powers	Athletic Depart.	2-2401
Terry Flanagan	Athletic Depart.	2-2401
Greg Jordan	Ice Arena	2-2264
Tom Wallace	Ice Arena	2-2264
Randy Sokoll	Ice Arena	2-2264
Karen Zambrizcky	Ice Arena	2-2264
Don Woods	Athletic Depart.	2-2264



Center for Archival Collections
5th Floor, Jerome Library
Bowling Green, Ohio 43403-0175
(419) 372-2411
Cable: BGSUOH

Holdings: Northwest Ohio
University Archives

M E M O R A N D U M

TO: Greg DeCrane, Chair
Administrative Staff Council

FROM: Paul Yon, Director *Paul*
CAC

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.



Bowling Green State University

September 20, 1985

100
Management Support Services
Bowling Green, Ohio 43403-0330

MEMORANDUM

TO: Gregg DeGrane, Chair
Administrative Staff Council

FROM: Ruth Friend *R. Friend*

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



Bowling Green State University

Vice President for
Planning and Budgeting
Bowling Green, Ohio 43403
Cable: BGSUOH

September 23, 1985

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.

Paul Yon
Sept. 23, 1985
Page 2

4) Estimated fee waivers for 1985-86 are as follows:

Dependent fee waivers - Instructional Fees	\$475,000
Employee fee waivers - Instructional and General Fees	255,000
	<u>\$730,000</u>

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

Elton Ringer



Bowling Green State University

Financial Aid and Student Employment
Bowling Green, Ohio 43403
Cable: BGSUOH

MEMORANDUM

TO: Dr. Paul Olscamp
President

FROM: Deb Heineman *DA*
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.



Office of the President
Bowling Green, Ohio 43403-0010
Cable: BGSUOH

*Greg,
I would be happy to
meet & discuss if necessary.*

Phil

September 27, 1985

PWL

To: President Olscamp
From: Phil Mason *Phil*
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

grievance, in writing, to the chair of the area review committee. This must occur within seven calendar days after the immediate supervisor has rendered a decision as to the resolution of the complaint.

Should the complainant be a member of the hearing panel or should a particular case indicate the potential for a conflict of interest, the appropriate vice president will select a new person to hear the case in question.

The Area Review committee will investigate the grievance, and within fourteen calendar days after its receipt, submit a written recommendation for resolution to the President (or designee) or appropriate vice president. The President (or designee) or Vice President will present a written decision to the staff member within seven calendar days after receipt of the Area Review Committee's report. A copy of the Review Committee's report will also be forwarded to the staff member.

If the complainant identified the potential for a conflict of interest with the vice president, the duties herein delegated to that position will be reassigned as directed by the President.

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 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 as 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 affirm 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 rationale 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.



Bowling Green State University

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

MEMORANDUM

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

FROM: David Weinandy *Dave*
Director of Orientation

DATE: October 7, 1985

SUBJECT: Administrative Staff Council

Deb, if noone 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



Bowling Green State University

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

MEMORANDUM

TO: Paul J. Olscamp
President

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

FROM: Gregg DeCrane *GD*
Chair, Administrative Staff Council

DATE: October 15, 1985

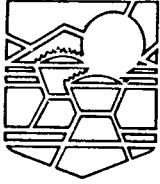
SUBJECT: Salary Increments Policy

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



Bowling Green State University

Vice President for
Planning and Budgeting
Bowling Green, Ohio 43403-0080
(419) 372-0262
Cable: BGSUOH

October 22, 1985

MEMORANDUM

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

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

SUBJ: Payment of Vacation at Termination

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 receive the last portion of their job if it carried over into a new month.




Bowling Green State University

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

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 *DH*
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 45 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

C
O
P
Y



Bowling Green State University

Financial Aid and Student Employment
Bowling Green, Ohio 43403
Cable: BG5UOH

TO:

FROM: Deb Heineman, Chair-elect
ASC

DATE: October 29, 1985

I. Communication Network

- A. Will be used to disseminate information to all administrative 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 identified, 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 procedure/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 Arrowsmith attends Faculty Senate meetings and Jim Sharp attends CSAC meetings. In addition, minutes of all groups are being exchanged.
 - 7. The Professional Development Committee has already established workshop topics and schedules. All administrative 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, CSAC
 - Jan. 16 - Dick Newlove, Board of Trustees
 - March 6 - Suzanne Crawford, 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 hand-book 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 DeChane.
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 CSAC to discuss their recommendations based on the Mercer-Meidinger 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.



Bowling Green State University

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

MEMORANDUM

TO: Phil Mason
Executive Assistant to the President

FROM: Gregg DeCrane *GD*
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



Bowling Green State University

November 19, 1985

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

MEMORANDUM

TO: Gregg DeCrane, Chair
Administrative Staff Council

FROM: Susan Caldwell, Director *Susan*
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 13-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:

<u>University</u>	<u>Approximate # F/T Staff</u>	<u>1984-85 Turnover Percent</u>
Akron	no statistics maintained	
BGSU	335	11.08%
Central State	114	20%
Cleveland	250	11.6%
Cincinnati	1,285	11%
Kent	no statistics maintained	
Medical College	no statistics maintained	
Miami	no statistics maintained	
Ohio State	no response to survey	
Ohio University	no statistics maintained	
Toledo	160	9%
Wright State	no statistics maintained	
Youngstown	no statistics maintained	

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:mmmb



Bowling Green State University

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

MEMORANDUM

TO: Don Boren
Chair of Faculty Senate

FROM: Gregg DeGrane *GD*
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

MEM/80



Alumni and Development
Mileti Alumni Center
Bowling Green, Ohio 43403-0054
(419) 372-2701
Cable: BGSUOH

November 21, 1985

MEMORANDUM

TO: Greg DeCrane
Student Activities & Orientation

FROM: Everett Piper *ESP*
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.



Bowling Green State University

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

MEMORANDUM

TO: Joe Martini
Bursar

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

DATE: November 21, 1985

SUBJECT: FERS Early Retirement

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

The committees 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 *DS*
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 \$62,036 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



Bowling Green State University

November 27, 1985

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

MEMORANDUM

TO: Gregg DeCrane, Chair
Administrative Staff Council

FROM: Susan Caldwell, Director *Susan*
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	108 single
	Part-time	-	22 married	4 single

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

INSURANCE COVERAGE: Full-time only

Hospitalization	-	125 family	197 single
Major Medical	-	130 family	191 single
Surgical	-	206 family	116 single

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:

1 child	-	73 staff
2 children	-	66 staff
3 children	-	26 staff
4 children	-	3 staff

(These statistics are based on Insurance Office records reviewed 11-27-85)

Gregg DeCrane

- 2 -

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 EG3U 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:mmmb

xc: Diane Shamp

MEMORANDUM

TO: Sharon Stuart
Health Center

FROM: Deb Heineman *DH*
Associate Director

RE: Administrative Staff Council Meeting

DATE: November 18, 1985

C
O
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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:Er

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,
454 Madison Court (off of Conneaut).
Hope to see you there!

Regrets: 2-2843 or
352-0716

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352-0716



Bowling Green State University

129
Office of Student
Activities and Orientation
405 Student Services Building
Bowling Green, Ohio 43403
(419) 372-2843

MEMORANDUM

TO: Phil Mason
Executive Assistant to the President

FROM: Gregg DeCrane, *GD*
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



Bowling Green State University

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

December 11, 1985

MEMORANDUM

TO: Gregg DeCrane, Chair
Administrative Staff Council

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

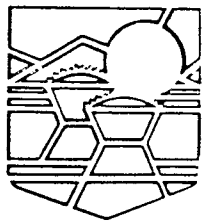
SUBJ: University Budget Process

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 Rehmer 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



Bowling Green State University

Personnel Support Services
Bowling Green, Ohio 43403-0370
(419) 372-2225
(419) 372-0421
Cable: BGSUOH

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:

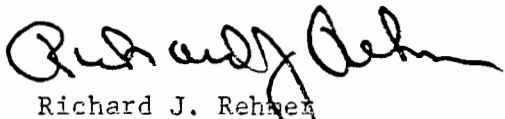
- . Big Country Floor and Wall Covering - 15% discount
- . George Ballas Buick - \$150 discount over dealer cost on new cars
- . E.B. Brown Optical - 15% discount on all eye wear
- . Brown Pontiac-Honda-Mazda - \$125 over dealer invoice on new cars
- . Charlie's Dodge - \$125 over dealer invoice on new 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.

Page 2

- 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

kh

xc: A.I. Milliron
Karl Vogt
Marcia Sweeney

December 17, 1985

TO: Paul Yon

FROM: Joe Martini *Jm.*

RE: Attached Memo

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

xc: Gregg DeCrane



Bowling Green State University

December 12, 1985

Vice President for
Planning and Budgeting
Bowling Green, Ohio 43403-0030
(419) 372-0262
Cable: BG5UOH

MEMORANDUM

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

FROM: Richard R. Eakin *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



Bowling Green State University

Financial Aid and Student Employment
Bowling Green, Ohio 43403
Cable: BG5UOH

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



Bowling Green State University

136
Office of Student
Activities and Orientation
405 Student Services Building
Bowling Green, Ohio 43403
(419) 372-2843

MEMORANDUM

TO: Susan Caldwell
Director, Administrative Staff Personnel Services

FROM: Gregg DeCrane *Gregg*
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