Correspondence 1986

Bowling Green State University. Administrative Staff Council

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1. Colored Ink
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January 6, 1986

MEMORANDUM

TO: Greg DeCrane  
Chair, Administrative Staff Council

FROM: Paul J. Olscamp  
President

SUBJECT: Opening Day Ceremonies and Salary Increments Policy

In response to two memoranda from you as Chair, Administrative Staff Council, I provide the following, with my apologies for the belated reply:

Opening Day Ceremonies:

You stated that you were "disappointed in the lack of any mention or recognition of the University Administrative Staff at the Ceremony." I did mention the Administrative Staff during my convocation address. The Administrative Staff were mentioned directly, mentioned several times as "staff" and mentioned specifically as they relate to certain administrative units such as the Computer Center, Office of Financial Aid, University Relations, Student Affairs, and others. No one recognizes the importance of the Administrative Staff at BGSU more than I do. If you feel additional mention of the Administrative Staff Council would be helpful, please forward your suggestions to Dr. Richard Eakin, Vice President for Planning and Budgeting, whose division includes the Office of Administrative Staff Services.

With regard to having the Chair of the Administrative Staff Council address the community during the convocation, I would prefer that present practice continue. Currently, the Chair of the Administrative Staff Services addresses members during an afternoon gathering of the Administrative Staff. I believe about 100 members have attended in the past. Perhaps some activity to draw more members would be appropriate such as an address from the Vice President. The convocation is already too long, in my opinion.

Salary Increment Policy

As you know, the final report of the Ad Hoc Committee on Salary Increment Policy is not yet complete. The final report
may include a recommendation that the Administrative Staff Council appoint a committee for purposes of developing a salary increments policy for administrative personnel. My office will keep the ASC posted.

I appreciate your interest and willingness to assist.

PJO: mg
January 10, 1986

To: Dr. Rex Eikum, Chair
   Committee on Committees

From: Don Boren, Chair
   Faculty Senate

Re: Administrative Staff membership on CAP

The Administrative Staff Council has requested representation on
the Committee on Academic Priorities (attached). I believe that Com/Com
is the appropriate Committee to consider this request.

jm
attachment
xc: Gregg DeCrane, Chair
 / Administrative Staff Council
MEMORANDUM

TO: Don Boren
   Chair, Faculty Senate

FROM: Gregg DeCrane
      Chair, Administrative Staff Council

DATE: December 18, 1985

SUBJECT: Membership on CAP Committee

Thank you for your response to my inquiry concerning Administrative Staff Council representation on the Committee on Academic Priorities. Please find enclosed a new copy of the original request.

If you have any questions, please call.

Thanks for your help Don. Have a relaxing and enjoyable holiday break.

GD: dkh

MEM/27
The Administrative Staff Council hereby requests representation within the University Exigency Plan as approved by the Faculty Senate October 18, 1982 and approved by the Board of Trustees February 11, 1983. Such representation would be through membership on the Committee on Academic Priorities (CAP) which is described under Section C, Step 1 of the University Exigency Plan.

Reasons:

1. The exigency policy was originally drafted by the Faculty Senate and then accepted as University Policy by the Board of Trustees before the inception of the Administrative Staff Council. Were it to be written now as a University policy it would most appropriately include a representative of the Administrative Staff Council.

2. The new "Statement of Role and Mission of Bowling Green State University" states in the epilogue that "...creative administrative leadership will be required for attaining desired goals." This same administrative leadership should be consulted and informed as part of the CAP also.

3. Under Article II, Section 7: Shared Responsibilities of the University Academic Charter passed by the Board of Trustees June 17, 1983, "certain responsibilities are shared in varying degrees by all the basic groups of individuals within the University Community." Section (c) and (e) in particular refer to providing "forums for the discussion of problems facing higher education in general and BGSU in particular; reviewing and making recommendations about the annual budget to be recommended to the Board of Trustees through the President." Such participation seems to recommend participation on the CAP.

4. Because the CAP will be identifying units to be curtailed within the academic area including "activities, offices, services, functions, degree programs, academic specializations, departments, divisions, centers, and institutes" which are supported, and influenced by many administrative areas within the BGSU community, the input from Administrative Staff representing those areas would enhance the decision making process.

5. Non-academic areas may also be subject to curtailment recommendations by the CAP and should also be represented in such deliberations by the ASC which represents the 300 Administrative Staff employees on campus.
MEMORANDUM

TO: Administrative Staff Members

FROM: Susan Caldwell, Director

SUBJ: Tour of the Technology Building

Barry Piersol, Director of Cooperative Education, will conduct a tour of the Technology Building for our next luncheon program on Wednesday, January 22. In addition to a tour of the facility, he will provide an overview of Technology programs and the College of Technology Cooperative Education function.

The program will begin at 12:15 p.m. in the student lounge room 101 of the Technology Building. You are welcome to bring your lunch with you -- there will be time to eat before the tour begins. When you arrive at the Technology Building, enter the west wing of the building from ground level and upon entrance to the building you will be in the student lounge. The tour will be completed before 1:00 p.m. I hope you will be able to attend.

SC:mmb
MEMORANDUM

TO: Gregg DeCrane
Chair, Administrative Staff Council

FROM: Susan Caldwell, Director
Administrative Staff Personnel Services

SUBJ: Work Week and Compensatory Time

Gregg: In response to your questions concerning work week and compensatory time for administrative staff, I have referred to the policy on "Compensatory Time" on page 40 of the Administrative Staff Handbook for information on both issues. That policy states that "a full-time administrative staff member is expected to work a minimum of forty hours per week," and that at times it will be necessary to work more than 40 hours in order to fulfill contract obligations. Based on this statement, it is my understanding that a staff member may be required to work more than 40 hours in a week. In addition, no maximum limit has been set on the amount of time a person should be expected to work per week.

The only policy I am aware of dealing with compensatory time for administrative staff is the statement in the Handbook. There are, of course, policies providing classified employees with overtime pay or compensatory time off for hours worked in excess of forty in a week. I checked with the Library and was told that there are no special compensatory time policies in that area. Some departments may assign employees to staggered work schedules so that offices can be staffed for evening and weekend hours, but there is no provision for compensatory time when an employee's workload exceeds a certain number of hours. Please let me know if you have additional information that you would like me to look into. I hope my response will be helpful to you.

SC:nmb
MEMORANDUM

TO: Dr. Christopher Dalton
   Chair, Faculty Senate Budget Committee

FROM: Gregg DeCrane
      Chair, Administrative Staff Personnel

DATE: January 21, 1986

SUBJECT: Salary Increase Recommendations

It has been brought to my attention, by way of a memo from Susan Caldwell, that the Administrative Staff Council may present annual salary increase recommendations to the Faculty Staff Budget Committee. This is certainly a welcomed opportunity and one that in future years we hope to participate in from the beginning. In regard to the current year's budget process, it is the Administrative Staff Council's recommendation that the Administrative Staff maintain its position of being considered in the same salary pool as the faculty. This is in light of past relationships with the faculty in regards to salaries and the yet to be finalized report of the Ad Hoc Committee on Salary Increment Policy.

GD:dkh

ASC/2
MEMORANDUM

TO: Dr. Eloise Clark  
Chair, University Budget Committee

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

DATE: January 21, 1986

SUBJECT: Salary Increase Recommendation

It has been brought to my attention, by way of a memo from Susan Caldwell, that the Administrative Staff Council may present annual salary increase recommendations to the University Budget Committee. This is certainly a welcomed opportunity and one that in future years we hope to participate in from the beginning. In regard to the current year's budget process, it is the Administrative Staff Council's recommendation that the Administrative Staff maintain its position of being considered in the same salary pool as the faculty. This is in light of past relationships with the faculty in regards to salaries and the yet to be finalized report of the Ad Hoc Committee on Salary Increment Policy.

GD: dkh

ASC/2
MEMORANDUM

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

FROM: Gregg DeCrane
   Chair, Administrative Staff Council

DATE: January 24, 1986

SUBJECT: Opening Day Ceremonies

Dr. Olscamp has indicated to me that any suggestions for including Administrative Staff Council in Opening Day ceremonies should be forwarded to you. After discussing the topic with the ASC Executive Committee the following suggestions are offered:

1. The Chair of the Administrative Staff Council should be included in the presenters at the convocation. This would be consistent with the other two representative bodies during the Opening Day Convocation and the Classified Staff Convocation.

2. The Administrative Staff would continue to hold its annual meeting (as provided for in the ASC Charter) during the afternoon of Opening Day. This would be followed, as has been the custom, by a reception for all Administrative Staff with special recognition given to new employees.

3. The presentation of the Ferrari Award should be presented at the convocation. The award was created by the Board of Trustees and is the highest award that can be received by an Administrative Staff member. The forum for its presentation should be as broad as possible.

If you have any questions about the above suggestions, please call. Your help in this matter is appreciated.

GD:dkh

Enclosure: Dr. Olscamp's letter

ASC/4
January 29, 1986

Dick Newlove
336 South Main Street
Bowling Green, Ohio 43402

Dear Dick:

On behalf of the Administrative Staff Council, I would like to express sincere thanks for meeting with us and sharing your views about Bowling Green State University. Everyone thought that your remarks were stimulating and provided another perspective on events at the University. It is gratifying to know that the Board of Trustees has individuals such as yourself working for the benefit of students and staff. I hope that you had an enjoyable and enriching experience as well.

Thanks again for taking the time to meet with us.

Sincerely,

Deb Heineman
Associate Director

DH:lle
MEMORANDUM

TO: Gregg DeCrane, Chair
    Administrative Staff Council

FROM: Susan Caldwell, Director
       Administrative Staff Personnel Services

SUBJ: Administrative Staff Contracts

As you requested, I checked to see if there are any
University policies concerning the length of time for which a
contract can be written. The following summarizes my findings:

Academic Affairs - The maximum length of a contract
is 12 months. No contracts are allowed to overlap
fiscal years, with the exception of grant-funded
positions which may be on a different renewal
schedule.

All Other Areas - There is no set policy on the length
of a contract. Depending on the circumstances of each
position, a contract may be written for as long as
14 months. Seldom would a contract be written for
more than that. One of the reasons for keeping
contracts to close to 12 months is that funding
from the state is provided for one year at a time.

I hope this information will be helpful to you. Please
let me know if I can be further assistance.

SC:mmb
Section 5: Alternates at ASC Meetings

Alternates may be designated by any Administrative Staff Council member who finds that attendance at an Administrative Staff Council meeting is not possible. Alternates must be chosen from the Vice Presidential or Presidential area represented by the council member and must be identified to the Administrative Staff Council Chair prior to the beginning of the meeting. An alternate so chosen and so identified may participate in discussion, initiate motions, and vote on all issues, save those involving amendment to the Charter or By-Laws. Alternates may replace any single council member no more than three times in one year.

Section 6: Attendance Policy

An Administrative Staff Council member who is absent from three consecutive regular meetings without having sent an alternate or a total of five meetings during the academic year, and who has not offered for such absences reasons acceptable to the Executive Committee, shall be designated by the Executive Committee as absentee.

After the absentee Administrative Staff Council member has been notified by the Secretary of his/her designation as absentee, his/her name shall be placed before all Administrative Staff Council members at any regular meeting. At that time, a vote of two-thirds of those present shall be sufficient to remove the absentee Administrative Staff Council member from office.
February 3, 1936

MEMORANDUM

TO: Ruth Friend

FROM: Jim Sharp, Secretary

Administrative Staff Council

RE: Attendance

According to our records, you are in danger regarding either the number of alternates you have sent to ASC meetings, or attendance.

Attached are the relevant by-laws related to these topics.

As of this date, you have sent an alternate 3 times.

Thanks for your attention to this situation.

JS:tt

Attachment

cc: Exec. Committee
February 3, 1986

MEMORANDUM

TO: Jack Gregory

FROM: Jim Sharp, Secretary
Administrative Staff Council

RE: Attendance

According to our records, you are in danger regarding either the number of alternates you have sent to ASC meetings, or attendance.

Attached are the relevant by-laws related to these topics.

As of this date, you have sent an alternate __4__ times.

Thanks for your attention to this situation.

JS:tt
Attachment
cc: Exec. Committee
February 3, 1986

MEMORANDUM

TO: Kevin McHugh

FROM: Jim Sharp, Secretary
Administrative Staff Council

RE: Attendance

According to our records, you are in danger regarding either the number of alternates you have sent to ASC meetings, or attendance.

Attached are the relevant by-laws related to these topics.

As of this date, you have been absent 4 times.

Thanks for your attention to this situation.

JS:tt
Attachment
cc: Exec. Committee
February 3, 1986

MEMORANDUM

TO: Cary Brew

FROM: Jim Sharp, Secretary
       Administrative Staff Council

RE: Attendance

According to our records, you are in danger regarding either the number of alternates you have sent to ASC meetings, or attendance.

Attached are the relevant by-laws related to these topics.

As of this date, you have sent an alternate 4 times.

Thanks for your attention to this situation.

JS:tt
Attachment
cc: Exec. Committee
February 3, 1986

MEMORANDUM

TO: Sue Crawford, Chair
    Insurance Committee

FROM: Jim Shamp, Secretary
      Administrative Staff Council

RE: Insurance recommendation

At the January 16, 1986, meeting of Administrative Staff Council, the following motion was approved:

"To support the Insurance Recommendation as proposed by the University Insurance Committee, and including mandatory employee-purchased life insurance coverage of one and one-half times salary, to a maximum of $150,000, after the University pays coverage in the amount of one times salary; and to endorse the recommendations of the Personnel Welfare Committee of ASC, primary of which was the inclusion for coverage of an annual gynecological examination including a pap smear."

The endeavors of the Insurance Committee are appreciated.

JS:tt

cc: Exec. Committee ASC
February 11, 1986

Dear Greg:

Apparently my reply to your request earlier this year concerning Administrative Staff Council participation in Opening Day Ceremonies has been misplaced. I had indicated in that reply that it would not be possible to have the Chair of the Administrative Staff Council be among the presenters at the Convocation. The Convocation is too long as it is, because of the necessity for the President to report on the State of the University which takes a considerable amount of time, and because of the presentation of the other awards. I believe that there are ample opportunities throughout the year for the President and the other constituencies of the University to meet with the Administrative Staff Council.

In my opinion it would be inappropriate to present the Ferrari Award at the Convocation. It is designed to be an award specifically for administrative excellence, and thus the appropriate form for that presentation would seem to be a gathering of administrative employees.

I have included a copy of my January 6 letter to you for your information. Please note that I did not ask you to forward "any suggestions for including Administrative Staff Council in Opening Day Ceremonies" to Dick Eakin. What I did ask was that you forward any suggestion for "additional mention of Administrative Staff Council" to Dr. Eakin.

Sincerely,

Paul J. Olscamp
President

PJO:m
Enclosure
cc: Dr. Richard Eakin

Mr. Greg DeCrane
Chair, Administrative Staff Council
Student Activities and Orientation

"An Environment for Excellence"
MEMORANDUM

TO: Conrad McRoberts
    Limas Forte
    Laura Emch
    Suzanne Fahrer
    Hazel Smith

FROM: Deb Heineman

SUBJECT: ASC Update

DATE: February 27, 1986

I am sending you this memo with the attached information in order to update you on items being discussed in ASC. The next ASC meeting will be Thursday, March 6 at 1:30 and I would appreciate any comments you have on the information being provided.

- Elections, as you know, are currently in process for the 1986-87 year.

- The Insurance Committee's proposal has been forwarded for approval. It will be competing with the faculty salary issue in the budget process.

- A proposal for presenting the Ferrari Award at the Opening Day Ceremony has been forwarded to Dr. Olscamp. It has met with a decidedly negative response from Dr. Olscamp.

- A task force has been established to study the taxation of fee waivers. We will keep in touch with the task force as it progresses. Apparently, if it is not called a "fringe benefit" it may not have to be taxed.

- The Personnel/Welfare Committee has drafted a proposal that would change from 5 to 3 years the employment period necessary to receive fee waivers for dependents. BGSU is the only state institution in Ohio that requires 5 years.

- The Personnel/Welfare Committee has also drafted a proposal (see attached) to change the vacation policy for administrative staff. Any comments you have on this or the fee waiver proposal will be taken to the meeting next week before a vote on the proposals.
- The Scholarship Committee is currently in the process of selecting the first recipient of the ASC Scholarship. Over 100 students submitted applications. The announcement should be made around March 14.

- The nomination process for the Ferrari Award is underway. You should already have received the information.

- The Personnel/Welfare Committee has also been working on the policy for across the board and merit increases. So far, they have suggested that any across the board increase be adjusted based on the employee's date of hire. For example, if the contract date is January 1, the employee would be eligible for 6-months, or one-half, of any across the board increase. The merit issue is proving to be difficult to resolve. Please let me know if you have any suggestions or comments.

- A survey will soon be mailed to all administrative staff in order to assess current needs. Please look for it in your mail and complete the survey as indicated.

If you have any other concerns, please keep in touch. I hope that this information is helpful.
MEMORANDUM

TO: Gregg DeCrane, Chair, Administrative Staff Council
FROM: Paul Yon, Chair, Personnel Welfare Committee
RE: Merit and Across the Board Policies
DATE: March 12, 1986

For the last several weeks the Personnel Welfare Committee has been examining and discussing the current University policy for "across-the-board" and "merit" increases in conjunction with annual evaluations. It is the consensus of this committee that the current "across-the-board" policy, pro-rated by the number of months an employee is employed (less than one year), stand as is.

The Committee recommends that the question of "merit" be further examined and discussed by the Administrative Staff Merit Committee. The change would be to first define "merit" and to investigate the consistency in its dissemination. This last provision could include: a) discretionary pools, b) one-time appropriations or awards, c) consistent evaluation time-tables to coincide with the budget process, d) etc. In short, this committee does not have the necessary information or data to present any concrete recommendations. However, I and the other committee members would be agreeable to discussing the topic in joint sessions if necessary.

Last, I apparently opened a "can of worms" at Executive Committee on Tuesday in regards to the "across the board" question. In a superficial examination of the Academic Charter, I did not locate text relating to the subject. However, I do know of one particular case; and after speaking with others, I know that across-the-board increases have been withheld for "unsatisfactory performance". But, it was due to specific "extenuating circumstances". From what I gather, the decision to withhold "across-the-board increases" is made at the Dean's level.

I will ask Betsie to address this question, and hope to have a clarification by the next Executive Committee meeting. If you think we need to discuss this further please give me a call.

PDY/s1b

"An Environment for Excellence"
MEMORANDUM

TO: Tonia Stewart
   Chair, Merit Committee

FROM: Gregg DeCrane
       Chair, Administrative Staff Council

DATE: March 14, 1986

SUBJECT: Charge to Merit Committee

The ASC Executive Committee has determined the charge to the Merit Committee to be the following:

1. Determine the current use of merit on the Bowling Green campus.
   A. What is merit?
   B. How is it determined?
   C. Is it one time or continuous?
   D. When is merit awarded?

2. Investigate alternatives to the current policy.
   A. Do models exist for merit awarding?
   B. What should be included in the consideration of merit?

3. Offer recommendations.
   A. Clear definition of merit
   B. Procedures to be followed
   C. Relationship to evaluation process
   D. Relationship to across-the-board allocations
   E. Other recommendations deemed appropriate

The time line for completion of the charge would be by October 1, 1986 so that information could be available for the 1987-88 budget process and salary recommendations.

GD:dkh

MEM/57
MEMORANDUM

TO: Gregg DeCrane, Chair
    Administrative Staff Council

FROM: Susan Caldwell, Director
    Administrative Staff Personnel Services

SUBJ: Salary Data

March 17, 1986

Each year this office responds to several salary surveys conducted on a regional or national basis. We receive survey results on some, but not all that we participate in. As I mentioned to you on the phone, the survey conducted by CUPA (College and University Personnel Association) is the most extensive with approximately 1500 participants. CUPA survey results for 1985-86 have not yet been released.

SC: numb
MEMORANDUM

TO: Administrative Staff Members

FROM: Administrative Staff Council PERS Retirement Incentive Plan Committee

DATE: April 2, 1986

SUBJECT: Proposed PERS Retirement Incentive Plan

There are currently two pieces of legislation being considered relative to the approval of a Public Employees Retirement System Retirement Incentive Program. The bills would allow the University the option of establishing a plan that would have the University purchase up to five years of service credit for eligible employees. The University would pay the cost of this purchased service credit on a date agreed upon by the eligible employee and the University. (An eligible employee is one who is a participant in the PERS, who is eligible to retire on or before the date of termination of the Retirement Incentive Plan with the additional service credit that would be purchased, and who agrees to retire within 90 days of receiving notice from PERS that the service credit has been purchased. Eligibility also includes years of out-of-state or military service which the employee has purchased or would be purchasing.) The program would be open to all eligible Administrative Staff and Classified Staff employees in the PERS. The order of selection to the program would be on the basis of seniority in terms of service credit at BGSU.

The University is not obligated to implement the PERS Retirement Incentive Program. If the program is implemented, the University would make the decisions relative to the length of time the program would be in effect, the number of employees (not less than 5%) eligible, and the amount of time allotted for an employee to indicate his/her interest in participating in the program.

In order to make an informed and representative recommendation to President Olscamp, we ask that you take the time to respond to the attached survey. This information, along with demographic data from Administrative Staff Personnel Services and future studies will assist us in formulating our recommendation. If you have any questions, please contact your ASC representative. You will be kept informed of any further developments relevant to this matter.

GD: dik

MEM/59
MEMORANDUM

TO: Paul J. Olscamp

President

FROM: Gregg DeCrane

Assistant Vice President for Student Affairs
Student Activities and Orientation

DATE: April 7, 1986

SUBJECT: Staff Awards Banquet

In previous correspondence we exchanged ideas about how the Opening Day Convocation could be more meaningful to Administrative Staff members. Your remarks at the Staff Awards Banquet made it perfectly clear to me what could be done. Listening to you express your views on the importance of the University staff members in creating the unique Bowling Green atmosphere made me proud to be a part of the University. It was a feeling that I haven't had in a long time and it was also the feeling that I hoped to have had when I left last year's convocation.

To offer a suggestion as to what could be done to make the Administrative Staff more a part of the convocation - let them hear some of what I heard at the banquet. Hearing that they are worth something could go a long way to bettering staff morale and building their self esteem. It definitely gave me a boost.

GD:dkh 4/11/86
MEM/1

[Handwritten note: Let's agree to not meet again.]}
April 10, 1986

MEMORANDUM

TO: Paul D. Yon, Chair
Administrative Staff Council
Personnel Welfare Committee

FROM: Eloise E. Clark, Vice President
for Academic Affairs

I am responding to your March 13 memo regarding across-the-board increments. In checking our records, it appears that it has been very rare indeed when a person's across-the-board increment has been withheld. Those instances involved persons who were being terminated or who were leaving under unusual circumstances. Although there was an attempt some years ago to designate the across-the-board increment as a "general increase" or "satisfactory performance" increase, it does not seem to have taken hold. It does appear, therefore, that at this time, the across-the-board increment is awarded to everyone, except in such rare instances as noted above. I appreciate your bringing this question to my attention.

skg
MEMORANDUM

April 16, 1986

TO: President Olscamp
    And Administrative Council

FROM: Mary M. Edmonds, Ph.D.
    Vice President for Student Affairs

RE: Grievance procedures as presented in the
    Administrative Staff Handbook

Even with revisions the grievance section and the termination and suspension parts of the Administrative Staff Handbook remain obscure and ambiguous. Since the document is currently being reviewed, I suggest that special attention be given to these sections. In light of recent developments there are several questions that should be considered.

One, what is a grievable situation? This should be spelled out. Second, I believe that suspensions and terminations are two separate entities necessitating different language and procedures. Third, when one is suspended without pay, is it possible for the person to be granted sick leave or vacation pay or receive a leave of absence? I would object to that. When does conduct outside of the workplace become an issue with respect to suspension or termination? Would the same procedures hold? Should there be a University policy for the type of situation that transcends the various classification of employees? I am sure that other questions come easily to your mind.

I am requesting that these questions that have absorbed much of my energies in the past few days be looked at by classified and administrative staff prior to going to printers with the 1986-87 Handbooks.

MME:plp
April 27, 1986

MEMORANDUM

TO: ASC Members
FROM: J. Sharp, Secretary
RE: May 1 Meeting

No, this is not another election ballot, thank goodness.

This is a reminder that we meet on Thursday, May 1, at 1:30 p.m., in the Alumni Room of the Union. The anticipated agenda is enclosed.

Please note that we will be taking Council nominations for 86-87 officers, so come prepared to nominate or be nominated.

See you Thursday.

JS:tt

Enclosure
MEMORANDUM

TO: All Administrative Staff Members

SUBJ: Toledo Industrial Recreational and Employee Services Council (T.I.R.E.S.)

DATE: May 5, 1986

Bowling Green State University recently approved full participation in the Toledo Industrial Recreational and Employee Services Council. As a staff member of the University, you will be able to participate in all discounts available on products and services offered by participating companies as indicated in the attached booklet.

In supporting participation in T.I.R.E.S., the University has established the following guidelines:

1) The University does not guarantee the service, price, or quality connected with any of the sponsors.

2) The University does not endorse any product or service rendered by T.I.R.E.S. or its members.

3) All questions related to products or services should be forwarded directly to the company involved.

Attached to this letter you will find a brochure explaining the services and products offered through T.I.R.E.S. The information on the back page may be used as your identification as a Bowling Green State University Staff member.

Gregg DeCrane
Chair, Administrative Staff Council

dkh

Attachment

MEM/21
May 5, 1986

MEMORANDUM

TO: Administrative Staff Council

FROM: Jim Sharp
Secretary

RE: Special Meeting

A special meeting has been called by Gregg DeCrane to be held Thursday, May 15th at 1:30 p.m. in the Taft Room of the University Union. Items under discussion will be handbook changes and PEPS retirement recommendations.
May 8, 1986

Shad Hanna
700 North Main Street
Bowling Green, Ohio 43402

Dear Shad:

Several months have passed since I talked to you about attending a meeting of the Administrative Staff Council in your role as a member of the Board of Trustees. As you may recall, you suggested that it might be more interesting for you to attend our June meeting since you will have completed your term as a Trustee in May of this year.

Therefore, I would like to renew my request for you to attend our June 5th Administrative Staff Council meeting which will be held from 1:30-3:30 in the Alumni Room of the Union. The format is informal and will consist of any remarks you would like to make followed by a question-and-answer session. Members of the Council have especially expressed a desire for you to discuss your experience as a Trustee and the changes/events at the University that you have witnessed during your nine years on the Board. The session will probably last about 45 to 60 minutes.

It may also be helpful for you to know that the newly-elected ASC representatives are invited to our June meeting. Attendance will total between 30 to 40 Administrative Staff Council members.

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

Sincerely,

Deb Heineman, Chair-elect
Administrative Staff Council

DH:le
xc: Gregg DeCrane, Chair
MEMORANDUM

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

FROM: Gregg DeCrane  
   Chair, Administrative Staff Council

DATE: May 8, 1986

SUBJECT: Handbook Changes

After being notified of the response from Administrative Council in regards to the proposed changes in the Administrative Staff Handbook, and subsequently conferring with the Personnel Welfare Committee of Administrative Staff Council, the following position is held:

1. Sections A, C, D and E are acceptable if a compromise can be reached on Section B regarding the grievance of non-renewal. An overlapping of sections does not permit unconditional approval of those sections.

2. Section B's revised wording is acceptable and the principle of the wording would be acceptable if the following change was made:

   Change Grievance and Hearing Procedures I., A, paragraph 1, last sentence to read, "The decision not to renew the contract of an administrative staff member, in the first three years of employment, is not grievable, and, therefore, not subject to this procedure."

The change suggested takes into consideration the fact that non-renewal is a management's prerogative; new employees should be viewed in a more probationary status; employees with a number of years in service have demonstrated their worth to the institution and thus, if not renewed, should expect an opportunity to be heard; non-renewal is a rare occurrence on this campus; and finally, an understanding that grievance decisions are only recommendations.

In terms of being able to show improvements in the policy as it relates to employees, it is felt that with this change it could be salable to ASC. Without the change it is felt that we have a well written policy that benefits management at the expense of employees.

In general, when approaching changes to the Contract Information section of the handbook it was felt, and mutually agreed upon, that changes were indeed necessary to make the document clearer and the process simpler as well as fair. The changes are not being looked upon as adverse in nature, but rather such that the University as a whole is benefitting. While those involved in the writing of the changes were both potential supervisors and grieving employees, it should be understood that the Administrative Staff Council must have paramount concern for the welfare of the administrative staff member.

It is hoped that a response to the above recommendation may be received in a timely manner to allow for presentation to the Administrative Staff Council at its special meeting of May 15. If I can assist further, please call.
MEMORANDUM

TO: Dr. Paul Olscamp  
President

FROM: Gregg DeCrane  
Chair, Administrative Staff Council

DATE: May 12, 1986

SUBJECT: Public Employees Retirement System Retirement Incentive Plan Recommendation

During the past three months, a committee established by the Administrative Staff Council has been looking at various aspects of the proposed PERS Retirement Incentive Plan. The committee's work involved three tasks. Its first task was to inform the entire administrative staff of the details of the proposed plan. Its second task was to conduct a survey of the administrative staff to 1) determine interest in the program and 2) determine concerns relative to it.

The results of the survey, the committee's knowledge of the recent STRS program at Bowling Green State University, and information received from other universities aided the committee in accomplishing its third task - the formulation of recommendations. These recommendations follow.

1. The University should adopt the PERS Retirement Incentive Plan if and when the option becomes available. 88% of the administrative staff responding to the survey indicated desire for the adoption of the plan and 5% had reservations and were non-committal.

2. Retirement Incentive program should be open ended with a one year notice required prior to termination in order to minimize the sudden impact of loss of personnel, lessen the impact of replacement of personnel, minimize the budgetary impact in a given year, allow for more long range planning of replacements, and consider the opportunity for planned internal promotions.

3. The number of years service credit to be purchased by the University should be five years.

4. Employees deciding to participate must indicate their intent six months in advance. Employees should be encouraged to retire at the end of the fiscal year.

5. Once the PERS Retirement Incentive Plan has been approved by the Board of Trustees, eligible employees should be given at least three months to decide whether or not they intend to participate.
Hemo:
Dr. Paul Olscamp
Hay
12, 1986

6. PER3 representatives should be available to offer informational sessions concerning the plan and should offer individual counseling opportunities prior to the time an employee must indicate their interest to participate. The Office of Administrative Staff Personnel Services should coordinate these sessions and work with administrative staff retirees.

7. The Supplemental Retirement Program should be maintained in its present form.

GD:dkh

MEM/70-71
May 14, 1986

MEMORANDUM

TO: Administrative Staff Council
(present and future members)

FROM: Jim Sharp
Secretary

RE: June 5th Meeting

Please mark your calendars for Thursday, June 5, 1986, at 1:30 p.m. The annual joint meeting of the '85-'86 and '86-'87 Council will take place in the Alumni Room of the Union. New members will be introduced and final election results announced, in addition to other fun and wonderful things.

The anticipated Agenda is enclosed.

See you on the 5th.

JS:tt

Enclosure
# New Administrative Staff Members & Representative Assignment

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<td>David Wu</td>
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---Please note these changes in your Communications Network.
MEMORANDUM

TO: Business Office

FROM: Gregg DeCrane
Chair, Administrative Staff Council

DATE: May 16, 1986

SUBJECT: Budget Administrator Change

Please change the budget administrator for Administrative Staff Council, budget number 187400-03587, from myself to Deborah Heineman effective June 5, 1986.

Deb is the new Chair of Administrative Staff Council and can be reached in the Office of Financial Aid and Student Employment, Room 450, Student Services Building.

Thank you.

GD:dkh

cc: Deb Heineman
    Jim Sharp

MEM/24
16 May 1986

TO: Greg DeCrane
FROM: Paul E. Kostyu

RE: ASC story

Here is my account of Thursday's (May 15) meeting of the ASC. Please give it a good going over and we can talk about any changes you think should be made next week. I quote you extensively throughout since you are the spokesperson for the ASC, but I would have no trouble eliminating names if you think that would be more appropriate.

I think it is important that we keep the story positive so as not to alienate the administration. At the same time it is important that the ASC's concern about the difference in salary pools is expressed.

Please forgive any typos you may spot, I haven't proofed the copy. If you spot any, let me know, I can always use the help.

Looking forward to hearing from you.
The executive committee of the Administrative Staff Council has been assured that the difference in salary pool increases between the faculty and administrative staff is not the start of a trend.

Greg DeCrane, ASC chair, told the council that its executive committee had met with President Paul J. Olscamp to express concern about the faculty receiving an 8.5 percent increase in its salary pool while the administrative staff pool rose 8 percent. Traditionally, the two receive equal increases.

DeCrane, assistant vice president for student activities, reported on the discussions with Dr. Olscamp at a special meeting of the ASC May 15.

He said that both the Faculty Senate Budget and the University Budget committees had recommended an 8 percent pool increase for both faculty and administrative staff. Dr. Olscamp explained that he added the extra .5 percent to the faculty salaries from his contingency fund, said DeCrane.

"He did so to improve the faculty standing with other universities in the state," DeCrane said.

Though Dr. Olscamp assured the ASC executive committee that the difference in pools is not the start of a trend, DeCrane said the ASC must be alert to that possibility.

"Dr. Olscamp took full responsibility for the differential," said DeCrane. "It was a cordial meeting and we feel we got our questions answered. It's gratifying that the budget committees see us as equals."

Jim Sharp, ASC secretary, also attended the meeting with Dr. Olscamp. "He gave us a straight answer. I didn't like the answer, but appreciate that we were told," he said.

DeCrane said the administrative staff has support for receiving equal increases in the future, but it is important that the ASC "gets its ducks in a row, get a data base and get ready to present our case."

He said the ASC shouldn't wait until next February during budget deliberations to begin that work. Instead, he suggested that information be collected beginning this summer.

Other ASC members said that they were pleased with the 8 percent pool increase, but expressed concern about the faculty receiving the slightly higher increase.

It was also noted that while the administrative staff pool is 8 percent, the across-the-board pay raise for staff is 4.8 percent. The remaining 3.2 percent is allocated for merit increases, which are awarded on an individual basis.
It was also noted that while the administrative staff pool is 8 percent, the across-the-board pay raise for staff is 4.8 percent. The remaining 3.2 percent is allocated for merit increases, which are awarded on an individual basis.

Dr. Olscamp's effort to improve faculty salaries was "politically a great move," said DeCrane, explaining that it provides a favorable impression for faculty. He also said that now classified staff can see that the three employee groups are being dealt with individually.

DeCrane said that "good bases have been laid" for working with the administration in the future. He also said it is important that the ASC explain to its constituents the reasoning behind the differences in pool increases. "We are planning to follow up," he said.

Also at the meeting, the council approved sending a recommendation to Dr. Olscamp regarding the Public Employees Retirement System-retirement incentive plan.

The letter recommends that:

- The University adopt the plan if and when the option becomes available;
- The program should be open ended with a one year notice required prior to termination;
- The number of years service credit to be purchased by the University should be five years;
- Employees deciding to participate must indicate their intent six months in advance and be encouraged to retire at the end of the fiscal year;
- Once the plan is approved by the trustees, eligible employees should be given at least three months to decide whether or not they intend to participate;
- PERS representatives should be available for counseling, and
- The supplemental retirement program should be maintained in its present form.

In other matters, the council also heard that discussions are still underway with the administration regarding handbook changes affecting non-renewal, termination, release and suspension policy.
MEMORANDUM

TO: Dr. Paul Olscamp  
   President

FROM: Gregg DeCrane  
       Chair, Administrative Staff Council

DATE: May 16, 1986

SUBJECT: Public Employees Retirement System Retirement Incentive Plan Recommendation

During the past three months, a committee established by the Administrative Staff Council has been looking at various aspects of the proposed FERS Retirement Incentive Plan. The committee's work involved three tasks. Its first task was to inform the entire administrative staff of the details of the proposed plan. Its second task was to conduct a survey of the administrative staff to 1) determine interest in the program and 2) determine concerns relative to it.

The results of the survey, the committee's knowledge of the recent STRS program at Bowling Green State University, and information received from other universities aided the committee in accomplishing its third task - the formulation of recommendations. These recommendations follow.

1. The University should adopt the FERS Retirement Incentive Plan if and when the option becomes available. 88% of the administrative staff responding to the survey indicated desire for the adoption of the plan and 5% had reservations and were non-committal.

2. Retirement Incentive program should be open ended with a one year notice required prior to termination in order to minimize the sudden impact of loss of personnel, lessen the impact of replacement of personnel, minimize the budgetary impact in a given year, allow for more long range planning of replacements, and consider the opportunity for planned internal promotions.

3. The number of years service credit to be purchased by the University should be five years.

4. Employees deciding to participate must indicate their intent six months in advance. Employees should be encouraged to retire at the end of the fiscal year.

5. Once the FERS Retirement Incentive Plan has been approved by the Board of Trustees, eligible employees should be given at least three months to decide whether or not they intend to participate.
6. PERS representatives should be available to offer informational sessions concerning the plan and should offer individual counseling opportunities prior to the time an employee must indicate their interest to participate. The Office of Administrative Staff Personnel Services should coordinate these sessions and work with administrative staff retirees.

7. The Supplemental Retirement Program should be maintained in its present form.

These recommendations were unanimously endorsed by the Administrative Staff Council at a special meeting held May 15, 1986.

GD: dkh

MEM/70-71
A public employee who is making contributions for full 12.17
credit under division (B), (C), or (E) of section 145.33 of the 12.18
Revised Code shall be ineligible to make concurrent contributions 12.20
and receive concurrent credit under division (A) of section 12.21
145.33 of the Revised Code. 12.23

Sec. 145.297. (A) As used in this section, "Employing 12.24
Unit" means a county, municipal corporation, park district, 12.25
Conservancy district, sanitary district, health district, 12.26
township, metropolitan housing authority, public library, county 12.27
law library, union cemetery, joint hospital, or other political 12.28
subdivision or unit of local government; or, with respect to 12.29
State employees, any state department, any part of a state 12.30
department designated by the department as an employing unit, any 12.31
State university, or any individual state board, bureau, 12.32
commission, council, committee, agency, or administrative body. 12.33

In the case of an employee whose employing unit is in 12.34
question, the employing unit is the unit through whose payroll 12.35
the employee is paid. 12.36

(B) An employing unit may establish a retirement incentive 13.5
plan for its eligible employees. In the case of a county, 13.6
decisions on whether to establish a retirement incentive plan and 13.7
on the terms of the plan shall be made by the board of county 13.8
commissioners.

All terms of a retirement incentive plan shall be in 13.10
writing.

A retirement incentive plan shall provide for purchase by 13.11
the employing unit of service credit for eligible employees who 13.12
elect to participate in the plan and for payment by the employing 13.13
unit of the entire cost of the service credit purchased. 13.14

The document establishing the retirement incentive plan 13.15
shall specify the length of time the plan shall remain in effect, 13.16
every plan shall remain in effect for at least one year. 13.17

Every retirement incentive plan shall include provisions 13.18
for the timely and impartial resolution of grievances and 13.19
disputes arising under the plan. 13.20
No employing unit shall have more than one retirement incentive plan in effect at any time.  

(c) Any classified or unclassified employee of the employing unit who is a member of the public employees retirement system shall be eligible to participate in the retirement incentive plan established by his employing unit if he meets the following criteria:

(1) The employee is not an elected official, a member of a board or commission, or a person elected or appointed to serve a term of fixed length;

(2) The employee will be eligible to retire under section 145.32, 145.33, or 145.34 of the revised code on or before the date of termination of the retirement incentive plan, with the additional service credit that would be purchased for the employee under the plan and other service credit the employee is eligible to purchase under this chapter;

(3) The employee agrees to retire within ninety days after receiving notice from the public employees retirement system that service credit has been purchased for him under this section.

Participation in the plan shall be available to all eligible employees except that the employing unit may limit the number of participants in the plan to a specified percentage of its employees who are members of the public employees retirement system on the date the plan goes into effect. The percentage shall not be less than five per cent of such employees. If participation is limited, employees with a greater sum of total service credit as defined in division (h) of section 145.01 of the revised code and credit the employee is eligible to purchase under this chapter have the right to elect to participate before employees with a lesser sum of total service credit and credit the employee is eligible to purchase under this chapter. In the case of employees with the same amount of service with the system, employees with a greater length of service with the employing unit have the right to elect to participate before.
A RETIREMENT INCENTIVE PLAN THAT LIMITS PARTICIPATION MAY PROVIDE THAT AN EMPLOYEE WHO DOES NOT NOTIFY THE EMPLOYING UNIT OF HIS DECISION TO PARTICIPATE IN THE PLAN WITHIN A SPECIFIED PERIOD OF TIME WILL LOSE PRIORITY TO PARTICIPATE IN THE PLAN AHEAD OF OTHER EMPLOYEES WITH LESS SENIORITY. THE TIME GIVEN TO AN EMPLOYEE TO ELECT TO PARTICIPATE AHEAD OF OTHER EMPLOYEES SHALL NOT BE LESS THAN THIRTY DAYS AFTER HE RECEIVES WRITTEN NOTICE THAT HE MAY PARTICIPATE IN THE PLAN.

(D) A RETIREMENT INCENTIVE PLAN SHALL PROVIDE FOR PURCHASE OF THE SAME AMOUNT OF SERVICE CREDIT FOR EACH PARTICIPATING EMPLOYEE, EXCEPT THAT THE EMPLOYER MAY NOT PURCHASE MORE SERVICE CREDIT FOR ANY EMPLOYEE THAN THE LESSER OF THE FOLLOWING:

FIVE YEARS OF SERVICE CREDIT;

AN AMOUNT OF SERVICE CREDIT EQUAL TO ONE-FIFTH OF THE TOTAL SERVICE CREDITED TO THE PARTICIPANT UNDER SECTIONS 145.01 TO 145.58 OF THE REVISED CODE.

FOR EACH YEAR OF SERVICE CREDIT PURCHASED UNDER THIS SECTION, THE EMPLOYING UNIT SHALL PAY AN AMOUNT EQUAL TO THE ADDITIONAL LIABILITY RESULTING FROM THE PURCHASE OF THAT YEAR OF SERVICE CREDIT, AS DETERMINED BY AN ACTUARY EMPLOYED BY THE PUBLIC EMPLOYEES RETIREMENT BOARD.


THE EMPLOYING UNIT SHALL PAY THE COST OF THE SERVICE CREDIT TO BE PURCHASED TO THE PUBLIC EMPLOYEES RETIREMENT SYSTEM ON THE DATE AGREED TO BY THE EMPLOYEE AND THE EMPLOYING UNIT. THE
PAYMENT SHALL BE MADE IN ACCORDANCE WITH RULES ADOPTED BY THE PUBLIC EMPLOYEES RETIREMENT BOARD, AND THE BOARD SHALL NOTIFY THE MEMBER WHEN HE IS CREDITED WITH SERVICE PURCHASED UNDER THIS SECTION. IF THE EMPLOYEE DOES NOT RETIRE WITHIN NINETY DAYS AFTER RECEIVING NOTICE THAT HE HAS BEEN CREDITED WITH THE PURCHASED SERVICE CREDIT, THE SYSTEM SHALL REFUND TO THE EMPLOYING UNIT THE AMOUNT PAID FOR THE SERVICE CREDIT.

No payment made to the Public Employees Retirement System under this section shall affect any payment required by section 145.48 of the Revised Code.

Sec. 145.238. In the event of a proposal to close a State Correctional Facility, a State Institution for the Mentally Ill, or a State Institution for the Care, Treatment, and Training of the Mentally Retarded or to lay off fifty or more employees of any employing unit or ten per cent or more of the employees of any employing unit within a six-month period, the employing unit of the employees affected shall offer a Retirement Incentive Plan. The plan shall be consistent with the requirements of section 145.237 of the Revised Code except that the plan shall go into effect at the time the layoffs or proposed closings are announced and shall remain in effect until the date of the layoffs or closings. If the employing unit already has a Retirement Incentive Plan in effect, the plan shall remain in effect at least until the date of the layoffs or closings. The employing unit may revise the existing plan to provide greater benefits, but if it revises the plan, it shall give written notice of the changes to all employees who have elected to participate in the original plan, and it shall provide the greater benefits to all employees who participate in the plan, whether their elections to participate were made before or after the date of the revision.

Section 2. That existing section 145.01 of the Revised Code is hereby repealed.
MEMORANDUM

TO:       Dr. Eloise Clark  
           Chair, University Budget Committee

FROM:    Gregg DeCranes  
           Chair, Administrative Staff Council

DATE:   May 19, 1986

The Administrative Staff Council expresses its appreciation to the University Budget Committee for its recommendation of equal salary increases for faculty and administrative staff for the 1986-87 contract year. We understand and support the reasons for President Olscamp increasing the faculty salary by .5% over that recommended by your committee with the understanding that this differential is not intended to be permanent or expected in future years.

As you begin preparation for next year's budget process, I ask that you consider from the beginning direct input from Administrative Staff Council. There is adequate data to indicate that the administrative staff members, on the average, are compensated below their counterparts at other colleges and universities across the state and nation. The budget committee's access to this data would seem essential.

With my term of office as Chair of ASC ending on June 5, I ask that you inform Deb Heinsman, the new chair, of any developments relative to the budget process.

Again, thank you for your past support as a committee. Administrative Staff Council looks forward to increased participation in the future.

GD:dkh

MEM/46
MEMORANDUM

TO: John Bentley
Chair, Faculty Senate Budget Committee

FROM: Gregg DeCrane
Chair, Administrative Staff Council

DATE: May 20, 1986

SUBJECT: 1986-87 Budget Process

The Administrative Staff Council expresses its appreciation to the Faculty Senate Budget Committee for its recommendation of equal salary increases for faculty and administrative staff for the 1986-87 contract year. We understand and support the reasons for President Olescamp increasing by .5% the faculty salary over that recommended by your committee, with the understanding that this differential is not intended to be permanent or expected in future years.

As you begin preparation for next year's budgeting process, I ask that you consider, from the beginning, direct input from Administrative Staff Council. It would make sense to have representation on the budget committee so that decisions effecting the administrative staff could be made on the basis of the best available information. There is adequate data to indicate that the administrative staff members on the average, are compensated below their counterparts at other colleges and universities across the state and nation. The budget committees access to this data would seem essential.

With my term of office as chair of ASC ending on June 5, I ask that you inform Deb Heineman, the new chair, of any developments relative to the budget process and any suggestion of representation of ASC on the committee.

Again thank you for your past support as a committee. Administrative Staff Council looks forward to increased participation in the future.

GD:dkh

MEM/48
MEMORANDUM

TO: Dr. Paul J. Olscamp
   President

FROM: Gregg DeGrane
   Chair, Administrative Staff Council

DATE: May 19, 1986

SUBJECT: Salary Follow-Up

As I indicated at our meeting on May 7, the Administrative Staff Council and I appreciated the opportunity to meet with you and have the salary differential explained to us prior to the public announcement at the May 9 Board of Trustees meeting. We understand and support the basis for your decision, with the understanding that it is not intended to set up a permanent differential between faculty and administrative staff salary increases.

At a special meeting of the Administrative Staff Council on May 15, I shared with the representatives our conversation and the rationale for the differential. While the differential was not viewed in a totally positive light, the members were gratified to know that we were provided with the reasons for the change.

With the development of a data base of administrative staff salary information, I have written both the Faculty Budget Committee and the University Budget Committee, and indicated the desire of ASC to participate to the fullest extent possible in future budget preparations. In whatever way we can, it is our desire to assist in those processes that effect the welfare of administrative staff and the University as a whole.

Again, thank you for your time in this matter of concern.

GD:dkh

MEM/45
MEMORANDUM

TO: Susan Caldwell
   Director, Administrative Staff Personnel

FROM: Gregg DeGrane
      Chair, Administrative Staff Council

DATE: May 27, 1986

SUBJECT: Administrative Staff Council

Many thanks for all of your support to myself and ASC during the past
year. Your always being available when I needed an answer and your
willingness to gather information was most appreciated. I also feel that
you went beyond the "call of duty" with your participation in the
Personnel Welfare Committee deliberations.

On behalf of all of the Administrative Staff Council, please accept our
sincere THANK YOU.

GD: dkh

ASC/1

cc: Deb Heineman
    Jim Sharp
MEMORANDUM

TO: Marcia Buckenmayer
    Administrative Staff Personnel

FROM: Gregg DeCrane
     Chair, Administrative Staff Council

DATE: May 27, 1986

SUBJECT: Administrative Staff Council

On behalf of all the members of the Administrative Staff Council please accept our sincere thanks for all of your help during the past year. You were personally a godsend to me more than once. While the preparation of mailing labels, Communication Networks, and various mailings (not to mention the Handbook) may seem routine to you, it makes all the difference between having an informed council or one that is not informed.

Your efforts are appreciated.

GD:dkh

ASC/2

cc: Deb Heineman
    Jim Sharp
MEMORANDUM

TO: Dr. Donald Boren, Past Chair
Faculty Senate

FROM: Gregg DeCrane
Chair, Administrative Staff Council

DATE: May 27, 1986

On behalf of the Administrative Staff Council, I wish to thank you and the Faculty Senate for your cooperation and support during the past academic year. The joint meetings of our two Welfare Committees helped make gains for both of our constituencies in the areas of insurance and fee waivers, while your attendance at our November meeting provided the ASC members with valuable insights about Faculty Senate.

I believe I speak for all Administrative Staff Council members when I convey my appreciation to you. I know ASC looks forward to continuing strong relationships with Faculty Senate in the future.

GD:dkh

ASC/3

cc: Deb Heineman
Jim Sharp
MEMORANDUM

TO: Sharon Stuart
Chair, Classified Staff Council

FROM: Gregg DeCrane
Chair, Administrative Staff Council

DATE: May 27, 1986

SUBJECT: Administrative Staff Council

Many thanks to you for your efforts in strengthening the relationship between Classified Staff Council and Administrative Staff Council during the past year. I think both of our groups are coming of age and made some very strong contributions in 1985-86.

I am confident the relationship between our two councils will continue to grow in the future.

GD: dkh

ASC/4

cc: Deb Heineman
Jim Sharp
MEMORANDUM

TO: Gregg DeCrane, Chairman
    Administrative Staff Council

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

SUBJ: 1986-87 OPERATING BUDGET

I have reviewed the operating budget requests for 1986-87 as submitted by you and the other Planning & Budgeting directors. Based on that review and the funding provided for the area's operating budgets next year, your operating budget allocation for 1986-87 will be $1,600.

RRE:h
MEMORANDUM

TO: Dr. Paul Olscamp  
President

FROM: Gregg DeCrane  
Chair, Administrative Staff Council

DATE: May 29, 1986

SUBJECT: New Administrative Staff Council Officers

The Administrative Staff Council has completed its election process and the officers for 1986-87 are:

Chair - Deb Heineman
Chair-elect - Susan Crawford
Secretary - Jim Sharp

I hope you will find it appropriate to include the mention of the new officers as part of your report to the Board of Trustees on June 13.

GD: dkh

MEM/9
June 16, 1986

Dear Gregg:

Just a note to say thank you very much for your efforts the past year as Chair of the Administrative Staff Council. I think it has been a very good year, and I look forward to next year working with the new chair, Ms. Heineman.

Best wishes for an enjoyable summer.

Sincerely,

Paul J. Olscamp
President

PJO:mg

Mr. Gregg DeCrane
Chair, Administrative Staff Council
Office of Student Activities and Orientation
405 Student Services Building
June 16, 1986

Ms. Deb Heineman
Associate Director
Financial Aid and Student Employment
Bowling Green State University
Bowling Green, Ohio 43403

Dear Ms. Heineman:

Congratulations on your election to the Administrative Staff Council for 1986-87. I look forward to working with you during the coming year.

Best wishes for an enjoyable summer.

Sincerely,

Paul J. Olscamp
President

PJO:mg
July 1, 1986

M. Shad Hanna  
700 North Main Street  
Bowling Green, Ohio 43402

Dear Shad:

Your comments at our June Administrative Staff Council meeting were enlightening and much appreciated by those in attendance. We thank you, not only for attending our meeting but also for the service and support for the University that you have demonstrated over the past ten years. After listening to your remarks, it is clear that your association with the University will continue beyond your tenure as a Trustee.

Please accept my sincere thanks for addressing the Council.

Sincerely,

Deb Heineman, Chair  
Administrative Staff Council

DH:lle
MEMORANDUM

TO: Program Participants in New Faculty and Administrative Staff Seminar

FROM: Norma Stickler, Assistant to the Vice President for Academic Affairs

July 2, 1986

As confirmation of my earlier telephone call, I am enclosing a schedule for the seminar for new faculty and administrative staff on August 21, 1986. We will try to keep close to the scheduled times, but as usual, you should plan to arrive early in case we are running ahead. If you are preparing handouts, you may wish to call me in mid-August, when I will be able to give you an approximate count of attendance.

I hope that you will also plan to attend the reception at 4:30 in the McFall Gallery. Again, thank you for your assistance.
SEMINAR FOR NEW FACULTY AND ADMINISTRATIVE STAFF
August 21, 1986
McFall Center Assembly Room
Professor David Hyslop, Presiding

Faculty
1:00 Introduction
   David Hyslop, Faculty Development Committee

1:10 Welcome
   Richard Hebein, Chair of the Faculty Senate

1:20 Instructional Television Services
   Patrick Fitzgerald, Director of Instructional Television

1:40 Libraries and Learning Resources
   Rush Miller, Dean of Libraries and Learning Resources

2:10 Registrar's Office
   Cary Brewer, Registrar

2:25 Research Services and Grants
   Chris Dunn, Director of Research Services

2:40 Break

Faculty and Administrative Staff

2:50 Welcome
   Deborah Heineman, Chair of Administrative Staff Council

2:55 Presentation on the Organization and History of BGSU
   Susan Caldwell, Director of Administrative Staff Personnel Services

3:15 Computing Services
   Richard Conrad, Director of Computer Services

3:45 Cultural Activities
   Oliver Chamberlain, Assistant Professor of Music Composition-History

3:55 Student Affairs Area
   Mary Edmonds, Vice President for Student Affairs

4:15 Recreation Center
   Terry Parsons, Director of Student Recreation Center

4:30 Reception for all new faculty and administrative staff members, program participants, and University administrators--McFall Center Gallery
August 11, 1986

MEMORANDUM

TO: Deb Heineman, Chair
    Administrative Staff Council

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

SUBJ: 1985-86 ANNUAL REPORT

I received a copy of the President's 1985-86 Annual Report today. One of the goals established for 1986-87 includes the following:

"13. At some Board meeting during the coming year, we will ask representatives from the Administrative and Classified staffs to report to the Board about their concerns and views of University issues."

I do not know when this meeting may occur but I wanted you to have this advance notice so you and the Council could begin your planning. If I can provide any assistance, please let me know.

RRE:h
August 18, 1986

MEMORANDUM

TO: Deborah Heineman, Chair
Administrative Staff Council

FROM: Diana J. Shamp
Interim Insurance Administrator

In a recent meeting with Roland Hahn, President of Benefit Plans Risk Management, he stated that should any of the committees on campus have questions or concerns regarding the program changes recently made, he would be happy to come to Bowling Green to meet with the members.

Our office is always available to answer any questions employees may have, but if you feel that your members would benefit from a visit by Mr. Hahn, please let me know and I will contact him.

djs
August 19, 1986

Dr. Paul Olscamp, President
McFall Center

Dear Dr. Olscamp:

The 1986-87 year is almost upon us and I am looking forward to working with you as chair of the Administrative Staff Council. I would like to extend an invitation to you to attend the Administrative Staff wine and cheese Reception on Monday, August 25 from 3 pm to 6 pm in the Alumni Room of the University Union. It is an opportunity to renew acquaintances as well as meet new members of the administrative staff.

I hope to see you at the reception.

Sincerely,

Deb Heineeman, Chair
Administrative Staff Council
August 19, 1986

Dr. Richard Eakin, Vice-President
Planning and Budgeting

Dear Dr. Eakin:

The 1986-87 year is almost upon us and I am looking forward to working with you as chair of the Administrative Staff Council. I would like to extend an invitation to you to attend the Administrative Staff wine and cheese reception on Monday, August 25 from 3 pm to 6 pm in the Alumni Room of the University Union. It is an opportunity to renew acquaintances as well as meet new members of the administrative staff.

I hope to see you at the reception.

Sincerely,

Deb Heineman, Chair
Administrative Staff Council
August 19, 1986

Dr. Mary Edmonds, Vice-President
Student Affairs

Dear Dr. Edmonds:

The 1986-87 year is almost upon us and I am looking forward to working with you as chair of the Administrative Staff Council. I would like to extend an invitation to you to attend the Administrative Staff wine and cheese reception on Monday, August 25 from 3 pm to 6 pm in the Alumni Room of the University Union. It is an opportunity to renew acquaintances as well as meet new members of the administrative staff.

I hope to see you at the reception.

Sincerely,

Deb Heineman, Chair
Administrative Staff Council

DH:pw
August 19, 1986

Dr. Eloise Clark, Vice-President
Academic Affairs

Dear Dr. Clark:

The 1986-87 year is almost upon us and I am looking forward to working with you as chair of the Administrative Staff Council. I would like to extend an invitation to you to attend the Administrative Staff wine and cheese Reception on Monday, August 25 from 3 pm to 6 pm in the Alumni Room of the University Union. It is an opportunity to renew acquaintances as well as meet new members of the administrative staff.

I hope to see you at the reception.

Sincerely,

Deb Heineman, Chair
Administrative Staff Council
August 19, 1986

Dr. Karl Vogt, Vice-President
University Operations

Dear Dr. Vogt:

The 1986-87 year is almost upon us and I am looking forward to working with you as chair of the Administrative Staff Council. I would like to extend an invitation to you to attend the Administrative Staff wine and cheese Reception on Monday, August 25 from 3 pm to 6 pm in the Alumni Room of the University Union. It is an opportunity to renew acquaintances as well as meet new members of the administrative staff.

I hope to see you at the reception.

Sincerely,

Deb Heineman, Chair
Administrative Staff Council
August 19, 1986

Dr. Dwight Burlingame, Vice-President
University Relations

Dear Dr. Burlingame:

The 1986-87 year is almost upon us and I am looking forward to working with you as chair of the Administrative Staff Council. I would like to extend an invitation to you to attend the Administrative Staff wine and cheese Reception on Monday, August 25 from 3 pm to 6 pm in the Alumni Room of the University Union. It is an opportunity to renew acquaintances as well as meet new members of the administrative staff.

I hope to see you at the reception.

Sincerely,

Deb Heinsman, Chair
Administrative Staff Council

DH:pw
MEMORANDUM

TO: Administrative Staff Council Members
FROM: Jim Sharp, Secretary
RE: Meeting Dates

Welcome to the start of our new school year. Whooppee. Our first meeting of the year will be Thursday, September 4, at 1:30 p.m. in the Alumni Room of the Union. The anticipated agenda is enclosed, as well as a listing of all Council members.

The other meeting dates, for your calendar, are as follows: Oct. 2, Nov. 6, Dec. 4, Jan. 8, Feb. 5, March 5, April 2, May 7.

I also encourage you to review the attendance policy as approved by last year's Council.

Please call me at any time with any questions.

Thanks.

JS:tt

Enclosures
August 21, 1986

MEMORANDUM

TO: ASC Exec Committee

FROM: Jim Shockey, Secretary

RE: Exec Committee Meeting Dates

Please mark your calendars for the following Exec Committee meetings. All will be at noon in the Canal Room of the Union. Lunch will be served, at our personal expense. If you will not be attending any meeting, let me know by the preceding Monday noon, to cut the luncheon order. Otherwise, you'll get stuck.

Thanks.

Sept. 9, 23; Oct. 14, 28; Nov. 11, 25; Dec. 9, 23;
Jan. 13, 27; Feb. 10, 24; Mar. 10, 24; Apr. 14, 28;
May 12, 26

JS:tt
FROM: Richard L. Conrad

TO: Ed Bowerman

File
Suspense
For your information
Route Management Staff
Return with comments by_______
Handle
See me about this

COMMENTS:
August 28, 1986

MEMORANDUM

TO: Richard L. Conrad

FROM: Rich Zera

SUBJECT: New Cost Containment Provisions of Health Insurance

I have received a copy of the new insurance changes from Benefit Plans Risk Management, and for the most part was very pleased. The purpose of this memorandum however, is to raise a serious concern about one issue which has yet to be passed by university committees. I am asking you to pass on these concerns to the Administrative Staff Council when they deliberate on these proposals.

The specific section which I have difficulty with deals with the notification of the plan administrator of hospitalization. In an non-emergency situation, we must notify the administrator, through the pre-admission certificate, at least 10 days in advance of admission. Even in a non-emergency situation, I believe that the admission time should be a function of factors such as degree of discomfort, work schedule, family schedules, doctor schedules, etc., and not subject to a lengthy delay merely for the insurance company.

Of even greater concern is the proposed requirement that in an emergency situation hospitalization can occur immediately, but the plan administrator must be notified within 48 hours of admission. If I or any member of my immediate family were to be seriously ill or injured, the last thing on my mind would be notifying the insurance administrator within 48 hours. I can see where getting second opinions on elective surgery has some possible cost containment advantages, but this ridiculous 48 hour rule for emergencies seems arbitrary, overly restrictive, and of questionable value. The penalty for failure to notify within 48 hours, loss of 20% of benefits, is equally absurd. If I am seriously injured in a car accident going home from work on Friday evening, my family will be too concerned about my condition, care for our children, arranging for tests or specialists, etc., to worry about trying to get hold of someone on a weekend to insure 100% coverage....nor should they have to. And what will the insurance administrator do when they receive such notification Sunday evening, or any other time?

In the strongest possible terms, I urge you to oppose this aspect of the proposal.

Thank you.
Dear Deb,

I received a very nice letter from Mick Ferrari congratulating us on the selection of Greg for the award. I have it in the Ferrari Award file. If you would like it read at our October meeting please call me and I will bring it with me.

Sincerely,

Sally Blair
September 24, 1986

To: Ms. Deb Heineman
Administrative Staff Council Representative

From: Heidi Leikala
1986 Homecoming Committee

Recently we requested your participation in the 1986 Homecoming Parade. Unfortunately, this parade has been cancelled due to logistical problems and other complications. The committee is trying to incorporate the banners and some other entries into the annual Snake Dance. At this time your participation is not required for the parade, but we encourage you to attend the Saturday Homecoming events.

We regret any inconvenience this may have caused.

HL/jb
MEMORANDUM

September 12, 1986

To: Ms. Deb Heineman
   Administrative Staff Council Representative

From: Heidi Leikala
      1986 Homecoming Parade Committee

The 1986 Homecoming Committee has adopted the theme "The Spirit of Champions" for this year's Bowling Green State University Homecoming. We would like to cordially invite you to take part in the beginning of our homecoming celebration - the parade. This year's parade will honor past and present Bowling Green champions and you will play a vital part in its success. The parade will take place on Friday, October 10th at 5:30 p.m. Exact details and locations will be included in a later correspondence.

Do you plan on participating in the Homecoming Parade?
   ___________ yes  ___________ no

Do you need more information (housing, etc.)?
   ___________ yes  ___________ no

Do you need tickets for the game? If so, how many?

Name ____________________________

Please return to Heidi Leikala, UAO Office, 3rd floor, University Union by Friday, September 26th.

HL/jb
MEMORANDUM

TO: Bob Arrowsmith
    Gale Swanka
    Wayne Colvin

FROM: Rich Hughes, Student Affairs Representative to
      Administrative Staff Council

RE: Administrative Staff Council

September 25, 1986

I trust things have been going well for you since the semester began on August 27. As your representative to the Administrative Staff Council, I wanted to touch base with you and let you know that I am available should you have any concerns or suggestions you would like brought forth to ASC. Please feel free to give me a call (2-2011) or drop by the Housing Office.

RH/jm
MEMORANDUM

TO: Deb Heineman, Chair
   Administrative Staff Council

FROM: Terry W. Parsons
   Chair, 1986 BGSU United Way Campaign

RE: United Way Campaign Preview

September 22, 1986

On behalf of the BGSU United Way Steering Committee, I am pleased to provide a preview of the organization and goals for the October United Way Campaign. While many university citizens play vital roles in a campus-wide charitable campaign of this magnitude, your support would be especially valued.

We are condensing the actual face-to-face campaign to but a two week time period: October 13-21. The plans are in place for an extensive publicity campaign through use of the BG News, Monitor and Sentinel-Tribune, (thanks to Paul Estdyu) and a variety of student involvement is planned to draw further attention to the importance of The United Way. Training sessions for campus captains and volunteers will once again be conducted by a team of graduate students under the direction of Richard Horton, and faculty/staff coordinators Don Raguss, Susan Caldwell, Denise Freeman and Mark Seminew are currently mobilizing over 360 faculty/staff volunteers.

Certainly all of the above factors are critical to ultimate financial success, but any and every formal and implied endorsement you might provide carries immense impact when the ultimate decision to "Listen To One's Heart" arises for over 2,500 BGSU faculty and staff. The image of our University as a "We Care" institution whose people genuinely reach out to lift up people in need is graphically enhanced via United Way Campaign success.

While President Olscamp will officially launch the 1986 United Way Campaign October 1, it is our wish that this advance notification might introduce you to our strategy, and earnestly invite your on-going support.

The task for a few is imposing, but rewards for many are vast!

Thank you.

jll

Enclosures

pc: Dr. Paul Olscamp
1986 BGSU UNITED WAY "FACT SHEET"

I. BGSU 1986 United Way Campaign goals

1. Extend face-to-face invitation to become a 1986 contributor to 100% of BGSU employees.

2. Surpass the record number or 1985 BGSU donors (909) by 10% (to 1,000)

3. Surpass the record number of dollars contributed to the 1985 campaign by 10% (to $68,500)

II. In 1985 $450,000 was spent on Wood County people in need but only $239,000 was contributed by Wood County residents...

III. Two out of three people in Lucas, Wood, Ottawa, and eastern Fulton counties are touched by United Way supported services—but only one in three employed individuals were United Way donors

IV. This year a 10% increase in United Way contributions will be required to maintain the same level of services as last year, a 22% increase to maintain and provide new solutions to community problems will be required.

V. If all of 257,000 employed individuals in our area pledged but one hour's pay per month, they would generate $22 million for United Way community services -- double the community services available from 1985 pledged levels.

VI. Ninety percent of the United Way dollars collected go directly to helping people in need.

VII. Volunteers, as you and I, both raise and allocate all United Way funds.

VIII. The 1986 slogan: "Listen to your heart -- Give Because You Care."

IX. The 1986 promotional film is titled "Love Is All We Need", featuring John Denver.

X. BGSU Campaign (October 13-24) is the active opportunity for People Helping People, The United Way.
1986 UNITED WAY STEERING COMMITTEE

Toledo Liaison: Vicki Mufti (Pam Williams) 372-2826

General Chair: Terry W. Farnon 372-7491

Administrative Interns: Annmarie Allen 372-8304
Andrea Dibiels 372-8017

Faculty Coordinator: Don Rayza 372-2019

Administrative Staff Coordinator: Susan Caldwell 372-2588

Classified Staff Coordinators: Denise Friesen 372-2701
Mark Seminow 372-2251

Public Relations: Paul Postny 372-1391

Training and Development: S. Richard Horton 372-7562

Undergraduate Representative: Matt Skull 372-2955
Graduate Representative: Annmarie Allen 372-8304

Volunteers: 70

F:aculty: 750

Adm. Staff: 250

Classified Staff: 1500

Captains: 1

Volunteers: 25

Captains: 22

Volunteers: 155

Captains: (37)

Volunteers: (260)

Classified Staff: (2600)

1:7

1:10
October 1, 1986

MEMORANDUM

TO: Deans

FROM: Eloise E. Clark, Vice President for Academic Affairs

RE: Administrative Staff Performance Evaluation Policy

The Administrative Staff Handbook contains a policy on evaluations (attached) which calls for each vice president to work with the area's representatives to the Administrative Staff Council (ASC) to develop a format for use in the evaluation of administrative staff. You will recall that in the late summer I asked each of you to respond regarding your use of the evaluation form. Your comments, with college names removed, were sent to the ASC representatives in Academic Affairs. Your responses were very thoughtful and helpful to me and to the ASC representatives. On September 29, I met with this group, and I am communicating to you their recommendations as agreed upon at that meeting.

Because of the diversity of duties and expectations across the academic affairs areas, it was recommended that the actual format of the evaluation form be left to the individual collegiate units. Any evaluation used, however, must address the three major issues contained in the attached evaluation policy, i.e., performance of primary duties, performance of occasional duties, and attainment of agreed upon goals. In your evaluations of the present form, several of you mentioned dissatisfaction with using a numerical scoring. As you work on developing a procedure for evaluation, you may wish to include more narrative evaluative comments as opposed to quantified evaluations.

Another part of the policy that is of critical importance is contained in 4, 8 and 5. All supervisors are to provide a yearly written evaluation of each administrative staff member. This evaluation is to become a part of the staff member's personnel file in the Office of Administrative Staff Personnel Services. The ASC representatives were particularly concerned that this portion of the policy be adhered to.

The administrative staff members also recommend that self-evaluation be a part of the evaluation process. This should take the form of a reporting of the activities that have been undertaken during the year, the goals achieved, and the goals not achieved.
Please note also in the policy the recommendation that the supervisor and staff member meet early in each evaluation period to discuss goals for the next year and to make any necessary changes to the job description. Any major changes made to the job description should be filed with the Office of Administrative Staff Personnel Services. At both the beginning of each year or at the end of the evaluation period there is, therefore, an excellent opportunity to discuss with the staff member the goals for the past year and for the upcoming period. I urge that you assure that such discussions are taking place and that staff members are also routinely evaluated in writing.

As you begin to implement the provisions of the evaluation policy, you should meet with administrative staff members in your collegiate area in order to develop an evaluation form that fits your needs. Another point to consider is whether, for some units, an evaluation cycle on a calendar year basis might be more appropriate than on an academic year basis. This timing question is for you and your staff members to decide.

dmm

enclosures

xc:  Joan Bissland
     Ann Bowers
     Susan Darrow
     Kathy Hart
     Linda Katzner
     Barry Piersol
     Gail Richmond
     Kathryn Thiede
     Jane Wood
     Paul Yon


EVALUATION PROCEDURE

1. All administrative contract staff should be evaluated each year primarily on the basis of:
   - performance of primary duties
   - performance of occasional duties
   - attainment of agreed upon goals

2. Each Vice President should 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 the criteria listed in item (1) above.

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
   - professional development
   - interpersonal relationships
   - counseling
   - awards/honors
   - teaching
   - service on governance bodies
   - facility management
   - learning new skills
   - University and professional service
   - peer relationships
   - research/publications/prepresentations
   - communication skills
   - student evaluations

4. The evaluation process should occur in two steps.

   A. The staff member and supervisor should meet and accomplish the following:

   Review and determine staff member's job description and goals for the next contract period and make any necessary changes to the basic job description.

   Based on the above agreements, determine evaluation criteria that will be used to assess the staff member's performance.

   The staff member and supervisor will confirm the job description, goals and evaluation criteria in writing.
B. 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 Office of Administrative Staff Personnel Services and to the staff member.
PERFORMANCE EVALUATION
Administrative Staff

Scoring Criterion:
1 - 7 (1 = unsatisfactory, 7 = outstanding)

I. Performance of Assigned Duties (50%)
   Quality of Work, Quantity of Work, Planning, Administration, Decision Making, Initiative, Adaptability, Communication Skills, Other
   ____ x 5 = ____

II. Professional and Interpersonal Relationships (30%)
   Supervisory skills, Attitude, Peer relationships Service to University constituency, Other
   ____ x 3 = ____

III. Professional Development (10%) ____ x 1 = ____
   Conferences, Coursework, learning new skills Other
   ____ x 1 = ____

IV. University Service (10%)
   Participation on committees, participation with professional organizations, service on governance bodies, other
   ____ x 1 = ____

COMPOSITE SCORE

V. Overall Narrative Evaluation
To include: description of areas for potential developmental opportunities or professional growth; discussion of areas of strength; description of areas of needed improvement
MEMORANDUM

TO: Administrative Staff/Council Members
FROM: Everett Piper

RE: Foundation Challenge Match for the Faculty/Staff Campaign

October 6, 1986

As the result of conflicting information regarding the specifics of the above stated campaign, I offer the following:

* The Bowling Green State University Foundation Inc. will match the pledges of faculty and staff members which were made during the time period of March 15 - June 30, 1986.

* In order for these pledges to be matched, they must be paid by June 30, 1987.

* If the total pledge is not paid by June 30, 1987, the Foundation will match that portion that has been fulfilled by this date.

* The Foundation match will follow the original designation of the donor. Transfers from the Foundation will be made on December 31, 1986 and June 30, 1987 to the various different accounts represented by the donor's designation.

In summary, all individuals who pledged to the Faculty/Staff campaign have at least one year to fulfill their pledge. The Foundation will match all gifts toward these pledges that are given on or prior to June 30, 1987. This is what was implied to the donors at the time of solicitation and the Foundation will adhere to this policy. If you have any questions, please contact me.
MEMORANDUM

TO: James Sharp, Secretary
   Administrative Staff Council

FROM: Deb Heineman, Chair
   Administrative Staff Council

RE: Resignation

DATE: October 2, 1986

I sincerely regret to announce my resignation from the position as Chair of Administrative Staff Council effective October 31, 1986. It has been extremely difficult the past two months to devote much time to my responsibilities as chair due to the workload in the Office of Financial Aid and Student Employment.

For most, it would appear that the worst is over for the office since we are well into the Fall Semester. However, the House and Senate have recently passed Reauthorization regulations that, when signed by the president, will have an immediate negative impact on current procedures as well as bring substantial changes for the 1987-88 year which will begin for us in January. In addition, the office is facing increasing demands from within the university in the areas of recruitment and retention. Thus, it appears unlikely that the workload will diminish during the next eight months.

I will continue to serve in my position as an elected representative from the Student Affairs area and as a member of the Scholarship Committee of ASC. You can be assured that I will spend the amount of time necessary to do an effective job in both positions.

Thank you for your support and patience.
MEMORANDUM

TO: Bob Arrowsmith
    Wayne Colvin
    Derek Dickinson
    Barbara Keller
    Bill Lanning
    Gale Swanka

FROM: Rich Hughes

RE: Administrative Staff Council

October 7, 1986

I wanted to bring you up-to-date regarding the current happenings on ASC. First, I have some sad news to share with you. Deb Heineman will resign her position as Chair of ASC as of Friday, October 31. Deb explained that due to increased commitments in the Financial Aid Office, as a result of new verification guidelines, she will no longer be able to devote adequate time to her position as Chair of ASC. Deb's leadership and guidance will surely be missed. She will, however, actively continue in her capacity as an elected member to ASC. Succeeding Deb will be Paul Yon, Director, Archival Collections.

On a lighter note, I would like to remind you that the 1987 United Way Campaign is officially underway. ASC supports the work of this charitable organization. Please respond generously when asked for your contribution. At the next meeting of ASC, Paul Olscamp will join us as a special guest. If you have any questions or issues you would like me to raise with him, please let me know prior to Thursday, November 6.

As always, if you have any questions regarding the activities of ASC or if you have a particular concern you would like me to share, please feel free to contact me.

RH/jm

cc: Deb Heineman
    Paul Yon
MEMORANDUM

TO: Administrative Staff

FROM: Deb Heineman, Chair

Administrative Staff Council

RE: Communications Network

Enclosed you will find the 1986-87 Communications Network for administrative staff. Please check it for the name of the Administrative Staff Council member who will serve as your liaison with the Council. If you have questions or concerns that should be brought before the Council, please contact your representative. The Administrative Staff Council is an effective representative body if communication flows in both directions.

I am looking forward to a successful and productive year, for the Administrative Staff Council, and for BGSU as well. Please feel free to contact me if you have any questions.
MEMORANDUM

TO: Administrative Staff Council
FROM: Deb Heineman, Chair
SUBJ: November Meeting
DATE: October 28, 1986

Please be advised that our meeting on November 6 will begin at 2:00 rather than our usual 1:30 meeting time. The meeting will be held in the Alumni Room and will still end at 3:30. Dr. Paul Olscamp will be our guest speaker at this meeting so please plan to bring any questions or concerns which you would like him to address.

I look forward to seeing you then.
MEMORANDUM

TO: Paul Yon, Chairperson, Administrative Staff Council  
FROM: Jill Carr, Chairperson, ASC Needs Assessment Committee  

RE: Results from Survey

Attached please find the results of the 1986 Administrative Staff Council Needs Assessment Survey. A blank survey is also attached for your use. Questions 1 and 2 were analyzed as a total group as well as by Presidential/Vice Presidential area. Questions 3, 4 and 5 have been summarized by Presidential/Vice Presidential area, with each area on a separate page. This should help Council reps easily review the comments for their specific area.

A total of 86 surveys were completed and returned. This represents 23.2% of the Administrative Staff population. Clear patterns and repeated concerns are evident throughout the results. For example, the majority of respondents are aware of ASC proceedings by reading the minutes in the MONITOR. However, it is evident that Council members need to be more conscientious in communicating with their constituents.

In general, the responses to Questions 3, 4, and 5 run the gamut. The most repeated themes are: salary issues, merit evaluation and disbursement, benefits, and comp time. My opinion is that ASC has been "right on target" in dealing with the first three; however, the issue of comp time has not been discussed within ASC. Perhaps this should become an item for an ad hoc committee or for the Personnel Welfare Committee. I also feel that we should make concerted efforts to publicize our efforts with the first three issues. This will insure that all Administrative Staff are aware of what's happening.

I am sure that you will see other general themes as you review this report. I will keep the original surveys on file in my office. I will now consider the work of the Needs Assessment Committee to be complete unless otherwise directed by you.

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

JC/jm

cc: Laura Emch
Please indicate your Presidential or Vice-Presidential Area _________________________

In an effort to assess the current needs of Administrative Staff, the Administrative Staff Council requests that you complete this survey and return it to the Needs Assessment Committee c/o Housing Office by March 14, 1986. Your input is greatly needed. This will enable Council to effectively address issues that directly affect you.

1. Are you aware of ASC proceedings by reading the minutes published in Monitor? YES  NO
   If no, please explain the most effective way for you to receive information regarding Council business.

2. Does your Council representative communicate with you on a regular basis? YES  NO

3. What issues most concern you regarding your position as an Administrative Staff member?

4. What issues as an Administrative Staff member would you want the University to address that would assist or benefit your position?

5. What are your personal preferences regarding summer hours?

6. As an administrator do current summer hours meet the needs of your office operation? YES  NO
   If no, please elaborate.

7. How would you like ASC to address the issues you have mentioned in any of the above items?
# ADMINISTRATIVE STAFF COUNCIL NEEDS ASSESSMENT SURVEY

## TOTAL SUMMATION OF QUESTIONS 1 AND 2

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<thead>
<tr>
<th>Question #1</th>
<th>YES</th>
<th>75 or 20.8%</th>
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<tbody>
<tr>
<td></td>
<td>NO</td>
<td>11 or 3%</td>
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<tr>
<td>Question #2</td>
<td>YES</td>
<td>49 or 13.8%</td>
</tr>
<tr>
<td></td>
<td>NO</td>
<td>32 or 8.8%</td>
</tr>
<tr>
<td></td>
<td>MAYBE</td>
<td>2 or .5</td>
</tr>
<tr>
<td></td>
<td>N/A</td>
<td>3 or .8%</td>
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## RESPONSES TO QUESTIONS 1 AND 2 BY AREA

### OPERATIONS - 13 surveys returned

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<tr>
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<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
<td>Question #2</td>
<td>YES</td>
<td>NO</td>
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### UNIVERSITY RELATIONS - 9 surveys returned

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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Question #2</td>
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<td>NO</td>
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### PLANNING AND BUDGETING - 16 surveys returned

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<tr>
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<tr>
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### PRESENT'S AREA - 3 surveys returned

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### STUDENT AFFAIRS - 18 surveys returned

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<td>YES</td>
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### ACADEMIC AFFAIRS - 27 surveys returned

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<th>NO</th>
<th>MAYBE</th>
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<tbody>
<tr>
<td>Question #2</td>
<td>YES</td>
<td>NO</td>
<td>MAYBE</td>
<td>N/A</td>
</tr>
</tbody>
</table>
COMPILATION OF QUESTIONS 3, 4 AND 5

PRESIDENT'S AREA

QUESTION 3

Lack of professional leave
Lack of career ladders
Salary

QUESTION 4

Salaries
COMPILATION OF QUESTIONS 3, 4, AND 5

ACADEMIC AFFAIRS

QUESTION 3

Part-time status - feel less important
Lack of promotion possibilities
"Second class citizen" in eyes of faculty
Benefits (5)
Salary increases (4)
Salary inequities
Poor insurance coverage
Comp time
Lack of universal guidelines for merit increments
Decisions are handed to us late, then asked to rubber stamp
Lack of interaction between faculty and staff
Combined with faculty for salary consideration - sometimes
   good, sometimes bad, need more voice in these matters
Annual contract - effects job security (2)
Parking (3)
Severe weather policy
Lack of appreciation of the role of administrative staff
Low salaries and benefits as compared with other places of
   employment
Merit definition (2)
Market adjustments
Evaluation (2)
Job description
Arbitrary and capricious supervision
Rumor of re-classification to classified staff
Problems of a "one-person department" - can't take sick days
   or vacation without shutting down
Vacation

QUESTION 4

Offer more professional development sessions (2)
Salary equity with the faculty
Improved health benefits
Merit issue (2)
More objective evaluation
Comp time
Review of University committees for ASC representation
Development of a professional leave program
Tenure for full-time administrators
Increase number of years a contract is valid
Upward mobility within the University (2)
Fringe benefits (flexible fringe benefit program)
Chance to voice professional concerns with entire AS
Establish a job security system
QUESTION 5

Do something about PARKING!!
Council may be too big - consider phasing down to 5%
Consider having one more get together for all AS staff each year
Recognition for AS in MONITOR for things such as minimal use of sick time, etc.
COMPILATION OF QUESTIONS 3, 4, AND 5

UNIVERSITY RELATIONS

QUESTION 3

Salary (4)
Merit (3)
Job Security
Benefits (2)
Professional growth
Promotion
Objective performance evaluation
Comp time
Budgets
Annual contract

QUESTION 4

Discrepancies in benefits
Professional Development
Fair wages

QUESTION 5

Policy for easier use of Rec Center for AS
Professional liability coverage and pending legislation
ASC serve as a sounding board for job frustrations
Funding for new equipment
Maintain a file of comparative salaries at other institutions
COMPILATION OF QUESTIONS 3, 4 AND 5

STUDENT AFFAIRS

QUESTION 3

Evaluation (2)
Merit
Salary
Benefits (4)
Comp time/overtime/mandated overtime
Ability to take vacation
Flex time
Legal issues
Wellness programs for staff
Smoking policy
More funding for capital improvements
Parking
Policy regarding hiring and firing

QUESTION 4

Professional development, sabbatical, leave, etc.
Comp time
Overtime - consistency
Child care (2)
Maternity and sick leave benefits for mothers and fathers
Flex time option
University commitment to hire AS where needed
Wellness
Direct representation to the Board of Trustees
Position sharing for working families
Recognition for AS
Parking
Informal get-togethers for AS

QUESTION 5

In general, Student Affairs staff responded that they are pleased with the work and efforts of ASC, so far.
COMPILATION OF QUESTIONS 3, 4 AND 5

PLANNING AND BUDGETING

QUESTION 3

Benefits
Recognition of accomplishments
Promotion options
Salary (4)
Awareness of total University environment
Cost of benefits – life insurance and dependent health care
Direct representation to the Board of Trustees
Accountability of supervisors
Possible cutbacks in AS staffing levels
Council takes a position on issues without seeking input from all staff
Evaluation
Merit
Job security (2)
University payment for conference attendance
Overtime
Dependent fee waiver for retirees

QUESTION 4

Develop an AS financial exigency plan
Salary comparison with other institutions
Professional leave

QUESTION 5

More information on proposed unionization of classified staff
Increase communication between ASC and staff
Mandatory life insurance
Allow University to buy on a day by day basis, unused sick time for pending retirees
COMPILATION OF QUESTIONS 3, 4 AND 5

OPERATIONS

QUESTION 3

University paid dependent life insurance
Salary inequities
"Second fiddle to faculty"
Unequal pay for women
Mandatory life insurance
Organizational stability
Overtime compensation
Lack of faculty understanding of the importance of staff
Fairness in promotions
A strong ASC

QUESTION 4

Increase benefits to equal classified staff
On-going training
Taxation of benefits i.e. graduate fee waivers
Employee assistance program
Campus wide consistency in application of personnel policies
Higher across the board increases
Early retirement buy-out option
Increase financial remuneration for unused sick leave at retirement

QUESTION 5

ASC should fight for early retirement option for AS if approved by state
Determination mechanism for salaries
ASC should review policy changes, get input from staff, don't faculty determines how and what gets done
Inconsistency between and among vice presidential areas needs to investigate
More involvement in H B 309 committee
Know goals for Admin. for next 5, 10, 15 years
Recognition for outstanding performance
Fair treatment in hiring practices
MEMORANDUM

To: Dr. Paul J. Olscamp, President

From: Paul D. Yon, Chair Paul
       Administrative Staff Council

Re: Agenda - November 6, 1986

Date: October 31, 1986

A sincere and hearty thanks for agreeing to speak at the Administrative Staff Council meeting on November 6 at 2:15 p.m. in the Alumni Room. As in the past, you may take as long as you like and address anything you wish with Council. As Chair, I believe Council may be interested in your remarks about Administrative Staff salary increases for 1987-88, especially if you plan to continue differentiating their salary with those of the faculty. I also would anticipate questions about Administrative Staff representation on the Board of Trustees and failure last Spring to reach a compromise relative to grieving the non-renewal of administrative staff contracts.

I am confident there may be additional issues but I thought you would appreciate having some sense of what may be of concern to administrative staff. Last, I have Council’s word that no questions relative to parking will be asked. Again, many thanks for agreeing to meet with us and I look forward to seeing you on the 6th.

PDY:11e
MEMORANDUM

To: ASC Executive Committee
From: Paul D. Yon, Chair
Administrative Staff Council
Re: Next ASC Executive Committee Meeting
Date: November 5, 1986

Apparently there has been some confusion as to the location for the Executive Committee Lunch on November 10, 12:00 p.m. The lunch/meeting will be in the Taft Room, third floor of the University Union on the abovementioned date.

Please contact me or Jill Carr should you not be able to attend. Thank you.

PDY:lle
November 5, 1986

Ms. Deb Heineman
Chair
Administrative Staff Council
C/o Student Employment Office

Dear Deb:

Due to the fact that my schedule has been extremely busy and as a result I have not been available to attend many of the Administrative Staff Council meetings, I would like to request permission to appoint a permanent substitute. If it is not possible to do so, please let me know if you feel it would be better that I should resign from the Council.

Thank you for your attention to this matter, sorry this predicament has occurred.

Sincerely,

Jack C. Gregory
Director of Athletics

kad
November 7, 1986

MEMORANDUM

TO: Jill Carr, Chair
ASC Personnel Welfare Committee

FROM: Susan Caldwell, Director
Administrative Staff Personnel Services

SUBJ: Revisions to the Administrative Staff Handbook

Thank you for your memorandum advising me of the proposed agenda for the Personnel Welfare Committee this year. I will be happy to assist you in any way I can as you begin to investigate these issues.

One item that was not listed in your memo was the general review of the Administrative Staff Handbook. In past years the Personnel Welfare Committee has reviewed the handbook to determine if there are any editorial, clarification, or other revisions that are not related to policy changes. Proposed changes to existing policies or the addition of new policies to the handbook are treated separately. Most of the items listed in your agenda would be policy recommendations.

Several years ago, it was decided that the employees handbooks should be reviewed once a year by the Board of Trustees, at their April meeting. Last year, for a variety of reasons, we were not able to present our handbook to the Board until June. However, it is my understanding that we should continue to target the April meeting for the final review and approval of the handbook (and all changes) that will become effective the following July 1. With that in mind, I have set the following deadlines that will allow this office time to include the proposed editorial revisions in the handbook and will ensure time for necessary review/approval by the Administrative Staff Council, the Administrative Council, and University legal counsel prior to the April Board meeting.

Suggestions on editorial revisions to the handbook from the Personnel Welfare Committee to Administrative Staff Personnel Services by December 31, 1986. (These changes will be incorporated into the Handbook).

Proposed policy recommendations/changes should be approved by the Administrative Staff Council at the February 1987 meeting. (These changes will be presented in memorandum form; they will not at this time be incorporated into the Handbook document).

The Handbook with the editorial revisions and separate documentation on policy recommendations should be sent to Administrative Council by early February 1987.
Once approved by Administrative Council editorial revisions and policy recommendations should be sent to University legal counsel by February 28, 1987.

Final approved changes (editorial and policy changes) should be incorporated in the handbook by Administrative Staff Personnel Services by March 15, 1987.

These copies are then duplicated by Administrative Staff Personnel Services for mailing to the Board of Trustees by March 31, 1987. Handbook reviewed by the Board of Trustees at the April meeting.

Since I will be leave of absence shortly after the first of the year, I would appreciate your adhering to this deadline schedule. Marcia Euckenmyer will be able to incorporate the editorial revisions into the handbook in the proper review format (changes appear in capital letters, deletions are shown with a line through them, etc.) The policy changes/recommendations are not incorporated into the handbook until the final copy is prepared for the Board of Trustees.

I will contact you within the next few weeks to discuss the handbook review process and this schedule. In the meantime, please consider if the FWC will review the handbook for any editorial revisions which must be submitted to this office by the end of December.

SC:mmb
xc: Paul Yon✓
November 14, 1986

Ms. Deb Heineman
Student Employment

Dear Deb:

Due to uncontrollable business related requirements, I find it will be impossible for me to continue to serve on the University's Administrative Staff Council. Through this letter I would like to submit my resignation from the Council.

Sincerely,

Jack C. Gregory
Director of Athletics

cc: P. Yon
November 14, 1986

MEMORANDUM

TO: Chris Esparza, Chair
    Classified Staff Council

Sheila Harrington, President
Graduate Student Senate

Kelly McCoy, President
Undergraduate Student Government

☑ Paul Yon, Chair
    Administrative Staff Council

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

SUBJ: H. B. 345 Resolution

Enclosed is a resolution which has been prepared for consideration by the Board of Trustees. I have scheduled a meeting for 9:00 a.m. on November 20, 1986 to discuss this resolution. This resolution is designed to institute a new fee to be charged to persons who are not registered for Selective Service. H. B. 345, which was passed earlier this year, requires Ohio state universities and colleges to charge a fee equivalent to the nonresident fee to students who are not registered with Selective Service. The law is applicable for the first time with the Spring Semester, 1987. I have enclosed a copy of H. B. 345 for your information.

The enclosed proposed resolution also provides that the fee assessed by virtue of a student's nonregistration with Selective Service may not be waived despite other fee waiver eligibility the student might possess.

If you have any questions relative to the proposed resolution before the meeting, please contact me.

RRE: sf

Enclosures
DRAFT

RESOLUTION

WHEREAS, the Ohio Legislature has passed H.B. 845 which requires male students who fail to meet the Selective Service registration requirements to be charged a fee equivalent to the nonresident fee and provides that the University will not receive state subsidy for such students; and

WHEREAS, in accordance with that legislation, and rules and regulations issued by the Ohio Board of Regents, this law will become effective the second semester of the 1936-37 academic year; and

WHEREAS, students may be eligible for fee waiver as a result of being a member of the faculty or staff, or a dependent thereof, athlete, graduate assistant, teaching fellow, or graduate research assistant;

NOW BE IT RESOLVED: that the Board of Trustees, in order to conform with H.B. 845, establishes that a fee equivalent to the nonresident fee be charged to students who are in violation of H.B. 845, and that such fee shall not be eligible for fee waiver.
A BILL

To enact section 3345.12 of the Revised Code

relative to state college or university tuition

and state educational loan, grant, or scholarship

eligibility for students that fail to comply with

the Selective Service Laws.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF OHIO:

section 1. That section 3345.12 of the Revised Code be enacted to read as follows:

Sec. 3345.12. (1) AS USED IN THIS SECTION:

(1) "STATE UNIVERSITY OR COLLEGE" MEANS THE INSTITUTIONS DESCRIBED IN SECTION 3345.17 OF THE REVISED CODE, THE UNIVERSITY OF OHIO, AND THE MEDICAL COLLEGE OF OHIO AT TOLEDO.

(2) "RESIDENT" HAS THE MEANING SPECIFIED BY RULE OF THE BOARD OF REGENTS.

(3) "STATEMENT OF SELECTIVE SERVICE STATUS" MEANS A STATEMENT CERTIFYING ONE OF THE FOLLOWING:

(a) THAT THE INDIVIDUAL FILING THE STATEMENT HAS REGISTERED WITH THE SELECTIVE SERVICE SYSTEM IN ACCORDANCE WITH...
APP. 45% AS AMENDED;

(b) THAT THE INDIVIDUAL FILING THE STATEMENT IS NOT
REUOED TO REGISTER WITH THE SELECTIVE SERVICE FOR ONE OF THE
FOLLOWING REASONS:

(i) HE IS UNDER EIGHTEEN OR OVER TWENTY-SIX YEARS OF AGE;
(ii) HE IS ON ACTIVE DUTY WITH THE ARMED FORCES OF THE
UNITED STATES OTHER THAN FOR TRAINING IN A RESERVE OR NATIONAL
GUARD UNIT;
(iii) HE IS A NONIMMIGRANT ALIEN LAWFULLY IN THE UNITED
STATES IN ACCORDANCE WITH SECTION 101 (a) (15) OF THE
(iv) HE IS NOT A CITIZEN OF THE UNITED STATES AND IS A
PERMANENT RESIDENT OF THE TRUST TERRITORY OF THE PACIFIC
ISLANDS OR THE NORTHERN MARIANA ISLANDS;
(v) THE OHIO BOARD OF REGENTS SHALL, BY RULE, SPECIFY THE
FORM OF STATEMENTS OF SELECTIVE SERVICE STATUS TO BE FILED IN
COMPLIANCE WITH DIVISIONS (c) AND (L) OF THIS SECTION. EACH
STATEMENT OF SELECTIVE SERVICE STATUS SHALL CONTAIN A
SECTION WHEREIN A MALE STUDENT BORN AFTER DECEMBER 31, 1959 CERTIFIES
THAT HE WAS REGISTERED WITH THE SELECTIVE SERVICE SYSTEM IN
ACCORDANCE WITH THE "MILITARY SELECTIVE SERVICE ACT," 62 STAT. 304,
50 U.S.C. 2014, APP. 45% AS AMENDED, AND A SPACE FOR THE STUDENT TO
RECORD THE SELECTIVE SERVICE NUMBER HE WAS ASSIGNED. FOR
THOSE STUDENTS NOT REQUIRED TO REGISTER WITH THE SELECTIVE
SERVICE, AS SPECIFIED IN DIVISIONS (c) (2)(A) AND (L) OF THIS
SECTION, A SECTION SHALL BE PROVIDED ON THE STATEMENT OF
SELECTIVE SERVICE STATUS FOR THE CERTIFICATION OF NONREGISTRATION
AND FOR AN EXPLANATION OF THE REASON FOR THE EXEMPTION. THE
BOARD OF REGENTS MAY REQUIRE THAT SUCH STATEMENTS BE ACCOMPANIED
BY DOCUMENTATION SPECIFIED BY RULE OF THE BOARD;
(c) A STATE UNIVERSITY OR COLLEGE THAT ENROLLS IN ANY
COURSE, CLASS, OR PROGRAM A MALE STUDENT BORN AFTER DECEMBER 31,
1959 WHO HAS NOT FILED A STATEMENT OF SELECTIVE SERVICE STATUS
WITH THE UNIVERSITY OR COLLEGE SHALL, REGARDLESS OF THE STUDENT'S
3.18
RESIDENCY, CHARGE HIM ANY TUITION SURCHARGE CHARGED STUDENTS WHO ARE NOT RESIDENTS OF THIS STATE.

O The Ohio Student Loan Commission shall not make or guarantee a loan under chapter 3311. of the Revised Code to any male born after December 31, 1959 unless he has filed a statement of selective service status with the Commission.

E No male born after December 31, 1959 shall be eligible to receive any loan, grant, scholarship, or other financial assistance for educational expenses under section 3315.33, 3333.33, 3333.36, 3333.27, 5910.05, 5910.07, or 5910.36 of the Revised Code unless he has filed a statement of selective service status with the board of regents.

E If a state college or university, the student loan commission, or the board of regents receives a statement from an individual certifying that he has registered with the selective service system in accordance with the Military Selective Service Act, 52 Stat. 404, 50 U.S.C. App. 452, as amended, or that he is exempt from registration for a reason other than that he is under eighteen years of age, the college or university, commission, or board shall not require the individual to file any further statements. If it receives a statement certifying that the individual is not required to register because he is under eighteen years of age, the college or university, commission, or board shall require the individual to file a new statement of selective service status each time he seeks to enroll for a new academic term or makes application for a new loan or loan guarantee or for any form of financial assistance for educational expenses, until it receives a statement certifying that the individual has registered with the selective service system or is exempt from registration for a reason other than that he is under eighteen years of age.

Section 2. In defining the number of full-time equivalent students for state subsidy purposes for fiscal year 1955-1956, the Ohio Board of Regents shall exclude all students carrying a
tuition surcharge under division (C) of section 2360.77 of the Revised Code.
tuition surcharge under division (c) of section 3245.27 of the Revised Code.
TO: Members of the Administrative Staff Council  
FROM: Jill Carr, Acting Secretary  
RE: Clarification on Professional Liability Insurance

During our last ASC meeting, information was presented regarding the issue of professional liability insurance. Several ASC members indicated they purchase liability insurance as a part of their homeowner's coverage. After the meeting, Sandy LaGro investigated this option and found that liability policies attached to homeowners' policies often do not include coverage if you are sued by a fellow employee or if you are sued for discrimination.

All ASC members are urged to contact their personal insurance agents and check the extent of your liability coverage if you purchase your coverage as a part of your homeowner's policy. Please also pass this information along to your constituents.

If you have any additional questions, please contact Sandy LaGro in the Treasurer's Office.

Thank you.

cc: Sandy LaGro
TO: Members of the Administrative Staff Council

FROM: Jill Carr, Acting Secretary

RE: Meeting Reminder

The Administrative Staff Council will meet on Thursday, Dec. 4, 1986 at 1:30 pm in the Alumni Room of the University Union. Attached please find the agenda for this meeting plus minutes from our November meeting and minutes from Classified Staff Council. Please bring your agenda with you to this meeting.

All Council members are urged to bring questions for our guest speakers, Rollie Hahn and Gaylynn Finn, particularly in relation to the Cost Containment Program. Please contact your constituents and get their input on this issue. We will need to make a recommendation to the Insurance Committee by Jan 1 regarding the Cost Containment Program.

If you cannot attend this meeting, please send a substitute. Please do not hesitate to contact me should you have any questions.

JC/jm
November 25, 1986

TO:   Members of the Administrative Staff Council

FROM: Jill Carr, Acting Secretary

RE:   Insurance Seminar

Sandy LaGro has contacted me requesting information regarding our interest in attending a seminar to explain our current insurance program and the proposed cost containment program. The University Insurance Committee is willing to sponsor such a seminar, however, they need to know how many people would actually attend the session. It is their desire to make this a quality session and to keep it as interesting as possible. The session would be planned for some time in February.

I am asking that each of you poll your constituents and determine how many would actually attend a session of this nature. I will need to have a number from each of you at the next full Council meeting.

If you have any questions, please do not hesitate to contact me. Thank you for your assistance.

JC/jm
December 16, 1986

TO: Barry Piersol, College of Technology

FROM: Jill Carr, Acting Secretary, ASC

RE: Additional Constituents

Please be advised that KATHY STEIGER, COLLEGE OF BUSINESS and MARY WALTERS, COLLEGE OF BUSINESS have been added to your constituency.

Please add these names to your list and include these people in future correspondence.

If you have any questions, please give me a call. Thanks for your assistance.

JC/jm

cc: Paul Yon

Kathy Steiger

Mary Walters
MEMORANDUM

TO: Dr. Harold Lunde, Chair, Faculty Welfare Committee

FROM: Jill Carr, Chair, Administrative Staff Council, Personnel Welfare Committee

RE: Cost Containment Recommendation

Attached please find a copy of the resolution developed by the Administrative Staff Council's Personnel Welfare Committee regarding the proposed Cost Containment program. This resolution will be taken to our Executive Committee and, upon their approval, to the full Administrative Staff Council. I thought you would be interested in seeing this after our discussion earlier this month.

We enjoyed meeting with you and thank you for your time and input. I hope this liaison relationship can continue throughout the year.

Happy Holidays! Please give me a call if you have any questions.

cc: P. Yon
    PWC Members
MEMORANDUM

TO: Administrative Staff Council Executive Committee Members

FROM: Jill Carr, Chair, ASC Personnel Welfare Committee

RE: Editorial Changes for Administrative Staff Handbook

Attached please find the list of proposed editorial changes for the Administrative Staff Handbook. In addition you will find several items that will require further attention as decisions are made within the University and on the Federal level.

The maternity/paternity/adoption leave policy will receive a major overhaul. A recommendation for a significant policy change will be forthcoming.

Please note that a section regarding the Pole and Mission Statement will be added including the full statement as an appendix. In addition a short statement will be written regarding the merit system and will be suggested for addition to the section on evaluation.

Should you have any questions regarding this proposal, please feel free to contact me or any member of the Personnel Welfare Committee. Thank you for your attention to this matter.

cc: PWC Members

Enclosure
ROLE AND MISSION STATEMENT

Bowling Green State University is committed to a set of mutually agreed upon goals and purposes. This statement is referred to as the University Role and Mission Statement. All University personnel are encouraged to develop and fulfill objectives which will result in the attainment of the goals within this statement. All Administrative Staff members are urged to be familiar with this important document. The University Role and Mission Statement appears as Appendix F.
## Editorial Changes for Administrative Staff Handbook

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<tr>
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Other items for consideration or correction:

1. Page 7 - 3. Reporting of Invention - should this policy change the appropriate update would need to be added. This is under consideration by the Faculty Senate at this time.

2. Page 8 - A. Continuance - Last paragraph should be changed to the following wording: Recommendations for non-renewal (which will include supportive information) WILL BE MADE TO THE APPROPRIATE CONTRACTING OFFICER (PRESIDENT, VICE PRESIDENT, OR DEAN).

3. Page 9.2 - A section will be added to describe the merit evaluation system and the evaluation process which should accompany this.

4. Page 20 - Investigation needs to be done to determine if the mandatory retirement age can remain at 70 in light of the bill recently signed by President Reagan to do away with this age category.

5. Work is being done to recommend a change in the maternity/paternity/adoptive policy. This recommendation will be forwarded at a later date.

6. It is suggested that the attached paragraph be added to Section I. The location would be between "Retirement" and "Sexual Harassment Policy". It is also suggested that a copy of the University Role and Mission Statement be added as Appendix F.
December 22, 1986

MEMORANDUM

TO: Paul Yon, Chairperson, Administrative Staff Council

FROM: Jill Carr, Chair, Personnel Welfare Committee

RE: Cost Containment Recommendation

The Personnel Welfare Committee wishes to present the attached resolution regarding the proposed Cost Containment program to the Executive Committee for its consideration. We feel we have taken the many viewpoints of our constituents into consideration and have ultimately met the needs of the Administrative Staff population.

Please feel free to contact me or any committee member should you have any questions. We look forward to your response and the subsequent presentation of the resolution to the full council.

Thank you!

Enclosure

cc: PWC Members
COST CONTAINMENT RESOLUTION

The Personnel Welfare Committee has addressed the proposed cost containment program for Bowling Green State University. The Personnel Welfare Committee supports cost containment as a means of reducing medical care costs which will be in the best interest of BGSU administrative staff employees.

Therefore, be it resolved that the current cost containment policy be accepted with the following recommendations:

1. Any cost savings realized as a result of cost containment be used to either reduce the cost of current benefits or fund additional benefits.

2. The last sentence of the proposal be modified to read "For emergency admissions, you or your representative should notify the BPRM cost containment department within 48 hours following admission OR AS SOON AS IS PRACTICAL UNDER THE CIRCUMSTANCES".

3. The current format of the Pre-admission Certification Card be changed to insure confidentiality of medical records.

4. A University-wide appeals committee be established to address claims settlement. This appeals committee shall consist of members representing: Faculty Senate, Administrative Staff Council, Classified Staff Council, Benefit Plans Risk Management, and the University Insurance Office.

5. The employee insurance card be changed to reflect the toll free BPRM telephone number. In addition, a statement requesting the hospital to contact BPRM in case of the inability of the patient to make a phone call be printed on the back of the card.