Correspondence 1987-1988

Bowling Green State University. Administrative Staff Council

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Notes

1. Colored Paper
2. Pencil
3. Photocopies
January 6, 1987

MEMORANDUM

TO: Members of the ASC Executive Committee

FROM: Jill Carr, Acting Secretary

Enclosed please find copies of the minutes from our 12/9 meeting. Also, copies of the Personnel Welfare Committee's resolution regarding the proposed Cost Containment program are included. Please be advised that the Executive Committee did approve this resolution at the 12/23 meeting. It will be taken to the full Council on 1/8.

The Executive Committee reviewed and approved the initial set of editorial changes to the Administrative Staff Handbook. These will also be presented to the full Council on 1/8. A copy is enclosed for your review.

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

Thank you!

cc: Paul Yon

Enclosure
MEMORANDUM

TO: Paul Yon, Chair
Administrative Staff Council

FROM: Linda Hamilton, Acting Director
Administrative Staff Personnel Services

SUBJ: New Administrative Staff Members

The following are new administrative staff members.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title &amp; Department</th>
<th>Date of Hire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kathryn Bisher</td>
<td>Reference Assistant, Part-time, Library</td>
<td>January 17, 1987</td>
</tr>
<tr>
<td>Kurt Humes</td>
<td>Assistant Football Coach, Intercollegiate Athletics</td>
<td>February 4, 1987</td>
</tr>
<tr>
<td>Dale Arnold</td>
<td>Physical Therapist, Part-time, Student Health Services</td>
<td>January 19, 1987</td>
</tr>
<tr>
<td>Robert Livengood</td>
<td>Physical Therapist, Part-time, Student Health Services</td>
<td>January 19, 1987</td>
</tr>
<tr>
<td>Lori Ungerer</td>
<td>Office Coordinator, Part-time, Computer Resource Center, NWOET</td>
<td>January 26, 1987</td>
</tr>
<tr>
<td>Cheryl Joyce</td>
<td>Assistant to the Director of Learning Services, WBGU-TV</td>
<td>February 2, 1987</td>
</tr>
</tbody>
</table>

LH:mmb
CC: Melissa Firestone
    Dick Rehmer
    Terry Parsons
    Jim Clemens
    Jim Sharp
    Kevin Cleary
February 16, 1987

MEMORANDUM

TO: Paul Yon, Chair, Administrative Staff Council

FROM: Paul J. Olscamp, President

While the Trustees were present for the February Board meeting, I discussed with them the pros and cons of expanding the numbers of peoples present at the Thursday night committee meetings of the Board of Trustees to include the Chair of the Classified Staff Advisory Council and the Administrative Staff Council or their designee, ex-officio. The Board has not reached a conclusion about this matter, except that it does not wish to expand the format of the regular meeting of the Board of Trustees usually held on Friday morning to include additional formal reports. The Board has asked for some information and some time to consider this issue, but in the meantime, I have been asked to invite you to be the guest of the Board and the administration at the pre-Board meetings and for dinner prior to our next Board meeting which will be held at Firelands. Phil Mason will be in touch with you to provide the time and place of the meeting, the information as to the schedule of events including dinner, and to make whatever transportation and lodging arrangements that maybe necessary for you. I hope you can attend the March meeting of the Board at Firelands, and the Thursday evening meetings and dinner as well.

I am hopeful that in the not-too-distant future a formal invitation to attend on a regular basis will be forthcoming from the Board.

Best wishes.

PJO:mg

cc: Philip Mason
February 24, 1987

MEMORANDUM

TO: ASC Members
FROM: Jim Sharp, Secretary
RE: Meeting

Please remember our ASC meeting scheduled for Thursday, March 5, at 1:30 p.m. in the Alumni Room of the Union.

Enclosed are several items for your perusal prior to the meeting. Peruse at your pleasure.

Agenda items will include the proposed amendments, the proposed maternity, paternity, adoption leave request, Early Retirement update, and many other items.

See you on the 5th.

JS: tt

Enclosures
MEMO

TO: Members of the President's Panel
FROM: Genevieve Stang
Secretary, Faculty Senate

RE: Minutes of February 26th meeting of the President's Panel

According to the Charter, the Faculty Senate Secretary is to "...keep and circulate minutes and shall deposit them for permanent storage in the Office of the President upon their approval by the Panel." Since waiting until the next regularly scheduled meeting of the Panel would make distribution of the minutes occur next fall, I am asking that you consider the attached draft copy of the minutes for the February 26th meeting of the President's Panel and report to the Senate Office whether you approve them as written or wish to make corrections. If you see the need for corrections, please submit them in writing. I will assume that if you have not submitted anything by Monday, March 16th, that you approve of the minutes as written. Upon receipt of responses from all in attendance, the minutes will be circulated to the University community.

Thank you for your prompt attention to this matter.

Attachment
February 26, 1987
Minutes of the Meeting

Chart Room
211 McFall Center

Members Present: Eloise Clark, Mary Edmonds, Judy Hagemann, Sheila Harrington, Richard Hebein, Chris Helmick, Korey Kerscher, Kimberley Meyer, Paul Olscamp, Genevieve Stang, Ralph Wolfe, Paul Yon

President Olscamp convened the meeting at 2:31 p.m. with a review of the intent of the President's Panel.

STATUS OF GOVERNOR'S BUDGET

President Olscamp indicated the current status of the Governor's budget is unchanged from that reported to Faculty Senate. He indicated that he did not anticipate that there would be any action in the House of Representatives until the beginning of April. He reported that the Speaker of the House has stated that he wishes to have the budget through the House by April 8. The Senate has not indicated when it hopes to act on the budget. President Olscamp indicated his personal guess is that this wouldn't be until midnight June 30th. He speculated that if there is to be significant change in the budget, this would occur in the Senate rather than the House. He reiterated his expression of confidence that the 1.9 million dollar loss which the current calculations generate for our overall university budget would be made up as would the losses for other universities from this year's absolute budget numbers. President Olscamp reported that for about half of the universities, the budget numbers show a loss and an equivalent gain for the others. He anticipates that we will come out with a "hold-harmless" beginning budget.

President Olscamp indicated that efforts are being made to convince people to carefully examine higher education consequences and to act accordingly. Yon reported that Administrative Staff Council intends to prepare a resolution and to contact individual legislators. Olscamp urged that contact be made with Phil Mason who is responsible for legislative relationships with the University to assist with preparation of resolutions. The President indicated that he has been talking with alumni groups who also are organizing a response to the budget. Comments were made that the Faculty Senate and the student organizations are in the process of preparing resolutions. President Olscamp indicated that it would not be necessary for individuals to contact Mason prior to submitting budget reactions and that he believed the more contacts the better. He would encourage as many as possible to respond to legislators. Olscamp also indicated that at some later date as the budget is in the final phases, they may ask representatives of the various BGSU constituency groups to go to Columbus and ask to meet with key people to be identified. Plans for this have not been finalized. Consideration also was given to what type of contact could/should be made with the Board of Regents with an indication that expression of thanks might be given for their efforts but that since the budget progresses in stages and it is now in the legislative stage dealing with the executive budget, it would not be effective to lobby with the Regents.

STATUS OF ADMINISTRATIVE SEARCHES

President Olscamp indicated that there are all types of vacant positions and that while all administrative positions were frozen, exceptions are being made on an individual basis. Each case is being deliberated and brought forth by the appropriate vice president. The President indicated that he hopes ultimately to be able to fill all positions. However, in light of the current status, action taken was deemed necessary in order to be prepared for budgetary changes.

Olscamp reported on action taken in appointing Chris Dalton as acting VPFB. He noted that this appointment had been made with the concurrence of the Board of Trustees, with whom the President met in Executive Session
after the December Trustees' meeting. The President indicated that he
is in the process of choosing a search committee for this position. He
has asked a number of people to serve, noting that he intends to have a
lot of output into who gets the job, much more than would normally be the
case for VPAA for example, because he considers it an inside technical
management position as opposed to one that deals with matters of academic
policy. However, the President indicated he intends to have representatives
from faculty, administrative and classified staff on the committee. He re-
ported that he had asked Kelly McCoy, USG President to serve, and upon in-
quiry from Sheila Harrington, he reported that he did not intend to have
more than one student representative and therefore there would not be a
representative of the graduate students. Olscamp indicated that he would
like to have the position filled by July 1 but would consider holding off
until September 1 if needed to secure the best candidate. He stressed the
importance of having the position filled as quickly as possible because of
the budget situation.

With respect to the search for an Affirmative Action officer, the President
indicated that an offer has been made and that he is awaiting a decision.

In describing exceptions that have been made for other positions, Olscamp
reported that he believed it was essential to fill the Financial Aide
position in order to process forms with reference made to the delays that
had occurred this year and the necessity of this work. Upon inquiry by Yon,
Olscamp indicated that requests for upgrading of positions are frozen.
Olscamp indicated that there has not been an order to cut 1% from the budget
but that warnings have been given to be prepared to do so. Olscamp, in re-
sponse to inquiry from Heibain, indicated that BGSU is prepared if there is
to be such a cut. Olscamp indicated they have been told that an announce-
ment of a cut, if there is to be one, would not come until six weeks before
the end of the fiscal year. He noted that this basically would reduce the
amount of carryover and thus would make the next year more difficult. The
amount of carryover has varied from year to year. It seldom has been more
than 1.5 million and is almost always more than .5 million dollars.

Olscamp commented on progress of thinking about the "dream" of a Convocation
Center, noting that he has asked for a set of sketches that should be forth-
coming within the next few weeks with ball-park cost estimates. He hopes
that he would be able to take to the Board some general idea of the plan
and cost and that sometime next year take a set of plans and more firm
cost estimates. He speculated that given a tough budget this year, that
BGSU would not fair well in capital budget next year since the usual way
the state pays for capital projects is to sell bonds which increase the
long-range indebtedness of the state, with recognition that one of the
problems with the current budget is the portion which is interest on large
items of capital equipment that has been put into the operating budget by
the state.

Olscamp indicated that nothing has been altered on the priority list of
capital projects which is generated by the planning and budget process.
He noted that the Convocation Center is not on the list and that it really
is two projects—the new building and the renovation of Anderson Hall. In
order to make it work, the new building would have to be established first
and then the renovation. He stressed that this would be a very expensive
project, minimally around 30-35 million dollars. The central purpose would
be to hold convocations but there would be an area for basketball and also
for winter training for other athletic endeavors.
SAFETY/PARKING

Harrington reported concerns regarding the lack of lighting in the parking lot across the tracks and behind the smokestack. It was noted that this lot is rented and that it is not paved. Comments were made about this being the location where a student rape victim had been picked up. Olscamp noted that all improvements have to be paid for from the Parking system, but that he would make an exception in the case of lighting. He indicated that they would talk to the owner and that if he does not do anything about this, they would find a way to improve lighting.

Harrington also expressed concerns of graduate teaching fellows regarding restrictions from Lots A and G and indications that this would be the case when Lot G is expanded. Olscamp suggested concerns be expressed to the Parking Committee. Harrington urged that reports of gains in number of parking spaces make note of impact of restrictions. Olscamp indicated he treats the subject of parking rather lightly, but that he is serious when he says he does not "do parking" and unless directed by the Board of Trustees, he will not deal with parking problems. He reported that he will not do it because it has no solution. He noted that the parking system is an auxiliary enterprise. It is self-supporting and governed by a representative committee. He is satisfied that the committee is representative of the various constituencies and intends not to interfere with their work. He will convey messages and facilitate their work, but will not alter their decisions. Thus, the appropriate place to take concerns, is to the committee—since they really are making the decisions.

GRADUATE EDUCATION ENVIRONMENT

Harrington pursued concerns relative to the climate for graduate education with reference being made to a goal of the Role and Mission Statement being perceived as not being met through cumulative impact of a variety of situations, parking restrictions being one and speculation that the proposed increase in graduate assistantships might not be met. Harrington expressed view that policy decisions made elsewhere would have an impact on decisions made by other committees, such as the Parking Committee. She expressed concern about decisions being made during the summer when representation is not at full strength.

ROLE AND MISSION STATEMENT GOALS

Olscamp indicated that he had asked the Senate to order the goals of the Role and Mission Statement in terms of priority. He indicated that resources have been allocated in accordance with the Role and Mission Statement by the planning and budgeting committees. He expressed view that representatives to these committees should be notified of concerns. He commented that he would deal with specific recommendations to specific units and extended an invitation to discuss the general matter of atmosphere further with Harrington.

MINORITY AFFAIRS

Another aspect pursued by Harrington dealt with efforts related to minority recruitment, enrollment and extension of minority faculty. Reference was made to the Cultural Diversity proposal having cleared Undergraduate Council but not yet Faculty Senate. Olscamp reported on recent explanations given to a concerned group relative to what has been done to hiring minority faculty, providing additional monies to be competitive in the job market for hiring minorities directly out of the President's fund with the latest being for the English Department, and the efforts made by the President in taking high profile steps to recruit minority students with a reference made to visits made to Detroit and up-coming visit to Cleveland schools. Olscamp indicated that in the last three years 40 new minority scholarships have been created. Olscamp indicated that lack of increases has not been due to lack of effort nor allocation of resources.

Harrington reiterated concern for interrelationship of actions and need to put in priority order goals and reality of concerns. Recognition was given to number of various concerned groups and levels of information regarding efforts being made to reach goals and time needed to reach goals.
SAFETY AT HOCKEY GAMES

Yon inquired about what is being done to meet concerns about the rush for general admission space at hockey games with reference made to concerns for safety of individuals. Olscamp reported that with respect to plans for expanding seating capacity, several problems exist—the space at the north end of the Ice Arena is the only place for certain types of athletic teams to train during the winter and that there is a money problem noting that a decision had been made not to increase the cost of tickets to support renovation. Olscamp indicated they hoped to get enough money from tournament play to pay for part of the increased seating, but they are uncertain about whether this can be done. The cost and problems associated with temporary seating were indicated. Reference was made to a marketing survey that had been completed with marginal results reported and a question raised as to whether the increased area would be consistently filled. Yon addressed concerns re the safety factor associated with the rush for general admissions seating with consideration needed either to how the doors are opened or alternate means of getting tickets. Olscamp indicated that the problem had not been brought to his attention but that he would talk with Athletic Director Gregory and that he would be requested to contact Yon. Olscamp indicated that indoor training space is part of the plans for the Convocation Center.

SAFETY AT CROSSWALKS

Hagemann brought up concerns for safety at crosswalks with reference made to the one by the Administration Building and the one between Prout Hall and the Math-Science Building. Indication was given that these concerns had been presented to VP Vogt with a suggestion that a walk signal be installed. Olscamp indicated this was a city matter. Olscamp indicated that he would follow-up to see what had been done by VP Vogt to work with the city on this matter. Reference was made to prior efforts to close Ridge Street and the reluctance of the city to do so because of entrance to the cemetery. Olscamp indicated that he would formally request the city to consider putting in walk signals on Thurston and Ridge crosswalks. Reference was made to increase use of patrols at these locations.

SPRINGFEST

Olscamp made clear that it was the city that cancelled plans for Springfest not the University although he agreed that the original intent of the activity had not been met and that resultant activities had not been in the best interests of the University's image. Discussion focused on potential actions during the spring and efforts that have been made to get support from various campus and city groups to establish the type of activities originally planned. The impact of weather conditions on possible activities was noted and the President indicated that he would take the assertions of the local police chief seriously with respect to spring activities. He remarked on concerns of the city and residents. He stressed that the University will not assume the responsibility for immature actions taken by students. Helmic indicated that the Resident Student Association has been working on setting up some type of festival type party between Kreischer and Harshman, near Peregrine Pond. Olscamp extended offer to assist with plans. Meyer noted efforts to work with Food Services in use of coupons. Comments were made re efforts to secure assistance with getting sound systems and a suggestion was made to contact Trustee Murray. Efforts were noted as being a means to alleviate student concerns for possibility of return of "Manville Madness" if something is not planned. The need to get plans underway in light of limited time for arrangements was noted. Olscamp offered to talk with Dave Carr and Mel Murray re possibility of providing assistance with sound equipment. A suggestion also was made to consider type of activities held with art fair in Toledo which attracts craftsmen and artists. Contacting WBGU also was suggested.

The meeting adjourned at 3:45 p.m. Respectfully submitted,
Genevieve Stang
Secretary, Faculty Senate
MEMORANDUM

To: Administrative Staff

From: Administrative Staff Council (ASC)
Executive Committee

Re: Faculty Salary Comparisons

Date: 9 March 1987

You obviously have read where the Faculty Welfare Committee has made comparisons between the salaries of faculty and "administrators". Of the forty-five "administrator" salaries utilized for comparative purposes, twenty-nine in reality are Administrative Staff. The remainder (sixteen) are administrators with faculty contracts. We find that those comparisons are totally misleading, inappropriate, divisive, and are not in the best interests of Administrative Staff and the University.

We will continue to carefully monitor the progress of both salary proposals (faculty and administrative staff) and we heartily recommend to Acting Vice President Dalton that the aforementioned Administrative Staff Salaries be defined and separated from the salary data submitted by the Faculty Senate Welfare Committee. In our opinion, faculty salary data only should be compared with those administrators with faculty rather than administrative staff contracts.

If you have any questions or concerns in reference to this matter, please contact a member of the ASC Executive Committee.
MEMORANDUM

To: Linda Hamilton
   Administrative Staff Services

From: Paul D. Yon, Chair
      Administrative Staff Council

Re: Policy Proposals and Handbook Changes

Date: 10 March 1987

Enclosed are copies of the Maternity, Paternity, and Adoption Leave Proposal; proposed amendments to the Administrative Staff Handbook; and a Merit Pay and Merit Evaluation Statement recently passed by Administrative Staff Council on 5 March. The Maternity, Paternity, and Adoption Leave Proposal is a revision of the current policy yet clarifies a most important policy for all University staff. The proposed amendments again clarify the systematic progression of officers and council members when vacancies occur. Last, the merit statement is not a policy change but is recommended for inclusion within the handbook.

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

PDY:lle

Enclosure
March 16, 1987

TO: BOARD OF TRUSTEES
FROM: Phil Mason
SUBJECT: Information concerning regular attendance of representatives of Classified Staff Council (CSC) and Administration Staff Council (ASC) at Board of Trustees committee meetings and other functions

President Olscamp has asked me to forward the attached letter from legal counsel concerning the above subject. The letter is provided for your information and consideration in deciding whether to invite CSC and ASC representatives to participate in Board of Trustees events on a permanent basis.

js
Attachment
cc: President Olscamp
March 12, 1987

Mr. Philip R. Mason,
Executive Assistant to the President
Bowling Green State University
Bowling Green, Ohio 43403

Re: CSC and ASC Representation at Board of Trustee Meetings

Dear Phil:

This letter is written in response to your recent questions regarding the advisability of having classified staff council ("CSC") and administrative staff council ("ASC") members regularly attend Board of Trustee meetings and dinners in light of Ohio's Public Employee Bargaining Act ("Act"). This response is based upon a review of the applicable law and conferences with John Mattimoe and Judd Johnson.

Under the Act, it would be an unfair labor practice for the University to "initiate, create, dominate, or interfere with the formation or administration of any employee organization, or contribute financial or other support to it." This means that the CSC and/or ASC could be the basis of an unfair labor practice finding if the State Employment Relations Board ("SERB") were to determine the following: (1) the CSC or ASC was an employee organization; and (2) the University contributed financial or other support to them. Since the University provides support to the councils, the critical issue is whether either one is an "employee organization."

SERB cases to date offer no guidance on whether the councils would constitute employee organizations, but cases arising under the National Labor Relations Act ("NLRA"), which contains statutory language nearly identical to that in Ohio's Act, have addressed this issue on several occasions. Each of the NLRA cases involved a committee or association of employees which was formed with employer assistance but had no connection with an outside union. A comparable situation exists with the CSC and ASC, so these NLRA decisions provide some guidance on how SERB might rule.
A review of the NLRA cases indicates that the following factors were used to support a finding that the employee association/committee was in fact an "employee organization":

1. the committee/association was established at the height of the union organizational campaign;
2. the employer exhibited an anti-union animus;
3. recommendations by the committee/association were quickly adopted by the employer; and
4. the committee/association regularly met with the employer and discussed their terms and conditions of employment.

At the present time it would appear that none of the factors listed above are present with respect to the CSC or ASC. Both councils were established long before the current union organizational campaign and have always been important communication links between their staffs and the University. During the current campaign, the University has not exhibited an anti-union animus. Furthermore, it does not appear that criterion number three is applicable to the University. Finally, it is my understanding that neither council has met on a regular and formal basis with either the University administration or the Board of Trustees to discuss terms and conditions of employment.

If a CSC or ASC member were to meet regularly with the Board of Trustees, the NLRA cases suggest that this fact could be used as a basis for contending that the councils were an employee organization. While it would seem that this fact alone would not be sufficient to establish this, it must be noted that based on the decisions to date, the standards by which SERB judges a public employer's conduct are considerably more strict than those of the National Labor Relations Board. This in turn means that SERB could possibly deem CSC or ASC an employee organization even without the presence of all the factors listed above.

In conclusion, if CSC and ASC representatives are to meet with the Board of Trustees on a regular and formal basis, an argument that either council constitutes an employee organization would be strengthened, thereby increasing the possibility of an unfair labor practice finding. An alternative to the current proposal might be to have CSC and ASC representatives meet on an as-needed basis, but even such periodic attendance could fortify a charge that the CSC and ASC are employee organizations which are supported by the University.
Mr. Philip R. Mason  
March 12, 1987  
Page Three.

I would be glad to discuss this further at your convenience.

Very truly yours,

David L. O'Connell

DLO:bws  
cc: John G. Mattimoe, Esq.  
      Justice G. Johnson, Jr., Esq.
April 29, 1987

MEMORANDUM

TO:    ASC Members
FROM:  J. Sharp, Secretary
RE:    May 7 Meeting

Please be certain to attend the regular ASC meeting on Thursday, May 7, at 1:30 p.m. in the Alumni Room of the Union. This is a most important meeting, as agenda items will include:

Early Retirement Recommendation

Nominations for Chair-Elect and Secretary

Announcement of Recently Elected Council Members

Results of Committee Elections

See you on the 7th.
MEMORANDUM

TO: Members of the Administrative Staff Council

FROM: Personnel Welfare Committee

RE: Recommendation Regarding the PEPS Early Retirement Incentive Program

Attached please find the recommendation approved by the ASC Executive Committee regarding the PEPS Early Retirement Incentive Program. Please carefully review this statement as it will be brought up for discussion at the 5/7 meeting.

It is our hope to gain as much input as possible from all Administrative Staff regarding this issue. Final approval will be sought at the June ASC meeting. Council members are URGED to share this with all constituents.

Thank you for your attention to this matter. If you have any questions, please feel free to call any member of the Personnel Welfare Committee.

Members: Jill Carr 2-2011
         Rich Hughes 2-2011
         Jim A unstemiller 2-2277

JC/jm
MEMORANDUM

TO: Administrative Staff Executive Committee Members

FROM: Jill Carr, Chair, Personnel Welfare Committee

RE: PEFES Early Retirement Incentive Program

The Personnel Welfare Committee has carefully reviewed the information presented by Chris Dalton regarding the PEFES Early Retirement Incentive Program. After considerable discussion and deliberation, we wish to bring the following recommendation to your attention.

The Personnel Welfare Committee recommends that the PEFES Early Retirement Incentive Program be implemented with the following stipulations:

1. The number of years of service credit to be purchased by the University should be a maximum of four/five years. Choice of 4 or 5 will depend on further statistical information.

2. The buy-out option would be available for one year only.

3. During this year, the Supplemental Retirement Program WOULD NOT be available to those participating in the ERP.

4. As a result of the temporary, one year option of the SRF, approximately 85-100% of the administrative staff positions lost to retirement could be replaced and/or 85-100% of the salary pool.

5. If positions ARE NOT replaced, action should be taken by the Office of Administrative Staff Personnel Services in cooperation with ASC to create career paths and advancement opportunities for existing staff. In addition, the opportunity for re-organization within an area should be considered.

6. Employees deciding to participate must indicate their intent 30 days in advance. Employees should be encouraged to retire at the end of the fiscal year.

We welcome your comments, suggestions, and changes. In addition, we ask that you direct the Personnel Welfare Committee as to the most appropriate time for this recommendation to be brought before the full Council for a vote.

Thank you for your time and consideration.

JC/jm
The following is a chronological report of the 1987 Ferrari Award Committee:

December 5, 1986
Paul Yon appointed Sally Blair chairman
Peace Champion, Greg DeCrane, Linda Hamilton, Gail McRoberts and Paul Yon appointed to Standing Committee.

January 23, 1987
Standing Committee met and selected the additional Administrative Staff members to complete the selection committee so there were two members from each of the Vice Presidential areas bringing the total committee to 12 members.
Additional members:
- Jim Corbitt
- Bill Jones
- Marcia Latta
- Kay Meier
- Don Passmore
- Norma Stickler

February 25,
Entire Selection Committee meets:
They are presented with background of Michael Ferrari Award.

Revision of Criteria and Selection Form.

Decision that former applicants must be re-nominated and not carried over from year to year.

Agree on dates of application deadline and additional selection committee meetings.

March 9,
Nomination and Criteria Forms sent to each Administrative Staff Member.
Additional Nomination and Criteria Forms sent to Union Desk, University Book Store, Faculty Senate and Admin. Staff Personnel Office.
March and April  Advertisements of Award ran in BG News, Monitor and Green Sheet.

April 15,  Nomination deadline. Received 6 applications.

April 20,  Chairman writes to each of the nominees informing them of their nomination for the Award.

Chairman writes two references on each of the 6 application forms requesting nomination support.

May 15,  Deadline for additional support material. Nomination form and all support information on each nominee taken to Admin. Staff Personnel Office.

May 18-29,  Selection Committee will review all of the nomination material in the Admin. Staff Personnel Office.

June 2,  Selection Committee will meet to choose the 1987 recipient.

August?  University Opening Day: Award will be presented at the ASC Meeting.

Paul, if you need something more than this, please let me know. If this is too much, take what you want!
May 14, 1987

TO: Paul Yon, Chair, Administrative Staff Council

FROM: Jill Carr, Chair, Personnel Welfare Committee

RE: Issues Considered by PWC during 1986-87

As you requested, the following is a list of issues considered by the Personnel Welfare Committee during the 1986-87 academic year.

1. Discussion regarding the need to pursue the issue of no grievance for non-renewal of contract. The decision was made to let this issue rest for the year.

2. A recommendation was submitted regarding the proposed Cost Containment Program.

3. A recommendation regarding the fringe benefit package for 1987-88 was submitted.

4. Information was collected regarding administrative staff teaching responsibilities, grants obtained, professional association affiliations, and publications/presentations. This will hopefully serve as the foundation for the creation of a data base of personnel information for all administrative staff.

5. The Administrative Staff Handbook was edited. Additions to the handbook included descriptions of the merit evaluation system and the role and mission statement of the University.

6. The Maternity Leave policy was revised and accepted for inclusion in the Administrative Staff Handbook. A separate Paternity/adoption leave policy was recommended, but was drastically changed by the President's Administrative Council.

7. The proposed Employee Assistance Program has been reviewed. Comments were passed along to the full council.

8. Editorial changes to the Administrative Staff contract were reviewed and approved.

9. A recommendation regarding the PEPs Early Retirement Incentive Program is in the development stage. This will be finalized by the June council meeting.

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

Thank you.

cc: PWC Members
MEMORANDUM

To: Administrative Staff Council Executive Committee
From: Paul D. Yon, Chair [Paul]
Administrative Staff Council (ASC)
Re: Committee Meeting - Firelands Campus
Date: 18 May 1987

Arrangements have been made by John Hartung for us to meet with the Firelands Campus Administrative Staff on 26 May at 9:00am. Please bring your "necessary materials" and meet at my house located at 13697 Cuckle Creek Road at 7:30am on the morning of the 26th. Transportation will be provided. Enclosed is a tentative agenda. If you have any questions or are unable to attend this "important" meeting, please contact me immediately.

PDY:lle
Enclosure
MEMORANDUM

TO: Paul Yon  
Chair, Administrative Staff Council

FROM: David Weinandy  
Director of Orientation

DATE: May 21, 1987

SUBJECT: Administrative Staff Council Report

The 1986-87 year was a productive one for the Professional Development Committee of the Administrative Staff Council. A summary of the various offered activities are as follows:

"Tax Law Changes"
Kay Larson, Presenter  
Waddell & Reed Financial Planning Services, Inc.
Luncheon Program  
November 20, 1986  
State Room, University Union  
Estimated Attendance: 30

"Project the Right Image: Focus on the Overhead"
Doug McCartney, Presenter  
Workshop  
December 18, 1986  
203 Education Building  
Estimated Attendance: 40

"A Passion for Excellence"
Tom Peters, Presenter  
Luncheon Video  
January 7, 8, & 9, 1987  
Taft Room, University Union  
Estimated Attendance: 65 (all three presentations)

"Financial Planning"
Kay Larson, Presenter  
Waddell & Reed Financial Planning Service, Inc.
Luncheon Program  
January 28, 1987  
Campus Room, University Union  
Estimated Attendance: 30

"University Budget Process"
Dr. Richard R. Eakin, Presenter  
Vice President for Planning & Budgeting  
Luncheon Program  
February 18, 1987  
Ohio Suite, University Union  
Estimated Attendance: 35
Page 2
Memo to Paul Yon
May 26, 1987

"WBGU-TV Tour"
Pat Fitzgerald, Presenter
Director, Informational TV
Luncheon Tour
March 16, 1987
WBGU-TV Station
Estimated Attendance: 10

"Mutual Funds"
Kay Larson, Presenter
Waddell & Reed Financial Planning Services, Inc.
Luncheon Program
April 9, 1987
Campus Room, University Union
Estimated Attendance: 25

"Understanding Students' Development and the Role You Can Play"
Dr. Pat King, Presenter
College Student Personnel
Dr. Roman Carek, Presenter
Counseling & Career Development Center
Dr. Carney Strange, Presenter
College Student Personnel
Workshop
April 20, 1987
State Room, University Union
Estimated Attendance: 75

In addition to these activities, this committee has worked closely with Pat Fitzgerald and Linda Hamilton in the procurement of funds for the National Narrowcast Service. Administrative Staff Council contributed $300 and thus made these training and development tapes a reality for administrators throughout campus. Although these tapes are currently available through Pat's office, a directory with usage recommendations is currently being developed.

All activities of the Professional Development Committee have been positively evaluated both formally and informally. Selection of future workshops, luncheons, etc. will be decided in early August by means of a survey distributed to all Administrative Staff. This survey will be used to obtain a list of possible future topic areas. Next year's committee will make final selections.

If you would like additional information or have questions, please feel free to contact me.

DW:dkh

MEM/17-18
MEMORANDUM

SUZANNE CRAWFORD, CHAIR
ASC

FROM: PAUL D. YON, PAST CHAIR
ASC

RE: ASC BUSINESS FOR 1987 - 1988

DATE: TODAY

IT'S ALL YOURS! BUT IN ORDER TO KEEP THINGS MOVING THE FOLLOWING SHOULD BE GIVEN CONSIDERATION ASAP.

1. GOALS FOR 1987 - 1988

2. APPOINT ASC MEMBERS TO RESPECTIVE COMMITTEES
   A. PERSONNEL WELFARE - IT WAS DISCUSSED OVER THE YEAR OF EXPANDING THE PWC TO PERFECT REPRESENTATION OF ALL V.P. AREAS. RICH HUGHES AND JIM AUSTERMILLER WILL CONTINUE AS MEMBERS. MAY I SUGGEST RICH HUGHES AS CHAIR. I AM MOST CONFIDENT THAT HE COULD HANDLE THE CHORES.
   B. PROFESSIONAL DEVELOPMENT - DAVE WEINANDY IS A CONTINUING MEMBER HOWEVER, YOU WILL EITHER HAVE TO ASK DAVE TO CONTINUE IN THAT CAPACITY OR APPOINT A NEW CHAIR.
   C. FERRARI AWARD COMMITTEE - SALLY BLAIR IS A CONTINUING MEMBER. AGAIN, SHE COULD CONTINUE AS CHAIR OR YOU MAY HAVE TO APPOINT A NEW ONE.
   D. SCHOLARSHIP - DEB HEINEMAN IS AN OUT-GOING MEMBER. YOU WILL HAVE TO APPOINT A NEW CHAIR. ANN DIVERS IS THE ONLY CONTINUING MEMBER.
   E. AMENDMENTS - PAT KOEHLER'S TERM HAS EXPIRED. SAIL RICHMOND COULD BE APPOINTED CHAIR.
   F. ELECTIONS - HERMA STICKLER WILL ASSUME THE CHAIR DUTIES YOU MAY WANT TO SUGGEST TO HER THAT SHE APPOINT A COUPLE OF MEMBERS TO ASSIST HER.
   G. FINANCE - PAT FITZGERALD WILL ASSUME THESE RESPONSIBILITIES.

3. INFORM THE BUSINESS OFFICE OF THE CHANGE IN AUTHORIZED SIGNATURES FOR BUDGET 187400
4. CONTINUE TO SEEK REPRESENTATION AT BOARD OF TRUSTEES THURSDAY NIGHT COMMITTEE MEETINGS. ALTHOUGH THIS MAY BE RESOLVED AT THE JUNE MEETING.

5. THE QUESTION OF PLAQUES (SMALL) FOR PAST RECIPIENTS OF THE FARRARI AWARD WILL HAVE TO BE APPROVED BY EX. CON.

6. BUDGET: THE BALANCE FOR ABOUT 30 JUNE WILL BE APPROX. $235. TWO OUTSTANDING INVOICES WILL NEED TO BE CARRIED OVER. DECRANE - $400, NARROWCAST - $300. IT'S MY UNDERSTANDING THAT FARRARI CARRYOVERS HAVE OCCURRED IN THE PAST. THE MAJOR INCREASES THIS YEAR CAME FROM DUPLICATION, ADVERTISING, AND BREAKFAST WITH EAKIN.

7. A FIRM UNDERSTANDING AND WORKING RELATIONSHIP NEEDS TO BE ESTABLISHED WITH THE DIRECTOR-ADMINISTRATIVE STAFF PERSONNEL SERVICES. HOPEFULLY, WE WILL BE MOST SUCCESSFUL IN REPLACING SUSAN CALDWELL.

8. I SUSPECT THAT WE WILL HAVE TO SUBMIT ANOTHER SALARY AND FRINGE BENEFIT REQUEST TO VP PLANNING AND BUDGETING. THE DATE FOR THIS WILL AGAIN BE AROUND FEBRUARY. THE ENTIRE QUESTION SHOULD BE ADDRESSED BY PWC. THIS SHOULD BE RELATIVELY SMOOTHER WITH AN ENLARGED COMMITTEE.

9. GUEST SPEAKERS. PAUL OLSCEAMP, CARL YOST, NEW VP PLANNING AND BUDGETING, MARY EDMONDS, WILLIAM SPRAGLER, VIRGINIA PLATT, BETSIE CLARK JUST TO SUGGEST A FEW.

10. ISSUES? WHO KNOWS BUT LET'S TALK.
June 1, 1987

DAVE WEINANDY

MEMORANDUM

TO: Administrative Staff Council Members

FROM: Jill Carr, Chair, Personnel Welfare Committee

RE: Attached URIF Proposal

Enclosed please find a copy of the recommendation approved by the Personnel Welfare Committee and the Executive Committee regarding the Early Retirement Incentive Program. The final vote regarding this proposal will be taken at the June 4 ASC meeting. Please carefully review this proposal prior to the meeting.

I want to thank all of you who contacted FWC members with comments and suggestions. This has been a very difficult issue to deal with. FWC has deliberated long and hard over all opinions that have been shared. We feel that we have presented a recommendation that represents the majority opinion.

Should you have any questions prior to Thursday's meeting, please feel free to contact one of us.

Thank you for your time and consideration.

JC/jm

cc: FWC Members
MEMORANDUM

TO: Administrative Staff Council Executive Committee Members

FROM: Jill Carr, Chair, Personnel Welfare Committee

RE: FEES Early Retirement Incentive Program

The Personnel Welfare Committee submits the following revision to the first FEES Early Retirement Incentive Program proposal.

The PWC recommends that the ERIP be implemented with the following stipulations.

1. The number of years of service credit to be purchased by the University should be a maximum of 5 years.

2. The buy-out option would be available on an open-ended basis. The University must give 12 months notice prior to the cessation of the program.

3. Administrative Staff members participating in the ERIP would not be eligible for the Supplemental Retirement Program during the open period.

4. Since Administrative Staff members have relinquished the SPP, we strongly recommend that 83.7% of the positions and/or salary monies lost to ERIP be replaced.

5. In areas where positions are not replaced, action will be taken by the Office of Administrative Staff Personnel Services in cooperation with ASC to create career paths and advancement opportunities for remaining staff. In addition, the opportunity for re-organization within an area shall be considered.

6. Administrative Staff members deciding to participate in ERIP must indicate their intent 30 days in advance. Staff should be encouraged to retire at the end of the fiscal year.

7. The ERIP should become effective immediately.

JC/jm
MEMORANDUM

TO: Dr. Paul Yon, 1966-67 Chair
Dr. Suzanne Crawford, 1967-68 Chair
Administrative Staff Council

FROM: Chris Dalton Chris
Acting Vice President
Planning and Budgeting

RE: PERS Early Retirement Incentive Plan

June 5, 1967

I have received your memorandum summarizing the recommendations of the Administrative Staff Council with respect to the proposed PERS Early Retirement Incentive Plan (ERIP) for Bowling Green State University. I'm confident that I speak for President Olscamp and the other Vice Presidents in expressing my appreciation for the large commitment of time and effort devoted to the consideration of this proposal by the Administrative Staff Council, the ASC Executive Committee and the ASC Personnel Welfare Committee.

A major concern in our evaluation of various PERS ERIP proposals is their financial impact. As you know, the state budget picture for the next biennium is still relatively bleak. The recently-passed Ohio Senate budget bill calls for next year's instructional subsidy for BGSU to be only $800,000 to $1,000,000 more than this year's level. This increase in our subsidy of about 2% is considered to be an upper limit and was accompanied by an agreement by the state universities to limit tuition increases to less than 10%.

The net effect of these two income limitations is magnified by relatively large mandated increases in budgeted 1967-68 expenses for employee insurance plans, retirement contributions for current employees, and graduate fee waivers (the latter two budgets have major deficits for 1966-67). Taking into account the desire to fund a modest salary increase for continuing faculty and staff, expenses for 1967-68 are currently
projected to be more than $500,000 greater than income. This shortfall will become significantly larger if the budget bill approved by the Senate-House conference committee has lower instructional subsidy levels than those in the Senate budget bill.

This shortfall impacts any PERS ERIP proposal in at least two ways. First, it makes it even more crucial that an early retirement incentive program be "self-funding," i.e. that the savings generated from salaries and benefits that would have been paid to retirees be sufficient to pay both the direct costs of the buyout and the salaries and benefits for the new employees who replace the retirees. Secondly, it is very probable that the shortfall will have to be covered in major part by not filling significant numbers of faculty and staff positions vacated in 1987-88. Given such an environment, we feel that we can not recommend any ERIP plan which would result in a further reduction in staffing levels.

The bottom line, then, is that we can in this restricted financial environment only consider a PERS ERIP if it is both "self-funded," from a cash flow point of view, and allows for replacement of all retiring staff. The plan summarized below would, we feel, meet these requirements.

- Maximum three year buyout
- Option of buyout or SRP for administrative staff
- Replacement of all retiring staff (except in those rare cases in which a replacement is clearly not needed)
- Available to 5% of University employees participating in PERS ERIP open for only one year

Having the ERIP available for only one year is dictated by the current financial picture detailed above, the projected financial constraints of the next three to five years, and the uncertain overall impact of a PERS ERIP on the University.

I would appreciate knowing as soon as possible whether this "scaled-down" ERIP proposal is acceptable to the Administrative Staff Council Executive Committee. Although I realize that ASC would prefer to have a five year maximum buyout and a continuous plan, I think that the plan proposed above still merits approval since it provides a significant enhancement to the options of retiring administrative staff members.

Please feel free to contact me if you have any questions or I can provide any additional information.
MEMORANDUM

TO: Administrative Staff Members

FROM: Linda L. Hamilton Acting Director

SUBJ: 1987-88 Administrative Staff Handbook

Enclosed are copies of the changes and additions incorporated into the Administrative Staff Handbook for the 1987-88 fiscal year. The handbook was approved by the Board of Trustees at their April 10 meeting. You will note that only page replacements or additions are being sent to you. Please refer to the instructions for revisions which appear on pages iv and v of your handbook. Those pages that have been changed are dated "7-87" in the lower outside corner; they should replace the corresponding page numbers that were dated "7-86". Information on all other pages dated "7-85" or "7-86" remains accurate and up-to-date.

To assist you in your review of the changes and additions to the handbook, the attached summary may be helpful. It describes the content and location of each change. Some of the highlights of the changes/additions, are:

- Merit Pay & Merit Evaluation (p. 16) - This section outlines the procedure currently followed by the university with respect to awarding merit pay and the established percentage split set aside for across-the-board and merit increases.

- Maternity/Paternity/Adoption Leave (p. 31-31.1) - This section has been divided into two separate sections -- Maternity Leave and Paternity/Adoption Leave. The Paternity/Adoption Leave procedure remains unchanged. The Maternity Leave section outlines the usual and customary leave as 4 months, incorporates notification procedures, and guarantees position/job title upon return. Please review this section carefully if you are planning a maternity leave.

- By-Laws of Administrative Staff Council (p. 55) - A provision has been added for filing the Chair position in cases where the Chair-elect is unable to do so (Section 1, paragraph 2). Also, a provision has been included whereby a council member can request an approved leave from the council (Section 2, paragraph 3).
I feel that the handbook is an excellent document to work with and express my sincere thanks to members of the Administrative Staff Council for their efforts in revising the handbook. In particular, I extend a special thanks to the ASC Personnel Welfare Committee for their long, hard work in proposing many of the changes. I am sure you will agree that the changes enhance the benefits and policies for administrative staff. Please feel free to share with me your thoughts on the handbook; I would be happy to answer any questions you may have.

Best wishes for an enjoyable summer.

LLH:mmb
Enclosures
July 1, 1987

TO: Suzanne Crawford, Chair, Administrative Staff Council

FROM: Jill Carr, Director, On-Campus Housing

RE: Revised EAP Proposal

Attached please find a letter sent to me in late May from Sam Ramirez regarding the revised EAP Proposal. The 1986-87 Personnel Welfare Committee looked briefly at this proposal, however, at the time, no request had been made for a formal response or endorsement. Therefore, I think that the 1987-88 PWC will probably want to consider the revision and move on from there.

Paul Yon has told me that you will be asking Rich Hughes to chair the 87-88 PWC Committee. I think that's great! I also think it's wonderful that you have decided to expand the committee. There is certainly enough work to be done. I know that Laura Emch, Assistant Director of Financial Aid and Student Employment, is very interested in working on this committee. If you haven't already considered her, I'd encourage you to give her a call. Also, Barb Keller has indicated an interest in doing more work on the salary study. Even though she is not a Council member, I think it's important to consider an ad hoc appointment to the PWC when the salary and benefit question comes up again.

Thanks for taking the time to consider these opinions. I wish you the best of luck during your "chairpersonship". I will definitely miss being a part of Council this year. Please don't hesitate to call on me if you need anything.

enc.
May 27, 1987

MEMORANDUM

TO: Jill Carr, Administrative Staff Council Chair, Personnel Welfare Committee
FROM: Sam Ramirez, Employee Relations Advisor, Personnel Support Services

SUBJECT: Revised EAP Proposal

Attached for your committee’s review and comments are:

1. B.G.S.U. Employee Assistance Program - Community Resource Brochure
2. Employee Assistance Program - Classified Staff Handbook narrative approved by the Board of Trustees on May 8, 1987.

The modifications made to the attachments should address the concerns raised at our meeting of April 27, 1987.

Personnel Support Services intends to distribute the Community Resource Brochure to all current and future classified staff members. As you are aware, the 1986 Higher Education Act has mandated that all institutions of higher learning provide drug awareness education programs to students, staff, and faculty in order for the University’s students to receive financial aid.

Personnel Support Services will be using the brochure as an integral part of its drug awareness education sessions to be incorporated in our New Employee Orientation Program for classified staff members.

Therefore, the following is proposed for your consideration:

A recommendation from the Personnel Welfare Committee to the Administrative Staff Council to take the following action:

1. Endorse the concept of an employee assistance program, and insert the EAP narrative in the Administrative Staff Handbook.
2. Endorse the Community Resource Brochure and its distribution to all current and future administrative staff members.

RATIONALE

1. Administrative Staff Services may need to develop programming to comply with the Higher Education Act of 1986’s requirement for drug awareness training. The brochure and support from A.S.C. would aid in accomplishing this requirement.

An Equal Employment – Affirmative Action Employer
2. It would be in concert with the goals stated in the Administrative Staff Handbook section dealing with Code of Standards and Responsibilities to the University Community under Responsibilities to Self #3:

"Administrators should maintain their physical and mental well-being through a healthy lifestyle."

(Board of Trustees, 11/13/80)

I am available to answer any questions concerning the materials I have sent or any of my recommendations.

Thank you for looking into this matter.

SJR:vh

Revised EAP Proposal
May 27, 1987
Page 2
EMPLOYEE ASSISTANCE PROGRAM

Colleges and universities, like other institutions, have been affected by many changes in the organization of work. Some of these changes include recognizing that university employees may, from time to time, experience behavioral and medical problems, including substance abuse and emotional difficulties. The purpose of an employee assistance program is to provide a resource which assists university employees who voluntarily seek confidential assistance in overcoming personal problems. The Office of Personnel Support Services has developed a community resource brochure that is available to university employees whose personal and professional lives become adversely affected by personal and health problems. Referrals are initiated by the employee and participation is voluntary.

EMPLOYEE RECOGNITION - STAFF AWARDS

Bowling Green State University has traditionally recognized the value and support rendered by the classified staff in accomplishing its assigned mission of providing the best possible environment for the student population. Recognition of valued service is accomplished by letters to individual employees, special sport events recognizing the classified staff, and the annual Staff Awards Ceremonies.

The Staff Award Ceremonies recognizes classified staff with 5, 10, 15, 20, 25, 30 or more years of total service to the University. A special dinner is given to staff with 15 or more years of total service. Each vice presidential area establishes a local ceremony for staff with 5 and 10 years of service.

University service is based on the total of all full-time and part-time employment of each classified staff member. Service for full-time employment is based on inclusive periods of full-time work. Service for part-time employment is based on 1 year of service for each 2,080 hours of work.

The details of the Staff Award Ceremonies are announced in the University Monitor and directly to affected individuals.
## OHIO SALARY STUDY
### 1983-1987

### Annual Salary Increases by Institution and Staff Group

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### Recommendations

Page 1
OHIO SALARY STUDY

1983-1987

5 YEAR AVERAGE

OU 7.88
KENT 7.75
WSU 7.71
MIAMI 7.55
YOUNG 7.425
[[ BG 7.00 ]]
OSU 6.90
TOL 6.90
AKR 6.84
CLEV 5.9
CIN 5.7 \[Marked adjustment\]

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20% TILE 50% TILE 70% TILE 90% TILE 20% TILE

[1.2%] + .2% + .6% + 1.4% [.85%]

.15% DIF. OVER 5 YEARS.

IF ALL OTHER STATE INSTITUTIONS RECEIVE SAME INCREASE THEN BGSU ADMINISTRATIVE STAFF WILL NEED AT LEAST 5% TO REMAIN RELATIVELY EQUAL.
**SALARY STUDY**

1966-87

**FORTY-EIGHT POSITIONS IDENTIFIED BY PERCENTILE.**

24 POSITIONS (50%) FELL INTO THE 40TH OR LESS PERCENTILE.

24 POSITIONS (50%) FELL INTO THE 50TH OR HIGHER PERCENTILE.

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**MEAN ANALYSIS**

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87-88  

page 4
Memorandum

To: Suzanne Crawford, Chair
   Administrative Staff Council

From: Bob Kreienkamp, Chair
       Classified Staff Council

July 24, 1987

As the newly elected chair of Classified Staff Council I would like to meet with you at your earliest convenience to discuss the issues that are of importance to both our groups. In discussing the transition with former chair of CCC, Chris Esparza, she mentioned that she had a good working relationship with Paul Yon, and they coordinated issues that were of mutual interest. I feel strongly that this continued cooperation would be mutually beneficial to our Councils and to me personally since I have also just been elected to the CCC and am still in the learning process concerning the many areas we will be working together in.

I will be on vacation until August 4th but look forward to meeting you shortly thereafter.
August 6, 1987

Suzanne Crawford  
Continuing Education  
McFall Center

Dear Suzanne,

The Administrative Staff Council would like to recognize you as a former recipient of the Michael R. Ferrari Award at their Fall Opening Reception at the Alumni Room of the Student Union on Monday, August 24, at 3:30 p.m. If you will be unable to attend, please call me at your earliest convenience.

Sincerely,

Sally Blair, Chair  
Michael R. Ferrari Award
August 17, 1987

MEMORANDUM

TO:         Administrative Staff Council Members
FROM:       Norma J. Stickler
            Secretary, Administrative Staff Council

The first meeting of the Administrative Staff Council for the 1987-88 year will be held September 3 in the Alumni Room. An agenda will be available at a later date.

In the meantime, I am sending informational materials as follows:

1. ASC membership list for 1987-88
2. Schedule of meetings for 1987-88
3. ASC Committee membership
4. June 4 minutes of ASC
5. May 18 minutes of Classified Staff Council
6. The ASC Communications Network

Please check the Communications Network listing for your name and your constituent group. It is the practice of ASC that members keep their constituent group informed of issues that are being discussed at ASC meetings and seek advice regarding concerns that should be addressed by the Council. The Executive Committee urges that all members begin the year by encouraging their constituents (particularly new members) to attend the Administrative Staff Fall Meeting on August 24. An invitation to this meeting is being sent to all members of the administrative staff.

Members are reminded of the ASC attendance policy. A member may be absent for a maximum of three meetings per year, but must send a designated substitute. You may wish to select someone now who can be your substitute.

skg

enclosures
1987-88 ADMINISTRATIVE STAFF COUNCIL

Bob Arrowsmith, Student Affairs (1990)
Jim Austermiller, Health Services (1988)
Joan Bissland, Continuing Education (1988)
*Sally Blair, WBGU-TV (1988)
*Ann Bowers, Archival Collections (1988)
Scot Bressler, Athletic Department (1990)
*John Buckenmyer, University Bookstore (1988)
Sue Cerny, Computer Services (1990)
*Pat Cleveland, Athletic Department (1988)
*Dick Conrad, Computer Services (1988)
*Sue Crawford, Continuing Education (1988)
Laura Emch, Financial Aid (1990)
*Pat Fitzgerald, WBGU-TV (1990)
Sandra George, Placement Services (1990)
Linda Hamilton, Planning and Budgeting (1989)
Kathy Hart, English Department (1989)
Jim Hoy, Computer Services (1990)
*Rich Hughes, Housing (1989)
Bill Jones, Athletic Department (1990)
Linda Katzner, Honors Program (1989)
Joyce Kepke, Continuing Education (1990)
Jim Litwin, Institutional Studies (1990)
Gail McRoberts, Graduate College (1988)
Katrina Meyer, Research Services (1990)
Louise Paradis, Placement Services (1990)
Barry Piersol, College of Technology (1988)
Sam Ramirez, Personnel Support Services (1990)
Diane Regan, Arts and Sciences (1990)
Gail Richmond, Library (1988)
Jane Schimpf, Food Operations (1990)
Charles Schultz, Computer Services (1989)
Randy Sokoll, Athletic Department (1990)
Tonia Stewart, Off-Campus Housing (1988)
*Norma Stickler, Academic Affairs (1990)
Linda Swaisgood, Public Relations (1989)
Fran Voll, Athletic Department (1990)
Dave Weinandy, Student Activities (1988)
Margaret Weinberger, Women's Studies (1990)
David Wu, Alumni and Development (1988)
*Paul Yon, Past Chair

*Executive Committee Member
ADMINISTRATIVE STAFF COUNCIL COMMITTEES, 1987-88

Ferrari Award Committee
Katrina Meyer
David Wu
Bob Arrowsmith
Sue Crawford
1987 winner

Scholarship Committee
Ann Bowers, Chair
Sue Cerny
Laura Emch
John Buckenmyer
Margaret Weinberger

Elections Committee
Norma Stickler

Amendments and Bylaws Committee
Gail Richmond, Chair
Norma Stickler

Professional Development
Dave Weinandy, Chair
Jim Hoy
Linda Katzner
Joyce Kepke
Fran Voll

Personnel Welfare Committee
Rich Hughes, Chair
Pat Fitzgerald
Linda Swaisgood
Ed O'Donnell
Diane Regan
Scot Bressler
Charles Schultz

Finance Committee
Pat Fitzgerald
SPECIAL NOTE TO STUDENT AFFAIRS COUNCIL MEMBERS---

You should have received the hand-out materials from Gregg DeCrane at your staff meeting last week. If you did not, see Gregg or me.

Thanks.

Jim Sharp
MEMORANDUM

TO: Dr Suzanne Crawford
   Chairperson, Administrative Staff Council

FROM: Dennis Horan
      Coordinator, Instructional Media

RE: By-law change to permit Firelands representation

September 11, 1987

The Administrative Staff of Firelands College and elected and authorized me to serve as their representative to the Administrative Staff Council.

To render this representation official and of benefit to our unique group, I am requesting that the appropriate Council agency initiate changes in the By-laws which will permit us to elect a voting representative from the Firelands Staff.

I understand that such revisions will take some two months and I assure you that I will continue to function as the Firelands/ASC liaison on an unofficial basis during that time.

Thank you for expediting this matter, which is of great import to us at Firelands.

DH:dh

cc:W McGraw
    File
September 22, 1987

Suzanne Crawford
Chair
Administrative Staff Council

Dear Suzanne:

The selection and membership procedures for the Advisory Committee on General Fee Allocations (ACGFA) remain effective for 1987-88. The procedures provide for the appointment by the Administrative Staff Council of one (1) administrative staff member to ACGFA membership each year for a one-year term.

In order to begin the ACGFA process, I am asking that you provide the name of the administrative staff appointee for ACGFA to me by October 23, 1987. The administrative staff representative appointed for 1986-87 was Kathryn Thiede.

Thank you for your assistance.

Sincerely,

Bob G. Arrowsmith
Assistant Vice President for Student Affairs;
Student Services & Finance

rb
MEMORANDUM

To: J. Christopher Dalton, VP Planning and Budgeting

From: Sue Crawford, Chair of Administrative Staff Council

Re: Search Committee

Chris, this is a request to have participation on the search committee for insurance manager when that committee is formed. In discussion with the council members yesterday, we feel that this position is one that is important to the smooth functioning of the administrative staff members (as well as the whole university) and we would like to be a part of the group which chooses the next individual.

Thank you for your consideration.
Progressive Student Organization
P.O. Box 101
University Hall
Bowling Green State University
October 14, 1987

Dear____________________

In our struggle against racism on BGSU campus and apartheid in South Africa, we urge you to join the Progressive Student Organization in demanding that the BGSU Foundation fully divests its holdings in companies doing business in South Africa.

This action is not only morally correct, but one which is long overdue.

It should also be noted that President Paul Olscamp (at a meeting of the People for Racial Justice on October 14, 1987), publicly agreed to write the BGSU Foundation a second letter proposing full divestment.

Please support this resolution and the PSO by returning the attached copy to Disraeli Hutton at the above address.

For further information contact Disraeli Hutton at 354-2725 or 372-7469.

Yours sincerely,

Disraeli Hutton
DIVESTMENT RESOLUTION

Whereas the Bowling Green State University Foundation has announced partial divestment of its holdings in companies doing business in South Africa—a step in the right direction but one that falls short of what is morally necessary at this time.

And whereas the continuing investment in the remaining companies continue to provide financial resources and political support for the Apartheid regime of Pretoria—a support that allows the government to prevent 23 million Blacks from exercising the basic right to vote.

And whereas the main leaders of the Black community in South Africa have called on the international community for full divestment; these leaders include Archbishop Desmond Tutu, Nobel Prize Winner for Peace, Rev. Allan Boesak, and Sister Winnie Mandela.

And whereas over 130 universities, 70 cities and 19 states inside the United States of America have passed binding measures restricting funds from being invested in South Africa, including our sister universities: Ohio State University, and Universities of Michigan and Toledo.

Be it resolved that the Bowling Green-State University and its Foundation take immediate steps to sever all links with the racist regime of South Africa by complying with the call for FULL DIVESTMENT of its holdings in companies doing business there.

Be it further resolved that the BGSU and its Foundation take immediate
steps to reinvest its funds in companies and countries that abide by a moral dictate which values and respects human beings over and above the concerns of returns on investment.

<table>
<thead>
<tr>
<th>ORGANIZATION</th>
<th>SIGNATURE OF REPRESENTATIVE</th>
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ADDRESS

DATE
October 13, 1987

Editor
BG News
Bowling Green State University

Dear Editor:

We are writing in regard to the cartoon "Life in Hall" drawn and scripted by M. Groening in the recent Friday Magazine of Oct. 9. The cartoon apparently was part of an advertisement developed by Groovy Records of Bowling Green.

Reading the entire cartoon, one can assume that the artist was illustrating the concept that teachers, from grade school through college, use misguided sarcasm and transmit stupid opinions and stereotypes in order to motivate and direct students.

However, as a Committee, we very much object to not only the bad taste of the cartoon, but also to the poor judgment used by the BG News editorial staff in allowing the cartoon - advertisement to be published. Specifically, we are referring to the cartoon panel where the 8th grade teacher says: "You little brats are laughing now -- but you won't be laughing when you go to high school, where there are gangs, drug-pushers, and negroes."

"What is wrong with this little piece of humor" you ask? Perhaps you can get a glimpse into our view if you substitute the words "BG News staffers" for the word "negroes." It is the association of this particular minority group with gangs and drug-pushers, hardly what we would call a valued image in our society.

We believe that Groening's use of this alternative to the ethnic joke is a reminder to all of us how easy it is to make an unintentional racial remark (slur). The acceptance of this cartoon by the BG News sanctions the reinforcement of this ridiculous stereotype. We do not believe the inclusion of it in a piece of humor, however witty, justified its use. It wasn't funny and we believe the editorial staff should improve their screening of advertisements for such comments, intentional or unintentional.

In, basically, a predominantly white community such as Bowling Green, which exhibits a great deal of indifference to race relations, and since a number of student leaders (White and Minority) have made public commitments to improving race relations, it is important that those responsible for the printed word be more aware of the content of what it chooses to advertise and not accept any sort that does not uphold a high standard of racial trust and understanding.

Dr. Rolando Andrade, Chair
Equal Opportunity Committee
And Members:

James Litwin
Elizabeth Yarris
Sam Ramirez
Miguel M. Ornelas

Kathleen Howard-Marriam
Joyce Hyslop
Darmonistine Dyson
**ADMINISTRATIVE CONTRACT STAFF**  
BY ETHNIC GROUP  
AT ROSE  
1983 - 1987

<table>
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<th>WHITE</th>
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<td>393</td>
<td>18</td>
<td>5</td>
<td>4 (12)</td>
<td>-</td>
<td>400</td>
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<td>1984</td>
<td>314</td>
<td>17</td>
<td>3 (12%)</td>
<td>7</td>
<td>1</td>
<td>348</td>
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<td>1985</td>
<td>352</td>
<td>18</td>
<td>6</td>
<td>5</td>
<td>1</td>
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<tr>
<td>1986</td>
<td>351</td>
<td>19</td>
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<td>1987</td>
<td>359</td>
<td>17</td>
<td>7 (22)</td>
<td>6 (22)</td>
<td>2</td>
<td>422</td>
</tr>
<tr>
<td>(86%)</td>
<td>(42%)</td>
<td>(22%)</td>
<td>(22%)</td>
<td>(22%)</td>
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<td></td>
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Family Income: 1980-81 = 35  
1980-87 = 43

Student Income: 1980-81 = 825  
1980-87 = 695

Prepared by: Office of AFFIRMATIVE ACTION  
10/14/87
MEMORANDUM

TO: Ralph H. Wolfe, Chair
Faculty Senate

FROM: Annmarie Heldt, Director
Administrative Staff Personnel Services

This is written to confirm the receipt of your
October 12, 1987 memorandum in the Office of Administrative
Staff Personnel Services on October 15, 1987. In it you reminded
me "...that before any revisions in the Administrative Staff
Handbook are presented to the Board of Trustees that such
revisions must be reviewed by the Faculty Senate." Please be
advised that no provision to that regard is made in the By-laws of
the Administrative Staff Council (see pp. 57-58 of the Administrative
Staff Handbook). In addition, all revisions to the Administrative
Handbook are historically undertaken by the Administrative Staff
Council in conjunction with this office and with the final approval
of the Board of Trustees of Bowling Green State University. It
is my understanding that this procedure will continue.

Thank you for expressing your concern in the matter of
the Administrative Handbook. A copy of your memo and mine
will be provided to the Chair of Administrative Staff Council
so that this matter can be dealt with in a correct manner.

AH:mmb
xc: Dr. Suzanne Crawford, Chair, ASC
    Dr. Bartley Brennan, Vice Chair, Faculty Senate
    Dr. Geneviève Stang, Faculty Secretary
MEMORANDUM

TO: Suzanne Crawford, Chair
   Administrative Staff Council

FROM: Annmarie Heldt, Director
   Administrative Staff Personnel Services

Attached please find a memo from Ralph Wolfe and my response to it. These memos should be shared with ASC's Executive Committee and perhaps even with the entire council before ASC's next meeting. My concern is centered on the "meddling" of the Faculty Senate in the affairs of the Administrative Staff Council. I have undertaken an extensive search of files and history of ASC and find nowhere any reference to submitting the Handbook's revisions to the Faculty Senate for review. In addition, it appears (at least on the surface) that the Faculty Senate is attempting to usurp the powers of the BGSU Board of Trustees.

AH:mmb
Attachments
October 29, 1987

MEMORANDUM

TO: Annmarie Heldt
FROM: Robert J. McGeein

Following a recent meeting in Columbus, I spoke with a lady from Ohio State who was serving an internship at OBOR. The internship was sponsored by OSU as part of their professional development program. Below is the OSU person responsible for the intern program. I write to encourage you to investigate the possibilities of initiating a similar professional development program at BGSU. For information, please contact:

Sue A. Blanehan
Executive Officer for Human Relations
Breckler Hall - Ohio State University
190 N. Oval Mall
Columbus, OH 43210
(614) 292-4747

RJM:ah

pc: Sue Crawford, Chair
Administrative Staff Council
November 9, 1987

MEMO

TO: Dr. Suzanne Crawford, Chair
    Administrative Staff Council

FROM: Genevieve Stang
    Secretary of Faculty Senate

RE: Use of term "Administrator"

At the November 5th SEC meeting Dr. Wolfe, Chair, reported the concern of some members of Administrative Staff Council regarding use of the term "administrator" in Senate minutes. It was reported that some administrative staff believe they should be referred to as administrators as this is descriptive of their position.

Article II, Sections 3 and 5, of the Charter define administrative staff, faculty and the administration. These form the basis for use of the term "administrator" as it appears in the minutes.

PG: Dr. Ralph Wolfe, Chair
    Faculty Senate

Dr. Richard Conrad, Director
    Computer Services
November 10, 1987

MEMORANDUM

TO: Administrative Staff Council
FROM: Dr. Dwight F. Burlingame
Secretary
RE: Divestment Issue

Since I have received your position paper and a request to meet at your December meeting, I felt it appropriate to forward to you the position paper which explains why the Foundation Board took the action they did at their May, 1987 meeting.

I look forward to visiting with you regarding this important issue. Thank you.

cc

Enclosure
Position Paper

Points

1. There has been much discussion in the columns and letters of THE BG NEWS which has suggested that the Foundation's policy regarding divestment is a moral statement for apartheid. We wish to emphatically emphasize that this is totally wrong and reflects a tactic of challenging alternative viewpoints without fairness simply because one believes differently.

2. The easiest thing the Foundation Board could do would be to simply divest in order to silence the critics and avoid further negative reaction from the current divestiture crusade. As the Toledo Blade editorial expressed it, "One does not have to be a person of great probity or give blood, money, or even very much time to be against apartheid in South Africa. One has only to be the 'right kind' of person."

3. The actions of the Board of Directors in each of their statements have made it clear that they believe, along with most other Americans, that racism is immoral and, in particular, that the system of government in South Africa is indefensible.
4. What we disagree on is what institutions, such as the Foundation, should do in regard to addressing the issue. First of all, let me state that we believe divestment does not necessarily help the black person in South Africa, nor does it move us any further towards eliminating the system of government that exists there. In fact, information received by the Foundation suggests that divestiture is not only unlikely to bring about the elimination of apartheid, but, to the contrary, it will probably worsen the situation of black South Africans.

As a recent article in the New York Times pointed out, "So far the departures (of American companies) have tended to benefit the barons of corporate power in South Africa rather than the Black majority divestment was supposed to help." Further, the South African Catholic Bishops' Conference, once a strong supporter of disinvestment, in a report issued in January, 1987, states that "it cannot be said that blacks favor sanctions and are prepared to endure the hardship... when the stark reality of the loss of jobs is presented." When IBM left South Africa, for example, things did not improve for blacks. Instead, an independent South African firm took over without preserving the protections and employee benefits formerly afforded under the Sullivan Principles.
5. Obviously, it is not our purpose to argue that these assessments are necessarily correct. However, it does suggest to us that a decision to divest is a political judgment, not a moral one, and the Foundation Board should not take positions on political issues about which moral people can disagree. This was said so well by President Bok of Harvard University in an open letter to the community a few years ago in which he said, "Universities have neither the mandate nor the confidence to administer foreign policy, set our social and economic priorities, enforce standards of conduct in the society or carry out other social functions apart from learning and discovery."

6. It is indeed dangerous for the Foundation Board to transform this political issue along with many others into moral ones simply to take sides. Taking sides suggests the moral superiority of one view over the other, which then becomes a difficult matter to act according to the common interest of the welfare of an institution of higher education. Moralizing political issues suggests that every institution in society must take the morally correct one.

7. It is quite clear that the issue is not whether apartheid is good or bad; in that we all agree it is bad. Nor is the issue what Congress or other institutions should do about apartheid; rather, the issue is what should we as an independent Foundation do?
If divestiture alone does not make an economic difference in South Africa (since approximately only 1 percent of all American companies' business is represented by business in South Africa), does the sale of stock in companies doing business in South Africa involve a cost to universities? Since approximately 200 companies of the Fortune 500 do some "direct" business in South Africa, some investment experts demonstrate that eliminating 40 percent of the options in a Blue Chip stock portfolio can seriously increase the risk factor associated with the endowment portfolio.

8. Proponents argue that divestment is more effective than shareholder activism because of the fact that only 1 percent of the black workforce in South Africa is employed by American firms. The Board, however, believes that working toward the elimination of apartheid within the country is more effective than withdrawing. It further believes that it is its responsibility to continue to put pressure on South Africa to eliminate apartheid. Accordingly, the Board recommended at its May meeting the following:

"a. Starting immediately, no new investments will be made in companies doing business in South Africa, unless the company is judged to be working to eliminate laws and customs that impede political and social justice and follow a policy of nondiscrimination."
b. The Investment Committee will periodically review the situation with an eye toward recommending further action as deemed appropriate."

9. If by divestiture we lose financial support in the form of grants for research and scholarship aid to our students, is it appropriate for the Foundation Board, a separate non-private Foundation supporting the University, to take an action which would negatively impact some programs and students? The Foundation Board believes it should not make a decision which would negatively impact receivers of our aid.
November 25, 1987

Memorandum

TO: Members of Administrative Staff Council

FROM: Susan Pastor, Asst. Director, PATCO
College of Education and Allied Professions

RE: Divestment resolution

I am writing to urge you to vote in favor of the divestment resolution coming before Administrative Staff Council at the December 3 meeting. The movement to divest holdings in companies doing business in South Africa is almost ten years old, and I am hoping that we in Bowling Green will soon be able to join the list of well-known and responsible institutions agreeing to divest fully.

I am enclosing a photocopy of a page from the January 15, 1987 issue of Black Issues in Higher Education. It names the 55 colleges and universities which had pledged total divestment by December, 1986. Among them are the University of Wisconsin, pledging total divestment of 11 million in 1972; University of Maine, three million; Michigan State, more than seven million; and Ohio State, more than 10 million. It has been a source of concern for me that our foundation has refused to divest its considerably smaller sum.

You may be concerned about the potential loss of scholarship dollars resulting from divestment. At the November meeting, the concern was raised that Marathon will follow through on its threat to withdraw financial support if we divest (because its parent company, USX, is still involved in South Africa). While this is a valid concern, THIS IS THE WORST POSSIBLE REASON FOR NOT DIVESTING, and it is the equivalent of extortion on the part of Marathon.

If we will let a private corporation tell us how to manage our investments, will we also let them tell us how to teach and what courses should be in the general education core? Where will we draw the line? It is nonsensical to argue that divestment is fiscally unsound. I don't think any of us believe that Ohio State, for example, is eager to practice an irresponsible financial strategy. Marathon's scholarship funds can be replaced if we will work to replace them; I am willing to work on this myself.
For some reason, divestment is a particularly controversial issue at our university. I am not sure why, but as a member of the administrative staff and someone who works extensively with minority student recruitment, I hope we will be able to see beyond the rhetoric of lost resources. Time has proven that investment portfolios without holdings in companies doing business in South Africa perform just as well as portfolios including those companies.

It is true that this institution has benefited in the past from the support of companies doing business in South Africa. However, it is also true that South Africa continues to be a repressive, racist state today, in spite of the long-term involvement of American industry. It is time for a change in policy, and that change is divestment. Please consider this on December 3.

SKP: Attachment
## Divestment Action on South Africa by US Colleges and Universities

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<td>1985*</td>
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<td>New York State University of (4)</td>
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<td>Roosevelt University (1)</td>
<td>7,000,000</td>
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<td>Roosevelt University (2)</td>
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<td>1989*</td>
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### Notes

- **Total Divestment:** 131 Schools
- **Total Discontinued:** 2,376,262
- **Total Diversion:** 28 Schools
- **Total Student Diversion:** 3,288,413
- **Total Faculty Diversion:** 28 Schools
- **Total Student Faculty Diversion:** 1,615,131

*Figures for some states may not yet be completed.*

**Source:** The Africa Fund, Inc. Berkeley, New York, NY 10022

**Date:** December 12, 1986
November 30, 1987

MEMORANDUM

TO: Dr. Ralph H. Wolfe, Chair of the Faculty Senate

FROM: Administrative Staff Council Executive Committee
Dr. Suzanne H. Crawford, Chair

RE: Concerns

The Administrative Staff Council seeks to work cooperatively with the other governance units on campus in order to achieve a sense of community and common purpose. This has been a continuing goal since the formation of the Council. Although you have suggested that you, as well as the Faculty Senate, have hoped that we could all work together this fall, several occurrences have belied that statement. Taken together these occurrences represent a very disturbing pattern.

On October 12, you wrote to the Director of Administrative Staff Personnel Services to "remind" her that any revisions to the Administrative Staff Handbook were to be reviewed by the Faculty Senate before submission to the Trustees. A subsequent memo indicates that the request should have read that any changes affecting faculty members should be submitted for Faculty Senate's approval. The subsequent memorandum clarifies the point, but it does not erase the insensitivity and insult of the first memorandum. The administrative staff has never attempted to change policies for the faculty, nor will we. If we were working together, however, it would not be necessary for any of the three employee constituencies to review the handbook of the other.

Last month we learned from the chair of the University Insurance Committee that the Faculty Senate Executive Committee had ruled that another faculty member be added to the University Insurance Committee, thus making the committee's composition 5 faculty members, 2 ASC members, and 2 CSC members. Not only was this ruling made without consulting the University Insurance Committee, but it also tempts one to conclude that the "university" in university insurance committee should read "faculty." The argument that it was important to add a faculty member with insurance expertise is inadequate because one of the original four faculty members could have been so designated. Faculty members do have the preponderance of membership on "university" committees.
Since its formation, ASC has attempted to become a part of university committees, only to be denied or ignored by the Faculty Senate. Last year, for example, ASC followed all of the proper procedures to seek membership on the Faculty Senate Budget Committee but was denied. This year we sought inclusion on the committee to study search committees, but our request was ignored.

In the summer of 1987, the Director of Computer Services, Chair of the Telecommunications Committee, asked the Senate Executive Committee to form a committee to advise him on telecommunications. The composition of the committee was designated with certain appointments to be made by the President and the Vice Presidents. The committee was formed, but it is our understanding that the President was advised that his representative on the committee was to be a faculty member. This suggestion negates the possibility of an appointment of an ASC member or a CSC member. If this is not at odds with the Charter, it certainly is at odds with the spirit of collegiality and efforts of governing groups to create an atmosphere on campus where cooperation abides.

The recent assertions about oppressiveness and a poor working environment have led not to greater understandings but to a deepening schism between the constituent groups on campus. The assumption that faculty members, who have the rights and privileges of tenure and academic freedom, are too subjugated to speak their minds or are being treated worse than administrative staff or classified staff is ludicrous. The other constituent groups (and many of your own faculty colleagues) seem to be viewing these complaints with amazement and quiet amusement.

The November 10 issue of the Senate Executive minutes describes what appears to be an attempt by the SEC to control the editorial policy of the Monitor in order that there be more attention given to faculty members and to those who are speaking in opposition to the administration. We all have our occasional (or perhaps ongoing) differences of opinion with the central administration, but can these not be resolved through our existing channels of communication? Is the voice of opposition to the central administration the majority voice?

People of intelligence and good will should be able to disagree with each other without resorting to battles that lead only to deadlock. Too many issues are given prolonged debate when a simple phone call could resolve the problem or answer the question (e.g., the Administrative Staff Handbook question). It appears to us that minor problems are debated at length while major concerns are not resolved. As members of the Administrative Staff Council and the BGSU community, we are troubled by the Senate Executive Committee's pattern of divisiveness which we believe the larger faculty, classified, and administrative staff communities deplore. We continue to express interest in working with—not against—the classified staff and the faculty. We hope that you will be willing to take seriously the concerns expressed in this memo and to recognize that the members of the classified and administrative staff play a vital role in the smooth functioning of the University. We are all here to serve the educational needs of students and society. Let us keep that uppermost in mind.

xc:  SEC members
President Olscamp
TO: Suzanne Crawford  
   Chair, Administrative Staff Council  
FROM: Laura Emch, Associate Director  
   Financial Aid & Student Employment  
DATE: December 3, 1987  

I am expected to take a maternity leave from mid-January through mid-May. I am, therefore, requesting that for our February, March and April meeting, that Suzanne Fahrer, who is a member of the Financial Aid and Student Employment Office, be my substitute on the committee. I am not sure if I will be attending myself, or have Suzanne attend for our May meeting.  

If you have any concern with this substitution, please let me know at your earliest convenience.  

xc: Suzanne Fahrer  
LE:pw
December 9, 1987

MEMORANDUM

TO: Executive Committee
   Administrative Staff Council

FROM: Norma J. Stickler

I have made some revisions to the minutes, so please destroy the draft you received Tuesday.

According to Phil Mason, we should plan for an April Board of Trustees approval for any Handbook changes. We would, therefore, need to be finished with our revisions by the March ASC meeting.

I checked my files on the merit/evaluation committee. Our proposal said "should," so we may, as discussed, need to change that to "shall."

Remember -- next meeting at Kaufman's at noon!

skg

enclosures
TO: All Administrative Staff

FROM: Ed O'Donnell
Personnel Welfare Committee

RE: Fringe Benefit Survey

DATE: January 4, 1988

Enclosed you will find a survey that the Personnel Welfare Committee has composed. This survey is intended to inform the committee which benefits the Administrative Staff are most interested in pursuing as benefits for the 1988-89 contract year. The survey will take very little time to complete but will aid the committee in making their recommendations. Please return this survey within 48 hours to Ed O'Donnell, Food Operations.

If you have any questions, feel free to contact any of the following committee members:

Pat Fitzgerald
2-7019

Rich Hughes
2-2011

Ed O'Donnell
2-2891

Diane Regan
2-8542

Charles Schultz
2-2911

Linda Swaisgood
2-2716

Paul Yon
2-2411
MEMORANDUM

TO: Sue Crawford, Continuing Education
FROM: Bob G. Arrowsmith, Assistant Vice President for Student Affairs; Student Services & Finance

As you know, David Wu was a member of the standing committee of the Ferrari Award Committee. With his resignation from the University, it will be necessary for the ASC Executive Committee to appoint a replacement. Could you do this soon, as I plan to hold a meeting of the full committee in February.

Thanks.

rb
January 20, 1988

MEMORANDUM

TO: Sue Crawford, Chair, Administrative Staff Council
FROM: Bob Arrowsmith, Assistant Vice President for Student Affairs; Student Services & Finance

Sue:

In case you have not had an opportunity to read the January 12, 1988, minutes of the Senate Executive Committee, you might be interested in the attached section from those minutes. Of particular concern is what I perceive as an attempt to indicate that administrative costs (salaries) are out of control and are the main factor driving expenses. We should keep our eyes on this.

rb

Enclosure
the order of two percent. He indicated that there was some evidence presented that some summer compensation in comparable Ohio institutions was lower. Bentley indicated they did not feel it was necessary to bring it to Faculty Senate as they were asking for advice rather than enacting policy. Wolfe indicated the memo of announcement came from VPPA Clark and suggested FWC establish an ad hoc committee to look into the matter. This was forwarded to FWC.

Lunde provided a preliminary report from FWC indicating a strong negative reaction.

Brennan recognized that he believed action of FSBC was done in good faith. However, he suggested that when FSBC does want to explore a new concept that procedurally it is appropriate to bring it to the Chair of Faculty Senate and FWC to explore it at that level and then instead of making a public distribution, the sense of what really is meant could be ascertained which Brennan viewed as not being apparent until Bentley's presentation at this meeting. Brennan suggested that three factors are involved in the issue—the timing of the implementation with reference made to an increase made followed by a cut-back; a trust factor which stems from the timing factor with reference made to not looking at what sacrifices all other constituent groups might have to make and suggesting that without appropriate timing and resultant trust a good idea proposed may not get a hearing; the importance of "fleshing out" ideas before they are sent forward. Brennan encouraged FSBC to take new ways of approaching issues but also to discuss them with those who would be most centrally involved and to bring them to SEC. Brennan noted that there is a study in progress re the FSBC proposal and that it would be going to FSBC from the faculty initiators. Wolfe made note that FWC also will be making their response to the resolution public. Lunde indicated that FWC intends to consider the work that is being done by a number of individuals prior to making their response. Bentley indicated they assumed such help would be forthcoming when the resolution was sent to FWC. He indicated the original intention was that it would go to FWC and not to be widely distributed as it was in the stage of exploration. Discussion focused on the manner of distribution and factors that contributed to a wider dissemination of the resolution, including nature of resolution and source of distribution.

Bentley indicated that he is prepared for criticism particularly in a year when the budget is so lean. He commented that suggestions made were well-taken, including the exploration with FWC of ideas being considered. He agreed with Lunde that the proposed resolution was not making the amount available bigger, it was merely taking from one group to give to another creating divisiveness and that we really have not done the type of studies needed to indicate how BGSU summer compensation compares to others particularly when the information considered is a percentage rate without consideration of actual dollar amounts.

In introducing this topic Wolfe made reference to a 12/11/87 memo suggesting the decisions on reductions were reached in a joint FSBC and UBC meeting. He noted that the Senate officers were called by VPPB Dalton an hour or so before the Finance Committee of the Board of Trustees met on 12/17/87 to meet with him and VPPA Clark and were informed of the proposed reduction. Wolfe indicated to SEC this late announcement did not permit informing SEC prior to the Board meeting and that this was the first opportunity for SEC to discuss the matter. Materials distributed by VPPB Dalton were given to SEC and asked if SEC had any questions of Bentley on the action now approved by the Board at their December meeting calling for a $1,005,938 reduction.

Brennan reiterated that the Senate officers were informed only 1 1/2 hours before the Board meeting of the more than one million dollars was to be
Personnel Budget Reduction

Brennan represents Senate at the Board Personnel Committee and the three Board members present initially unanimously objected to acting on the proposal because they received information being distributed during their Personnel Committee meeting. Brennan stressed that he did not want his comments to reflect on the FSBC itself but rather that he is concerned about the procedure of learning about the cuts questioning why FSBC as a Senate committee did not notify the Senate office since the memo was dated 12/11 and the Board meeting was not until 12/17. Wolfe commented that the memo was directed to Olscamp copied to VPPB Dalton and questioned why Senate could not have been copied also.

Brennan again stressed that he did not wish comments to be perceived as a "power grab" but rather the need for information and made reference to being placed in the same position last June by a similar procedural action regarding proposed action by the Finance committee. Brennan made reference to previous requests of FSBC for reports and not reports of fact accomplis. Brennan referred to a second problem by noting that FMC reports on financial issues but FSBC doesn't and that some faculty have raised with him the question of why Senate should then have FSBC. Brennan also indicated that if there exists, and he indicated he did not know if there was such, an unwritten or an agreement with UBC that information will not be given that Senate needs to know so that a decision can be made re whether or not action needs to be taken about this.

Adams asked for clarification that the Board Personnel Committee initially refused to act on it but that they did then participate in the action and this was affirmed. She also spoke to the importance of action being taken on such matters only after time for careful deliberation.

Bentley clarified that the reduction was new savings over and above the doubled salary savings for 87-88 and 88-99 and, that using the projected salary savings for next year plus this reduction, the amount is about two million dollars. Bentley agreed that the report should have been received by Senate earlier. He noted that he was not aware of the timetable for distribution of the joint letter and speculated that time had been built in for the President to react and that VPPB Dalton was sent a copy because he chairs the UBC. He suggested that Senate should have been aware of the pending reduction given the information presented earlier. He noted that the distribution of savings is across all the Vice Presidents' areas with the exception of Library, Technology and Music.

Brennan questioned whether this is perceived as only temporary calling attention to indications that students are having problems getting into classes. He questioned whether we are becoming a "part-time" faculty and whether this increase in the number of part-time faculty is what is desired. He urged that we talk realistically about the problems we have. He also stressed the need for information so that ramifications can be considered. He noted that scattered information can lead to bad information being distributed.

Bentley stressed that FSBC must rely on the information provided by the Deans to the prioritization of their needs. They assume the positions not filled reflect this ordering. Lunde stressed need to get information that separates faculty, administrators, classified staff and various components of expenditures. He made reference again to the article in Wall Street Journal which reported on congressional hearings conducted in September on the rising costs of tuition whereby educational administrators cited the same factors as we have heard—rising faculty
pay is losing ground, operating costs have risen sharply, government aid has fallen—but the government figures show a different figure and again the contrast in instructional costs and non-instructional costs cited before were given, which included costs of administrators' salaries. Lunde urged that such break downs be given.

Bentley agrees that we have more administration than is needed but noted that FSBC has had difficulty in identifying where the overlapping is excessive. He indicated that what is needed, either through a Senate committee or an ad hoc committee, is a study all the hours devoted to administration on this campus and identifying those that are redundant. He reported FSBC had spent quite a bit of time this fall trying to make the point that they feel there are areas where there is redundancy but they need a way of nailing down those areas and they do not have the resources to go into each area for intensive study. Bentley reported FSBC had been reluctant to add new administrative positions during the last three years but expressed view that he believed there were some things that could have been flip-flopped.

Bentley again referred to FSBC's task of saving about $1.3 million if there is to be any type of salary increase and quoted amount needed for each one percent. Lunde again called attention to separating out faculty from administrators and administrative staff and called attention to his earlier calculations based on figures given to him that for faculty each one percent increase is about $379,000 which was lower than the figure given by Bentley. Bentley stressed that FSBC does go over the figures given to them very carefully. The discussion turned to scope of figures available, perceptions of areas that need closer inspection and views about presenting information that separates out faculty from administrators and administrative staff and other non-instructional areas.

Bentley indicated that factors such as goal to increase minority enrollments and the increased cost of handling financial aid has been reflected in the budgets. Adams stressed that information needs to be made public so that students and others know that money is being poured into these areas and that it is not just the cost of faculty salaries that is driving up tuition or general fees up. Bentley agreed that students need to know how the total operation of the University influences their fees.

Brennan indicated that he had requested from VPPB Dalton information re what percent, for every dollar of student fees increase, went to faculty salaries, to administrator's salaries, administrative staff salaries, etc. He indicated that he had received a response indicating that using the Educational budget only, not the total budget, the figure for faculty salaries was approximately 38%, Administrators 30%, Admin. Staff 7.6%, Classified 12.2%. Brennan indicated he now has requested information on what percent of each dollar increase in student fees of the total operating budget goes to each area. Brennan quoted from the Wall Street Journal article a similar statistic for Tulane whereby for faculty this was 12% of its budget. Brennan commented on differences between Tulane and ECSU but stressed need for such information for purposes of educating students and for media releases. Nuego suggested that it might be a good idea for USG to request this also.

Stang commented that Bentley seems to be seeking the type of information that suggests the type of reports expected from strategic planning. She indicated that if this is so, FSBC could consider going on record for the need of such planning. Bentley indicated that the type of information previously made available from the Strategic Planning Committee had not been useful. Comments were made on the prior SEC discussion re this topic.
Bentley indicated the requests he made earlier referred to generation of immediate savings. He is not certain how this can be done but noted the need to determine how administrative costs are being wasted. He again cited the difficulty of identifying what is not needed and what could be combined and spoke to the frustration FSBC experiences. Brennan suggested that as part of overall strategic planning that outside consultants might be able to do this.

Lunde stressed that what is involved is not just concern regarding faculty salaries but rather concern regarding the shrinking of the essence of the University. Lunde spoke to the danger of overhead growing every year. Lunde spoke to the impact of recognized efforts to meet particular goals on expansion and stressed that his comments were not aimed at individuals but rather concern regarding incremental decisions made over the years. Bentley suggested that information provided by Deans reflect priorities and that positions not filled now are assumed not to be as critical now as they were originally. Questions were asked as to who is doing the prioritizing and who is doing the comparative studies. The need to consider the necessity of some positions was noted.

Wolfe extended appreciation for Bentley coming and Bentley asked that concerns of SEC be transmitted in written form to FSBC.

Brennan repeated that his view is not a personal view when he speaks of procedures and urged that FSBC understand this. However, he urged that reporting be on-going.

Wolfe called attention to agenda for the January 19th Senate meeting. He strongly urged FWC to have a report on status of part-time faculty at least by the March meeting noting that this is a crucial issue. He urged FWC to act as quickly as possible. Brennan concurred particularly in light of the budget cuts which could mean more part-time being used.

Wolfe noted that there will be a Senate meeting on February 2nd. He questioned whether FWC would have a report and urged that FWC meet as soon as possible. Consideration was given to alternate meeting dates that may be necessary to facilitate transmittal of actions.

Wolfe reported that there has been a change in the date of the program celebrating the 25th anniversary of Senate from February 16 to March 15.

He noted that the February 16th on-call date may be used for action items. Questions were raised as to reports from CAA on prioritizing goals and when reports will be forthcoming from the ad hoc committee established this year.

In addition to potential topics previously identified—methods of reporting budget actions, impact of personal budget reduction, and the environment and role of faculty at commencement, status of discontinuance policies, the following were added: status of Firelands study and of equivalency statements.

A discussion was held re the undesirable behavior exhibited at commencements and the possible reasons for such. The impact of media on perceived appropriate behavior and peer pressure for such was noted. The importance of student involvement in redirecting and improving behavior at commencement was noted. The relationship between behavior and respect for their degree, ceremonial ritual and other aspects in general was noted as was the need for change.

The meeting adjourned at 4:50 p.m.

Respectfully submitted,

Genevieve Stang
Secretary of Faculty Senate
February 18, 1988

Suzanne Crawford, Chair  
Administrative Staff Council  
c/o Continuing Education  
300 McFall Center  
Bowling Green State University  
Bowling Green, Ohio 43403

Dear Ms. Crawford:

Since Linda Tatzner's resignation from the University, Student Legal Services' Board of Directors has been without an administrative advisor on the Board.

Our charter which was approved in 1983 by the EGSU Board of Trustees', requires an administrative staff member as an advisor on the SLS Board.

As Chair for Student Legal Services, Inc., I am requesting that a new administrative advisor be appointed immediately.

Due to the issues Student Legal Services, Inc., faces every day, an advisor with some legal background would be helpful.

Your prompt attention would be greatly appreciated. Should you need any further information or have any questions, please feel free to telephone the SLS office or myself at 372-6431.

Thank you for your cooperation and assistance.

Sincerely,

STUDENT LEGAL SERVICES, INC.

Christopher H. Helmick  
Chair, SLS Board of Directors

CHH/mw
MEMORANDUM

TO: Suzanne Crawford
FROM: Carl E. Peschel
RE: Administrative Staff Scholarship (RA-25)

As an aid in determining the amount available for awarding during 1988-89, the following is a recap of the activity for the period 7/1/86 to 6/30/87 and estimates for 1987-88:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
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<tr>
<td>Balance 7/1/86</td>
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</tr>
<tr>
<td>Award 1986-87</td>
<td>(300.00)</td>
</tr>
<tr>
<td>Investment Income 1986-87</td>
<td>503.00</td>
</tr>
<tr>
<td>Balance 6/30/87</td>
<td>$863.00</td>
</tr>
<tr>
<td>Award 1987-88</td>
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</tr>
<tr>
<td>Invest. Income 1987-88 Est.</td>
<td>723.00</td>
</tr>
<tr>
<td>Balance 6/30/88 Est.</td>
<td>$991.00</td>
</tr>
</tbody>
</table>

It is my recommendation that $600.00 be awarded for 1988-89.

Should there be any questions, please advise.

CEP:gs

cc: Financial Aids
Pursuant to your request I reviewed the revisions to the Administrative Staff Personnel Services Handbook, and have the following comments:

1. Changes From The Word "Should" To the Word "Shall." In numerous places in the handbook, changes have been made to change the word "should" to the word "shall." This change concerns me on a number of points. The duties that are imposed become mandatory and in many instances would require the administration to prove that it satisfied some condition precedent. I had the discussion about changing "shoulds" to "shall"s" with Ms. Caldwell during several other handbook revisions and the administration always agreed and managed to preserve the "shoulds" so that from a legal perspective the University has had the flexibility to defend its judgment on the merits of the call as opposed to having to prove its entitlement to judge.

My concerns with the changes made in this particular issue relate to the following types of examples:

A. The Code of Standards and Responsibilities for Administrative Staff, contained on pps. 1 thru 2.1 changes every responsibility listed from a "should" to a "SHALL." Some of these responsibilities include that administrators shall:

   (i) Have an "understanding" and support of "the provisions of the Ohio Revised Code."

   (ii) Protect the legal and financial interests of the University.

   (iii) Perform their professional responsibilities fairly and impartially.

In my opinion the foregoing and all of the duties and responsibilities listed on pps. 2 and 3 are goals and not laws, and the "shall"s should be changed back to "shoulds."

B. The shoulds/shall problem also appears again in the performance evaluation procedures where the administrative staff's duties now become commands. (See p. 9.1). Performance evaluation is an area where flexibility is most needed as you are aware in defending any type of discrimination or other type of employment action. The changes dictate the process which makes each procedural guffaw subject to a grievance proceedings for failure to comply with the policy.
C. The "should/shall" problem again occurs in connection with the vacation policy which incorporates a new requirement that "area supervisors shall accommodate requests for vacation provided the needs of the area are not impaired." (See p. 39). Again, the previous policy encouraged accommodation by the supervisor; the changes make accommodation mandatory and place the supervisor in a position of having to defend or prove that the needs of the area are not impaired if a vacation request is denied. In my opinion this opens a whole lot of topics up for review that previously would not have been subject to second-guessing.


A. Non-Renewal of a Contract.

The non-renewal of a contract provisions have undergone a number of changes. The most significant of which requires "documentation" at numerous points and specifies that such documentation be for "significant" failures, etc. The essential changes can be found at of p. 8.1 and provide that the non-renewal of a contract requires written recommendation and documentation and if the non-renewal is for performance, the written documentation "shall include" copies of past performance evaluations where available. Obviously, in tandem with the new standards of performance evaluations (see above), non-renewals will only occur where the administrative staff members have been advised of past performance problems and this is all documented. In theory, of course, this is the case we would love to have. In practice it's one we rarely get, and I am concerned about having burdens in the handbook that completely eliminate flexibility of administrators to take appropriate action.

B. Termination of a Contract.

This section deals with any terminations that occur before the end of a contract term "for cause." Among other things, this section qualifies the ability to terminate for cause by changing one of the grounds from "failure to perform duties and services ... to the satisfaction of the staff member's immediate supervisor" to "documented significant failure to perform duties and services ... ." In addition, the section adds additional causes as follows: "documented failure to accept reasonable changes in the job description ... and "documented gross failure to comply with the Code of Standards and Responsibilities for Administrators ... ."

The addition of "documented significant failure" concerns me because of the difficulty of defining a sufficiently high enough standard to satisfy the term "significant." I am also concerned about the requirement for documents to establish this, as well as the whole addition of the term "documented" to this entire section. As a
practical matter, these changes may not be worth making an issue of inasmuch as "Terminations Prior To The Expiration Of A Contract" are unusual and do not occur that frequently. However, I find the phrase troubling because the whole tenor reflects a very high standard or proof that administrators must satisfy in order to make decisions concerning their departments. The requirement could very well establish standards for administrative staff decisions that exceed faculty and the classified staff standards.

C. Releases (p. 9).

This section deletes the provision in the earlier handbook which stated that three months notice was not required to release persons from positions funded by grants. By eliminating this provision a minimum of four months notice will be required for releases "because of bona fide discontinuance of a program or a departmental/divisional area," irrespective of grant funding.

D. Grievances (p. 11).

The handbook changes propose to make the decision not to continue the contract of an administrative staff member a grievable offense for employees, if the decision is made after the first three years of employment. In the previous handbook the grievance procedure section stated simply "the decision not to continue the contract of an administrative staff member is not grievable: ...." The revisions have qualified that sentence to read "the decision not to continue the contract of an administrative staff member in the first three years of employment is not grievable ...." I call this to your attention because again it simply adds a layer of decisionmaking to the process. Obviously, there's nothing wrong with that but it was not the direction taken in earlier revisions to the handbook which sought to insure flexibility. The proposed changes in this handbook appear to be heading in the opposite direction.

I have pointed out to you things which I find create less flexibility and perhaps, there are good reasons for this approach. You might want to review the contract section on pps. 8 thru 9 because you have had so much experience in dealing with the provisions in the former handbook.
March 28, 1988

MEMORANDUM

TO: Dr. Suzanne Crawford
Chair, Administrative Staff Council

FROM: Ralph N. Wolfe
Chair, Faculty Senate

On behalf of the Faculty Senate I write in appreciation of the resolution adopted by the Administrative Staff Council on the occasion of the twenty-fifth anniversary of the Faculty Senate. Such an action on the part of the Council was indeed thoughtful and generous.

hm
March 30, 1988

Dr. J. Christopher Dalton
Vice President
Planning & Budgeting
Bowling Green State University
Bowling Green, OH 43403-0080

Dear Chris:

Puth Meacham and I have reviewed the proposed revisions to the Administrative Staff Handbook. Our perspective in reviewing this document is dictated by many years of experience in defending employment actions in the face of various employment manuals. I am enclosing a copy of Puth’s memorandum to me of March 28, 1988 which sets forth our comments.

I share Puth’s concern over the use of the terms “documentation” and “documented significant failure.” Our experience dictates that many, if not most supervisors, are hesitant to document an employee’s shortcomings until termination is imminent. As an example, we have and are still litigating a non-renewal of a contract. Under the current Rule it only required a recommendation “which will include supportive information.” (emphasis, mine) We have taken the position that the supervisor’s letter to Dr. Clark recounting his difficulties with the employee over a period of months was sufficient “supportive information.” I am concerned that the term “documentation” will be taken to mean contemporaneous documentation of any shortcoming. Also that the term “documented significant failure” will be taken to mean that an employee’s shortcoming is not significant if not contemporaneously documented.

In establishing procedures such as these we have to remember that we are establishing policies for supervisors with widely varying sophistication and experience in supervision. There is nothing legally improper about the
revisions as proposed but we may be setting standards which in actual practice will cause difficulties in establishing compliance.

If you care to discuss this matter further, please call either Ruth or myself.

Yours very truly,

John G. Mattimoe

JGM:jm

enclosure
April 11, 1988

Sue Crawford
Chair
Administrative Staff Council

Dear Sue:

Ralph Wolfe has passed along to me your desire to have a joint meeting of Administrative Staff Council and SEC on May 19, 1988.

Because new Officers of the Senate and a new SEC take office on May 9, 1988 following Commencement, a meeting on May 19, 1988 would be premature to discuss issues you have outlined to Ralph. As I stated in our meeting in the Fall of 1987 I would like to set up regular monthly meetings of officers of both bodies. I am also open to your suggestions.

Please feel free to call upon me.

Best regards,

Vice Chair, Chair-Elect

PC: Ralph H. Wolfe
Chair, Faculty Senate
April 13, 1988

MEMORANDUM

TO: Members of the Ferrari Award Committee

FROM: Bob Arrowsmith, Chair, Michael R. Ferrari Award Committee

RE: Update

Since you have not heard from me for some time, I will give you an update on where we are in the nominating process.

The closing date for nominations is April 15, 1988, with recommendations/references to be received by April 29, 1988. Because I may have to provide additional time in which to recieve recommendations/references, I will not, at this time, set a date for the committee to review the materials. However, I hope to do so sometime in early May.

To date, I have received eight new nominations. In addition, three nominations from 1987 are reactivated and will be considered by the committee.

Finally, I sent information related to the award to the deans and department chairs. This proved useful, resulting in several nominations.

rb
July 7, 1988

MEMORANDUM

TO: ASC Executive Committee

FROM: Norma J. Stickler
Secretary of Administrative Staff Council

Enclosed is a schedule for our meetings over the next year. Please note on your calendars. As they say at Newsweek and Time, this is the last notice you will receive.

skg
July 7, 1988

MEMORANDUM

TO: Bonita Greenberg
    Secretary of the Faculty Senate

FROM: Norma Stickler
       Secretary of Administrative Staff Council

This memorandum is to inform you that due to the resignation of Margaret Weinberger, Ms. Betty Ward will be completing Ms. Weinberger's term on the Insurance Appeals Committee. The expiration date of the term is 1989.

skg

xc: Betty Ward
July 14, 1988

MEMORANDUM

TO: Annmarie Heldt
    Director, Administrative Staff Personnel Services

FROM: Norma Stickler
    Secretary, Administrative Staff Council

The attached revision to the Administrative Staff Charter was approved by the Administrative Staff Council at its November 5, 1987 meeting. I note that the recent revisions to the Administrative Staff Handbook do not contain this charter revision. Would you handle having this done for the next Handbook revision. Thanks.

skg

attachment
PROPOSED REVISION TO THE CHARTER OF
ADMINISTRATIVE STAFF COUNCIL

(Addition in caps)

Section III - Membership of the Administrative Staff Council

The membership of the Administrative Staff Council shall be composed of ten percent of the full membership and shall be determined through election by the administrative staff members. The Administrative Staff Council shall be selected from each of the Vice Presidential areas of the University. Administrative Staff not reporting to a Vice President shall constitute a separate group that shall be proportionately represented on the Council. THE FIRELANDS COLLEGE SHALL HAVE ITS OWN PROPORTIONAL REPRESENTATION, ELECTED BY THE ADMINISTRATIVE STAFF OF THE FIRELANDS COLLEGE. The number of members from each area shall be proportional to the number of administrative staff in that area...
MEMORANDUM

TO: Jane Schimpf
    Jane Wood
    Sandra George
    Linda Hamilton
    Jim Hoy

FROM: Norma Stickler
      Secretary of Administrative Staff Council

July 14, 1988

I am writing to confirm your appointment to the 1988-89 Professional Development Committee of ASC. Because you may wish to have a meeting this summer, I have asked Marcia Buckenmyer to arrange a time and place for your first meeting. Annmarie Heldt will meet with you to help make plans for the next year's professional development activities. Thanks for agreeing to serve on this committee.

skg

xc: Annmarie Heldt
August 8, 1988

MEMORANDUM

TO: 

FROM: Norma J. Stickler
Secretary of Administrative Staff Council

On behalf of the Administrative Staff Council Executive Committee, I am pleased to extend a special invitation to you to attend the Fall Meeting of Administrative Staff to be held from 3:30 to 5:30 on Monday, August 22 in the Alumni Room. At 4 o'clock there will be a brief program, at which the Executive Committee wishes to recognize you for your years of service at BGSU. Although the University honored you at the banquet in the spring, we feel that your many years of dedicated service warrant special attention at this meeting of many of your administrative staff colleagues. We hope that you will be able to attend. Please call me if you will not be there.

skg
Bob Arrowsmith  
Assistant Vice President for Student Affairs fifteen_

Alan Bowe  
WBGU-TV fifteen_

Linda Hamilton  
Director of Budgeting fifteen_

David Hampshire  
Instructional Media Center fifteen_

James Litwin  
Director, Institutional Studies fifteen_

Charles Schultz  
Computer Services fifteen_

Ronald Thompson  
Computer Services fifteen_

Richard Conrad  
Director, Computer Services twenty_

George Cripe  
Instructional Media Center twenty_

Sandra LaGro  
Manager, Risk Management twenty_

Miriam M. Meyer  
Student Health Services twenty_

Betty Ward  
College of Arts and Sciences twenty_

Jo Ann Brinkman  
Student Health Services twenty_

Richard Powers  
Director, Purchasing twenty_
Norma:

Here is the list you requested for campus-wide Staff Awards presented last March. (15-20 + 25)

Classified are in lower case letters and contract are in UPPER CASE letters.

Lois George
2-8422
## 15 YEARS

### NAME

- **BOBBIE C. ARROWSMITH**
  - Donald K. Barr
- **ALAN F. BOWE**
  - Lillian J. Cope
  - Dale E. Fahle
  - Mary S. Grant
- **LINDA L. HAMILTON**
- **DAVID G. HAMPSHIRE**
  - Norman C. Jimison Jr.
  - Laszlo Kecskes
  - Laurel J. Krone
  - Richard E. Ledy (Retired)
  - Lois E. Lee
  - Donald J. Lindley
- **JAMES L. LITWIN**
  - David R. Maley
  - Nancy L. Medley
  - FRED D. MILLER, JR.
  - Marjorie M. Mills
  - Sharon A. Morgart
  - Mary A. Roach
  - Deborah L. Sarver
- **CHARLES SHULTZ**
  - Della Spangler
  - Sharon L. Stuart
- **RONALD L. THOMPSON**
  - Veronica Vincze
  - Lois J. Yarnell
  - Barbara K. Zamarripa

### DEPARTMENT

- VP for Student Affairs
- Custodial
- WBGU-TV
- Food Operations
- Maintenance
- President's Office
- VP for Planning & Budgeting
- Institutional Media Center
- Athletic Department
- Chemistry
- Alumni & Development
- Maintenance
- Computer Services
- Custodial
- Office of Institutional Studies
- Food Operations
- Custodial
- Social Philosophy & Policy Center
- Univ. Union
- Library
- Biology Department
- Library
- Computer Services
- Library
- Auxiliary Support Services
- Computer Services
- McDonald Dining Operations
- Public Safety
- Custodial
## NAME

- Margaret M. Barnes
- Thelma M. Burrow
- Pablo Castro
- Richard L. Conrad
- Howard A. Cotrell
- George R. Crife
- Jane C. Culpepper
- Derek D. Dickinson
- Joyce E. Drain
- Patti Dunn
- Annette S. Ecker (Retired)
- Ilene Edwards
- Larry D. Emison
- Deborah Fentress
- Alonzo J. Gallagher
- Sherill L. Gray
- James D. Hallwill
- Eartha Jean Hedges
- Guadalupe L. Herrera
- Janet M. Hughes
- Jane E. Jividen
- Judy A. Johns
- Patricia J. Kanla
- Norma L. Kramp
- Sandra J. Lagro
- Betty Lou Lance
- Richard Layman
- James Lianos
- Geneva I. Long
- Judith A. Maxey
- Jeanette J. McCartney
- Miriam M. Meyer
- Karl F. Ott
- Robert A. Patton
- Virginia F. Ray
- Dolores L. Reynolds
- Mary Ann Rife
- Sheryl A. Sabo
- Dorothy Sergent
- Ila L. Smith
- Ronald C. Smith
- Harriett A. Sokrider
- Flora A. Stebel
- Ida Rose Stott
- Jerry Streichler
- Karl F. Vogt
- Betty Ward
- Gladys D. Wyrick

## DEPARTMENT

- Library - Circulation
- Custodial
- Carpenter Shop
- Computer Svcs./Telecommun.
- Instructional Media Center
- Instructional Media Center
- Computer Services
- Standards & Procedures
- Custodial
- Chemistry Department
- Academic Enhancement
- Food Operations
- Maintenance
- Business Education Department
- Custodial
- Library - Circulation
- Custodial Services
- Col. of Musical Arts
- Library
- Maintenance
- Library
- Plant Operations & Maintenance
- WBGU-TV
- Computer Services
- Bookstore
- VP for Operations
- Custodial
- Maintenance
- Food Operations
- Library
- Education WPC
- Custodial
- Student Health Services
- Maintenance
- Col. of Business Adm.
- Public Safety
- Department of Economics
- Bookstore
- Education WPC
- Bookstore
- Univ. Union
- Chemistry
- Housing Services
- Custodial
- Food Operations
- Col. of Technology
- VP for Operations
- Col. of Arts and Sciences
- Custodial
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<tr>
<td>Maxine Allen</td>
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<td>Jo Ann Brinkham</td>
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<td>Roscoe I. Cron (Retired)</td>
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<td>Kr/Ashley Residence Hall</td>
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<td>Athletics</td>
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<td>Nancy Frobose</td>
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<td>Doris Hiser</td>
<td>Univ. Union</td>
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<td>Stanley E. Maas (Retired)</td>
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<td>Student Health Services</td>
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<tr>
<td>Richard E. Powers</td>
<td>Purchasing</td>
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<td>Della M. Rider (Retired)</td>
<td>Custodial</td>
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<tr>
<td>June M. Shrider</td>
<td>President’s Office</td>
</tr>
<tr>
<td>John S. Spangler</td>
<td>Maintenance</td>
</tr>
<tr>
<td>Willow M. Van Vorhis (Retired)</td>
<td>Food Operations</td>
</tr>
</tbody>
</table>
MEMORANDUM

TO: Deans

FROM: Executive Committee of Administrative Staff Council
       Patrick Fitzgerald, Chair

August 3, 1988

On behalf of the University's Administrative Staff, we are pleased to invite you to attend the Annual Fall Reception of the Administrative Staff to be held on Monday, August 22 from 3:30 to 5:30 p.m. in the Alumni Room of the University Union. At 4 o'clock, there will be a short program for the presentation of the 1988 Michael R. Ferrari Award and for recognition of service by other members of the Administrative Staff.

We hope that you will be able to join us for the presentations, for refreshments, and for the opportunity to meet with new and continuing staff members.
MEMORANDUM

TO: Mary Edmonds  
Vice President for Student Affairs

FROM: Executive Committee of  
Administrative Staff Council  
Patrick Fitzgerald, Chair

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TO: Karl E. Vogt
   Vice President for Operations

FROM: Executive Committee of
      Administrative Staff Council
         Patrick Fitzgerald, Chair

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TO: J. Christopher Dalton
Vice President for Planning and Budgeting

FROM: Executive Committee of
Administrative Staff Council
Patrick Fitzgerald, Chair

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MEMORANDUM

TO: Dwight Burlingame
Vice President for University Relations

FROM: Executive Committee of
Administrative Staff Council
Patrick Fitzgerald, Chair

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MEMORANDUM

TO: Eloise E. Clark
   Vice President for Academic Affairs

FROM: Executive Committee of
   Administrative Staff Council
   Patrick Fitzgerald, Chair

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MEMORANDUM

TO: Paul J. Olscamp
    President

FROM: Executive Committee of
    Administrative Staff Council/
    Patrick Fitzgerald, Chair

August 3, 1988

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PAGINATION

ERROR
MEMORANDUM

TO: Rich Hughes, Chair
    Personnel Welfare Committee

FROM: Annmarie Haldt, Director
       Administrative Staff Personnel Services

This is written to inform you and the ASC Personnel Welfare Committee that two (2) of the four (4) outlined strategies resultant of the June 27, 1988 PWC meeting are in line and "ready to go." I am concerned, however, about the 50 position titles ASC wishes to survey (those positions not appearing in the published CUPA survey). I am requesting that the ASC Personnel Welfare Committee with the input of the council make the determination as to which positions should be included.

Your committee's direction and assistance in this matter are appreciated.

Attn: mmb
xc: Pat Fitzgerald
    Norma Stickler
Dr. Richard Bowers  
Fitness Director  
Student Recreation Center  

Dear Dr. Bowers:

On behalf of the Administrative Staff Council please accept my thanks and appreciation for taking the time to address our group earlier this month. The issues of fitness and wellness are important to us all. Each year ASC has recommended to the President and Trustees that the cost of participating in the Fitwell program become a benefit for faculty and staff. Your presentation convinced us, once again, that we must continue to make this recommendation until it is approved.

Again, thank you for your time. It was a pleasure having you with us.

Sincerely,

Jill Carr
Chair-elect
Administrative Staff Council

JC/jm

cc: Pat Fitzgerald  
Norma Stickler
September 23, 1988

Dr. Mary Edmonds
Vice President for Student Affairs
Student Services Building

Dear Dr. Edmonds:

On behalf of the Administrative Staff Council please accept my thanks for addressing our group earlier this month. Your presentation was interesting and reminded all of us that regardless of our title or role on this campus, we all have responsibility to the student population.

We look forward to continuing our positive working relationship with you. Again, thank-you for your time and please feel free to call on us if we may be of assistance to you.

Sincerely,

Jill Carr
Chair-elect

cc: Pat Fitzgerald
    Norma Stickler
October 12, 1988

MEMORANDUM

TO: Shannon Tackett
    University Union

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

RE: Canal Room Reservation

Please cancel the reservation for the Canal Room on Tuesday, October 25 from 12:00 to 2:00 p.m. for the Administrative Staff Council.
October 12, 1988

MEMORANDUM

TO: Administrative Staff Council Executive Committee

FROM: Norma J. Stickler
Secretary

RE: October 25, 1988 Meeting

The Executive Committee meeting on October 25, 1988 will be a joint meeting with the Personnel Welfare Committee and with Chris Dalton.

The meeting will be at 12 noon in the McFall Center Chart Room (brown bag lunch).

cc: Rich Hughes
October 24, 1988

TO: Jane Schimpf
    Director, Food Operations

FROM: Norma J. Stickler
    Administrative Staff Council Secretary

RE: New Administrative Staff Council Members

Following is a list of the Administrative Staff Council members who are new to the Council this year. You had asked for this information to make name plates.

Judy Donald
Barbara Keeley
Beth Casey
Betty Ward
David Stanford
Kathryn Thiede
Jane Wood
Rebecca Heyman
Richard Peper
Greg Jordan
Jill Carr
Gregory DeCrane
Joshua Kaplan
Melissa Firestone
Marcia Latta
MEMORANDUM

TO: Ann Marie Heldt, Director, Administrative Staff Personnel Services
FROM: Jill Carr, Chair, Personnel Welfare Salary Sub-committee
RE: Official Charge

The Personnel Welfare Salary Sub-committee requests your assistance in our task of submitting a salary recommendation for the 1988-90 contract year. Your assistance is needed in completing the items listed below:

1. Assist in the determination of 50 additional positions, not included in CUPA data, for further study and comparison with other universities.

2. Provide salary, position longevity, and position description information for all BGSU administrative staff.

3. Store all information and data relative to the proceedings of this sub-committee in the Office of Administrative Staff Personnel Services. (This information shall remain as the property of the Administrative Staff Council.)

4. Assist in the creation and maintenance of an Administrative Staff salary data base.

5. Contact personnel officers at other universities for the expedient gathering of comparative salary data.

6. Attend all meetings of the Personnel Welfare Salary Sub-committee.

If you have any questions regarding this request, please contact me or any of the sub-committee members. We appreciate the time and effort that you have already given to this committee and we look forward to working with you throughout the year.

cc: Personnel Welfare Committee Members
    Patrick Fitzgerald
    Norma Stickler
MEMORANDUM

TO: Dr. Paul Olszamp, President
FROM: Jill Carr, Chair-Elect, Administrative Staff Council

RE: Meeting with Administrative Staff Council

Thank you for agreeing to meet with the Administrative Staff Council on Thursday, November 3, 1988 at 1:30 p.m. in the Jerome Library Conference Room. As in the past, we request that you spend approximately one hour with us.

Council members have indicated an interest in hearing your comments regarding several issues. These include: the possible re-organization of University personnel functions, the effects of the prioritization of the goals within the Pole and Mission statement, and the possible lift of the enrollment ceiling and its impact on budgets and space. In addition, we would appreciate your suggestions on how to put forth the best possible salary recommendation in light of the difficulty in comparing administrative staff positions from one campus to another. Any remaining time would be spent answering questions from individual council members.

Again, we appreciate your time and look forward to seeing you next week. If you have any questions, please do not hesitate to contact me.

JC/jm

cc: Pat Fitzgerald
 Norma Stickler
November 4, 1988

Dr. Paul Olscamp
President
McFall Center

Dear Dr. Olscamp:

On behalf of the Administrative Staff Council, please accept my thanks and appreciation for taking time out of your busy schedule to meet with us yesterday. Each year, the Council looks forward to its meeting with you. This year was no exception. You provided much insight into several issues that have a direct effect on all of us. You also helped to clarify the direction we need to take in our desire to present a substantive and informative salary recommendation.

We look forward to further contact with you as the year progresses. Please do not hesitate to contact us if we may be of assistance to you.

Again, thank you for your time and your openness with our group.

Sincerely,

Jill Carr
Chair-elect
Administrative Staff Council

cc: Pat Fitzgerald
Norma Stickler
MEMORANDUM

TO: Chris Miko, Chair
    Committee on Committees

FROM: Norma J. Stickler
    Secretary, Administrative Staff Council

November 21, 1988

As confirmation of our telephone conversation, I am pleased to submit the following names as the recommendations from the Personnel Welfare Committee of the Administrative Staff Council to serve on the Day Care Study Committee.

Tonia Stewart, Off Campus Housing
Joan Tussing, Placement Office
Laura Emch, Financial Aid and Student Employment

As I indicated, ASC was already in the process of establishing its own committee, so we have several other individuals who would be very interested in either serving on the main committee or assisting with this important project.

WV
xc: Patrick Fitzgerald, WBGU-TV
    Richard Hughes, Student Affairs
October 17, 1988

Dr. Bartley Brennan, Chair
Faculty Senate
McFall Center
BGSU

Dear Bart:

At the end of last year you had written to Suzanne Crawford, then the Chair of the Administrative Staff Council, suggesting that it would be beneficial for the executive committees of the Faculty Senate and the Administrative Staff Council to meet.

Because of the turnover in our committees and the need to attend other matters at the beginning of the year it has been necessary to delay formal response to your suggestion. Our Executive Committee would be interested in meeting with SEC and feel that the following topics would be most beneficial to both groups: welfare issues; representation on university committees and professional development. I feel that this meeting would be most beneficial if it were to be informal, no minutes, and held during a meal. We have found that it is possible to gather our Executive Committee during lunch on Tuesdays, but some other lunch times may work as well. Most other times are difficult for our people unless scheduled very far in advance.

I look forward to hearing from you.

Sincerely,

Patrick Fitzgerald, Chair
Administrative Staff Council

PC: Norma Stickler, Secretary
Administrative Staff Council
December 2, 1988

MEMORANDUM

TO: Philip Mason
   Executive Assistant to the President

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

At a recent meeting of the Administrative Staff Council, a question was
raised about the fee waiver policy and in particular whether the policy as
now written is consistent with Internal Revenue rules. Apparently some of
the rulings may lead to ambiguous interpretation of our policy. The
questions raised referred to the eligibility requirements for dependents and
can be summarized as follows:

1. Is Provision 151 still the applicable reference?
2. Is our policy consistent with the Tax Reform Act of 1986 or any
   other recent IRS reforms?
3. Should our policy define "earnings" when it refers to "the
   earnings of the child"? Interpretations vary about whether
   this is gross earnings, taxable earnings, etc.

This is not a major issue, but one that I thought you might be able to
have checked out. The policy is consistent through the handbooks of the
three constituent groups. If you have questions, you may wish to talk to
Rich Peper who raised the issue at the meeting. Thanks for your help.

wv
xc: Rich Peper
December 9, 1988

MEMORANDUM

TO:       James Morris, Manager
          Benefits/Insurance Office

FROM:     Norma J. Stickley
          Secretary, Administrative Staff Council

On behalf of the Administrative Staff Council, I wish to thank you for
attending our December meeting. The information you provided was very
helpful in clearing up some questions that have been raised recently
regarding our insurance coverage. We are particularly grateful that you
will be working with the insurance administrators to soften the harsh tone
of the correspondence that is being sent to University employees.

wv
xc: Pat Fitzgerald
    Jill Carr
December 9, 1988

MEMORANDUM

TO: Jean Yarnell
Manager, Parking and Traffic

FROM: Norma J. Stickler
Secretary, Administrative Staff Council

On behalf of the Administrative Staff Council, I wish to thank you for attending our December meeting to answer questions about the parking procedures. The Council was particularly interested in the proposed changes to the Parking Appeals Committee, and we were pleased to have some opportunity to suggest changes. As you will be aware of from the discussion at the meeting, the Council is concerned that the Administrative Staff of the University have appropriate representation on the Parking and Parking Appeals Committees.

Thanks for coming to graciously hear our complaints, concerns, and questions.

wv
xc: Pat Fitzgerald
    Jill Carr
December 14, 1988

TO: Ms. Linda Swaisgood  
    Public Relations

FROM: Karl E. Vogt  
      Vice President for Operations

RE: Parking Appeals Committee

Thank you for bringing your concerns and those of the Administrative Staff Council about proposals to modify operations and reporting relationships of the Parking Appeals Committee to my attention. I found your insights especially helpful. Accordingly, please be advised that I informed the University Parking Committee, Harry Tyson and Jean Yarnell that recommendations as they now stand are rejected. The following concerns preclude endorsement of proposals at this time - 1) membership composition of the Parking Appeals Committee is (inappropriately) skewed in favor of the faculty; 2) representatives of classified/administrative staffs denied opportunity to serve as Chair, Appeals Committee; 3) decision prerogatives of Chair to reject appeals inappropriate given campus "culture", and 4) Parking Services should not handle appellate process vis-a-vis ideal of separate powers.

xc. J. Corbitt