Correspondence 1990

Bowling Green State University. Administrative Staff Council

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Notes

1. Colored Ink
2. Poor Photocopies
Dr. Ann-Marie Lancaster  
Chair, Faculty Senate

Dear Ann-Marie:

Thank you for your letter of December 28, 1989 concerning my recommendation to the Board of Trustees that Phil Mason be appointed to the position of Vice President for University Relations, replacing Dwight Burlingame who has accepted another position at Indiana University, where Audrey Burlingame will also be a faculty member. Dwight had informed me of his conversations with Indiana back in October, but closure was reached just in the last few days.

On three points, I'd like to comment briefly. First, I do not recall saying in any conversation with you or with anyone else that I am "...not concerned about meeting the spirit of affirmative action." I do remember saying that I did not know how to address questions about "spirit" other than by a consistent record of performance.

I welcome close scrutiny of my administration's record on affirmative action matters, indeed, I wish it received more attention. From doubling scholarship funds for visibly ethnic groups to creating the minority faculty financial hiring pool, from hiring Betsy Clark and Mary Edmonds in my first year as president to achieving the second highest minority enrollments in our history, from personally delivering many presentations in African-American churches and in other non-white environments to creating the summer high school student program, I am proud of our accomplishments. We were the first university in Ohio to hire two female vice presidents, and if outside opinion about my commitment to affirmative action is desired, might I suggest that Sue Crawford, former Director of Affirmative Action, and Jack Taylor, Associate Vice President for Minority Affairs, not to mention Vice Presidents Clark and Edmonds, be consulted.
Second, although it is not clear from your letter, you seem to be saying that I predicted the Faculty Senate's reaction to the administrative appointment of Dr. Mason rather than conducting a search by committee. I want to be sure that the Senate understands that I did not predict their reaction to anything. What I did say was that I thought Phil Mason had a lot of support in the Faculty at large, and that since you apparently thought otherwise, I disagreed with you.

Finally, there has been no public announcement of this recommendation, although one is now planned for the first day of classes. I had not intended to discuss it at all until later in the year, but rumor that the recommended changes were "in the works" spread rapidly. Since you went to the Board with these rumors without asking me about them, I had no choice but to clarify the rumors for appropriate parties. I assure you that the rumors did not begin in my office.

I might add one fact: administrative appointments of vice presidents, particularly in non-academic areas, are not at all unusual at Bowling Green, whether in my administration or earlier. Among others recently, Karl Vogt, Dick Eakin and Dick Edwards were appointed in this way. As with any president, I need the authority to restructure the administration, subject only to the authority of the Board of Trustees, to serve the interests of the University as best I can.

I understand that you have sent a survey form of some sort (I did not receive one) to the Senate about this matter. I hope my remarks herein, especially concerning your assertions about my alleged comments about "spirit of affirmative action", will help clarify the situation for the Senators.

Sincerely,

Paul J. Olscamp,
President

cc: Members of the Board of Trustees
Members of the Faculty Senate
Chair, Administrative Staff Council
Chair, Classified Staff Council
January 24, 1990

To: ASC Members

For your information and review for our Feb 1 meeting.

Greg Jordan

Office of the President

January 24, 1990

Administrative Staff Council - Jill Carr

Classified Staff Council - Joyce Hyslop

Attached for your information.

Paul Olscamp
President
January 22, 1990

Concerns raised as part of the Resolution of No-Confidence by Faculty Senate Officers.

1. Solicitation Policy -

In 1983, upon the advice of a labor relations attorney, a particular solicitation policy was accepted by the administration. When the Faculty Senate pointed out their disagreements with and dislike of this policy, I personally asked the Faculty Senate to rewrite it to the Senate's satisfaction. A Senate committee, chaired by Professor David Roller, did this and that policy is the one in effect. This is an example not, as alleged, of a "violation of academic freedom and free expression" but of cooperation between my office and the Faculty Senate.

2. The "Gag Rule" -

There is no "gag rule." Discussions were held by the Board of Trustees as to whether the President should be informed of and invited to attend any meeting involving three or more trustees and faculty wishing to criticize the administration of the University. The discussions only took place in reaction to a Faculty Senator's attempt to organize an illegal meeting of the Board of Trustees to discuss criticisms of the management of Telecommunications.

In 1987 this same Senator was instrumental in Senate's creating the so-called "Oppression Committee." This committee's chairman subsequently resigned after discovering that it was not to conduct the objective study which he had been led to believe would be performed. No formal report ever came from this committee.

Parenthetically, I agreed in September 1989 to cooperate with the Faculty Senate Chair and to supply funding for a survey of the entire faculty's attitudes (including part-time and temporary faculty) on a wide variety of subjects. The survey is being conducted by higher education experts based at UCLA. Now of course this external analysis will be suspect because the resolution by Senate leadership may have prejudiced it.
3. The Drug Policy -

The Drug Policy is mandated by federal law as a requirement to receive federal funds. Extensive discussion took place at the Senate Executive Committee and in the Faculty Senate as well as with the Administrative Staff Council and the Classified Staff Council representatives. At the March 10, 1989 Board of Trustees meeting I stated my unwillingness to require drug testing. Furthermore, the Faculty Senate was invited to rewrite the policy as proposed in any way they saw fit. Contrary to the allegations, the policy approved by the Board of Trustees March 10, 1989, makes no reference to drug testing. Senate and other constituent groups have been asked to develop their own guidelines to implement the policy. No guidelines have yet been received.

4. Unilateral Actions -

a. Smoking. Establishment of the University-Wide Task Force on Health Promotion was recommended by Faculty Senate. One of the recommendations of this Task Force was that Bowling Green State University move toward becoming a smoke-free campus. Subsequently, Residence Life staff changed the method for room assignment to have students request smoking rooms if they wished to smoke in the residence halls; this resulted in less than 5 percent of students wishing smoking rooms. I endorsed this change. On July 1, 1989, after discussion with legal counsel and in accordance with Task Force recommendations, a no-smoking policy was instituted in eating, commons and lounges in residence halls with the exception of the University Union. Building committees were established in each campus building as chosen by the residents thereof; they set their own rules and procedures, and made their own findings. No administrative direction was given to any of these committees.

Initially it was planned to make the University Union a no-smoking building administratively. At the personal request of Senate Chair I agreed to postpone this decision and to seek and abide by the advice of the University Union Advisory Committee. I so informed the committee, in person. The committee, after a study and a survey, recommended that the University Union become a no-smoking building effective Winter Semester 1990. At this point Senate Chair expressed dissatisfaction and requested more time for debate. I agreed to wait until the end of January before reaching a final decision.

b. Distribution of merit and merit policy. The policy on what percentage of salary increases should be based on merit versus an across-the-board basis was debated in the Faculty Senate and approved by a heavy affirmative vote of that body on November 27, 1983. Criteria for the award of that merit have never been recommended by the University administration. The criteria for the award of merit and the processes for the awarding of it to the faculty are all established by departments, as required by the Charter. The President plays no role in the process.
c. Vice President for University Relations appointment. There are "accepted search processes" but the decision as to whether to conduct a formal search in the case of any vice presidential appointment other than the Vice President for Academic Affairs is an administrative decision. There have been many cases where talented and available persons already worked for BGSU and were promoted or transferred from within. Historically in such cases, and quite legally, no formal searches have been conducted. Those appointments have included non-academic vice presidencies in both this and previous administrations.

5. Committee Manipulation -

The nature of the accusation is unclear. I have never tried to manipulate any University committees, and a recent Senate Committee to study search processes and committees concluded that the members of search committees themselves were generally satisfied with the nature and level of participation and with the integrity of those processes.

I have never tried to influence the Faculty Senate Budget Committee other than through remarks regarding my priorities at the first joint meeting of the two budget committees every year. Other than that, I meet with the Budget Committees only at their request, and I have never altered their academic budget recommendations. The Faculty Senate Budget Committee plays a very major role in budget decisions. By the way, the attached charts on part- and full-time faculty percentages, and operating budgets, are interesting.

6. Pseudo or No Participation -

All of the examples used in this category in the "Bill of Particulars" concern proposed capital projects. All of the projects named, to wit, the Convocation Center, the College Park Building, the Intramural Field House Facility, the University Guest House, were dealt with through the normal capital planning process, including faculty representation, and without exception all have been brought to the Personnel and Facilities Committee of the Board of Trustees. The Chair of Senate, or the Vice Chair, meet with this Board Committee. The attached letter from Mr. Bob McGeein explains the process and lists faculty who have been involved. It should be noted that suggestions for new capital facilities can emanate from any source within the University. For example, suggestions for renovation of the University Guest House came from the Board of Trustees; the suggestion for the new Classroom Building came from my office; the College Park Office Building concept emanated from the vice presidents, as an alternative to more expensive rental arrangements which would have left us with nothing upon termination. I might note that the faculty who live there are delighted with it, and have said so in writing.
It is not true that the administration has failed to respond to "concerns expressed by University employees such as severe staffing shortages, widespread problems with health care coverage, severe operating budget shortages." There was a reduction in full-time instructional faculty in 1985-86 to 690 as a direct result of the 1984-85 Early Retirement Incentive Program for faculty, a program which was endorsed by the Faculty Senate. Since 1985-86, however, the number of full-time instructional faculty has steadily increased to the current level of 734 faculty for 1989-90. In the 1989-90 educational budget, reductions in mandated salary savings for colleges and creation of a pool to meet increased instructional demand generated more than $400,000 in new funds to cover instructional costs. There has been an increase in the use of part-time faculty in recent years, in large part due to the 1984-85 faculty ERIP and increased participation by faculty in our Faculty Improvement Leave program. This has been, and continues to be, of concern to the administration as well as to other groups such as the Faculty Welfare Committee, which has been studying the part-time faculty issue for several years and is expected to make recommendations in the near future. Even with the increases in part-time faculty, BGSU has the second lowest percentage of part-time faculty among public universities in the state. (See charts in Appendices)

The administration is aware of on-going problems with the third party administrator for the BGSU health care plan and is actively working to solve these problems. The Insurance Committee is currently reviewing a Request for Proposal as the initial stages of a process to evaluate alternative third party administrators. Other recommendations passed by the Insurance Committee, the Faculty Welfare Committee of Senate, Classified Staff Council and Administrative Staff Council were sent to the Senate Executive Committee, which has yet to bring them to the Senate floor.

Although operating budgets never seem to be high enough to do everything we would like, total college operating budgets for 1989-90 for the six undergraduate colleges are 82 percent higher than they were in 1982-83! This compares to no increase at all, and in fact a small decrease, in college operating budgets from 1976-77 to 1981-82. The largest increase was for 1983-84, a year for which, it might be noted, increasing operating budgets was the highest priority of the Faculty Senate Budget Committee. In recent years, increasing faculty salaries has been the highest priority of PSEC, as well as other participants in the budget planning process.
assistantships, increased emphasis on minority faculty and student recruitment, the administrative computing proposal (Project 90) and programs such as the National Merit Scholar program, designed to increase the number of academic scholars at ECSU, are analyzed and justified as part of the budget planning process.

9. Erosion of Staffing Base -

Most individual accusations in this item, such as staffing of course sections and meeting student demands for courses as well as Senate Chair's personal "staffing analysis" are covered in an earlier response above. In conjunction with student demand for courses, the new STAR System should be noted, which remains as a high priority. The Project 90 Committee is working on new administrative computing systems which will make student services more efficient, and this is also a high Board-approved priority. It should also be noted that the planning and budgeting committees have reallocated faculty positions and resources to address changing student demands.

Overall the University is in excellent financial condition. The Board of Trustees will be commenting shortly on the allegations to the contrary.

Paul J. Olscamp, President
Confidence Resolution
January 16, 1990

WHEREAS the Officers of the Faculty Senate have tried to work directly with President Olscamp; and

WHEREAS the Officers of the Faculty Senate spend the majority of their time responding to unilateral actions of the President; and

WHEREAS the Officers of the Faculty Senate have to project themselves repeatedly into the decision-making processes in order to ensure that faculty interests are properly considered and protected because normal channels for shared governance are disregarded and/or violated; and

WHEREAS the attached Bill of Particulars cites and briefly describes a considerable number of violations of accepted norms of University governance and collegiality;

THEREFORE BE IT RESOLVED that the Faculty Senate of Bowling Green State University adopt the following recommendations regarding Paul J. Olscamp, President of Bowling Green State University.

1. The Faculty Senate expresses no confidence in the continued leadership and management of University affairs by President Paul J. Olscamp.

2. The Faculty Senate directs its Officers to poll the tenured and probationary faculty of Bowling Green State University individually to determine the degree of faculty support for this resolution.

3. If the majority of faculty responding to this poll by 5 p.m. Friday, January 26, 1990, indicate a lack of confidence in President Olscamp's leadership, the Faculty Senate Officers are directed to move this resolution of no confidence forward to the individual members of the University Board of Trustees.
**Bill of Particulars**

**Violations of Academic Freedom and Free Expression**

**Solicitation Policy**
Unilateral imposition of a broad policy severely limiting the interaction of campus personnel (e.g., restricted campus mail use, discussion of selected topics during work hours, etc.)

**"Gag" Rule**
Unilateral imposition of policy restricting interaction of University employees with members of the Board of Trustees.

**Acts of Intimidation**
Repeated attempts to coerce and stifle free expression of opinion by University employees and students.

**Violations of Shared Governance Processes**

**Drug-free policy**
Proposed adoption of a corporate drug policy which would give administrators and supervisors the discretion to require drug testing of a University employee.

**Unilateral Actions**
Repeated attempts to impose policies such as smoking ban, distribution of merit, etc., on faculty and staff; recent appointment of a vice president without using accepted search processes.

**Committee Manipulation**
Repeated attempts to manipulate the membership/conduct of University committees, such as search committees, Faculty Senate Budget Committee, and evaluation committees.

**Pseudo or No Participation**
Failure to involve or only figuratively involving constituents in preliminary planning and discussions regarding major expenditures, particularly with regard to proposed facilities such as Convocation Center, College Park Building, the Intramural Fieldhouse Facility, the University Guesthouse, etc.

**Lack of Competence in Financial and Administrative Affairs**

**Administrative Insularity**
Failure to comprehend and to respond to concerns expressed by University employees, such as severe staffing shortages, widespread problems with health care coverage, severe operating budget shortages.

**Poor Budget Management**
Continuing pattern of new budget initiatives without supporting analysis and justification.

**Erosion of staffing base**
Continuing lack of recognition of problems related to the staffing of course sections and to meeting student demand for courses. See attachment regarding the staffing picture at BGSU.
39.85% of undergraduate lecture sections are taught by full-time temporary faculty, part-time faculty and graduate students. 55.41% of undergraduate lecture sections are taught by tenured, probationary, and SRP faculty. (4.74% are undetermined at this time.)

65.60% of freshman level lecture sections are taught by full-time temporary faculty, part-time faculty and graduate students. Only 27.42% of freshman level lecture sections are taught by tenured, probationary, and SRP faculty. (6.96% are undetermined at this time.)

55.88% of freshman and sophomore lecture sections are taught by full-time temporary faculty, part-time faculty and graduate students. Only 37.95% of freshman and sophomore lecture sections are taught by tenured, probationary, and SRP faculty. (6.16% are undetermined at this time.)
60/40 salary distribution
Approved by Senate on 4/19/33; 29 yes, 5 no
Approved by Trustees on 6/17/83 for 1984-85, based on Senate recommendation
Reaffirmed:
   2/7/84--44 yes, 15 no, 4 abstentions
   11/27/84--Unanimous
   9/17/85
   12/3/85
   9/16/86--"to be in effect thereafter". Vote was unanimous--no discussion, no debate.

Role and Mission
Approved by Faculty Senate 5/1/84
Vote 61 yes, 1 no, 2 abstentions

Prioritization
Approved by the Senate 9/6/83 following recommendation from CAA. In reaching its recommendation, CAA polled all departments and colleges and held an open forum on 11/17/87 to which all faculty members were invited.
TOTAL COLLEGE OPERATING BUDGETS 1976-77 to 1981-82

TOTAL COLLEGE OPERATING BUDGETS 1982-83 to 1989-90
## FULL-TIME AND PART-TIME FACULTY HEADCOUNT

**OHIO UNIVERSITIES - FALL 1988**

<table>
<thead>
<tr>
<th></th>
<th>Full-Time Faculty</th>
<th>Part-Time Faculty</th>
<th>Total Faculty FT &amp; PT</th>
<th>% of Faculty Part-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Akron</td>
<td>778</td>
<td>810</td>
<td>1588</td>
<td>51.01%</td>
</tr>
<tr>
<td>Youngstown</td>
<td>461</td>
<td>419</td>
<td>880</td>
<td>47.61%</td>
</tr>
<tr>
<td>Toledo</td>
<td>635</td>
<td>507</td>
<td>1142</td>
<td>44.40%</td>
</tr>
<tr>
<td>Cincinnati</td>
<td>1051</td>
<td>725</td>
<td>1776</td>
<td>40.82%</td>
</tr>
<tr>
<td>Wright State</td>
<td>481</td>
<td>302</td>
<td>783</td>
<td>38.57%</td>
</tr>
<tr>
<td>Ohio State</td>
<td>1944</td>
<td>1195</td>
<td>3139</td>
<td>38.07%</td>
</tr>
<tr>
<td>Kent State</td>
<td>723</td>
<td>388</td>
<td>1111</td>
<td>34.92%</td>
</tr>
<tr>
<td>Cleveland State</td>
<td>520</td>
<td>200</td>
<td>720</td>
<td>27.78%</td>
</tr>
<tr>
<td>Ohio University</td>
<td>657</td>
<td>230</td>
<td>887</td>
<td>25.33%</td>
</tr>
<tr>
<td>Bowling Green</td>
<td>728</td>
<td>209</td>
<td>937</td>
<td>22.31%</td>
</tr>
<tr>
<td>Miami</td>
<td>763</td>
<td>140</td>
<td>903</td>
<td>15.50%</td>
</tr>
</tbody>
</table>

Full-time faculty counts come from Akron report.
Part-time faculty counts come from a December 1988 telephone survey
and the 1988 College Board Survey.

OPB 1/18/90
MEMORANDUM

TO: Robert L. Martin
Vice President for Operations

FROM: Robert J. McGeein
Asst. Vice President
Capital Planning

This memorandum is in response to the statement of the Faculty Senate Chair that constituents are/were not involved or only figuratively involved in the preliminary planning for (A) capital projects, i.e., Convocation Center, College Park Building, Intramural Field House, the University Guest House, etc.

The planning for these projects (as well as all other capital projects) has followed the same procedures, i.e.:

1. Preliminary Planning
   Identification of project scope by constituent groups
      (users of the facility)
   Site identification for new construction
   Budget estimate

2. Review Process (except Guest House)
   Capital Budget Planning Committee
   Advisory Committee on Academic Facilities Utilization and Planning
   Board of Trustees

3. Implementation
   Appointment of Program Committee
      (users of the facility)

Convocation Center Feasibility Study

The feasibility study included an examination of possible project scope, building site, and cost estimate. The information developed by the study resulted in the decision to not pursue the project.

Participants in the preliminary planning process:
Constituents: Dr. B. van der Smissen - Dir., School of HPER
Dr. R. Cormier - Dean, Continuing Education
Mr. J. Gregory - Director, Athletics
Col. J. Bisher - Chair, Aerospace
Col. J. DeBay - Chair, Military Science
Technical Staff

This project was discussed with the Advisory Committee on Academic Facilities Utilization and Planning and the Capital Budget Planning Committee. The Capital Budget Planning Committee recommended that this project be included in the second biennium for the FY 89-94 state-funded capital request.
New Office Building *(College Park Building)*

Note name: The Trustees have not approved a name as yet. The new office building was constructed to serve as temporary space for departments relocated while their building is being renovated. The building will house a variety of departments during the next ten years beginning with the relocations from Chatzel Hall. Because of this, the constituent group will change about every one-and-one-half to two years.

Participants in the preliminary planning process:
Constituents: *(Initial Occupants)*
- Dr. T. Atting - Chair, Philosophy Dept.
- Dr. J. Gray - Chair, German/Russian/East Asian Languages
- Dr. E. Perry - Chair, Ethnic Studies
- Dr. D. Pretzer - Chair, Romance Languages
- Mr. W. Montenegro - Personnel Services
- Technical Staff

This project was discussed with the Advisory Committee on Academic Facilities Utilization and Planning and recommended by the Capital Budget Planning Committee.

Intramural/Field House Facility

The feasibility study of this project is nearing completion. The study includes the examination of possible project scope, building site and budget. The Capital Budget Planning Committee recommended that this project be included in the second biennium for the FY 91-92 state-funded capital request. The project will be reviewed by the Advisory Committee on Academic Facilities Utilization and Planning in February for comments.

Participants in the preliminary planning process:
Constituents: Sue Hager - Faculty, School of HPER
- Cheryl Sokoll - Dir. Intramurals, School of HPER
- Jack Gregory - Director, Athletics

Guest House Renovation

The Board of Trustees requested an analysis of possible renovations and cost estimates to upgrade the University's Guest House. Initial plans show a small addition to enlarge the existing bedrooms and include a private bath for each room. Presently, the occupants of the Guest House must share bath facilities.
ARTICLE IV

PROPOSED REVISION (*)

ADMINISTRATION OF THE UNIVERSITY

June 18, 1987

Section 1. President of the University. The executive officer of the University shall be the President, who shall appoint the Vice Presidents and such additional officers as the President, with the consent of the Board, may from time to time select. Each officer shall have such duties and responsibilities as are assigned by the President and each serves at the pleasure of the President. However, in the appointment of a new Vice President for Academic Affairs or the evaluation of an incumbent Vice President for Academic Affairs, the President shares responsibility with elected faculty representatives.

(*) Change in CAPS and underscored

(a) The President. The President as the chief executive officer of the Bowling Green State University shall be responsible for the entire administration of the University, subject to the control of the Board of Trustees. The President shall lead in fostering and promoting education and research as the primary aims of the University. It shall be the President's duty to enforce the Bylaws, rules and regulations and directions of the Board and, as a member of the faculty, interpret to the Board proposals and actions of the faculty. IT IS THE POLICY OF THE BOARD THAT ALL INFORMATION COMING TO TRUSTEES WHICH IS PERTINENT TO THE MANAGEMENT OF THE UNIVERSITY SHALL BE TRANSMITTED TO THE PRESIDENT IN A TIMELY FASHION. Any authority or responsibility of the President may be delegated to another executive officer or to any other member of the faculty or staff of the University. Delegation of major areas of authority or responsibility shall be reported to the Board.

(b) Selection and/or Evaluation of President. The selection and periodic evaluation of the President is the responsibility of the Board of Trustees. The Board may utilize representatives of the faculty, administration, student body, and others as appropriate in conducting the selection and/or evaluation.

Section 2. Fiscal Officer. The Vice President for Planning and Budgeting shall be deemed the Fiscal Officer for all purposes except as may be otherwise specifically provided by the Board.
January 18, 1990

TO: Philip R. Masou
FROM: Gaylyn Finn

Phil,

No major changes are being recommended at this time by the Insurance Committee. The Committee has decided to address the third party administrator issue first and the attached has been sent to the various constituents prior to the bidding process.

The Committee did make significant efforts to incorporate cost containment but could never get it past the SEC (Faculty Welfare Committee, Classified Staff Council, and Administrative Staff Council approved cost containment).

Attachment
December 8, 1989

MEMORANDUM

TO: Insurance Committee

Ann Marie Lancaster  
Chair of Faculty Senate

Jill Carr  
Chair of Administrative Staff Council

Joyce Hyslop  
Chair of Classified Staff Council

FROM: Robert Martin  
Vice President for Operations

J. Christopher Dalton  
Vice President, Planning and Budgeting

SUBJECT: Request for Proposal - Third Party Administration Services for Health Care Plan

During the past several months the quality of services provided by the current Third Party Administrator for the University's Health Care Plan has deteriorated to the point that all parties involved in the administration of the Plan have individually and collectively moved toward the decision that serious consideration must be given to changing third party administrators.

To initiate this process, a Request For Proposal draft containing a claims administration questionnaire and specifications has been prepared by Jim Morris, Manager of the Benefits Office, to obtain the information required to evaluate each firm's capabilities and fees for providing these services. A draft copy of the Request For Proposal is enclosed.

If you have any questions or comments regarding the Request For Proposal draft, please contact a member of the Insurance Committee or Jim Morris no later than January 15, 1990.

enclosure
INSURANCE COMMITTEE MEMBERSHIP
JANUARY, 1990

DARWIN CLOSE
JOHN ERION
GAYLYN FINN
MARK HAFNER
ANNMARIE HELDT
PARK LEATHERS
DAVID MEARS
JAMES MORRIS
GENEVIEVE STANG
JANET WELCH
RICHARD ZOLMAN
PURPOSE: To advise the Manager of Group Insurance Benefits; to recommend operating policies and to inform insured concerning the insurance programs.

FUNCTIONS: 1) To advise the Manager of Group Insurance Benefits on group life insurance and group health insurance programs, and group income protection with respect to:

   a) revisions in existing programs;
   b) possible additional faculty and staff personnel insurance and retirement programs;

2) To review on-going programs and when necessary to recommend operating policies for Manager of Group Insurance Benefits;

3) To promote continued study of and the dissemination of information concerning insurance programs available at other institutions;

4) To recommend policy regarding the use of funds created by accumulated dividends of the group life insurance program.

MEMBERSHIP: Two elected faculty members, one of whom is a member of the Faculty Welfare Committee and one who is a member of the Faculty Senate;

One elected tenured faculty member, not a member of the Faculty Senate;

One faculty member appointed by the Committee on Committees on the basis of expertise in INSURANCE AND BENEFITS;

One faculty member in his/her first four years at BGSU appointed by the Committee on Committees for a one-year term;

One member of the Classified Staff elected by the Classified Staff Council for a two-year term;

One member of the Classified Staff Council Welfare Committee appointed by the Classified Staff Council for a one-year term;

One member of the Administrative Staff elected by the Administrative Staff Council for a two-year term;

One member of the Administrative Staff Council Welfare Committee appointed by the Administrative Staff Council for a one-year term;

EX-OFFICIO: UNIVERSITY TREASURER, WITH VOTING RIGHTS

NON-VOTING CONSULTANT: MANAGER, GROUP INSURANCE BENEFITS

SPECIAL INSTRUCTIONS: At least one of the faculty members at time of election or appointment shall be 35 years of age or less, one of the faculty members at time of election or appointment shall be 35 years of age or more.

revised 10/28/87
February 1, 1990

MEMORANDUM

TO: Robert Martin, Vice President for Operations
FROM: Jill Carr, Chair, Administrative Staff Council
RE: Proposed Key Policy

The Administrative Staff Council Executive Committee has received a copy of Joyce Hyslop's comments regarding a proposed change in the key policy for the Physical Plant area. We have carefully read this letter and wish to convey our response regarding this issue to you.

It seems that one specific group of employees is being singled out with this policy. If security problems exist, as I'm sure they do, relating to master and grand master keys, perhaps a complete revision of the key policy for ALL University employees needs to occur. We recommend that an ad hoc committee with representatives from all constituency groups be established to review the current key policy and make recommendations for changes to the current policy. We believe that this would allow for input from all areas and perhaps would alleviate some of the misgivings currently being expressed by employees in the Physical Plant area.

Please let me know if I can be of assistance regarding this issue. ASC is willing to participate at your request. Thanks, again, for your time and consideration.

JC/jm

cc: Joyce Hyslop
    Gregg DeCrane
    Greg Jordan
MEMORANDUM

TO: Robert Martin, Vice President for Operations
FROM: Jill Carr, Chair, Administrative Staff Council
RE: Conversion of Two Sick Days to Two Personal Days

It has been brought to my attention that ASC’s request for a handbook change to allow for the conversion of two sick days to two personal days is either no longer being considered or has been denied. I am asking for your assistance in clarifying this matter since ASC has not received official notification regarding the status of this request. Please let me know the current status of this request and if it has been denied or will not be forwarded to the Board of Trustees, I would appreciate an explanation of why this decision was made.

Thanks, Bob, for your help. If you have any questions, please give me a call. I’ll look forward to receiving your response.

JC/jm

cc: Gregg DeCrane
Greg Jordan
MEMORANDUM

TO: Robert Martin, Vice President for Operations
FROM: Jill Carr, Chair, Administrative Staff Council
RE: Director of Classified Staff Personnel

The Administrative Staff Council wishes to express its concern regarding the Faculty Senate Budget Committee's decision to cut your request for funding of the Director of Classified Staff Personnel position. As you know, ASC has emphatically supported the plan to maintain two separate personnel directors, one for Administrative Staff and one for Classified Staff. We continue to support this issue and wish to offer our assistance to you and to OSC in your efforts to obtain the appropriate funding in future budget requests. Please let me know of any specific requests you might have for our involvement. Please also know that this item will be passed along to our chair-elect, Gregg DeCrane, for inclusion on next year's ASC agenda.

Please give me a call if you wish to discuss this in greater detail. Thank you for the opportunity to share this concern.

JC/jm

cc: Joyce Hyslop
Gregg DeCrane
Greg Jordan
TO: ASC MEMBERS
FROM: Greg Jordan, Secretary
RE: Resolution

For your information, you will find attached a copy of the resolution approved at last week's meeting. Please share this with your constituents.
We, as members of Administrative Staff Council, support a positive effort on behalf of the entire University community to resolve the controversy engendered by the recent resolution introduced at Faculty Senate.

We regret the ill effects of this controversy on the image of this outstanding University.

We encourage full and open debate on the issues raised by the resolution in the best traditions of higher education.

Approved by Administrative Staff Council, February 1, 1990
MEMORANDUM

TO: Dr. Paul Olscamp, President
FROM: Jill Carr, Chair, Administrative Staff Council
RE: Attached Resolution

Attached please find a copy of the resolution passed by the Administrative Staff Council at our February 1, 1990 meeting. Please know that this resolution was very carefully developed and represents the opinions and concerns of the entire Administrative Staff.

Once again, thank you for your time and consideration. If you have any questions, please do not hesitate to give me a call.

JC/jm

cc: Gregg De Crane
    Greg Jordan
    Hal Lunde, Chair, Pro Temp, Faculty Senate
    Joyce Hyslop, Chair, Classified Staff Council
We, as members of Administrative Staff Council, support a positive effort on behalf of the entire University community to resolve the controversy engendered by the recent resolution introduced at Faculty Senate.

We regret the ill effects of this controversy on the image of this outstanding University.

We encourage full and open debate on the issues raised by the resolution in the best traditions of higher education.

February 1, 1990
February 5, 1990

Cindy Colvin
Academic Enhancement
University Hall

Dear Cindy:

I have received a copy of the petition circulated throughout University Hall regarding the rodent problem. I have also spoken with Dan Parratt, Department of Environmental Health and Safety and the ASC Executive Committee regarding this issue.

Enclosed please find a copy of the response I received from Dr. Parratt. Please feel free to share this with all staff in University Hall if you feel it is appropriate. The Executive Committee supports your efforts to rectify this problem. We hope that this information will be helpful to you.

Please let me know when the problem is resolved or if additional assistance is needed. Thank you for bringing this concern to our attention.

Sincerely,

Jill Carr
Chair
Administrative Staff Council

Enclosure

cc: Gregg DeCrane
    Greg Jordan
MEMORANDUM

TO: Ann Marie Heidt
   Jill Carr

FROM: Dan Parratt

DATE: January 30, 1990

Since my 1/22 memo and earlier notification to University Hall departments (both attached), the following has occurred:
- Custodial Services has assisted by performing a special cleaning of the building.
- An outside pest control company was brought in to make an independent assessment and to provide recommendations.

Following today's receipt of the pest control company's report, the following actions will be taken:
- D. Crandall will have completed his part of the list (different baits, checking vent openings, exterior tamper proof bait stations, and black light, by this Friday (February 2).
- We will request the continued cooperation of building custodians in reporting rodent signs and droppings to this department before cleaning them up.
- We will request the Physical Plant to complete the door modifications, to seal vent opening (if found), and to work with contactor to clean up debris. The Physical Plant has already installed several door sweeps.
- Mr. Crandall will provide Frame Pest Control's report to U-Hall departments, and will ask building occupants to comply with recommendations on food items, storage of papers, and open windows.

Thank you for expressing an interest in this matter. Please let me know if you need further information.

cc: Robert Martin
    Keith Pogan
    files
January 26, 1990

Dave Crandall
Environmental Health and Safety
College Park Office Building
Bowling Green, Oh 43403-0381

Dear Mr. Crandall:

After inspecting the University Hall Building and talking to some of the office personnel, I have come to the conclusion that this is an isolated problem. It probably was only one rat that found its way into the building through an open window on the first floor, under an outside door, or through an open door as I understand there was some electrical work done during winter break.

You should understand that once a rat eats the bait, it can take 5 to 10 days to die. In some cases they become disoriented and show up in areas it would not normally be in.

I would recommend the following structural and sanitation measures corrected immediately:

1. All exterior doors be repaired so there is no opening greater than 1/2 inch at bottom edge of doors.
2. Check all outside vents to see there are no openings greater than 1/2 inch.
3. Clean all debris around exterior of building including any stacked lumber.
4. Make sure that all windows on first floor are closed at all times. Rats are very good jumpers and climbers and could come in an open window.
5. Place at least 4 tamper proof bait stations on exterior walls of building. These should be secured to building by some sort of device and kept closed with a lock.
6. All interior doors should be repaired so that there is no more than 1/4" opening at floor line when door is closed.
7. Allow no food to be stored in building over night.
8. I would suggest you use an ultra violet lamp or black light as rat urine will show a fluorescent color which gives you a check without dropping.
9. If custodian does find some droppings make sure they save them so they can be identified.
10. All classrooms and offices should keep all storage and papers in files.
11. It appears there are enough bait stations and glue board traps out. It would be wise to use a different bait in each trap.
12. In two weeks I will reinspect the building to see that repair work and sanitation measures have been carried out.

If you have any questions, please call.

Very truly yours,

Eldred Frame
Eldred Frame, President

ef/mf
MEMORANDUM

TO: Robert L. Martin, CPE
   Vice President for Operations

FROM: Dan Farratt, Director
       Environmental Health and Safety

RE: University Hall Rodents

DATE: January 22, 1990

I am responding to a courtesy copy of the attached memorandum by Joyce Hyslop, regarding rats in University Hall.

The Pest Control Operator, Dave Crandall, believes that there are a few rats at most, not an infestation of many as has been suggested. But even one rat is too many, and sincere efforts have been made to control rodents.

The following steps have been taken: glue traps have been placed in the building; the building has been baited with the most effective rodenticide known; surveys for rodent infestations and burrowing have been made for the entire building; we have met with occupants complaining of rodents, and we are keeping in touch with the affected departments; the building is being checked daily for rodent signs; mechanical (spring) traps are being used where the possibility of human injury can be minimized; additional waste cans have been placed in the building; and door sweeps to restrict rodents have been requested and installed.

In spite of all the control measures mentioned, the key to pest elimination is the elimination of their food sources. Mr. Crandall had some success in encouraging occupants to restrict food sources in their offices. Alternate food sources have made glue traps, mechanical traps, and rodenticides ineffective up to this point, but a greater awareness of the problem is resulting in less food being left out at night.

Pest control is important to occupants in other buildings, of course, so we are hiring an outside pest control firm to maintain a high level of activity in University Hall. The attached pest control log and correspondence is provided in case you need more information about control measures.
I am writing to assure you that appropriate pest control measures have been taken, and that the Pest Control Operator has responded to reports of rodents. I was not given an opportunity to discuss this matter with Joyce Hyslop before she composed her memorandum, so I hope that this response will also serve to assist her understanding as to what has occurred.

I recently met with U-Hall employees and encouraged them to report anything said by this department that might be construed as sexist. I was informed that such remarks may have been made, but not by Mr. Crandall or by any employee of Environmental Health and Safety. Others may have information that I was unable to obtain about this allegation. If so, I want to know the name or names of employees in this department who made sexist remarks so that appropriate action can be taken.

Virtually any problem or misunderstanding can be resolved when people seek out the facts and treat one another with professional courtesy. A positive and rational approach to rodent complaints can solve this issue as well. Trapping and baiting activities will continue, and the Pest Control Operator will continue to respond to calls or complaints about rodents or other pest species.

Please let me know if you require further information.

cc: Dr. Paul Olscamp
    Joyce Hyslop
MEMORANDUM

Date: January 17, 1990

To: Dan Parratt, Manager
   Environmental Health & Safety

From: Dave Crandall, Pest Control Operator
   Environmental Health & Safety

Re: University Hall

According to my records here is the sequence of pest events in U Hall since the beginning of last fall semester:

8/30/89 - 11/2/89 -- Eleven treatments for pharaoh ants were made in the building.

11/20/89 - Received a report of mice from Nancy McDonald in rm 101 @ 10:15am. Placed traps @ 1:30pm. Also placed mouse traps in rm 216.

11/30/89 - Checked traps.

12/1/89 - Received report of a rodent in rm 219, placed large traps in 219 & adjacent areas. Checked other traps.

12/14/89 - Received report of rodent droppings in Language Lab (3rd fl). Droppings had been cleaned up. Placed traps. Checked other traps.

12/28/89 - Checked traps.

1/2/90 - Replaced mouse traps in 216 with larger rat traps.

1/2/90 - Our office received a call from M.C. Harper, a teaching assistant, about a rodent in her desk in 315b. Ms Harper was in class and the desk was cleaned up. Placed several traps.

Found several half-eaten pieces of candy on the floor in another area of 315.

Checked with Mr Graubhart in the language lab. Evidence of rats was found in a back room. This was the first concrete evidence of a rat; placed more traps. Checked in 216, nothing new.
(1/8/90) - Received call about 8:00 pm at home from the emergency night plumber about a rat sighting in the 101 office area. Called Mrs. McDonald at her home to confirm, and decided that the situation could wait until morning. The area was alarmed, and the sighting had been several hours earlier.

1/9/90 - Arrived at my office at 7:15 am, got the state car, went to Shatze1 to pick up traps, and proceeded to U Hall. Met with Mrs. McDonald and Joan Morgan. Placed several traps in two offices adjacent to the math lab.

Checked the other areas and surveyed the building looking for additional evidence and to determine whether any physical modifications to the structure would help (see attached memo).

Placed additional traps in rm 308 and - although no evidence was found - in the basement.

Later that afternoon, the secretary in Creative Writing reported catching a mouse.

1/10/90 - Checked traps.

1/11/90 - Checked traps.

1/12/90 - Placed rodenticide in bait stations in those areas where rodents had been sighted or evidence was found. Also placed rodenticide in "toss packs" throughout basement/crawlspace and outdoors.

1/16/90 - Checked bait and traps - no evidence. Decided to leave bait stations out.

1/17/90 - Checked bait and traps - no evidence. Talked with several people in Academic Enhancement (rm 101). Apparently, a student had sighted a rodent in the hallway a week earlier and reported it to the English Dept.

1/18/90 - Checked bait & traps.

1/19/90 - Received call from Academic Enhancement that a rat had eaten an apple inadvertently left under J Morgan’s desk. Placed additional traps with different attractants & 1 spring trap. Checked other areas.
MEMORANDUM

TO: Robert Martin
   Vice President for Operations

FROM: Joyce Hyslop, Chair
       Classified Staff Council

I was invited this morning to tour University Hall to view the remnants of an invasion of rodents that has permeated every office and classroom in the building. I was appalled at the conditions I found and was shocked that this university expects staff members to work in such conditions.

Early in November when the problem initially started, numerous phone calls were made to Environmental Services complaining of this problem. The staff members in University Hall resented sexist remarks made by personnel in the Environmental Services as well as the long response time by that office.

The problem still exists, and appears to be worsening. The sticky traps that are sitting around various offices and classrooms appear to be ineffective as the rats still chew away on doors, jump out of desks, and urinate on papers and desks in the various rooms. Can't something be done to solve this dilemma as it presents a health problem as well as a morale problem?

cc: Paul Olsamp, President
    Dan Parratt, Environmental Services
MEMORANDUM

TO: University Hall Occupants
FROM: Dan Farratt, Director Environmental Health and Safety
RE: Programs and Services
DATE: January 19, 1990

If you have any questions, information, or complaints about insect or rodent pests, please contact Environmental Health and Safety. You can reach us at the following numbers:

372-9342 (Dave Crandall, Pest Control Operator's desk)
372-2171 (main office)

A 24-hour answering service has been installed at 372-2171 to receive your calls when the office is closed and when staff members are away from their desks.

Please call us directly at these numbers for pest control questions and services. We also ask your continued cooperation in discouraging rodents and insects by reducing food sources. This can be accomplished by minimizing quantities of food brought into the building, and by keeping food items in sealable containers.

Additional steps being taken include restricting access to rodents, and providing more waste receptacles. Meanwhile, trapping and baiting activities will continue. With the combined approach of reducing food sources and trapping/baiting, pest populations can be reduced.

Although this correspondence addresses pest control, Environmental Health and Safety operates other programs that you wish to know about. A list of these other programs and services is attached.

cc: files
Normal office hours for the Department of Environmental Health and Safety are 8 a.m to 12 p.m. and 1 p.m. to 5 p.m., Monday through Friday.

Summer hours are 7:30 a.m. to 12 p.m. and 12:30 to 5 p.m. (Monday through Thursday) and 7:30 a.m.-11:30 a.m. (Friday). University holidays are observed.

PROGRAMS AND CONTACT PERSONS

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<tr>
<th>Program Areas</th>
<th>Contact</th>
<th>Phone</th>
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<td>Hazardous Waste</td>
<td>David Heinlen</td>
<td>372-2173</td>
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<td>Infectious Waste</td>
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<td>Underground Storage Tank Regulations</td>
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<td>Heating Plant/Incinerator Emissions</td>
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<td>Occupational Health</td>
<td>Lew Johnson</td>
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<td>Radiation Safety</td>
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<td>Asbestos Consultation</td>
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<td>Fire Prevention</td>
<td>Alan Predmore</td>
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<td>-Fire/Building Code Interpretation</td>
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<td>-Occupancy Posting</td>
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<td>-Extinguisher Maintenance/Inspections</td>
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<td>Building Inspections</td>
<td>Linda Boughton</td>
<td>372-2172</td>
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<tr>
<td>Pest Control</td>
<td>Dave Crandall</td>
<td>372-9842</td>
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<tr>
<td>Pesticide Hazards/Regulations</td>
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Call 372-2171 to obtain information on programs not listed.
MEMORANDUM

TO: Deans
    Chairs and Directors
    University Faculty
    Administrative Staff Council
    Classified Staff Council

FROM: Eloise E. Clark
    Vice President for Academic Affairs

February 6, 1990

Attached for your information is an analysis of faculty staffing prepared by the Office of Academic Affairs. It was recently provided to Dr. Harold Lunde, Chair Pro Tem of the Faculty Senate, and discussed at the February 6 Faculty Senate meeting in view of concerns raised by the former Faculty Senate officers.

WV
attachment
February 2, 1990

MEMORANDUM

TO: Dr. Harold Lunde
   Chair Pro Tem, Faculty Senate

FROM: Eloise E. Clark
      Vice President for Academic Affairs

In view of concerns raised by the former chair of the Faculty Senate, I would like to present, for your information, the attached analysis of faculty staffing at Bowling Green State University.

skg

attachment
OFFICE OF ACADEMIC AFFAIRS

FACULTY STAFFING ANALYSIS

One of the most serious concerns raised as a result of recent discussions in Faculty Senate has been the contention that the University has suffered an "erosion of the staffing base." Implied in this contention is the idea that there has been a reduction in the number of full-time faculty in general and the number of probationary and tenure track positions in particular, an increase in the number of full-time temporary positions, and an unacceptable increase in the number of part-time positions. It is also suggested that these changes have taken place in the context of dramatic increases in the number of FTE students enrolled and in the number of SCH's generated at Bowling Green, with a concomitant increase in the student/faculty ratio. The purpose of this report is to analyze some data which might assist in putting these concerns in perspective.

Full-time Faculty

Table 1 contains the number of full-time instructional faculty at Bowling Green for the years 1979-80 through 1989-90. These data are disaggregated to facilitate comparisons in the number of positions by rank. The number of full-time faculty has varied from year to year, but on the whole it has increased by 11 positions since 1979-80. Moreover, the number of Assistant, Associate, and Full Professor positions has increased by 30 during that time period while the number of instructors and lecturers has declined by 19. Although the specific results of such comparisons vary slightly depending on the base year selected, the general picture remains the same.

Table 1 also demonstrates a significant decline in the number of faculty positions in 1985-86, with a decrease from 652 to 605 in the Assistant, Associate, and Full Professor ranks. These reductions are a direct result of implementing the University's first Early Retirement Incentive Program (ERIP) during the previous year. Since that time, there has been a steady increase in the total number of faculty positions and in the number of Assistant, Associate, and Full Professor positions back to levels existing prior to the implementation of ERIP. Tenured and probationary faculty lines have increased by 59 positions since the inception of ERIP to an all time high of 664.

Distribution by Rank

The relative distribution of full-time faculty by rank during 1979-80 to 1989-90 is also shown in Table 1. During the current academic year, instructors and lecturers comprise less than ten percent of the total full time faculty, representing the smallest percentage in this category during the last 11 academic years.
Temporary Faculty

Table 2 depicts the number of temporary faculty by department for selected years since 1930-31. It should be noted that the numbers in this table do not equal those contained in Table 1. This is due to the fact that the data in Table 2 include visiting scholars and others at the ranks of Assistant, Associate, and Full Professor. These data reinforce the fact that the number of temporary lines has remained remarkably constant over time, with some reallocation among departments and colleges. It should also be noted that, with only a few exceptions (e.g., English, AMIS), the number of temporary faculty in most departments is relatively small. Therefore, the hypothesis of widespread reliance on temporary faculty in many departments is not supported by the data. Moreover, the condition existing in English is one which has persisted over many years, and has not been exacerbated during the recent past. Clearly the problems that may be associated with a large temporary cadre of faculty in an individual department are of concern and should be addressed. But the condition is not of recent vintage, and if examined only in terms of numbers may overlook the important contributions these instructors make to undergraduate education -- as, for example, in the General Studies Writing Program.

Part-time Faculty

Headcount

Table 3 contains the number of full-time and part-time faculty at all state assisted universities in Ohio during fall semester of 1988. The data are derived from the Akron Report, a telephone survey, and the College Board Survey. They represent the most recent comparative data available. As can be seen from the data, on a headcount basis Bowling Green has the second lowest percentage of part-time faculty among all the state assisted universities. It should be noted as well that these data for BGSU include 38 faculty on the Supplemental Retirement Program (SRP).

Table 4 contains a time series of data on full-time and part-time staffing on both a headcount and FTE basis. The top portion of the table contains the data on a headcount basis, similar to the data contained in Table 3. The total number of part-time faculty has clearly increased during the past decade from 69 in 1980-81 to 203 in 1989-90. The first phase of this increase occurred during the period between 1982-83 and 1984-85, with the addition of 100 part-time faculty compared to the first two academic years of the decade. A second discrete increase occurred in 1985-86 with the introduction of the ERIP.

Disaggregating the total part-time headcount into its SRP and other components assists in analyzing this growth. As can be seen from the data in Table 4, the number of SRP faculty increased in two discrete jumps. The first occurred in 1983-84 from a level of eight SRP participants to a level of 20. The second spurt occurred in 1985-86 as the number of SRP participants doubled from approximately 20 to 40. The second and larger of these two increases followed the implementation of the University's first ERIP, as the early retirees elected to participate in SRP.
The other part-time headcount also experienced increases during the
decade. The first major jump occurred in 1982-83 from a level of 65 to 100.
Two phenomena help explain this increase. The first is the implementation of
the semester system. During that time a number of departments, including
several of the largest Ph.D. departments on campus, altered the number of
courses taught by regular faculty during the academic year. A common
alteration was a decrease of courses from six per academic year (two per
quarter), to five per academic year. The result of this alteration in
teaching responsibilities necessitated hiring additional faculty to teach
courses no longer covered by full-time senior faculty -- in most cases
departments hired part-time faculty. A second factor explaining the increase
in other part-time faculty at this time was a dramatic increase in
participation in the Faculty Improvement Leave Program (FIL), as, generally,
part-time faculty were hired to replace full-time faculty taking improvement
leaves. This issue will be discussed more thoroughly below.

The middle column contains the percentage of the faculty headcount
composed of part-time faculty. As would be expected based on the absolute
numbers, this percentage increased in two discrete jumps in 1982-83 (semester
conversion; increased participation in FIL) and 1985-86 (ERIP). During the
past five years, since the implementation of the ERIP, the percentage of the
faculty comprised of part-time faculty on a headcount basis has remained
remarkably stable at 21 percent. These data are not consistent with the
hypothesis of an erosion of the University's staffing base.

Full-time Equivalent (FTE)

The middle portion of Table 4 contains similar data on an FTE basis.
Again the two discrete jumps in SRP faculty can be noted in 1983-84 and
1985-86. Unlike the headcount, the number of other part-time faculty FTE
remained relatively constant until the implementation of the ERIP. Even
though there was an increase in headcount of other part-time faculty between
1982-85, it did not manifest itself as higher FTE part-time faculty. The
middle column of this portion of Table 4 contains the percentage of FTE
faculty comprised of part-time faculty. This percentage has remained
constant at approximately 11 percent since the inception of the ERIP. Again
these data are not consistent with the hypothesis of an erosion in the
staffing base.

The final portion of Table 4 contains estimates of the percentage of
teaching by part-time faculty, disaggregated by SRP faculty and other
part-time faculty. Since the inception of the ERIP five years ago, the
percentage of teaching by all part-time faculty (including SRP) has remained
stable at approximately 16 percent. Excluding SRP faculty who represent the
University's most recently retired faculty with many years of teaching
experience, the estimated percentage of teaching by other part-time faculty
on an FTE basis has remained constant at approximately 11 percent since ERIP
was introduced. Again these data are not consistent with the hypothesis of
an eroding staffing base.

A more sophisticated analysis of courses taught by part-time, temporary,
and probationary/tenured faculty requires more time to complete. The
percentage of freshman and sophomore sections taught by various faculty
groups comprised the preamble to the recent discussion at Faculty Senate.
This analysis represents only one approach to examining the issue. There are several aspects about the analysis, however, which must be addressed. First, the data represent a snapshot at one point in time rather than a time series analysis. Therefore, there is no way to determine whether the conditions as presented for the current academic year represent a significant change from the past. Such an analysis would be necessary to determine if there has been a significant erosion of the staffing base. As presented the data also do not allow comparisons to obtain some sense of the degree of reliance on part-time and temporary faculty relative to peer institutions. It also would be appropriate to construct the relative percentages of freshman and sophomore SCH's taught by various groups of faculty as compared to the number of sections. The data base used to construct the initial analysis presented to the Faculty Senate was requested in order to make comparisons on an SCH basis. Academic Affairs has been told that this data would not be made available at this time. Until the information can be compared directly, Academic Affairs will rely on analyses being conducted by the General Education Review Committee which is working under the auspices of the Undergraduate Council. The committee's activities will include an analysis of the faculty teaching general education courses.

**Faculty Improvement Leave**

As mentioned above, an additional factor explaining the increase in the use of part-time faculty is enhanced participation by regular faculty in the FIL. Table 5 contains the number of FIL's granted since 1977-78 when the program was initiated. For the five years prior to semester conversion (1977-78 through 1981-82), the average number of FIL's granted annually on an FTE basis equalled 15.3. For the eight years since semester conversion, an average of 29.4 FTE faculty annually have participated in the program. These figures demonstrate a doubling of faculty participation in the FIL with the resultant increase in the need for replacement faculty. On the whole this enhanced participation in FIL is viewed as having a positive impact for the individual faculty members participating in the program, on the quality of the University's academic program, and on the quality of instruction for students. Enhanced reliance on part-time or temporary faculty to facilitate FIL participation represents the opportunity cost of this investment in the long term professional development of the continuing faculty, yielding a stream of benefits over an extended period of time.

**Student Enrollment**

Table 6 presents main campus FTE and headcount enrollment for the fall semesters during the decade of the 80's. During the decade, FTE enrollment on the main campus has fluctuated between 15,307 and 16,788. The high point occurred in fall semester of 1980, and the low point occurred during fall semester of 1982. Fall 1982 represented somewhat of an anomaly because of the semester conversion. In order to avoid the complications inherent in switching from quarters to semesters, many students increased spring and summer quarter registration to avoid returning during the fall. During the first fall term under the semester system, students also "underenrolled" for courses compared to historic enrollments under the quarter system and subsequent enrollments during future semesters after they had obtained a better sense of a "typical semester load." Based on these data, it is clear that current enrollment levels are no higher than at the beginning of the decade.
Student/Faculty Ratios

To get some sense of the impact of enrollments on student/faculty ratios, Table 7 reproduces the faculty data from Table 4 and the FTE enrollment data from Table 6. Two different student/faculty ratios are calculated based on these data. The first, labeled "Total Stu/Fac Ratio," uses FTE Students as the numerator and Total FTE Faculty as the denominator. Based on this figure, the ratio of students to faculty has fluctuated between 19.7 and 20.6 since the inception of the ERIP, with an average of 20.1. During the five years prior to introducing ERIP, 1980-81 through 1984-85, this ratio fluctuated between 19.7 and 21.6 with an average of 20.4.

A second student/faculty ratio labeled "Grand Total Stu/Fac Ratio" is also included in Table 7. It utilizes FTE Students as the numerator and Grand Total FTE Faculty, which includes the number of Teaching Fellows and Graduate Teaching Assistants, as the denominator. Since the introduction of ERIP, this ratio has fluctuated between 14.7 and 15.3 with an average of 14.9. During the five prior years of the decade, its value fluctuated between 15.0 and 16.3 with an average of 15.7. These data are clearly inconsistent with the hypothesis of an erosion of the staffing base.

General Discussion

Several additional factors must be kept in mind when discussing the issue of part-time staffing. At a University as large and diverse as Bowling Green, there will always be a certain degree of reliance on part-time staff necessary to accommodate special circumstances and opportunities affecting regular faculty. An analysis performed in 1986-87 based on information provided by the Deans to the Office of Academic Affairs identified a variety of reasons for hiring part-time faculty. These factors included the following:

- Regular part-time
- Sick leave replacement
- Grant replacement
- Other assignments and leaves without pay
- Special expertise not available on the regular faculty
- Faculty Improvement Leave
- Supplemental Retirement Program

Based on this analysis, it was determined that on a headcount basis the factors other than regular part-time accounted for over 46 percent of part-time staffing University-wide. On an FTE basis, this percentage exceeded 48 percent.

Another factor which must be kept in mind when considering the issue of part-time staffing is the implementation of the Student Telephone Accessed Registration (STAR) system. In the past, students receiving partial schedules were forced to endure a painful system of drop/add in an attempt to obtain a full complement of courses pertaining to their degree program. In many cases, students had to leave for Christmas or summer vacation without having obtained a full schedule of classes. Quite simply, the registration system was not adequate to match student demand with available spaces, especially in high demand fields.
The introduction of STAR has eliminated many negative aspects of the registration and drop/add process. The system is more flexible in matching student requests with available seats, thus eliminating many of the negative aspects of the registration process. Overall the system is significantly more capable of matching the pattern of demand with available sections. This is not to suggest that STAR is a cure-all for excess demand in certain fields, or that it will totally eliminate the problem of closed courses. This semester's experience, however, demonstrates that with a contemporary on-line registration system in place, student demand and seat availability have achieved a significantly better balance.

Another pertinent aspect of the STAR system as it relates to student demand and staffing is the improved demand analysis it provides to department chairs and deans' offices. Due to the wisdom of the on-line registration committee, the concept of demand analysis was maintained and improved in the new registration system. Information provided by this enhanced demand analysis should allow a better match of course offerings with student demand in the initial scheduling run.

Several other initiatives have been undertaken during the past several years dealing with pay rates for part-time and temporary faculty. In particular, each year for the past five years the Faculty Senate passed a resolution which suspends the rates of pay for part-time faculty as contained in section B.II.5.E.5 of the Charter. This action permits Deans to increase part-time payments in order to attract qualified individuals in specific cases and to recognize differences in experience among teachers serving a particular course or course sequence. The base pay rate for full-time temporary instructors also was increased to $20,000 during this current academic year to provide a salary floor for people hired in these positions. This base rate had been at a level of approximately $12,500 in 1982.

A final major factor which must be considered in this discussion is the fact that during academic year 1989-90, a permanent line item was established in the personnel budget to enable the VPAA to react to enrollment in high demand areas. The amount of $180,000 was established in this permanent line for the current academic year, and it was supplemented by $50,000 from last year's carryover. This action provided nearly a quarter of a million dollars in budgeted monies to react to high demand areas which arose during fall and spring semesters so that student demand could be better accommodated.

Conclusion

Based on this analysis it seems clear that the contention of an eroding staffing base cannot be supported by the data. Moreover, the idea that there has been a lack of planning for dealing with high student demand is countered by the evidence. The picture that emerges from the data since the introduction of the ERP is one of expanding full time faculty lines, a relatively constant level of temporary full-time faculty, constant relative reliance on part-time faculty, relatively constant student/faculty ratios, and the provision of budget flexibility to deal with heavy student demand which may arise in certain areas.
It is clear that the data analyzed in this report do not address the separate but related issues regarding the status and conditions of employment for temporary and part-time faculty. These issues are subjects of concern not only on our own campus, but on campuses throughout the nation. These issues have been widely discussed in the past, and have formally been referred by the VPAA to the Faculty Welfare Committee (FWC) for consideration. The FWC report, including recommendations for action, is expected some time in the near future. Receipt of the committee report should promulgate further widespread consideration from various constituencies on campus in an attempt to address and solve these serious concerns.

wv
attachments

2/5/90
### TABLE 1: FULL-TIME FACULTY BY RANK AND GENDER

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**PERCENT OF TOTAL**

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**TOTAL BY %**

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**SOURCE:** Faculty Profiles.
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<td>87</td>
<td>89</td>
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TABLE 3

FULL-TIME AND PART-TIME FACULTY HEADCOUNT

OHIO UNIVERSITIES - FALL 1988

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<tr>
<th>University</th>
<th>Full-Time Faculty</th>
<th>Part-Time Faculty</th>
<th>Total Faculty FT &amp; PT</th>
<th>% of Faculty Part-Time</th>
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<td>Akron</td>
<td>778</td>
<td>810</td>
<td>1588</td>
<td>51.01%</td>
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<tr>
<td>Youngstown</td>
<td>461</td>
<td>419</td>
<td>880</td>
<td>47.61%</td>
</tr>
<tr>
<td>Toledo</td>
<td>635</td>
<td>507</td>
<td>1142</td>
<td>44.40%</td>
</tr>
<tr>
<td>Cincinnati</td>
<td>1051</td>
<td>725</td>
<td>1776</td>
<td>40.82%</td>
</tr>
<tr>
<td>Wright State</td>
<td>481</td>
<td>302</td>
<td>783</td>
<td>38.57%</td>
</tr>
<tr>
<td>Ohio State</td>
<td>1944</td>
<td>1195</td>
<td>3139</td>
<td>38.07%</td>
</tr>
<tr>
<td>Kent State</td>
<td>723</td>
<td>388</td>
<td>1111</td>
<td>34.92%</td>
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<tr>
<td>Cleveland State</td>
<td>520</td>
<td>200</td>
<td>720</td>
<td>27.78%</td>
</tr>
<tr>
<td>Ohio University</td>
<td>657</td>
<td>230</td>
<td>887</td>
<td>25.93%</td>
</tr>
<tr>
<td>Bowling Green</td>
<td>728</td>
<td>209</td>
<td>937</td>
<td>22.31%</td>
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<tr>
<td>Miami</td>
<td>763</td>
<td>140</td>
<td>903</td>
<td>15.50%</td>
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</table>

Full-time faculty counts come from Akron report.
Part-time faculty counts come from a December 1989 telephone survey and the 1988 College Board Survey.

OPB 1/18/90
### TABLE 4 - TRENDS IN FALL SEMESTER INSTRUCTIONAL APPOINTMENTS 1980-81 - 1989-90
Including Full-Time (FT) and Part-Time (PT) Faculty, Teaching Fellows (TF) & Graduate Assistants (GA)

#### TRENDS BY HEAD COUNT*

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<tr>
<th>Fall Term</th>
<th>Full-Time Fac Headcount</th>
<th>SRP PT Headcount</th>
<th>Other PT Headcount</th>
<th>Total PT Fac Headcount</th>
<th>% PT Fac Headcount</th>
<th>Total Fac Headcount</th>
<th>TF's &amp; GA's Headcount</th>
<th>Grand Total Headcount</th>
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<tbody>
<tr>
<td>1980-81</td>
<td>737</td>
<td>0</td>
<td>69</td>
<td>69</td>
<td>8.56%</td>
<td>806</td>
<td>727</td>
<td>1533</td>
</tr>
<tr>
<td>1981-82</td>
<td>727</td>
<td>4</td>
<td>65</td>
<td>69</td>
<td>8.67%</td>
<td>796</td>
<td>665</td>
<td>1461</td>
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<tr>
<td>1982-83</td>
<td>731</td>
<td>8</td>
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<td>741</td>
<td>20</td>
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<td>169</td>
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<td>883</td>
<td>706</td>
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<tr>
<td>1984-85</td>
<td>732</td>
<td>18</td>
<td>145</td>
<td>189</td>
<td>21.50%</td>
<td>901</td>
<td>732</td>
<td>1633</td>
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<tr>
<td>1985-86</td>
<td>690</td>
<td>44</td>
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<td>193</td>
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<td>910</td>
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<td>186</td>
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<td>900</td>
<td>833</td>
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<td>714</td>
<td>44</td>
<td>171</td>
<td>209</td>
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<td>937</td>
<td>892</td>
<td>1829</td>
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<tr>
<td>1988-89</td>
<td>728</td>
<td>36</td>
<td>167</td>
<td>203</td>
<td>21.66%</td>
<td>937</td>
<td>909</td>
<td>1846</td>
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<tr>
<td>1989-90</td>
<td>734</td>
<td>36</td>
<td>167</td>
<td>203</td>
<td>21.66%</td>
<td>937</td>
<td>909</td>
<td>1846</td>
</tr>
</tbody>
</table>

* Full-Time Instructional Faculty Headcount Taken From HEGIS/IPEDS Reports. SRP and Other PT Faculty Headcounts From Appointment Reports to Board of Trustees. TF's & GA's Are Teaching Fellows and Graduate Assistants as Reported by Graduate College.

#### FTE INSTRUCTOR TRENDS**

<table>
<thead>
<tr>
<th>Fall Term</th>
<th>Full-Time Fac FTE Count</th>
<th>SRP PT FTE Count</th>
<th>Other PT FTE Count</th>
<th>Total PT Fac FTE Count</th>
<th>% PT Fac FTE Count</th>
<th>Total Fac FTE Count</th>
<th>TF's &amp; GA's FTE Count</th>
<th>Grand Total FTE Count</th>
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<tr>
<td>1980-81</td>
<td>737</td>
<td>0.00</td>
<td>39.62</td>
<td>39.62</td>
<td>5.10%</td>
<td>776.62</td>
<td>254.51</td>
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<td>1981-82</td>
<td>727</td>
<td>2.68</td>
<td>37.32</td>
<td>40.00</td>
<td>5.22%</td>
<td>767.00</td>
<td>222.95</td>
<td>989.95</td>
</tr>
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<td>731</td>
<td>5.36</td>
<td>41.49</td>
<td>46.85</td>
<td>6.02%</td>
<td>777.85</td>
<td>224.10</td>
<td>1001.95</td>
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<tr>
<td>1983-84</td>
<td>741</td>
<td>12.72</td>
<td>48.42</td>
<td>61.14</td>
<td>7.62%</td>
<td>802.14</td>
<td>247.52</td>
<td>1049.66</td>
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<td>1984-85</td>
<td>732</td>
<td>11.55</td>
<td>53.62</td>
<td>65.17</td>
<td>8.18%</td>
<td>797.17</td>
<td>243.10</td>
<td>1040.27</td>
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<td>1985-86</td>
<td>690</td>
<td>29.48</td>
<td>59.04</td>
<td>88.52</td>
<td>11.37%</td>
<td>778.52</td>
<td>267.18</td>
<td>1045.70</td>
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<td>1986-87</td>
<td>717</td>
<td>26.29</td>
<td>70.88</td>
<td>97.17</td>
<td>11.93%</td>
<td>814.17</td>
<td>281.68</td>
<td>1095.85</td>
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<td>1987-88</td>
<td>714</td>
<td>28.47</td>
<td>61.06</td>
<td>89.53</td>
<td>11.14%</td>
<td>803.53</td>
<td>267.99</td>
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<td>728</td>
<td>25.46</td>
<td>65.26</td>
<td>90.72</td>
<td>11.08%</td>
<td>818.72</td>
<td>296.26</td>
<td>1114.98</td>
</tr>
</tbody>
</table>

** Each Full-Time Instructional Faculty Member Assumed to Equal One FTE. Each SRP Faculty Member Generally Equivalent to 0.67 FTE Other Part-Time Faculty FTE Obtained by Difference of Total Faculty FTE on Academic/Non-Academic Personnel Inventory from Sum of Full-Time Faculty and SRP Faculty FTE Counts. This Means that the Other PT Faculty FTE Count Includes Faculty Excluded from the IPEDS Instructional Faculty Count (e.g. Faculty on Administrative Appointments, Instructional Support Faculty, etc.). GA & TF FTE Count Taken From Academic/Non-Academic Personnel Inventory.
## ESTIMATED TRENDS BY COURSES TAUGHT***

| Fall Term | Full-Time Fac. FTE | SRP PT FTE | Other PT FTE | Total PT FTE | % Teaching SRP PT | % Teaching Other PT | % Teaching PT Fac | Total Fac. |  |
|-----------|--------------------|------------|--------------|--------------|------------------|---------------------|-------------------|-----------|
| 1980-81   | 737                | 0.00       | 39.62        | 39.62        | 0.00%            | 7.46%               | 7.46%            | 776.62    |
| 1981-82   | 727                | 2.68       | 37.32        | 40.00        | 0.51%            | 7.11%               | 7.62%            | 767.00    |
| 1982-83   | 731                | 5.36       | 41.49        | 46.85        | 1.00%            | 7.77%               | 8.77%            | 777.85    |
| 1983-84   | 741                | 12.72      | 48.42        | 61.14        | 2.29%            | 8.72%               | 11.01%           | 802.14    |
| 1984-85   | 732                | 11.55      | 53.62        | 65.17        | 2.09%            | 9.69%               | 11.78%           | 797.17    |
| 1985-86   | 690                | 29.48      | 59.04        | 88.52        | 5.37%            | 10.76%              | 16.14%           | 778.52    |
| 1986-87   | 717                | 26.29      | 70.88        | 97.17        | 4.57%            | 12.32%              | 16.89%           | 814.17    |
| 1987-88   | 714                | 28.47      | 61.06        | 89.53        | 5.03%            | 10.80%              | 15.83%           | 803.53    |
| 1988-89   | 728                | 25.46      | 65.26        | 90.72        | 4.42%            | 11.33%              | 15.75%           | 818.72    |

*** Estimated Using Average Teaching Loads of 8 SCH for Each FTE Full-Time Faculty and 12 SCH for Each FTE Part-Time Faculty.
TABLE 5
Faculty Improvement Leaves
1977-78* through 1989-90

<table>
<thead>
<tr>
<th>Leave Year</th>
<th>Total**</th>
<th>Ac. Yr.</th>
<th>2 Qtrs.</th>
<th>1 Qtr</th>
<th>FTE's</th>
</tr>
</thead>
<tbody>
<tr>
<td>1977-78</td>
<td>17</td>
<td>12 (71%)</td>
<td>2</td>
<td>3 (18%)</td>
<td>14 1/3</td>
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<tr>
<td>1978-79</td>
<td>23</td>
<td>5 (22%)</td>
<td>3</td>
<td>15 (65%)</td>
<td>11</td>
</tr>
<tr>
<td>1979-80</td>
<td>20</td>
<td>8 (40%)</td>
<td>2</td>
<td>10 (50%)</td>
<td>12 2/3</td>
</tr>
<tr>
<td>1980-81</td>
<td>38</td>
<td>14 (37%)</td>
<td>4</td>
<td>20 (53%)</td>
<td>23 1/3</td>
</tr>
<tr>
<td>1981-82</td>
<td>27</td>
<td>8 (30%)</td>
<td>2</td>
<td>17 (63%)</td>
<td>15</td>
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</tbody>
</table>

**Average**
15.3

<table>
<thead>
<tr>
<th>Leave Year</th>
<th>Total**</th>
<th>Ac. Yr.</th>
<th>2 Qtrs.</th>
<th>1 Qtr</th>
<th>FTE's</th>
</tr>
</thead>
<tbody>
<tr>
<td>1982-83</td>
<td>32</td>
<td>9 (28%)</td>
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<td>23 (72%)</td>
<td>20.5</td>
</tr>
<tr>
<td>1983-84</td>
<td>53</td>
<td>11 (21%)</td>
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<td>42 (79%)</td>
<td>32</td>
</tr>
<tr>
<td>1984-85</td>
<td>41</td>
<td>9 (22%)</td>
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<td>32 (78%)</td>
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<tr>
<td>1985-86</td>
<td>51</td>
<td>9 (18%)</td>
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<td>42 (82%)</td>
<td>30</td>
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<tr>
<td>1986-87</td>
<td>47</td>
<td>11 (23%)</td>
<td></td>
<td>36 (77%)</td>
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</tr>
<tr>
<td>1987-88</td>
<td>44</td>
<td>13 (30%)</td>
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<td>31 (70%)</td>
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<tr>
<td>1988-89</td>
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<td>23 (51%)</td>
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<td>22 (49%)</td>
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<td>1989-90</td>
<td>51</td>
<td>21 (41%)</td>
<td></td>
<td>30 (59%)</td>
<td>36.0</td>
</tr>
</tbody>
</table>

**Average**
29.4

*1977-78 was the first year of the faculty improvement leave program
**Represents total who actually took the leave as approved. 1989-90 figures are for the leaves requested.
***Includes 2 FTE postponed from previous year.
TABLE 6: MAIN CAMPUS FTES AND HEADCOUNTS -- FALL 1980 TO 1989

<table>
<thead>
<tr>
<th></th>
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<td>263.93</td>
<td>240.73</td>
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<td>15,704.34</td>
<td>15,704.13</td>
<td>16,030.73</td>
<td>16,086.87</td>
<td>15,881.13</td>
<td>16,382.53</td>
<td>16,424.07</td>
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<td>FULL-TIME</td>
<td>14,667</td>
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<td>13,820</td>
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<td>860</td>
<td>907</td>
<td>969</td>
<td>957</td>
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<td>1,153</td>
<td>1,113</td>
<td>1,229</td>
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<td>TOTAL</td>
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<td>14,777</td>
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<td>15,204</td>
<td>15,301</td>
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<td>15,847</td>
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<td>949</td>
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<td>15,042</td>
<td>15,127</td>
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<td>1,971</td>
<td>2,109</td>
<td>2,114</td>
<td>2,207</td>
<td>2,266</td>
<td>2,384</td>
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<tr>
<td>TOTAL</td>
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<td>17,080</td>
<td>16,335</td>
<td>16,866</td>
<td>16,690</td>
<td>17,151</td>
<td>17,241</td>
<td>17,326</td>
<td>17,882</td>
<td>18,043</td>
</tr>
</tbody>
</table>

**NOTE:** General Studies are introductory courses; Baccalaureate are more advanced courses, principally for majors.

**SOURCE:** Office of Registration and Records -- Student Credit Hour Report; Final Enrollment Report.

**OPB:** 2/1/90
### TABLE 7.

**STUDENT/FACULTY RATIOS, 1980-81 THROUGH 1989-90**

<table>
<thead>
<tr>
<th>FALL TERM</th>
<th>FULL TIME</th>
<th>PART TIME</th>
<th>TOTAL</th>
<th>FTE STUDENTS</th>
<th>TOTAL STU/FAC RATIO</th>
<th>TF'S &amp; GA'S FTE COUNT</th>
<th>GRAND TOTAL FTE FACULTY</th>
<th>GRAND TOTAL STU/FAC RATIO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1981-82</td>
<td>727</td>
<td>40.00</td>
<td>767.00</td>
<td>16,335.74</td>
<td>21.30</td>
<td>222.95</td>
<td>980.95</td>
<td>16.50</td>
</tr>
<tr>
<td>1982-83</td>
<td>731</td>
<td>46.85</td>
<td>777.85</td>
<td>15,307.19</td>
<td>19.68</td>
<td>224.10</td>
<td>1,001.95</td>
<td>15.28</td>
</tr>
<tr>
<td>1983-84</td>
<td>741</td>
<td>55.94</td>
<td>796.91</td>
<td>15,704.31</td>
<td>19.71</td>
<td>247.52</td>
<td>1,044.46</td>
<td>15.04</td>
</tr>
<tr>
<td>1984-85</td>
<td>732</td>
<td>59.30</td>
<td>791.30</td>
<td>15,704.13</td>
<td>19.85</td>
<td>243.10</td>
<td>1,034.40</td>
<td>15.18</td>
</tr>
<tr>
<td>1985-86</td>
<td>690</td>
<td>88.52</td>
<td>778.52</td>
<td>16,030.73</td>
<td>20.59</td>
<td>267.18</td>
<td>1,045.70</td>
<td>15.33</td>
</tr>
<tr>
<td>1986-87</td>
<td>717</td>
<td>91.38</td>
<td>808.38</td>
<td>16,084.87</td>
<td>19.90</td>
<td>280.07</td>
<td>1,088.45</td>
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<tr>
<td>1987-88</td>
<td>714</td>
<td>91.76</td>
<td>805.76</td>
<td>15,881.13</td>
<td>19.71</td>
<td>275.34</td>
<td>1,081.10</td>
<td>14.69</td>
</tr>
<tr>
<td>1988-89</td>
<td>728</td>
<td>90.72</td>
<td>818.72</td>
<td>16,382.53</td>
<td>20.01</td>
<td>296.26</td>
<td>1,114.98</td>
<td>14.69</td>
</tr>
<tr>
<td>1989-90</td>
<td>734</td>
<td></td>
<td>824.07</td>
<td>16,424.07</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Source: OPB Data, Tables 4 & 6, Faculty Staffing Analysis 2/5/90*
MEMORANDUM

TO: Carl Peschel, Director, Foundation Account

FROM: Jill Carr, Chair, Administrative Staff Council

RE: Transfer of Funds

Per our conversation yesterday, please transfer $21.00 from the Administrative Staff Council Foundation account to the Friends of the Library account in memory of James Olscamp, President Olscamp's father.

A letter will be sent to each Council member notifying them of this donation and indicating that additional, individual donations can be made to this account or a fund of the donor's choice.

Thank you for your assistance with this matter. Please let me know if additional information is needed.

JC/jm

cc: Rush Miller
    Gregg DeCrane
    Greg Jordan
February 16, 1990

MEMORANDUM

TO: Members of the Administrative Staff Council

FROM: Jill Carr, Chair

RE: Memorial for James Olscamp

I'm sure you're aware that President Olscamp's father passed away earlier this week. The Executive Committee has elected to make a donation from the ASC Foundation account to the Friends of the Library account in memory of Mr. Olscamp. Should you wish to add to this donation, please send your contribution to the EGSU Foundation and indicate the intent. You may also choose a different fund of your choice should you so desire. The Olscamp family has also requested that donations be made to the Alzheimer's Foundation.

Thank you for your attention to this matter. If you have any questions, please give me a call.

JC/jm
February 16, 1990

MEMORANDUM

TO: Norma Stickler
Personnel Welfare Committee

FROM: Marcia Bakenmyer
Administrative Staff Personnel

Listed below is the information you requested regarding Christmas vacation usage in December 1988 for administrative staff.

Eighty-Eight (88) records were checked - every fifth record and the following was determined:

Of those 88 records checked 22 people were new employees and were not eligible to take vacation during the 1988 Christmas break.

Of those 38 records checked 4 people work less than 12 months of the year and were not eligible for vacation.

Of those 88 records checked 2 people worked for an area that closes during breaks (Health Center).

Of those 88 records checked 22 people took some vacation during the Christmas break.

Of those 88 records checked 6 people did not have a current form in their file.

Of those 88 records checked 24 people did not take vacation during Christmas break.

Of those 88 records checked 1 person was on leave.

If you have any questions, please feel free to call me at 2-2558.

mb
February 19, 1990

MEMORANDUM

TO: Robert Martin, Vice President Operations

VIA: Annmarie Heldt, Director Administrative Staff Personnel

FROM: Sam Ramirez, Manager Personnel Services

BACKGROUND: Educator’s Insurance is an optional benefit provided by the University that allows faculty and staff to purchase short-term disability insurance. The University has historically acted as a sponsor allowing premiums to be offered at lower group rates.

The original intent for providing Educator’s Insurance was to offer limited protection from short-term disabling illness or injury for new employees who had not been employed long enough to build up a substantial sick leave balance. Depending on the amount of premium paid, participants can receive monthly benefits ranging from $400 to $2000 a month, for a period of up to six months.

PROBLEM: Educator’s Insurance serves as an enabler that allows some employees to take a cavalier attitude toward sick leave usage because they can afford to take extended leaves of absence due to the income provided by Educator’s. This, coupled with the fact that the University’s health insurance coverage is available for four months after a leave begins, encourages employees, in some cases, to unnecessarily extend their leaves of absence. In addition, Educator’s allows an employee receiving benefits to work in an occupation unrelated to the disability or illness that caused the leave of absence, e.g., a custodial worker with a bad back is allowed to work as a cashier. In some cases, the leave of absence becomes predictable, annual occurrence or are used to avoid or suspend the disciplinary process.

It is no coincidence that a year ago, Educator’s informed the University they could no longer offer the insurance without substantial premium increases and a reduction in the duration of coverage from 12 months to 6 months. Quite simply, Educator’s was losing money due to the high number of claims, because participants were signing up with the intent of using the insurance and not as supplemental protection as originally intended.

While the University can offer some insurance benefits, such as medical, through the University’s health insurance coverage, the University has not established a fund for short-term disability insurance.

Respectfully,

Sam Ramirez
Manager Personnel Services
STATISTICAL ANALYSIS: Attachments 1 and 2 are documents prepared by Personnel Services that show the amount of leave taken by classified employees during the 1988-89 fiscal year. There are currently 278 faculty and staff members who participate in Educator's.

<table>
<thead>
<tr>
<th>Faculty</th>
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<tbody>
<tr>
<td>Admin. Staff</td>
<td>14</td>
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<td>Classified Staff</td>
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<td><strong>Total</strong></td>
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1988-89

<table>
<thead>
<tr>
<th># Leaves</th>
<th># Covered By Educator's</th>
<th>Percentage</th>
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<td>9</td>
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<td>Medical</td>
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<td>30</td>
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<td>Medical Only</td>
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<td>21</td>
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1988-89

<table>
<thead>
<tr>
<th>Leave Of Absence</th>
<th>Work Missed</th>
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<tr>
<td>Educational</td>
<td>85</td>
<td>680</td>
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<tr>
<td>Maternity</td>
<td>1,164</td>
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<tr>
<td>Medical</td>
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<td><strong>Total</strong></td>
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<td>23,960</td>
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Mean LOA Duration 10 weeks
Range 2 weeks to 25 weeks
Multiple LOA's 56% (Operations only, since 1985)

ALTERNATIVES:

1. Continue to offer Educator's Insurance.
2. Eliminate the University’s participation at contract renewal time (5/90).
3. If an opportunity arises where Educator’s approaches us with proposed increases, refuse to increase premiums and reduce benefits.
Robert Martin, Vice President
February 12, 1990
Page 3

PROS OF ELIMINATING:

1. Elimination of Educator's would encourage employees to save their sick leave in order to cover extended leaves due to illness or injury. Indirectly, this should equate into better and more efficient service to our clients.

2. Elimination would reduce the lengthy duration of absences because employees would not be able to afford to unnecessarily extend absences.

3. The morale of employees adversely affected by absent coworkers would improve because they would not have to cover for absent employees as frequently. Not only because employees would take shorter leaves, but because sick leave usage in general would decrease (among previous Educator participants).

4. Administrative relief would allow the Benefits Office to process claims and perform other duties. The Benefits Office estimates that an equivalent of one to two days per month is used in handling Educator's Insurance.

CONS OF ELIMINATING:

1. The employees who have paid the premiums and not used or manipulated the system, would be punished unfairly.

2. The amount of salary savings generated by not having to pay annual salaries for the equivalent of 11.5 full-time employees would be reduced. However, some of these monies are already used to pay for temporaries who assume the duties of the absent employee.

3. Backlash from classified staff who are the primary participants (88%) in the program.

SUMMARY: The impetus for this report was based on a request from Physical Plant management who suffer the bulk of the negative effects created by unnecessary leaves of absence. A telephone survey of other state institutions indicate that most do not offer Educator's or any similar insurance. The primary reason stated was, that they feel that the state's liberal sick leave policy is more than adequate protection for employees.

RECOMMENDATION: Alternative 3.

If our conjecture is correct, that a correlation exists between those who have Educator's and those who use it, it will only be a matter of time before
Educator's wants to renegotiate rates. At that time we should hold the line and place the burden of deciding whether or not to offer coverage on Educator's.
### APPROVED LEAVE OF ABSENCES FY 88-89

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<th>Area/Department</th>
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<td>Total Maternity Leave of Absence Time</td>
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| Medical         | Academic Affairs      | Col.of Business    | 1-2-89 to 6-11-89*    | 112              | 896              |
|                 | Geology               | 1-30-89 to 4-18-89 | 57               | 456              |
|                 | English               | 5-18-89 to 6-11-89* | 16               | 128              |
| Student Affairs | Stu. Rec. Ctr.        | 11-14-88 to 1-2-89  | 31               | 248              |
| Operations      | Food Opsns            | 10-31-88 to 1-10-89 | 46               | 368              |
|                 | University Union      | 1-17-89 to 1-31-89  | 10               | 80               |
|                 | University Union      | 2-21-89 to 4-3-89   | 29               | 232              |
|                 | Central Stores        | 10-12-88 to 11-28-88 | 30               | 240              |
|                 | Public Safety         | 8-31-88 to 9-15-88  | 11               | 88               |
|                 | Public Safety         | 12-29-88 to 2-13-89 | 30               | 240              |
|                 | Plumbing Shop         | 12-12-88 to 4-30-89 | 88               | 704              |
|                 | Paint Shop            | 3-30-89 to 5-1-89   | 22               | 176              |
|                 | Grounds               | 11-21-88 to 3-13-89 | 74               | 592              |
|                 | Grounds               | 1-23-89 to 2-27-89  | 24               | 192              |
|                 | Grounds               | 5-3-89 to 6-3-89    | 22               | 176              |
|                 | Grounds               | 2-20-89 to 3-10-89  | 15               | 120              |
|                 | Custodial             | 12-15-88 to 5-1-89  | 93               | 744              |
|                 | Custodial             | 6-27-88 to 7-25-88  | 20               | 160              |
|                 | Custodial             | 3-1-89 to 4-16-89   | 33               | 263              |
|                 | Custodial             | 8-24-88 to 11-25-88 | 63               | 504              |
|                 | Custodial             | 9-19-88 to 3-19-89  | 122              | 976              |
|                 | Custodial             | 10-3-88 to 3-27-89  | 118              | 944              |
|                 | Custodial             | 5-29-89 to 6-11-89* | 10               | 90               |
|                 | Custodial             | 10-24-88 to 1-24-89 | 59               | 472              |
|                 | Custodial             | 12-8-88 to 1-8-89   | 18               | 144              |
|                 | Custodial             | 12-7-88 to 6-7-89   | 127              | 1,016            |
|                 | Custodial             | 12-8-88 to 2-7-89   | 40               | 320              |
|                 | Custodial             | 12-19-88 to 6-11-89* | 120              | 960              |
|                 | Custodial             | 12-19-88 to 2-13-89 | 36               | 288              |
|                 | Custodial             | 1-9-89 to 6-11-89*  | 108              | 864              |
|                 | Custodial             | 1-17-89 to 2-13-89  | 18               | 144              |
|                 | Custodial             | 2-6-89 to 2-20-89   | 10               | 80               |
|                 | Custodial             | 2-6-89 to 3-6-89    | 20               | 160              |
|                 | Custodial             | 2-8-89 to 3-20-89   | 28               | 224              |
|                 | Custodial             | 2-21-89 to 3-8-89   | 12               | 96               |
|                 | Custodial             | 3-15-89 to 5-1-89   | 33               | 264              |
February 19, 1990

TO: Jill Carr, Chair of Administrative Staff Council

FROM: The ASC Salary Committee

In compiling the data with regard to the Administrative Staff Council Salary Committee, the figures presented in the various job categories on this campus revealed some startling gender inequities.

While committee members do not feel these inequities are intentional, we do feel they warrant further serious study and action. Our concerns focus on three main areas: the lack of female and minority representation in the higher levels of administrative positions, namely associate and assistant vice presidential areas; salary discrepancies between the two genders in like positions; and the range of job titles on this campus.

For example, in examining the category of administrative staff directors, the female mean salary is $34,345 vs. a male mean salary of $41,620. At the associate director level, the female mean salary is $31,749 vs. the male mean salary of $36,846. In the assistant director category, the female mean salary is $28,309 vs. the male mean salary of $35,355. A disturbing observation of these particular figures is that the mean salary of a male assistant director is higher than the mean salary of a female director.

While the mean years of service and levels of education may account for some disparity, after closely reviewing the numbers we still feel those factors do not explain all of the gender discrepancies. While our study was only preliminary and by-product of a separate salary study, we highly recommend these findings be forwarded to Annmarie Heldt, interim director of personnel services, and to the affirmative action office for a more in-depth examination in finding solutions to these problems.

We also feel that, regardless of gender, the area of job titles needs to be seriously addressed. While gathering data for our salary recommendation, we discovered titles such as coordinator, head and manager are given to people who may have very like or different job responsibilities. Also, in some areas such as in the athletic department, titles do not fall in line with the logical reporting hierarchy. And in other cases, the difference between an associate and assistant level is very difficult to distinguish. Our findings showed that there is very little consistency in similar titles from department to department, and titles are often given in lieu of annual monetary awards or as morale boosters—rather than because the title corresponds with job responsibilities. For this reason, many titles on campus are not a true reflection of job duties or levels of the reporting hierarchy, and in addition may be harmful to office morale.

We feel these are important issues that should be brought to the attention of the Administrative Staff Council and forwarded to our personnel office with the hopes that awareness of these concerns will bring about solutions.

Sincerely,

The members of the ASC Salary Committee:

Gregg DeCrane
Marcia Latta
Sam Ramirez
Melissa Peper Firestone
Barry Piersol
Gale McRoberts
Penny Nemitz
<table>
<thead>
<tr>
<th>Vice President</th>
<th>Associate Vice President</th>
<th>Director</th>
<th>Associate Director</th>
<th>Assistant Director</th>
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**Assistant Director**

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MEMORANDUM

TO: Jill Carr
   Chairperson, Administrative Staff Council

FROM: Gregg DeCrane
       Chairperson, Salary Committee, Administrative Staff Council

DATE: February 21, 1990

RE: 1990-91 Administrative Staff Salary Recommendations

The Salary Committee of Administrative Staff Council as requested by the President and Vice President of Planning and Budgeting, has developed salary recommendations for the 1990-91 contract year. These recommendations are largely based on information obtained from the 1989-90 Ohio College and University Personnel Association (CUPA*) salary survey. The CUPA survey is considered to be the best information available for purposes of staff salary comparisons. Each recommendation is followed by the rationale for the recommendation. Supportive information is contained in Appendixes that are attached.

Recommendation:

Salaries should increase at the rate of 8.5% for each of the next 2 years.

Rationale:

1. CUPA survey information considers a total of 167 positions at 15 different state supported institutions. However, only 92 of these positions are occupied on the BGSU Campus. Consequently only these 92 positions were initially considered for this analysis. In addition; Shawnee State, Central State, MCOT and NEOUM were excluded from the analysis at the suggestion of Planning and Budgeting due to the nature of each school and the small number of comparable positions.

2. From this base of 92 positions, all executive administration positions (President, Vice Presidents & Deans) and three vacant administrative positions were removed. This left 74 positions that were then utilized in the initial comparison of salaries. These positions were analyzed six different ways as shown in Appendix A. Each analysis compared BGSU's average salary to the average of all schools average salaries and showed a % difference from the state average. It must be understood that outside of Version MV.4.1, the analyses were of schools with varying numbers of positions and thus a clear relationship of BGSU to other schools was not possible.
Version MV.1.1 compared all 74 base positions, MV.2.1 made a comparison after removing 11 positions (5 faculty and 6 classified staff) that are not held by an administrative staff person at BGSU (ASC believes that since these people are not affected by Administrative Staff salary increases they should not be included). MV.3.1 compares all the positions in MV.2.1 that are at 5 or more schools, MV.4.1 looks at only those positions common to the "4 Corner" schools and Toledo, MV.5.1 looks at all MV.1.1 positions minus just 6 classified staff positions and MV.6.1 looks at all MV.1.1 positions that occur at 5 or more schools. The range of differences from the state average was 2.2% to 4.26%.

3. It was felt that MV.3.1 was composed of the most accurate set of positions for comparison purposes and thus it was used as a base from which additional analysis was conducted.

4. To get a more accurate indication of BGSU's position relative to other state schools, a comparative analysis of BGSU individually to the other 10 schools, using only common positions, was performed (Appendix B). This analysis showed BGSU to be at the mid-point in terms of rank (6 out of 11). It should be noted that while there were 5 institutions both above and below BGSU, in regard to the range of salary differences by percent from the Bowling Green average, BGSU is at the 28 percentile. The position % increase needed to get us to the next highest position would, if it were a decrease, place BGSU in last place among all state schools.

5. The analysis of the "4 corner institutions" (Ohio, Miami, Kent & BGSU) and Toledo is of special importance in that the comparison of these 5 schools is common practice because of similarity of size, student profile, goals and competition for students. Looking at any of the six analyses (MV.1.1-MV.6.1) BGSU ranks 4 out of 5 each time. Looking at MV.4.1, which compares only those positions (17) common to all 5 schools, BGSU ranks 4th and is 2.92% below the average of the five universities.

6. Bowling Green is not a below average institution. In many respects, we are looked upon as being a leader among Ohio state supported colleges and universities. It is felt that compensation of employees at all levels should reflect our status within the state as an academic institution. Administrative Staff salaries which are currently 7.03% below the fifth place school (Appendix B) should be increased to a level that would place us among the upper four institutions.

7. The Consumer Price Index (CPI) for the 1989 calendar year was 4.6% and is projected to be 4.1% in 1990. (Chronicle of Higher Education, Feb. 19, 1990). CUPA reports that the national average administrative salary increase in 1989 was 4.6% at public institutions. Reported information from 9 of the 11 state institutions in this study showed the average administrative salary increase to be 5.9% for this same period. These data show the average percent salary increase in Ohio to be 116% of the CPI for the 1989-90 fiscal year.
8. Assuming that the Ohio salary increase will continue to outpace the CPI at the same rate in the near future, then the projected increase for 1990-91 would be 4.75%. If we consider a salary increase at all other state schools at this projected level of 4.75%, then in order for BGSU to achieve a goal of being in the top four in the state, we would need an increase of 12.5% in 1990-91 (Appendix C).

Understanding the budget situation that exists, we suggest a realizable increase of 8.5% each of the next two years, assuming that the other schools average 4.75% both the first and second years (Appendix D). Such an increase would just move BGSU into the fourth position behind Cincinnati, Ohio State and Miami, and also place us second in regard to the "4 Corner Institutions" and Toledo. In regards to the range of percent differences of salaries between BGSU and the other schools, BGSU would be at the 65 percentile.

Recommendation:

A separate pool of money in the amount of $40,000 be established to allow for market adjustments and salary differences by gender.

Rationale:

1. In reviewing salary information both from CUPA and from a separate ASC Salary Committee study, it is apparent that there are numerous positions at BGSU that could meet the established criteria of being eligible for market adjustment (ASC guidelines cite a deficiency from the market average of 10% as a basis for market adjustment consideration). Looking at salary amounts only, of the 48 positions in the MV.3.1 analysis, BGSU had 13 positions that were more than 10% below the state average for that position. While some of these differences may be explained by differences in education and/or years on the job, there are clearly a number of positions that are in need of further review. The general feeling (and information from the ASC Title Comparison Study would support it) is that the number of positions in need of market adjustment at lower levels of the administrative hierarchy is greater than what is seen in those positions included as a part of the CUPA study.

2. The ASC Title Comparison Study shows that a number of positions, especially at the Associate Director and Assistant Director levels, need to be reviewed for possible increases based on gender.

3. The total amount of salary money for Administrative Staff in contract year 1989-90 was $8,093,713. Of that amount, $25,755 was used for market adjustments. Twenty-five people received a market adjustment.

Recommendation:

Salary increases for merit should be announced as a dollar figure and not a percent increase. Also, merit should be distributed in a systematic and consistent manner.
Rationale:

Past salary increases when announced as a total percent divided 60/40 for across the board and merit, creates a false expectation of the increase in individual salaries. Merit should be an increase earned on the basis of performance above the ordinary, and thus is more appropriately suited to originate from a pool structure.

*CUPA - the CUPA report referenced here is a report submitted by the Directors of Personnel at all Ohio state schools. It consists of 167 specific job titles and descriptions. Where multiple positions exist for a specific title, an average salary is submitted. Also submitted is the number of years a person has been in the listed position. The report is compiled and then returned to each school with actual salaries for each school listed by position as well as summary information for each position.
### APPENDIX A

**SUMMARY OF CUPA - BGSU AVERAGE SALARY COMPARED TO STATE AVERAGE**

<table>
<thead>
<tr>
<th>Version</th>
<th>BGSU # of Cases</th>
<th>BGSU Average</th>
<th>CUPA Average</th>
<th>Difference</th>
<th>% Difference</th>
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Recommendation based on MV.3.1

![Graph showing salary differences](graph.png)
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<th>Ohio Univ</th>
<th>Akron</th>
<th>Cincinnati</th>
<th>Toledo</th>
<th>Cleveland State</th>
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**Average BSU Salary:** $139222

Number of Cases per Institution: 74

Difference, Average Salary Per Position from Average BSU Salary: $1552.29

Percent Difference, Average Salary Per Position Compared to Average BSU Salary: 1.18%
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**Averages**

**Number of Cases per Institution**

**Difference, Average Salary Per Position Minus Average BGSU Salary**

**Percent Difference, Average Salary Per Position Compared to Average BGSU Salary**
<p>| CUPA | Position            | ISCU | Kent | Ohio | Ohio | Cincinnat | Toledo | Cleveland | Youngstown | Total Salary | Average Salary | Number of Cases |
|------|---------------------|------|------|------|------|-----------|--------|-----------|------------|--------------|---------------|----------------|-----------------|
| 1    | Asst to President   | 161687| 7375 | 65000| 71400| 67000     | 73265  | 11209     | 131209     | 166853       | 6             |                |
| 2    | Director, Acquisition Library | 159557| -1150| -41640| -43403| -41590 | 60028  | 38057     | 32065      | 36900        | 157771        | 9              |
| 3    | Director, Institutional Research | 119195| 66400| 56100| 63400| -32025 | 51860  | 52950     | 39273      | 147769       | 5             |
| 4    | Director, Computer Acad | 10575 | 40000| 53500| -43000| -9000   | 55920  |           |            | 1075         | 3             |
| 5    | Director, Admin Grants | 153000| 41030| 59410| 53040| -47745 | 60747  | 21907     | 52955      | 46696        | 14651         | 154500        |
| 6    | Director, Student Safety | 29162 | 27400| 75600| 56000|           | 61777  | 36850     | 52500      | 358884       | 151269        |
| 7    | Director, Pers | 116648| 88680| 50000| 56680| -5127 | 52044  | 51067     | 45209      | 51440        | 51600         | 154975        |
| 8    | Director, Benefits | 278104| 59960| 52920| 23650|           | 55546  | 10068     | 34034      | 67082        | 58719         | 51779         |
| 9    | Director, Comp Ctr | 157600| 75500| 73600| 74000| 70760 | 71403  | 51811     | 65300      | 67170        | 57313         | 51779         |
| 10   | Associate Director Comp Ctr | 152700| 65500| 62000| 60000|           | 60000  |           |            |              | 51030         | 51779         |
| 11   | Director, Sys Amp 1 | 31012 | 98220| 40400| 36405| 30315 | 15539  | -4257    | 50950      | 51779        | 51030         | 51779         |
| 12   | Director, Sys Amp 2 | 31175 | 37550| 18240| 24488| 29520 | 37456  | 29520     | 35511      | 35511        | 32262         | 27047         |
| 13   | Director, Comp Operations/Adm | 132000| 45000|           | 28300| 45780  | 18111  |           |            | 51779        | 51030         | 51779         |
| 14   | Associate Professor | 36760 | 57000| 49400|           | 49400  | 35000  | 25700     | 20000      | 35000        | 35000         | 25700         |
| 15   | Professor, Arch. Eng. | 36760 | 57000| 49400|           | 49400  | 35000  | 25700     | 20000      | 35000        | 35000         | 25700         |
| 16   | Professor, Arch. Eng. | 36760 | 57000| 49400|           | 49400  | 35000  | 25700     | 20000      | 35000        | 35000         | 25700         |
| 17   | Professor, Arch. Eng. | 36760 | 57000| 49400|           | 49400  | 35000  | 25700     | 20000      | 35000        | 35000         | 25700         |
| 18   | Professor, Arch. Eng. | 36760 | 57000| 49400|           | 49400  | 35000  | 25700     | 20000      | 35000        | 35000         | 25700         |
| 19   | Professor, Arch. Eng. | 36760 | 57000| 49400|           | 49400  | 35000  | 25700     | 20000      | 35000        | 35000         | 25700         |
| 20   | Professor, Arch. Eng. | 36760 | 57000| 49400|           | 49400  | 35000  | 25700     | 20000      | 35000        | 35000         | 25700         |
| 21   | Professor, Arch. Eng. | 36760 | 57000| 49400|           | 49400  | 35000  | 25700     | 20000      | 35000        | 35000         | 25700         |
| 22   | Professor, Arch. Eng. | 36760 | 57000| 49400|           | 49400  | 35000  | 25700     | 20000      | 35000        | 35000         | 25700         |
| 23   | Professor, Arch. Eng. | 36760 | 57000| 49400|           | 49400  | 35000  | 25700     | 20000      | 35000        | 35000         | 25700         |
| 24   | Professor, Arch. Eng. | 36760 | 57000| 49400|           | 49400  | 35000  | 25700     | 20000      | 35000        | 35000         | 25700         |
| 25   | Professor, Arch. Eng. | 36760 | 57000| 49400|           | 49400  | 35000  | 25700     | 20000      | 35000        | 35000         | 25700         |</p>
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<th>Ohio Univ</th>
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Number of Cases per Institution: 48, 40, 42, 31, 33, 27, 40, 34, 26, 33, 33

Difference, Average Salary Per Position Minus Average BG SU Salary: $33,027

Percent Difference, Average Salary Per Position Compared to Average BG SU Salary: -2.83%
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Number of Cases per institution:

- BGSU: 17
- Kent State: 17
- Miami Univ: 17
- Ohio State: 17
- Toledo State: 17

Difference, Average Salary Per Position Minus Average BGSU Salary: -1577.11

Percent Difference, Average Salary Per Position Compared to Average BGSU Salary: -2.92%
All CUPA mlr,us

Pagel

starr and 3 adm vacancies, rninus 6 class posltiOr\S


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**Average BGSU Salary:** $34977

**Average BGSU Salary Per Position:** $34977

**Average BGSU Salary:** $235845

**Number of Cases:** 63

**Percent Difference, Average Salary Per Position Compared to Average BGSU Salary:** -1.06%
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### Table: Salary Comparison Across Institutions and Positions

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<th>Cinc. 89-90</th>
<th>Columbus 89-90</th>
<th>Toledo 89-90</th>
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### Additional Information

- **Average BGSU Salary:** $116,640
- **Number of Cases per Position:** 59
- **Difference, Average Salary Per Position Minus Average BGSU Salary:** $10,460
- **Percent Difference, Average Salary Per Position Compared to Average BGSU Salary:** -9.00%
APPENDIX B
APPENDIX B

SUMMARY OF COMPARISON OF BGSU SALARIES TO OTHER STATE SCHOOLS USING COMMON POSITIONS

<table>
<thead>
<tr>
<th>School</th>
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<th>BGSU Average Salary</th>
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<th>% Difference from BGSU</th>
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Diagram showing percentage differences.
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40 Averages $45344 $51914 $97258 $45629

Number of Cases per Institution

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Difference between UC and B6 $6570

Percent difference between UC and B6 14.49%
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**Averages**

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**Number of Cases per Institution**

| 31 | 31 |

**Difference between OS and BG**

| $5559 |

**Percent difference between OS and BG**

| 12.62% |

**TOTAL CASES**

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Averages

|   | $46395 | $150063 | $96478 | $48239 |

Number of Cases per Institution

|   | 42 | 42 |

Difference between IU and B6

|   | $3688 | 42 |

Percent difference between IU and B6

|   | 7.952 | 84 |

TOTAL CASES

<p>|   | 84 |</p>
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Averages:
- Total Payroll: $48125
- Average Payroll: $95510
- Number of Cases: 33

### Differences
- Difference between OU and BG: $3465
- Percent difference between OU and BG: 7.20%
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| Averages | $45122 | $46291 | $93412 | $46706 |

Number of Cases per Institution: 34

Difference between UT and B6: $3169

Percent difference between UT and B6: 7.02%

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Number of Cases per Institution: 33

Difference between YS and BG: ($554)

Percent difference between YS and BG: -1.29%
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Number of Cases per Institution

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TOTAL

Difference between UA and B6

Percent difference between UA and B6
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26 Averages: $47,516, $45,247, $92,763, $46,381

Number of Cases per Institution: 26

Difference between CS and BGS:

($226,91) CASES

Percent difference between CS and BGS: -4.78%
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Averages

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Number of Cases per Institution: 33  33  TOTAL

Difference between WS and E6: ($2675)

Percent difference between WS and E6: -5.68%
APPENDIX C

COMPARISON OF BGSU TO OTHER SCHOOLS BY COMMON POSITIONS IF ALL OTHER SCHOOLS INCREASED 4.75% AND BGSU INCREASED 12.5%

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15.00%
10.00%
5.00%
-0.00%
-5.00%
-10.00%
-15.00%
-20.00%
-25.00%

UC OS MU BG OU UT YS UA OS KS WS
COMPARISON OF BGSU TO OTHER SCHOOLS BY COMMON POSITIONS IF ALL OTHER SCHOOLS INCREASED BY 4.75% FOR EACH OF 2 YEARS AND BGSU INCREASED BY 8.5% FOR EACH OF 2 YEARS

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<td>$48760</td>
<td>$55983</td>
<td>($7223)</td>
<td>-12.68%</td>
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APPENDIX D
February 26, 1990

TO: Norma Stickler

In reply to your request for information concerning classified employee leave time during the week of December 25, 1989, 608 out of 1022 classified employees used a variation of leave time as follows:

- 394 employees used 6,436.8 hours vacation time
- 54 employees used 689.1 hours comp time
- 96 employees were on 1,013.2 hours sick leave
- 64 employees were on 1,161.2 hours leave without pay

If you have any questions, do not hesitate to contact this office.

Annmarie Heldt
Personnel Services

An Equal Employment — Affirmative Action Employer
MEMORANDUM

TO: Ms. Jill Carr, Chair
    Administrative Staff Council
    Ms. Joyce Hyslop, Chair
    Classified Staff Council
    Dr. David Newman, Chair
    Faculty Senate

FROM: Robert L. Martin, CPE
    Vice President for Operations

RE: Participation in Interviewing Key Administrative Vacancy Applicants

March 12, 1990

Each of your organizations has adamantly expressed their interests in participating in the screening and interviewing processes for key administrative position replacements. I agree that participation by your groups provides a much better cross section view of the quality and potential of applicants for these positions. We have attempted to accommodate your needs with the screening, interviewing and selection of Director - Physical Plant, Executive Director - Personnel, and Director - Public Safety, with diminishing success. A few of our candidates were met by only a single individual during the time period allotted for your organization to interview. This lack of participation has definitely left a negative impression with the interviewees who expressed to me the apparent lack of interest the University has displayed in their recruiting and employment. This greatly disturbs me. This type of public image works against all we are attempting to accomplish by recruiting and hiring the best possible applicants.

I would ask that each of your organizations reaffirm your interest in participating with us in our recruitment/selection process to include a greater commitment for attendance. If you no longer believe participation is necessary, so inform me and we will schedule future candidates accordingly.

I look forward to your responses.

xc. Dr. Paul J. Olscamp
Ms. Annmarie Heldt
Administrative Council
March 14, 1990

MEMORANDUM

TO: Jill Carr  
   Chair, Administrative Staff Council

FROM: Norma Stickler  
       Chair, ASC Personnel Welfare Committee

Enclosed is a statement from Personnel Welfare Committee regarding the time period between Christmas and New Years. I am also enclosing supporting data gathered by the Personnel Department. (I referred to 82 instead of 88 because of the 6 files that had no record.)

I have asked Annmarie Heldt to do some further checking about the possibility of using Veteran’s Day at some time other than November 11. If we do have an option, I believe most people would like to have it moved to the day before Thanksgiving, but Christmas might also be a choice.

I would suggest that after the Executive Committee looks at this statement, we run it by the Classified Staff Council.

xc: PWC  
   Annmarie Heldt
It is the recommendation of the Administrative Staff Council that, with the approval of the contracting officer (i.e., vice president or dean), offices or work areas be allowed to close during the period between the Christmas and New Year's holidays. Such closure would be with the understanding that personnel would use vacation days or leave without pay. Closure would occur when the area supervisor can demonstrate to the contracting officer that it is not essential that personnel be on duty during the period.

Rationale:

1. There is already a high usage of vacation time, to the extent that it is difficult for those left on campus to complete assignments when that depends on contact with other offices or work units. In 1989, 39% of classified staff took vacation time during the days between Christmas and New Years. An additional 12% took compensatory time and leave without pay. Another 9% were on sick leave status. A random sample of administrative staff records revealed that of the 82 records checked, 28 took vacation. An additional 30 persons were either on leave or were not eligible because of having been here less than one year. In the case, therefore, of both classified and administrative staff, over half of the staff reported absences during the days between the two holidays.

2. In many instances, the staff who do remain would prefer to take time off, but do not have the opportunity because they must staff the area for others who are gone.

3. With the sparse staffing that now occurs in some offices, staff members are left alone in a corridor or building, causing a safety concern, particularly since those left alone in an area are often women.
March 16, 1990

MEMORANDUM

TO: Jill Carr, Chair
Administrative Staff Council

FROM: Annmarie Heldt
Personnel Services

Thank you for bringing the ASC Salary Committee's report to my attention. I will begin looking into the three areas the committee has cited as concerns. The consistency of title usage on this campus has concerned me for some time, as I, too, have attempted to collect salary information from sister institutions in this geographical region. The other two (2) issues are more difficult to resolve (lack of female/minority representation in higher levels of administration, and salary discrepancies between genders in like positions). In order to correct discrepancies such as those three named, it will take time and input from a broad based group of administrators. I will be in touch with members of the committee for "start-up" input.

kh

xc: Rob Cunningham
Robert Martin
Mr. Richard Newlove  
515 Erie Court  
Bowling Green, Ohio 43402  
March 16, 1990

Dear Mr. Newlove,

On behalf of the Administrative Staff Council we would like to thank you for accepting our invitation to attend and address our next meeting on April 5 at 1:30 pm in the University Union Alumni Room. We appreciate the opportunity to participate in this kind of direct communication with a member of the Board of Trustees.

We would like to make available to you any amount of time to address the group of forty members concerning topics of interest to the university community and to the administrative staff. We also would hope that you would be able to answer questions from the group.

If you have any questions or need additional information, please feel free to contact me. See you April 5th.

Sincerely,

[Signature]

Greg Jordan  
Secretary
MEMORANDUM

TO: Ms. Jill Carr, Chair
    Administrative Staff Council

Ms. Joyce Hyslop, Chair
    Classified Staff Council

Dr. David Newman, Chair
    Faculty Senate

FROM: Robert L. Martin, CPE
    Vice President for Operations

RE: Revised Parking Plan

In September 1990, BGSU is expanding the University Shuttle Bus operation to include operations until midnight and greater campus coverage with different routes. At the same time, we are investigating other changes to alleviate some of the existing parking availability problems. One of these changes under consideration is a reserved parking plan. Although details are under development by the University Parking Committee who are distributing a survey form, I would be interested in responses from your group concerning this proposal, i.e.,

1) If $30 parking decals were available for perimeter parking lots, would they be willing to pay $100-$200 per year for a specific reserved parking location in center campus lots?

2) Would they be willing to pay $50-$75 to park in the center campus lots on a space available basis?

3) If the University paid as a benefit the first $30, would they be interested in 1 or 2 above?

I would greatly appreciate your presenting these questions to the representatives of your groups as soon as possible.

has
March 20, 1990

MEMORANDUM

TO: Jill Carr, Chair
    Administrative Staff Council
    R.C.
FROM: Rob Cunningham, Interim Director
    Affirmative Action/Handicapped Services

I received your memo regarding the ASC Salary Committee's report, and thank you for keeping me informed. Two of the issues are of particular interest to this office, those being lack of female/minority representation in higher levels of administration, and salary discrepancies between genders in like positions. Be assured that I am very willing to work towards rectifying the discrepancies, and have been in touch with Annmarie Heldt regarding this situation. I will keep you informed of relevant happenings.

RC:sm

xc: President Olscamp
    Annmarie Heldt
March 21, 1990

MEMORANDUM

TO: All Employees of Bowling Green State University
FROM: Paul J. Olscamp

As you probably know, the position of Executive Assistant to the President of Bowling Green State University will be vacant as of April 1. Dr. Philip Mason, who held that position for the last seven years, becomes Vice President for University Relations on that date.

I have attached a description of the position to this letter, and I am soliciting nominations and applications from within the University for the vacancy. Candidates for the position should have broad knowledge of the University, particularly of faculty and administrative relationships and responsibilities. The candidate should understand budgeting, preferably should have participated in lobbying activities, be at ease in social and public situations, and be a person of impeccable character.

I intend to hire someone from within the ranks of those already employed at Bowling Green State University, and no outside search will be conducted. Dr. Sue Crawford, Acting Dean of Continuing Education, Dr. Karl Vogt, Department of Management, and Trustee Richard Newlove have agreed to serve as an advisory committee to me in selecting a list of final candidates from whom I will choose the new Executive Assistant after personal interviews. Should you care to submit an application and/or nominations for the position, please include a curriculum vita, and at least two references. Nominations and applications should be received in my office no later than April 15, 1990. There is no firm date of appointment established as yet, but I do wish to have the position filled no later than July 1, 1990.

Thank you for your consideration.

Attachment
1017-48
EXECUTIVE ASSISTANT TO THE PRESIDENT
SECRETARY TO BOARD OF TRUSTEES

JOB DESCRIPTION

Executive Assistant reports directly to the University President.

Serves as liaison between the President’s Office and a variety of internal and external committees and agencies in the state’s academic community and throughout the state.

Coordinates all legal affairs of the University.

Supervises operating budgets for the Office of the President.

Serves on the Administrative Council (membership includes the President, Vice Presidents and Treasurer).

Elected Secretary to the Board of Trustees.

The Executive Assistant:

- provides liaison with the media, both on-campus and off-campus, and local city government, i.e., the Bowling Green City Council, City Officials, the Chamber of Commerce, Industrial & Development Corporation, and a number of town/gown committees and events concerning student/community relationships and University/business relationships.

- serves on the Administrative Council. He/she is secretary to the Council, drafts the agenda and sends notification to members, and maintains records of the meetings.

- drafts letters, reports and conducts research at the request of the President.

Legal Services

The Executive Assistant coordinates all legal affairs of the University. Contact with legal counsel and requests for advice are approved by the Executive Assistant. He/she facilitates services provided by legal firms retained by the University from execution of the contract through the Office of the Attorney General and processing of the billings to dissemination of legal opinions and/or counsel provided and recording of actions taken by the University.

Budget Supervision

The Executive Assistant coordinates the preparation of the operating budgets for the Office of the President, Affirmative Action/Handicapped Services and the Board of Trustees. With staff assistance, he/she monitors additions and expenditures to these budgets and arranges for budget transfers, when appropriate.
Secretary to the Board of Trustees

The Executive Assistant:

- coordinates the planning for meetings, and arrangements for committee meetings, overnight accommodations and food service, as well as planning for trustee attendance at other functions such as University ceremonies and sports events;

- with staff assistance, supervises the official recording of the minutes of all meetings of the Board of Trustees;

- assists in the orientation of new board members and the scheduling of executive sessions;

- and coordinates plans for an annual trustee/administrative retreat.

The Executive Assistant also performs a wide variety of tasks across all divisional lines of the University, as assigned by the President. Recently, those have included coordination of the development and planning for the Bowling Green State University Research/Enterprise Park; arrangement of land leases to the Airport Authority; coordination of research on day-care centers with the Bowling Green Chamber of Commerce, and planning for a new capital campaign for Jerome Library.
March 27, 1990

MEMORANDUM

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

FROM: Jill Carr, Chair, Administrative Staff Council

RE: Attached Proposal

Attached please find a proposal recently approved unanimously by the Administrative Staff Council. I bring this to your attention for further consideration. I also would like the opportunity to speak with you personally about this proposal. I called last week to schedule an appointment, but Sharon indicated that you are not scheduling appointments for two weeks. I am more than happy to wait until your calendar will allow an appointment, or if you feel you can "squeeze me in", just give me a call.

Please know that ASC feels strongly about the option to use a 125k plan. We have received very positive information from Jim Morris and Gaylynn Finn regarding the feasibility of this plan for one employee group. On the other hand, we have also recently been made aware that there are some negative feelings about having a 125k plan on our campus. I would like to discuss this mixed reaction with you, so that we made proceed in the most appropriate manner.

I am also wondering what reaction you have had to our salary recommendation, especially our request to present our proposal to the FSBC and possibility UBC. Please let me know if we can plan to make this presentation.

As always, thank you for your assistance and attention. I'll look forward to hearing from you soon about an appointment. A lunch meeting would be fine with me if you can fit it in. Just give me a call.

JC/jm

cc: Gregg DeCrane
    Greg Jordan
MEMORANDUM

TO: Robert Martin, Vice President for Operations

FROM: Jill Carr, Chair, Administrative Staff Council

RE: Conversion of Sick Time to Personal Time

Bob, ASC has been trying to receive clarification as to why our request to convert two sick days to two personal days has not moved beyond the Administrative Council. I believe we requested this clarification in January, but we have yet to receive a response.

Please advise me of the status of this request as well as the reason why it hasn't moved through the normal approval process.

If you have any questions, please give me a call. As always, thank you for your attention.

cc: Gregg DeCrane
    Greg Jordan
March 27, 1990

MEMORANDUM

TO: Robert Martin, Vice President for Operations
FROM: Jill Carr, Chair, Administrative Staff Council
RE: Public Safety Director Candidates

Again, the ASC Executive Committee extends its appreciation for being included in the interview process of candidates for the position as Director of Public Safety.

I have compiled the evaluations of each candidate. Following are our comments.

Roger Dennerll - our first choice - very capable, knowledgeable of law enforcement and crime prevention. His manner is even keel and professional. He cares about young people and indicates that he treats students with respect. He showed initiative by spending time, on his own, on our campus, talking with our students. We feel Roger would be an excellent choice.

Katherine Steinback - our second choice - interviewed very well, obviously she had done her homework. She knows students, universities, and the issues surrounding both. She is fair, firm, and can get things done.

Joseph Skonecki and Anthony Carmona - a tie for our third choice. While both of these candidates had several positive areas, we felt that our campus would not be the best situation for them.

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

JC/jm

cc: Gregg DeCrane ✓
    Greg Jordan
MEMORANDUM

TO: Jim Treeger, Parking Appeal Committee
    Josh Kaplan, Insurance
    Jim Litwin, Equal Opportunity Compliance Committee
    Charles Schulte, Human Subject Review Board
    Ed O'Donnell, ACGFA

FROM: Greg Jordan, Secretary

DATE: April 5, 1990

Congratulations! You have been elected by the members of the administrative staff to represent us on the committee listed above, for a three year term (except ACGFA) beginning July 1990. I will forward your name to the appropriate area.

cc: Jill Carr
    Gregg DeCrane

gr
April 5, 1990

MEMORANDUM

TO: Jill Carr, Chair
Administrative Staff Council

FROM: Annmarie Heldt, Executive Director
Personnel Services

Please be advised of the clarification to the tuition fee waiver insofar as this benefit affects §§ 5, 6. Than section states:

"The widow/widower or child of a deceased (classified) staff member may enroll as a full-time or part-time student without payment of the instructional fees..."

The terminology "widow/widower" applies only to those spouses remaining unmarried after the death of the staff member. The remaining spouse relinquishes status of "widow/widower" upon remarriage. For that reason, BGSU will not extend this benefit to remarried spouses of deceased staff members.

Should you wish amplification of this policy, feel free to call me at 2-2559.

AH:mmb
ASPS002A
April 10, 1990

TO: Jill Carr, Chair, Administrative Staff Council  
     Joyce Hyslop, Chair, Classified Staff Council  
     David Newman, Chair, Faculty Senate  
     Harold Lunde, Chair-Elect, Faculty Senate  
     Judy Hagemann, Chair, Personnel/Welfare Committee, CSC  
     Genevieve Stang, Chair, Faculty Welfare Committee  
     Norma Stickler, Chair, Administrative Staff Welfare Committee

FROM: Park Leathers, Chair, University Insurance Committee

RE: Search for New Third Party Administrator

As you know, the University has requested proposals from companies interested in becoming Third Party Administrator for the University's Health Care program. Requests for Proposals were sent to 21 companies and 15 proposals were received by the 2 P.M. decline on April 9.

During the current month, Benefits Manager Jim Morris and our consultant, Findlay, Davies, and Company, will be conducting independent reviews of the proposals, using a weighted checklist that they have devised. Our committee also will conduct a review and prepare a checklist independent of theirs. The three of us will meet on Friday, April 27, to compare notes and (hopefully) agree on two to five finalists for more intensive scrutiny. The latter will include checks of references, further discussion with the potential provider, and visits to the office providing the service. Our committee will participate in these activities to the extent feasible. Both the Administration and we are committed to getting as much input and interchange as possible. On the other hand, we want to complete this process expeditiously.

The goal for the change-over is September 1, 1990. To achieve this, we want to have the committee's recommendation to the president so that he can make a decision by June 1. The Insurance Office believes that this will afford sufficient time to formalize the contract and coordinate the change.

Inevitably there will be adjustment problems, regardless of which administrator is selected. Therefore, we ask your indulgence and support in this process. If you have suggestions or would like to provide input, please contact me.

cc: Jim Morris, Benefits Manager  
    Gaylyn Finn, University Treasurer
April 23, 1990

MEMORANDUM

TO: All Physical Plant Employees

FROM: Carl R. Cogar, Director
Physical Plant

RE: Sick Leave Usage Standards

Sick leave is a benefit designed to provide financial security to employees who must be absent due to illness, injury or other designated causes. Physical Plant management has no intention of interfering with any employee's legitimate use of sick leave; however, we all have an obligation to avoid the misuse of sick leave.

Sick leave usage cannot be regulated equitably unless a uniform standard is applied for all employees. The attached standard will be administered as department policy effective May 1, 1990.

ch:D100490
All Physical Plant Department employees are expected to meet a regular schedule of attendance. Employees who are unable to meet their employment obligation of regular and reasonable attendance and are excessively absent due to illness or injury shall (1) receive counseling, (2) be required to provide physician's evidence of disability, (3) provide a general medical evaluation of their ability to work, (4) attend a Sick Time Conference, and (5) may ultimately be discharged.

Absenteeism due to illness becomes excessive when it adversely affects our ability to maintain efficient service. It is the supervisor's responsibility to determine when an employee's absenteeism becomes excessive, but the following standards have been established to assist the supervisor in this effort;

Sick Leave Standards for Physical Plant Employees

Each separate or distinct absence for which no evidence of disability (physician's statement) is provided is considered an undocumented occurrence. An absence of two or more consecutive days is still considered to be one occurrence. In determining whether an individual's sick leave usage is legitimate, the number of undocumented occurrences within a specified time period is used.

The following standards should be consulted to determine whether an employee's absences are excessive and what corrective action is recommended. Occurrences of longer length (3 or more consecutive days) require documentation (physician's statement) to be submitted on the first day of return to work.
<table>
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<tr>
<th>UNDOCUMENTED OCCURRENCES of less than 3 days' duration</th>
<th>CORRECTIVE ACTION</th>
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</thead>
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<tr>
<td>3 or more undocumented occurrences in the last 5 months</td>
<td>Counsel employee about employment obligation of regular attendance. Execute Step 1 of Disciplinary Policy and Procedure.</td>
</tr>
<tr>
<td>4 or more undocumented occurrences in the last 6 months</td>
<td>Counsel employee again about the problem and request employee to furnish physician's proof of disability for each future absence. Execute Step 1 of Disciplinary Policy and Procedure.</td>
</tr>
<tr>
<td>6 or more undocumented occurrences in the last 12 months</td>
<td>A Sick Time conference will be attended by the employee, the supervisor, and the appropriate assistant director. This conference is followed by a letter to the employee that confirms his or her employment obligation of meeting a regular and reasonable standard of attendance. Execute Step 2 of Disciplinary Policy and Procedure.</td>
</tr>
<tr>
<td>7 or more undocumented occurrences in the last 12 months</td>
<td>Execute Step 3 of Disciplinary Policy and Procedure.</td>
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Malingering or casual use of sick leave privileges "with intent to defraud" shall be considered cause for termination of employment.
BGSU PHYSICAL PLANT DEPARTMENT

Physician's Statement Guidelines

A supervisor may require an employee to provide a physician's statement under the following circumstances:
1. When the supervisor has a reason to doubt that an employee is legitimately ill or injured. Evidence of disability should be required when an employee has shown a pattern of frequent one or two day absences due to illness. Other examples include before or after weekends, holidays, or vacations, or when a vacation day is requested, but denied. Please note that an employee can be required to provide a physician's statement for absences of any length, even one day or less. However, this must be requested before the employee returns to work.

2. To ascertain an employee's general health and ability to maintain his or her employment obligation of regular attendance. Employees who are frequently absent will be required to provide a physician's general evaluation of their fitness for duty, on a form provided by Physical Plant. After this is provided, a Sick Time Conference will most likely be scheduled.

Those employees who are required to provide medical evidence of their fitness for duty shall be examined by a physician selected and paid by BGSU.

All physician's statements must include the following information:

1. Name and signature of attending physician. A nurse, secretary, or office manager cannot certify an employee's disability or general health.

2. Date of examination. An employee must provide evidence that he or she was seen by the physician on the date of the disability.

3. Nature of illness or injury.

4. Duration of disability. The statement must indicate that the employee was unable to work and for what duration.
Physician's statements that do not provide the information listed should not be accepted. When a supervisor suspects the validity of a physician's statement, he or she should contact an appropriate administrator immediately. Falsification of a physician's statement is grounds for discharge. Employees who fail to provide the required evidence of disability shall receive an unexcused absence, which is subject to disciplinary action. When requested, medical statements are to be submitted by the employee on the first day of his or her return to work.

ch:D040390

4/17/90
April 25, 1990

MEMORANDUM

TO: Bob Martin
   Vice President for Operations

FROM: Joyce Hyslop, Chair
       Classified Staff Council

The Classified Staff Council met recently to discuss the memo that was sent to you dated February 19, 1990 from Sam Ramirez, Manager of Personnel Services. The content of his memo dealt with his analysis of the Educator's Insurance benefit administered through the University. It is Mr. Ramirez's perception that this optional insurance benefit allows some employees to take a "cavalier attitude" toward sick leave usage because they can afford to take extended leaves of absence. In reference to Mr. Ramirez's summary paragraph, if a physician requires an employee to discontinue physical activity because of a medical problem, how can this be considered "cavalier or unnecessary" and who in Personnel Services or the Physical Plant is qualified to evaluate whether a leave is unnecessary? In addition, a classified staff member can only take a leave of absence after a request has been approved by Personnel Services, and his/her sick leave is exhausted.

In reviewing his analysis, it appears that some of the statistics are misleading. During 1988-89, there were 59 leaves of absence (medical, maternity and educational) but only 30 (51%) of those leaves were covered by Educator's Insurance. Mr. Ramirez fails to delineate of those 30 leaves, which were faculty, administrative staff or classified staff. In addition, Council does not agree with his correlation between "those who have Educator's and those who use it." Of course, if a University employee pays the premiums for this optional insurance, they have the right to use it if the need arises.

Council perceives Mr. Ramirez's conjecture to be very biased and overstated against classified staff members. Only 11% of those 278 University employees who participated in Educators submitted claims during the 1988-89 year. Furthermore, it is not clear of that 11%, how many classified staff members were involved.

Council understands that a major portion of the participants would be classified staff members. We are, indeed, the largest group of employees on campus. In addition, the requirements of many classified positions demand that staff members be physically capable of performing their job duties. If an employee is unable to perform those job duties, they must take sick leave until they are again able to fulfill those requirements. Faculty and administrative
staff members have an advantage in that their job duties normally do not demand the same physical capabilities as many classified staff positions. This fact alone will negatively skew the statistics to appear that classified staff submit more claims than any other group, but what needs to be determined in a case-by-case basis is the justification for requesting the leave.

In summary, Council believes that this report unnecessarily casts a doubt on the legitimacy of claims submitted by classified staff members. If claims appear suspicious, most insurance companies have the capability to police that sort of thing themselves. Eliminating the opportunity to obtain this optional insurance benefit through the University only forces the employee to secure the insurance directly from the company. Classified Staff Council strongly recommends that the University continue to offer Educator's Insurance.

xc: S. Ramirez
A. Heldt
W. Montenegro
M. Sawyer
G. Finn
J. Morris
G. Dalton
J. Carr
Classified Staff Council
May 2, 1990

MEMORANDUM

TO: Ms. Jill Carr, Chair
    Administrative Staff Council

Ms. Joyce Hyslop, Chair
    Classified Staff Council

Dr. Hal Lunde, Chair
    Faculty Senate

FROM: Leigh Chiarelott, Chair
    Parking Services Committee

RE: March 19, 1990 Memo from V.P. Robert Martin

This is to assure you that the Parking Services Committee was unaware of the memorandum sent by Bob Martin, V.P. for Operations, regarding his request for feedback from the constituencies you represent. As you know, our survey on reserved parking preceded his memorandum and our committee views his request as an unnecessary redundancy. It should also be noted that the "tiered" parking plan he alludes to in the memo (i.e., how much would you pay to park within walking distance of your place of employment) was soundly rejected by the 900 respondents to our survey and by the Parking Services Committee. We urge you to respond to his request for responses with that bit of data. Please contact me if you have any questions.

ms
May 3, 1990

MEMORANDUM

TO: Dr. Paul J. Olscamp, President

FROM: Jill Carr, Chair, Administrative Staff Council

RE: Representative to the Board of Trustees

At the April 5, 1990 meeting of the Administrative Staff Council Trustee Richard Newlove was present for our annual presentation by a Board member. During the course of the question and answer period Mr. Newlove was asked to comment on his feelings regarding direct Administrative Staff Council representation to the Board of Trustees. Mr. Newlove stated that he sees no problem with this, however, he does not want the Friday morning meeting to be lengthened. Our preference is to have a representative at the Thursday afternoon and evening committee meetings. Mr. Newlove also stated that he was asked the same question six years ago. His response at that time was similar. He is still not sure what happened to this request.

As a result of these comments we wish to pursue, again, our request for direct representation to the Board of Trustees. Your support of this issue is requested. We wish to proceed with this request in the most appropriate manner. We asked Mr. Newlove to indicate the appropriate channels for this request. He has suggested that we forward our request for inclusion on the next Trustee meeting agenda. Thus, we are asking for your consideration of and response to this request and that this item be placed on the Trustee's June agenda.

We are very pleased to have the opportunity to pursue this issue again. Should you desire further discussion with us regarding this matter, please give me a call.

We look forward to your response and thank you for your time and consideration.

JC/jm

cc: Richard Newlove
    ASC Executive Committee Members
WHEREAS, both the Classified Staff Council and the Administrative Staff Council represent large segments of Bowling Green State University employees; and

WHEREAS, the responsibilities of shared governance have expanded greatly since the formation of both Classified Staff Council and Administrative Staff Council; and

WHEREAS, issues such as wages, benefits, handbooks and other important areas come before the Board of Trustees for action with no voice from the Classified Staff Council or Administrative Staff Council being heard before the Trustees make an informed decision; and

WHEREAS, the Faculty Senate, Undergraduate Student Government, and Graduate Student Government continue to have the advantage of direct communication with the Board of Trustees; and

WHEREAS, perception among the 1,700 classified and administrative staff is that the Board of Trustees is not aware of the matters being dealt with by the Classified Staff Council and Administrative Staff Council; and

WHEREAS, it is mutually agreed by both the Classified Staff Council and the Administrative Staff Council that the concerns, both collectively and individually, are better resolved by regular direct contact with the Board of Trustees;

THEREFORE BE IT RESOLVED, that both Classified Staff Council and Administrative Staff Council be granted permanent representation before the Board of Trustees; and

BE IT FURTHER RESOLVED, that this resolution be brought before a regular Board of Trustees meeting for discussion with a representative from both the Classified Staff Council and the Administrative Staff Council and that the Board of Trustees then act publicly upon this resolution.
May 3, 1990

CONFIDENTIAL

MEMORANDUM

TO: Annmarie Heldt, Executive Director, Personnel Services

FROM: Jill Carr, Chair, Administrative Staff Council

RE: Proposed Re-organization of Personnel Services

On behalf of the Executive Committee of the Administrative Staff Council, I wish to thank you for sharing your proposal to re-organize the Personnel Services Department with us. Please know that the members of the Executive Committee will regard this information as strictly confidential. We have reviewed your proposal and wish to offer the following suggestions and recommendations for consideration.

1. Regarding the re-titling of staff members, we have some concerns about the use of "manager" and "coordinator". In our salary proposal submitted earlier this year we pointed out the issue of titling on this campus and how inconsistent it is. Would you consider making these "assistant" or "associate" director titles to begin to address this concern.

2. We have some concerns about Walter having more responsibility to ASC. Concerns have been expressed regarding his inability to be accurate in reporting information and about his interpersonal skills. We realize that you are trying to give him responsibilities in the areas that appear to be his strengths. However, we feel that you need to be aware of our reservations and hope that you will intervene should any problems occur when we begin our closer association with Walter.

3. Regarding the area of training and development, we request to have direct input into the establishment of goals and objectives for this area as it relates to administrative staff. We feel very strongly that a great deal of emphasis needs to be placed on the professional development of administrative staff and on the creation of career paths for administrative staff. We need to expand beyond the notion of "job training". These two issues have not been addressed in the past to the extent we feel is needed. We would like to see Ruth work closely with the ASC professional development committee to establish a well planned set of programs each year. In addition, we would like to see Ruth focus some of her energies on administrative staff. To date, it seems that her focus has been on classified staff. We hope that she can effectively deal with the training and development needs of both employee groups.

4. As you develop the specific position descriptions of each staff member, would you be willing to share these with us? It would be helpful for us to know the specific responsibilities of each staff member under your supervision.

5. As far as new administrative staff orientation is concerned, who will be handling this responsibility? Could we possibly have some input in to the orientation process?

6. Last, but certainly not least, we are willing to do whatever is necessary to assist you in continuing to request the funding for the position as Director of Administrative Staff Personnel Services. Please also know that we are very pleased that you will continue to handle the personnel needs of the administrative staff, but we also realize that your workload will be very heavy. We support your "quest" to continue to receive funding for this position.

Again, we thank you for the opportunity to review and comment on your proposal. I don't think we can express sufficiently our satisfaction with our relationship with you and with the fact that you are now the Executive Director of Personnel, soon, hopefully to be the Associate Vice President. Please let me know your reaction to these comments and if you have any questions, please do not hesitate to contact me.

cc: Gregg DeCrane
    Greg Jordan
CONFIDENTIAL

MEMORANDUM

TO: Robert L. Martin  
Vice President for Operations

FROM: Annmarie Heldt  
Executive Director  
Personnel Services

April 4, 1990

Since June 1989 I have had the opportunity to observe and work with the "quasi-consolidated" Personnel Services Department. In the charge issued by Dr. Olscamp to the Personnel Study Group the concept of a real consolidation of two personnel departments was one that we have wrestled with, especially since budgeting/funding will be lacking in the 1990-91 fiscal year. With that in mind, I am proposing the following re-organization to affect the consolidation of Personnel Services and to follow through with the recommendations of the Personnel Study Group which were accepted by Dr. Olscamp:

1) There should be consolidation of several personnel functions for University employees, but a separate director of Administrative Staff personnel services and Classified Staff personnel services should be retained. (Recommendation #1).

This is the most difficult issue to address in that the budget, as presently proposed, does not include a second director. I will be meeting with the Personnel Study Group this week for possible solutions to this issue.

2) The name of the consolidated office should be the Personnel Department (Recommendation #3).

The name of the department was changed to Personnel Services Department, effective July 1, 1989.

3) The functions of the Personnel Department should include:

   a. Administration/Record Management
   b. Benefits
   c. Professional Development and Training
   d. Staffing Procedures
   e. Employee Services
The following key positions should be part of the restructured Personnel Department with the expectation that present BGSU employees may be retained or appointed to fill vacancies:

Associate Vice President
Director, Classified Staff Personnel (vacant)
Director, Administrative Staff Personnel
Employee Assistance Coordinator (new -- split from Employment Services)
Manager, Development and Training
Manager, Benefit Services

(Recommendation #1)

The Associate Vice President position has been substituted with the Executive Director, Personnel position. The Manager of Development and Training will remain Ruth Friend Williron. It is hoped that some increased funds will be found to start moving this division forward. If not, the Development and Training division will have to be more "creative" in achieving its goals. I am proposing that new employee orientation be included in these job duties along with a restructuring of the present training/development function. I see this position working very closely with the Professional Development Committees of the ASC and CSC to organize, develop and/or initiate timely programs for specific "user" groups or for generic professional development. The Manager of Benefits Services will remain Jim Morris. This division will, at this time, be involved in insurance matters and other "benefits" issues (specifically health care, annuities, credit union membership).

In conjunction with (my) #3 above, I would like to further re-allocate job functions in the following manner:

Walter Montenegro has been a classified employee since date-of-hire. I'm proposing that he change over to unclassified (contract) employment with a change in title to reflect his functional capacity -- Manager, Compensation. This position will be responsible for salary surveys (administrative and classified), the management of the fee waiver program, responsibility as STRS/PERS liaison in Columbus, maintenance of the selected mailing lists so that retirees receive pertinent information about the university, liaison for personnel services department with DAS and consultant for the job audit function in the Personnel office.
Sam Ramirez will continue in his present role with the addition of the "field work" in the job audit function. I propose his title to be Manager, Employment/Classification. This would necessitate that some of Sam's present duties be eliminated along with the "beefing up" of some other duties presently performed by Mr. Montenegro. I have voiced concern that Mr. Montenegro with his vast historical knowledge of the Ohio Revised Code in the job audit regard, be a check/balance in that system.

It appears that the AMS/Project 90 Human Resource System will be moved up in BGSC's timetable. For this reason and because we need to computerize (in general) in this department, I am proposing that Shirley Colaner's title be changed to Manager, Personnel Information (from Coordinator Contract Information). This would involve altering the reporting system from "Records" --> Montenegro to "Personnel Information" --> Ms. Colaner. This would achieve some of the goals enunciated in recommendation #1, A by the Personnel Study Group.

Unfortunately, two (2) positions recommended by the Personnel Study Group have not been funded, namely, Employee Assistance Coordinator and Director of Classified Staff Personnel. I am proposing that the position vacated by the promotion of former Administrative Staff Director be recruited as Associate Director, Personnel. I further propose that the liaison for Administrative Staff be retained by the present Executive Director. Although the duties of the Associate would fall for the most part with classified issues, the position would have limited cross-over duties in the administrative area. The important issue that the group felt most strongly about is that neither constituency "lose" its identity. I am attempting to achieve the goals recommended by the Study Group within the aforementioned budgetary limitations.

Recommendation #7, that the department be located near the center of campus, appears impossible to achieve at this time. I will continue to recommend that the Personnel Department move back to central campus as soon as possible. Although non-department employees (and department employees) like the physical surroundings, the office is not easily accessible. We have parking, but if employees come here, they can't find parking back on central campus. The shuttle service leaves much too be desired as an employee has to wait in most cases - an hour or more to return to central campus.

Personnel Services has already met with constituency members to get the department up and running. Communication is the absolute key to success.

None of these proposals are cast in concrete. Suggestions are welcome. I can be reached at 2-2558.

Ah:mmmb
ASPS006
MEMORANDUM

TO: Chris Dalton
   Vice President for Planning & Budgeting

   Gaylyn Finn
   Treasurer

   Bob Martin
   Vice President for Operations

FROM: Gregg DeCrane, Chair
       Administrative Staff Council

DATE: April 10, 1990

SUBJECT: April 18 Meeting

Thank you for agreeing to attend a special meeting of the Administrative Staff Council on April 18 at 1:30 p.m. in the Alumni Room of the University Union.

Issues and questions that have arisen and that you should anticipate addressing are:

1. Where did the 4 options come from?

2. Are there any reserves from which monies could be "borrowed" to get us through the short term crisis?

3. What will the long term planning process entail?

4. Why are we the only school dealing with this?

5. What precipitated the change in time line from January 1, 1992 to July 1, 1991?

6. Why did we go with a consultant as opposed to working with various Personnel Welfare Committees?

7. Does the Didion contract date of September 1 have any impact on when changes in benefits can be made?

8. Is there a desire in the short run to decrease benefits?

9. Has any thought been given to the effect this year's total compensation changes will have on the recruitment and retention of administrative staff?
10. Why should we be expected to absorb an equal amount of the burden when we do not have equal benefits?

These capture the general scope of what came up at the April 4th ASC meeting and in conversations since that time. The whole debacle with the first representative from Costeffer will undoubtedly be brought up as well.

GD:dkh

cc: ASC Executive Board
MEMORANDUM

TO: Hal Lundy
Chair, Faculty Senate

Kathy Eninger
Chair, CSC

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

DATE: April 22, 1990

RE: Joint Officer Meetings

Last year the officers of the three employee constituent groups met informally to discuss issues of mutual concern to all. The initial meeting hosted by Faculty Senate proved to be beneficial in discussing a number of issues including child care. It is the desire of ASC to continue this communication during the 1990-91 academic year.

Please let me know if your officers would be available for a meeting during the next month. If agreed that a meeting is desired, I will make arrangements to host it and solicit discussion topics.

GD/bal
pc: {ASC Exec. Committee}
MEMORANDUM

TO: Robert Martin, Vice President for Operations
FROM: Jill Carr, Chair, Administrative Staff Council
RE: Parking Resolution

At the May 3, 1990 meeting of the Administrative Staff Council your request for reaction to the suggestion of a graduated parking plan for staff was discussed. After considerable discussion, the following resolution was unanimously approved.

"The Administrative Staff Council vehemently opposes the parking policies expressed in a March 19, 1990 memo from Vice President Martin. These issues should be referred to the Parking Committee for short term and long term planning and recommendations. Such proposals should be shared with the various constituent groups for discussion, input, and recommendations during this process."

Bob, the parking issue as it currently stands is causing a great deal of controversy, as I'm sure you're aware. On behalf of ASC, please allow me to request that as this issue is investigated, the constituent groups and the Parking Committee be as involved as possible. I believe that staff are feeling that the potential exists for one more benefit to be taken away as we look at potentially higher costs for parking and transportation of the University community. In times of tight budgets, low salary increases, and potential increases in the employees' cost of health care coverage, every attempt should be made to keep the cost of staff parking within the operating cost of the University.

If you have any questions regarding this information, please give me a call. As always, thank you for your time and consideration.

JC/lm
cc: Gregg DeCrane
Greg Jordan
MEMORANDUM

TO: Robert Martin, Vice President for Operations

FROM: Jill Carr, Chair, Administrative Staff Council

RE: Photo ID's

Attached please find the response from our Personnel Welfare Committee regarding the use of photo identification cards for administrative staff. I believe that this statement is representative of the full Administrative Staff. I trust that we will be kept up to date on the process of producing photo ID's for staff.

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

Thank you.

JC/jm

cc: Gregg DeCrane
    Greg Jordan
May 17, 1990

J. Warren Hall
5037 Willow Leaf Way
Sarasota, Florida 34241

Dear Mr. Hall:

On behalf of the Administrative Staff Council please accept my thanks and appreciation for hosting a lovely reception in our honor last Thursday. It was indeed a pleasure to have the opportunity to interact with members of the Board of Trustees in a social atmosphere. Several council members have commented on this event and how positive it was.

We look forward to a continued open relationship with the Board. We are particularly pleased with the positive response we have received to our request for direct representation to the Board. The response from several Board members has been gratifying.

Please convey our appreciation to the full Board. We all enjoyed our time with you last week. Thank you again for thinking of us.

Sincerely,

[Signature]

J. Carr
Chair
Administrative Staff Council

JC/jm

cc: Gregg DeCrane
Greg Jordan
MEMORANDUM

TO:   Members of the Administrative Staff Council

FROM: Jill Carr, Chair

RE:   Attachment

I call your attention to the attached memo with a great deal of pleasure. To sum it up, WE FINALLY DID IT!

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

Enclosure
May 9, 1990

Memorandum

To: Jill Carr  
Chair, Administrative Staff Council

FROM: Paul J. Olscamp  
President

I have discussed once again representation from Administrative Staff Council with members of the Board of Trustees. Trustee Newlove and I will propose to the Board of Trustees in informal discussions at the May meeting of the Board that the President of each group, ex-officio, be invited to the Board of Trustee committee meetings, the traditional evening dinner after the committee meetings, and of course to the open public meeting which you regularly attend in any event.

I will be back in touch with the Board’s response, which I confidently expect to be affirmative after the Trustee meeting.

Best wishes.
MEMORANDUM

TO: Robert Martin, Vice President for Operations
FROM: Jill Carr, Chair, Administrative Staff Council
RE: Summer Hours

Thank you for forwarding a copy of Ad Council's decision regarding summer hours. We are pleased that summer hours will be an automatically incorporated part of the University's calendar.

One issue relating to summer hours continues to need attention. This is the security issue for those employees who will be working on Friday afternoons in the specifically designated offices. Many times these individuals (in many instances they are female) will be working alone and will perhaps be the only person on a floor or even in an entire building. In light of the incident that occurred last December in South Hall, we are requesting that additional security measures be implemented in buildings where offices are staffed on Friday afternoons. We request that the Department of Public Safety be asked to make additional patrols of these buildings on Friday afternoon and for the Crime Prevention staff to provide some safety guidelines and/or training for the employees who will be working on Friday afternoons.

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

cc: Roger Dennerell
   Gregg De Crane
   Greg Jordan
   Joyce Hyslop
June 5, 1990

Jane Wood
College of Education

Dear Jane:

As the 1989-90 Administrative Staff Council representative to the Bookstore Advisory Committee, I am requesting that you submit a brief summary of your committee's proceedings this year. Please indicate the accomplishments of the committee, carry over issues for 1990-91, and any recommendations you may have for next year. If, by some chance, your committee has not met this year, please indicate this in your report and any recommendation you may have about the future of this committee. I would like to receive your report by July 1, 1990.

Your report will become a part of the permanent 1989-90 ASC record and will be forwarded to next year's Council. I also suggest that you send a copy to the chair of your committee.

Please accept my thanks and appreciation for serving on this committee. Your efforts are appreciated and your input has been important to all administrative staff. Thank you for taking the time from your busy schedule to contribute to the success of our council.

If you have any questions, please do not hesitate to give me a call. I look forward to hearing from you soon.

Sincerely,

Jill Carr
Chair
Administrative Staff Council

cc: Gregg DeCrane
    Greg Jordan
May 1, 1990

MEMORANDUM

TO: Harold Lunde, Vice Chair
Faculty Senate

FROM: Jane Wood, Chair
Bookstore Advisory Committee

RE: Annual Report

The 1989-90 academic year proved to be a period in which few controversial, volatile issues surfaced. A synopsis follows (see attached copies of meeting minutes for more detail).

In keeping with the two purposes of the committee—the advisement of the Bookstore manager and the establishment of a reciprocal communication between the Bookstore management/University community—the meetings during the 1989-90 academic year provided for informational updates from Bookstore management (John Buckenmyer) and faculty/staff/student input in response to those updates.

Major items discussed were as follows:

1. The controversy that arose when the English Department recommended the use of the American Heritage Dictionary for English 110/111/112 students. The Bookstore sold this dictionary; the Human Relations Commission and the Racial Justice Committee found this dictionary unacceptable because it contained an unacceptable definition of a word. The Webster's New World Dictionary is now the dictionary that has been adopted and being promoted.

2. Book buy backs at several locations by a wholesaler.

3. The sale of English 110/111/112 packets through Linbo's rather than through the Bookstore. In addition to losing the income on the sale of these items, this action could impact Bookstore sales of related textbooks for these courses. It also prevents scholarship students from charging the cost of these packets to their Bursar accounts for scholarship coverage.
May 1, 1990
Page 2

4. Potential copyright violations in regard to computer software.

5. Renovation of the Little Shop.


7. The financial status of the Bookstore.

8. The lack of space in the Bookstore and plans for possible expansion.

9. Liability of the Bookstore vis-a-vis the wearing of academic regalia in inclement weather—the regalia is not colorfast.

10. A more personalized approach toward the textbook requisition process.

11. The creation of a marketing plan for the Bookstore.

12. The Merchant's Fair that will be held in the Ballroom on September 11, 1990, and the concerns of the Bookstore staff concerning this venture.

13. Project 90/CUFS and the interface with the Bookstore.

Additional Notes:

1. A new chair will be elected at the first meeting of the Fall Semester.

2. David Shaggs has requested a one-year leave of absence from the committee for the 1990-91 school year since he has a visiting professorship for the year.

ssh2/1

cc: Committee Members
June 5, 1990

Dick Zolman
Project 90 Office

Dear Dick:

As the 1989-90 Administrative Staff Council representative to the Insurance Committee, I am requesting that you submit a brief summary of your committee proceedings this year. Please indicate the accomplishments of the committee, carry over issues for 1990-91, and any recommendations you may have for next year. If, by some chance, your committee has not met this year, please indicate this in your report and any recommendation you may have about the future of this committee. I would like to receive your report by July 1, 1990.

Your report will become a part of the permanent 1989-90 ASC record and will be forwarded to next year's Council. I also suggest that you send a copy to the chair of your committee.

Please accept my thanks and appreciation for serving on this committee. Your efforts are appreciated and your input has been important to all administrative staff. Thank you for taking the time from your busy schedule to contribute to the success of our council.

If you have any questions, please do not hesitate to give me a call. I look forward to hearing from you soon.

Sincerely,

Jill Carr
Chair
Administrative Staff Council

cc: Gregg DeCrane
Greg Jordan
Jane Wood  
College of Education  

Dear Jane:  

As the 1989-90 Administrative Staff Council representative to the Bookstore Advisory Committee, I am requesting that you submit a brief summary of your committee's proceedings this year. Please indicate the accomplishments of the committee, carry over issues for 1990-91, and any recommendations you may have for next year. If, by some chance, your committee has not met this year, please indicate this in your report and any recommendation you may have about the future of this committee. I would like to receive your report by July 1, 1990. 

Your report will become a part of the permanent 1989-90 ASC record and will be forwarded to next year's Council. I also suggest that you send a copy to the chair of your committee. 

Please accept my thanks and appreciation for serving on this committee. Your efforts are appreciated and your input has been important to all administrative staff. Thank you for taking the time from your busy schedule to contribute to the success of our council. 

If you have any questions, please do not hesitate to give me a call. I look forward to hearing from you soon. 

Sincerely,  

Jill Carr  
Chair  
Administrative Staff Council 

cc: Gregg DeCrane  
Greg Jordan
Laura Emch  
FASE

Dear Laura:

As the 1989-90 Administrative Staff Council representative to the Administrative Computing Council Committee, I am requesting that you submit a brief summary of your committee's proceedings this year. Please indicate the accomplishments of the committee, carry over issues for 1990-91, and any recommendations you may have for next year. If, by some chance, your committee has not met this year, please indicate this in your report and any recommendation you may have about the future of this committee. I would like to receive your report by July 1, 1990.

Your report will become a part of the permanent 1989-90 ASC record and will be forwarded to next year's Council. I also suggest that you send a copy to the chair of your committee.

Please accept my thanks and appreciation for serving on this committee. Your efforts are appreciated and your input has been important to all administrative staff. Thank you for taking the time from your busy schedule to contribute to the success of our council.

If you have any questions, please do not hesitate to give me a call. I look forward to hearing from you soon.

Sincerely,

Jill Carr  
Chair  
Administrative Staff Council

cc: Gregg DeCrane  
Greg Jordan
June 5, 1990

Diane Regan
College of Arts & Sciences

Dear Diane:

As the 1989-90 Administrative Staff Council representative to the Equal Opportunity Compliance Committee, I am requesting that you submit a brief summary of your committee's proceedings this year. Please indicate the accomplishments of the committee, carry over issues for 1990-91, and any recommendations you may have for next year. If, by some chance, your committee has not met this year, please indicate this in your report and any recommendation you may have about the future of this committee. I would like to receive your report by July 1, 1990.

Your report will become a part of the permanent 1989-90 ASC record and will be forwarded to next year's Council. I also suggest that you send a copy to the chair of your committee.

Please accept my thanks and appreciation for serving on this committee. Your efforts are appreciated and your input has been important to all administrative staff. Thank you for taking the time from your busy schedule to contribute to the success of our council.

If you have any questions, please do not hesitate to give me a call. I look forward to hearing from you soon.

Sincerely,

[Signature]

Jill Carr
Chair
Administrative Staff Council

cc: Gregg DeCrane
Greg Jordan
June 5, 1990

Sam Ramirez
Personnel

Dear Sam:

As the 1989-90 Administrative Staff Council representative to the Equal Opportunity Compliance Committee, I am requesting that you submit a brief summary of your committee's proceedings this year. Please indicate the accomplishments of the committee, carry over issues for 1990-91, and any recommendations you may have for next year. If, by some chance, your committee has not met this year, please indicate this in your report and any recommendation you may have about the future of this committee. I would like to receive your report by July 1, 1990.

Your report will become a part of the permanent 1989-90 ASC record and will be forwarded to next year's Council. I also suggest that you send a copy to the chair of your committee.

Please accept my thanks and appreciation for serving on this committee. Your efforts are appreciated and your input has been important to all administrative staff. Thank you for taking the time from your busy schedule to contribute to the success of our council.

If you have any questions, please do not hesitate to give me a call. I look forward to hearing from you soon.

Sincerely,

Jill Carr
Chair
Administrative Staff Council

cc: Gregg DeCrane
    Greg Jordan
June 5, 1990

Annmarie Heldt
Personnel

Dear Annmarie:

As the 1989-90 Administrative Staff Council representative to the Insurance and Insurance Appeals Committee, I am requesting that you submit a brief summary of your committee’s proceedings this year. Please indicate the accomplishments of the committee, carry over issues for 1990-91, and any recommendations you may have for next year. If, by some chance, your committee has not met this year, please indicate this in your report and any recommendation you may have about the future of this committee. I would like to receive your report by July 1, 1990.

Your report will become a part of the permanent 1989-90 ASC record and will be forwarded to next year’s Council. I also suggest that you send a copy to the chair of your committee.

Please accept my thanks and appreciation for serving on this committee. Your efforts are appreciated and your input has been important to all administrative staff. Thank you for taking the time from your busy schedule to contribute to the success of our council.

If you have any questions, please do not hesitate to give me a call. I look forward to hearing from you soon.

Sincerely,

Jill Carr
Chair
Administrative Staff Council

cc: Gregg DeCrane
Greg Jordan
June 5, 1990

Regina Kostyu
Archival Collections

Dear Regina:

As the 1989-90 Administrative Staff Council representative to the Library Advisory Committee, I am requesting that you submit a brief summary of your committee's proceedings this year. Please indicate the accomplishments of the committee, carry over issues for 1990-91, and any recommendations you may have for next year. If, by some chance, your committee has not met this year, please indicate this in your report and any recommendation you may have about the future of this committee. I would like to receive your report by July 1, 1990.

Your report will become a part of the permanent 1989-90 ASC record and will be forwarded to next year's Council. I also suggest that you send a copy to the chair of your committee.

Please accept my thanks and appreciation for serving on this committee. Your efforts are appreciated and your input has been important to all administrative staff. Thank you for taking the time from your busy schedule to contribute to the success of our council.

If you have any questions, please do not hesitate to give me a call. I look forward to hearing from you soon.

Sincerely,

[Signature]

Jill Carr
Chair
Administrative Staff Council

cc: Gregg DeCrane
    Greg Jordan
June 5, 1990

Barry Piersol
College of Technology

Dear Barry:

As the 1989-90 Administrative Staff Council representative to the Telecommunication Committee, I am requesting that you submit a brief summary of your committee's proceedings this year. Please indicate the accomplishments of the committee, carry over issues for 1990-91, and any recommendations you may have for next year. If, by some chance, your committee has not met this year, please indicate this in your report and any recommendation you may have about the future of this committee. I would like to receive your report by July 1, 1990.

Your report will become a part of the permanent 1989-90 ASC record and will be forwarded to next year's Council. I also suggest that you send a copy to the chair of your committee.

Please accept my thanks and appreciation for serving on this committee. Your efforts are appreciated and your input has been important to all administrative staff. Thank you for taking the time from your busy schedule to contribute to the success of our council.

If you have any questions, please do not hesitate to give me a call. I look forward to hearing from you soon.

Sincerely,

Jill Carr
Chair
Administrative Staff Council

cc: Gregg DeCrane
Greg Jordan
June 5, 1990

John Buckenmyer
Bookstore

Dear John:

As the 1989-90 Administrative Staff Council representative to the Union Advisory Committee, I am requesting that you submit a brief summary of your committee's proceedings this year. Please indicate the accomplishments of the committee, carry over issues for 1990-91, and any recommendations you may have for next year. If, by some chance, your committee has not met this year, please indicate this in your report and any recommendation you may have about the future of this committee. I would like to receive your report by July 1, 1990.

Your report will become a part of the permanent 1989-90 ASC record and will be forwarded to next year's Council. I also suggest that you send a copy to the chair of your committee.

Please accept my thanks and appreciation for serving on this committee. Your efforts are appreciated and your input has been important to all administrative staff. Thank you for taking the time from your busy schedule to contribute to the success of our council.

If you have any questions, please do not hesitate to give me a call. I look forward to hearing from you soon.

Sincerely,

Jill Carr
Chair
Administrative Staff Council

cc: Gregg DeCrane
Greg Jordan
June 5, 1990

Suzanne Crawford  
Continuing Education

Dear Suzanne:

As the 1989-90 Administrative Staff Council representative to the Strategic Planning Committee, I am requesting that you submit a brief summary of your committee’s proceedings this year. Please indicate the accomplishments of the committee, carry over issues for 1990-91, and any recommendations you may have for next year. If, by some chance, your committee has not met this year, please indicate this in your report and any recommendation you may have about the future of this committee. I would like to receive your report by July 1, 1990.

Your report will become a part of the permanent 1989-90 ASC record and will be forwarded to next year’s Council. I also suggest that you send a copy to the chair of your committee.

Please accept my thanks and appreciation for serving on this committee. Your efforts are appreciated and your input has been important to all administrative staff. Thank you for taking the time from your busy schedule to contribute to the success of our council.

If you have any questions, please do not hesitate to give me a call. I look forward to hearing from you soon.

Sincerely,

Jill Carr  
Chair  
Administrative Staff Council

cc: Gregg DeCrane  
    Greg Jordan
June 5, 1990

Linda Swaisgood
Public Relations

Dear Linda:

As the 1989-90 Administrative Staff Council representative to the Parking Committee, I am requesting that you submit a brief summary of your committee's proceedings this year. Please indicate the accomplishments of the committee, carry over issues for 1990-91, and any recommendations you may have for next year. If, by some chance, your committee has not met this year, please indicate this in your report and any recommendation you may have about the future of this committee. I would like to receive your report by July 1, 1990.

Your report will become a part of the permanent 1989-90 ASC record and will be forwarded to next year's Council. I also suggest that you send a copy to the chair of your committee.

Please accept my thanks and appreciation for serving on this committee. Your efforts are appreciated and your input has been important to all administrative staff. Thank you for taking the time from your busy schedule to contribute to the success of our council.

If you have any questions, please do not hesitate to give me a call. I look forward to hearing from you soon.

Sincerely,

Jill Carr
Chair
Administrative Staff Council

cc: Gregg DeCrane
    Greg Jordan
June 5, 1990

Rich Peper  
Internal Auditing

Dear Rich:

As the 1989-90 Administrative Staff Council representative to the ACGFA Committee, I am requesting that you submit a brief summary of your committee's proceedings this year. Please indicate the accomplishments of the committee, carry over issues for 1990-91, and any recommendations you may have for next year. If, by some chance, your committee has not met this year, please indicate this in your report and any recommendation you may have about the future of this committee. I would like to receive your report by July 1, 1990.

Your report will become a part of the permanent 1989-90 ASC record and will be forwarded to next year's Council. I also suggest that you send a copy to the chair of your committee.

Please accept my thanks and appreciation for serving on this committee. Your efforts are appreciated and your input has been important to all administrative staff. Thank you for taking the time from your busy schedule to contribute to the success of our council.

If you have any questions, please do not hesitate to give me a call. I look forward to hearing from you soon.

Sincerely,

Jill Carr  
Chair  
Administrative Staff Council

cc: Gregg DeCrane  
Greg Jordan
Dear Denise:

As the 1989-90 Administrative Staff Council representative to the Human Relations Committee, I am requesting that you submit a brief summary of your committee's proceedings this year. Please indicate the accomplishments of the committee, carry over issues for 1990-91, and any recommendations you may have for next year. If, by some chance, your committee has not met this year, please indicate this in your report and any recommendation you may have about the future of this committee. I would like to receive your report by July 1, 1990.

Your report will become a part of the permanent 1989-90 ASC record and will be forwarded to next year's Council. I also suggest that you send a copy to the chair of your committee.

Please accept my thanks and appreciation for serving on this committee. Your efforts are appreciated and your input has been important to all administrative staff. Thank you for taking the time from your busy schedule to contribute to the success of our council.

If you have any questions, please do not hesitate to give me a call. I look forward to hearing from you soon.

Sincerely,

[Signature]

Jim Carr
Chair
Administrative Staff Council

cc: Gregg DeCrane
    Greg Jordan
June 5, 1990

Ron Thompson
Computer Services

Dear Ron:

As the 1989-90 Administrative Staff Council representative to the Human Subjects Review Board Committee, I am requesting that you submit a brief summary of your committee's proceedings this year. Please indicate the accomplishments of the committee, carry over issues for 1990-91, and any recommendations you may have for next year. If, by some chance, your committee has not met this year, please indicate this in your report and any recommendation you may have about the future of this committee. I would like to receive your report by July 1, 1990.

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If you have any questions, please do not hesitate to give me a call. I look forward to hearing from you soon.

Sincerely,

Jill Carr
Chair
Administrative Staff Council

cc: Gregg DeCrane
    Greg Jordan
June 5, 1990

Dean Purdy
Student Affairs

Dear Dean:

As the 1989-90 Administrative Staff Council representative to the Legal Services Committee, I am requesting that you submit a brief summary of your committee's proceedings this year. Please indicate the accomplishments of the committee, carry over issues for 1990-91, and any recommendations you may have for next year. If, by some chance, your committee has not met this year, please indicate this in your report and any recommendation you may have about the future of this committee. I would like to receive your report by July 1, 1990.

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If you have any questions, please do not hesitate to give me a call. I look forward to hearing from you soon.

Sincerely,

Jill Carr
Chair
Administrative Staff Council

cc: Gregg DeCrane
Greg Jordan
June 5, 1990

Jane Schimph
Food Operations

Dear Jane:

As the 1989-90 Administrative Staff Council representative to the Monitor Advisory Committee, I am requesting that you submit a brief summary of your committee's proceedings this year. Please indicate the accomplishments of the committee, carry over issues for 1990-91, and any recommendations you may have for next year. If, by some chance, your committee has not met this year, please indicate this in your report and any recommendation you may have about the future of this committee. I would like to receive your report by July 1, 1990.

Your report will become a part of the permanent 1989-90 ASC record and will be forwarded to next year's Council. I also suggest that you send a copy to the chair of your committee.

Please accept my thanks and appreciation for serving on this committee. Your efforts are appreciated and your input has been important to all administrative staff. Thank you for taking the time from your busy schedule to contribute to the success of our council.

If you have any questions, please do not hesitate to give me a call. I look forward to hearing from you soon.

Sincerely,

Jill Carr
Chair
Administrative Staff Council

cc: Gregg DeCrane
    Greg Jordan
June 5, 1990

Pat Green
Chemistry

Dear Pat:

As the 1989-90 Administrative Staff Council representative to the Parking Appeals Committee, I am requesting that you submit a brief summary of your committee's proceedings this year. Please indicate the accomplishments of the committee, carry over issues for 1990-91, and any recommendations you may have for next year. If, by some chance, your committee has not met this year, please indicate this in your report and any recommendation you may have about the future of this committee. I would like to receive your report by July 1, 1990.

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If you have any questions, please do not hesitate to give me a call. I look forward to hearing from you soon.

Sincerely,

Jill Carr
Chair
Administrative Staff Council

cc: Gregg DeCrane
Greg Jordan
June 5, 1990

Gregg DeCrane
Student Activities

Dear Gregg:

As the 1989-90 Administrative Staff Council representative to the Safety Committee, I am requesting that you submit a brief summary of your committee’s proceedings this year. Please indicate the accomplishments of the committee, carry over issues for 1990-91, and any recommendations you may have for next year. If, by some chance, your committee has not met this year, please indicate this in your report and any recommendation you may have about the future of this committee. I would like to receive your report by July 1, 1990.

Your report will become a part of the permanent 1989-90 ASC record and will be forwarded to next year’s Council. I also suggest that you send a copy to the chair of your committee.

Please accept my thanks and appreciation for serving on this committee. Your efforts are appreciated and your input has been important to all administrative staff. Thank you for taking the time from your busy schedule to contribute to the success of our council.

If you have any questions, please do not hesitate to give me a call. I look forward to hearing from you soon.

Sincerely,

Jill Carr
Chair
Administrative Staff Council

cc: Gregg DeCrane
    Greg Jordan
June 12, 1990

Josh Kaplan
Student Health Service

Dear Josh:

Please accept this letter as an indication of my appreciation for your contribution to the 1989-90 Administrative Staff Council. As the year comes to a close and I reflect on our goals, I am very proud of the fact that we have accomplished the majority of our goals and have even gone beyond the original goal statement in some instances. The credit for this goes to the full Council and each individual's willingness to give of their time and energy.

Thank you for your work this year. I wish you the best in the years to come. Please know that it has been a pleasure to work with you this year.

Sincerely,

Jill Carr
Chair
Administrative Staff Council

JC/jm

cc: Personnel File
Personnel Office

MEMBERS ABSENT: Dunn, Hoy, Kavanagh, Zolman

GUESTS: Jim Morris, Bob Freienkamp

The meeting was called to order at 1:30 pm by Chair Jill Carr.

The minutes of the February 1 meeting were approved as distributed.

The 125 Tax Deferred Benefit Plan was discussed. Jim Morris from the Insurance Office answered a number of questions regarding procedures and education. A number of council members expressed a need to clarify that this is not a new benefit, but an administrative method to assist those who participate in paying medical or child care related costs. This plan does not increase family coverage to dental/vision nor does it reduce the amount of contribution on the part of the employee. The plan does provide a method to tax defer certain costs that are paid by the employee.

As concern was raised over the possibility of this recommendation being sent to the insurance committee. It was the strong consensus of the Council that this recommendation is not connected with other actions of the insurance committee. It is felt that this is an administrative procedure that can be implemented by the insurance office and the payroll department.

Norma Stickler moved, Rich Paper seconded the approval of the recommendation of the FWC regarding the implementation of the 125 Tax Deferred Benefit Plan for administrative staff members effective July 1, 1990. The motion passed unanimously.

The Salary Committee presented a detailed report and series of recommendations regarding salary pool issues for 1990-91. Josh Kaplan moved, Ann Bower seconded the approval of the Salary Committee reported, that included a recommendation of an 3.5% salary pool for each of the next two fiscal years. The motion passed unanimously.

Chair's Report: Chair Carr indicated that the Executive Committee has interviewed two candidates for the Executive Director of Personnel position. In addition the Executive Committee will be interviewing the four candidates for the Director of Public Safety Committee. She also indicated the President's Panel would meet next week.
February 19, 1990

TO: Jill Carr, Chair of Administrative Staff Council

FROM: The ASC Salary Committee

In compiling the data with regard to the Administrative Staff Council Salary Committee, the figures presented in the various job categories on this campus revealed some startling gender inequities.

While committee members do not feel these inequities are intentional, we do feel they warrant further serious study and action. Our concerns focus on three main areas: the lack of female and minority representation in the higher levels of administrative positions, namely associate and assistant vice presidential areas; salary discrepancies between the two genders in like positions; and the range of job titles on this campus.

For example, in examining the category of administrative staff directors, the female mean salary is $34,345 vs. a male mean salary of $41,620. At the associate director level, the female mean salary is $31,749 vs. the male mean salary of $36,346. In the assistant director category, the female mean salary is $28,309 vs. the male mean salary of $35,355. A disturbing observation of these particular figures is that the mean salary of a male assistant director is higher than the mean salary of a female director.

While the mean years of service and levels of education may account for some disparity, after closely reviewing the numbers we still feel those factors do not explain all of the gender discrepancies. While our study was only preliminary and by-product of a separate salary study, we highly recommend these findings be forwarded to Annmarie Heldt, interim director of personnel services, and to the affirmative action office for a more indepth examination in finding solutions to these problems.

We also feel that, regardless of gender, the area of job titles needs to be seriously addressed. While gathering data for our salary recommendation, we discovered titles such as coordinator, head and manager are given to people who may have very like or different job responsibilities. Also, in some areas such as in the athletic department, titles do not fall in line with the logical reporting hierarchy. And in other cases, the differences between an associate and assistant level is very difficult to distinguish. Our findings showed that there is very little consistency in similar titles from department to department, and titles are often given in lieu of annual monetary awards or as morale boosters -- rather than because the title corresponds with job responsibilities. For this reason, many titles on campus are not a true reflection of job duties or levels of the reporting hierarchy, and in addition may be harmful to office morale.

We feel these are important issues that should be brought to the attention of the Administrative Staff Council and forwarded to our personnel office with the hopes that awareness of these concerns will bring about solutions.

Sincerely,

The members of the ASC Salary Committee:

Gregg DeCrane
Marcia Latta
Sam Ramirez
Melissa Peper Firestone
Barry Piersol
Gale McRoberts
Penny Nemitz
On April 14, 1977 the University Board of Trustees approved a University Affirmative Action Plan that includes the following statements (p. 23, C & E):

Under procedures developed by the Affirmative Action Office in consultation with the Office of Personnel Support Services and Administrative Staff Personnel Services, a career counseling program will be established to assist lower level employees in achieving career advancement.

The Offices of Personnel Support Services and Administrative Staff Personnel Services, in consultation with the Affirmative Action Office, will develop specific career ladders as a generally sound procedure in personnel management.

The Administrative Staff Council endorses these concepts and urges compliance with the above provisions of the Affirmative Action Plan. As a further step in implementing this policy we recommend that an internal promotion of a member of the University's Administrative Staff may be made without a search. In the case when such a promotion ultimately creates a vacancy within the specific unit or elsewhere within the University, the vacancy created will be filled by the normal recruiting processes. In making the decision for an internal promotion, the supervisor or vice president will discuss the matter in advance with the Director of Affirmative Action and will provide written documentation supporting the proposed promotion. Copies of the documentation will go to the Director of Administrative Staff Personnel Services. Such a promotion must be approved by the appropriate vice president. When the supervisor is the vice president, the vice president should confer with the Director of Affirmative Action.

The Administrative Staff Council urges the Director of Affirmative Action and the Director of Administrative Staff Personnel to work closely with University supervisors and administrative staff to develop career ladders and to identify administrative staff who might become candidates for career advancement within the University, either within their present organizational area or within another organizational area of the University.

The Administrative Staff Council believes that internal promotion serves the interests of both the University and the staff. The staff benefits because of the opportunity to advance without having to change employers. The University benefits because of improved staff morale, improved incentive for staff to function effectively, incentive for quality staff to stay at the University, smoother transitions when staff leave and are replaced from within, enhanced ability to recruit new staff, and decreased costs associated with advertising and interviewing. Affirmative action is not compromised by internal promotion.
RATIONALE:

Morale: Employees who do their job well may reasonably expect to be considered for promotion when an appropriate position becomes vacant. When this expectation is fulfilled, employees feel appreciated; when it is not, they feel cheated and discouraged.

Incentive to perform: An employee who has observed that promotions do occur has good reason to perform at the highest possible level. If, instead, openings are routinely filled from outside, there is little incentive to do more than an adequate job.

Incentive to stay: An employee who is ambitious and capable will seek advancement. If it is not available here, then it will be sought at another institution. We do not want to lose our best staff.

Smother transitions: When people are internally promoted, they are already familiar with not only their own operations, but also the functions and staff of other University offices. Lack of this information in someone hired from outside can result in a long, costly and inefficient period of orientation. Furthermore, newly promoted employees are able to train their own replacements.

Enhanced recruitment: Highly qualified and ambitious people will be more readily attracted to work here if there is opportunity for advancement.

Decreased costs: Searches are costly. When positions are filled by internal promotion, vacancies are created, but they are created at lower levels of responsibility, and the resulting searches may be considerably less expensive. For example, the costs for advertising, and for bringing candidates to campus, are considerably less for a regional search than for a national search.

Affirmative action: Affirmative Action principles are not jeopardized by internal promotion. Ultimately, internal promotion results in a vacancy which can be filled by an external search. Furthermore, while any system can be distorted and abused, internal promotion may in fact make it easier to assure that all protected classes are represented not only in adequate overall numbers, but also in positions of higher responsibility. Perhaps the most effective response to the claim that there is a shortage of qualified applicants for more responsible positions is to train the necessary candidates in-house, on the job, and then promote them.

It should be noted again that the BGSU Affirmative Action Policy (page 23) endorses the principles of internal promotion, career counseling, career advancement, in-house training, and career ladders.

Approved by PWC 4/23/90
MEMORANDUM

TO: Ann Marie Heldt, Interim Director, Personnel
FROM: Jill Carr, Chair, Administrative Staff Council
RE: Supplemental Retirement Program

One of our goals this year is to review the Supplemental Retirement Program from the standpoint of how retirees are being placed and utilized when they return to participate in this program. We speculate that some administrative staff retirees are not being utilized to their greatest potential. In addition, there is some thought that some retirees are not satisfied with the work assignment.

Initially, we considered convening an ad hoc committee of administrative staff members to investigate this issue and submit a report and/or recommendations. However, when we expressed this goal to Dr. Olscamp, he indicated that an unbiased and objective investigation should occur outside of the council. We concur with this suggestion.

As a result we are requesting that the Personnel Office handle this task. The Council is willing to assist with data collection or any other related tasks. Please let me know what your response is to this request.

As always, thank you for your assistance.

JC/m

cc: Greg Jordan
Gregg DeCrane
June 13, 1990

MEMORANDUM

TO: Jill Carr  
Administrative Staff Council

FROM: Annmarie Heldt  
Executive Director  
Personnel Services

RE: Insurance and Insurance Appeals Committees

This is written to bring you up to speed as to the activity of committees named above. As you are aware, the Insurance Committee was very involved in the determination of service (or lack thereof!) by EGSU’s present Third Party Administrator. The result of those insurance committee meetings was to consult with the firm of Findlay, Davies in determining questions to put forward in EGSU’s RFP. Once those were determined, the committee put forward to 30 different Third Party Administrators a request for proposals. Those companies were whittled down to 2 companies which will make presentations regarding their proposals on June 14, 1990 in the Chart Room, McFall Center.

The Insurance Appeals Committee reviewed eleven (11) appeals (see attached). Some of the appeals may result in requesting changes to our coverage for certain types of treatment. It has been a busy year (as you can see) with meetings of the committee on a monthly basis.

AH:mmb  
ASPS022
March 14, 1990

TO: Members of IAC
    Daniel Bragg
    Richard Clark
    Ann Marie Heldt
    Marge Houchins

FROM: Roger Ptak  R. P.

RE: The Past

I am distributing the following score card in the hope that it will motivate some member of the committee to prepare a more comprehensive summary of the past action of our IAC.

<table>
<thead>
<tr>
<th>Appeal #</th>
<th>Action</th>
<th>Reasoning</th>
</tr>
</thead>
<tbody>
<tr>
<td>89-1</td>
<td>Denied</td>
<td>180 day limit clearly violated.</td>
</tr>
<tr>
<td>89-2</td>
<td>Accepted</td>
<td>Anesthesia prior to tooth extracting required by existing heart condition.</td>
</tr>
<tr>
<td>89-3</td>
<td>Denied</td>
<td>Ambulance service excluded if not emergency.</td>
</tr>
<tr>
<td>89-4</td>
<td>Accepted</td>
<td>Blood tests indicated for patient's condition (Josh said so).</td>
</tr>
<tr>
<td>89-5</td>
<td>Accepted</td>
<td>O.T. integral part of treatment; required by Accrediting Bunch; etc.</td>
</tr>
<tr>
<td>89-6</td>
<td>Pending</td>
<td></td>
</tr>
<tr>
<td>89-7</td>
<td>Accepted</td>
<td>O.T. actually physical therapy &amp; pre-approved.</td>
</tr>
<tr>
<td>90-1</td>
<td>Accepted</td>
<td>Letter from physician confirmed 2nd surgeon recommended cutting.</td>
</tr>
<tr>
<td>90-2</td>
<td>Pending</td>
<td></td>
</tr>
<tr>
<td>90-3</td>
<td>Denied</td>
<td>Vision therapy excluded.</td>
</tr>
<tr>
<td>90-4</td>
<td>Denied</td>
<td>Orthodontics excluded.</td>
</tr>
</tbody>
</table>

So our record is 5-4-2.

RP/jab
Insurance Appeals Committee

Minutes of March 13, 1990

Present: Daniel Bragg, Richard Clark, Ann Marie Heldt, Joshua Kaplan, Roger Ptak, Janet Welch

Chair Ptak called the meeting to order at 2:40 p.m.

The committee considered appeal 90-4, which involves orthodontic treatment to be performed prior to oral surgery. Heldt moved that the appeal be denied because the plan excludes orthodontic treatment, and Ptak seconded the motion. Discussion noted that the motivation for performing the orthodontic treatment does not change the coverage under our plan. The motion then passed unanimously.

Welch discussed the report she had made to the Insurance Committee concerning the operation of the Insurance Appeals Committee. Everyone agreed that we are doing a good job.

Meeting was adjourned at 3:13 p.m.

xc: Jim Morris, Director, Benefits Office
All members, IAC
Each case is weighed according to the provisions of the benefits plan on the basis of anonymity of the appellant. In some instances, it is necessary that the Benefits Office reveal the employee class for the extent of coverage of the benefits. Otherwise, we do not know anything about the employee status unless that person requests to meet with the Committee in person. To date, two appellants have requested to meet with us, only one of whom has needed to do so.

Appeals have been for the following:

- Payment for Ambulance service
- Blood tests—whether routine
- Dental service related (Note: vision and dental coverage not extended to contract employees)
- Occupational therapy
- Second opinion compliance
- Vision therapy
- Voice therapy

Of these appeals, there were 7 appeals in 1989 and 4 thus far in 1990. Seven have been approved for payment and three denied. There are now two appeals pending.

The Insurance Appeals Committee is now meeting at least once a month.

Submitted by Janet Welch
Insurance Appeals Committee
Liaison to Insurance Committee

March 9, 1990
June 15, 1990

Jill Carr  
Chair, ASC  

Dear Jill:

I am very pleased to announce that ACGFA Committee has met and completed their task of appropriating $408,618 of general fees to student organizations recognized on campus.

The Committee met on five consecutive weekends in the Spring. The operation went quite well through the efforts of Bob Arrowsmith, Assistant Vice President for Student Affairs. The meetings were well organized and controlled to keep things going on track by Bob.

One recommendation that I offer is that since the Committee meets on weekends, Saturdays and Sundays, that compensatory time be offered to the Administrative Staff member that serves on the Committee. The amount of time that I spent on the Committee was about 40 hours, 8 hours on Saturdays and 4 hours on Sundays. I realize that Administrative Staff personnel are not normally authorized compensatory time for additional time required to complete their contracted duties. However, the serving on ACGFA might be considered not part of contracted duties. I believe compensatory time for serving on ACGFA might reduce the reluctance of personnel to serve on the Committee.

There are no issues that I believe to be carried forward to the next year.

If I can be of any further service, please give me call.

Sincerely,

Rich Peper  
EDP Auditor

xc: Gregg DeCrane  
Greg Jordan  
Bob Arrowsmith
June 15, 1990

MEMORANDUM

To: Jill Carr
From: Pat Green

Enclosed is my report on the Parking Appeal Committee for ASC records.
Parking Appeals Committee Report
1989-90

The University Parking Appeals Committee met about once a month during the school year to process an average of 45-50 faculty, staff and graduate student tickets. Since the undergraduate student court is not in session in the summer, the parking appeals committee processes the undergraduate tickets also. There are about 50 - 100 undergraduate appeals each month.

Generally, each member of the committee assesses each appeal and makes a decision to grant or deny the appeal. In the case of a difference among the committee members, the chair of the committee decides whether to deny or grant the appeal. The chair is responsible for sending letters with the ruling of the committee.

My overall assessment is that few people on campus actually read the parking regulations. Most of the violations are pretty cut and dry. Persons will also test the regulations and inevitably will get caught.

I found Jean Yarnell and the other persons in Parking and Traffic to be very helpful if I had a question about a ticket or a parking regulation. I would recommend future members of this committee use the parking personnel as resources.
MEMORANDUM

TO: Jill Carr, Chair
Administrative Staff Council

FROM: Sam Ramire

RE: REQUEST FOR EOC REPORT

Attached is a copy of the annual report submitted by EOC to the President. The report should cover the items requested in your memo dated 6/5/90.

Please contact me if you need additional information.

Thanks for the Certificate of Appreciation, sorry I was unable to receive it in person.
Annual Report
Equal Opportunity Committee
1989-90

The EOC met for seven monthly meetings during the 1989-90 academic year. A roster of members is enclosed. Elizabeth Yarris served as Chair and Elliott Blinn was elected Vice Chair. Professor Blinn will serve as the EOC contact person if needed during the Summer and will convene the first meeting in the Fall, 1990. Secretarial duties were rotated among members.

Committee Action

It must be noted that Miguel Ornelas, Director of Affirmative Action, died in August, 1989, and Rob Cunningham was asked to serve as Interim Director. Hence, three major activities and goals for this year were: to act in a supportive and advisory capacity to Mr. Cunningham; to be actively involved in the search for a new Director; and to contribute to campus-wide awareness of issues of Affirmative Action and Equal Opportunity.

In regard to the Director's search, Elizabeth Yarris served as a member of the search committee, EOC members were invited to provide input throughout the process, and all members were invited to meet with the candidates who were brought to campus. Recommendations were made to the President concerning the representation on the search committee and in the applicant pool. In addition, EOC recommended to the President that the Director of Affirmative Action be given a multiyear contract.

The Committee heard monthly reports from Mr. Cunningham on the activities of the Office of Affirmative Action and Handicapped Services.

A report on vandalism to the Women's Studies Office was heard and the need to expand the definition of harassment to include sexual orientation was a topic of on-going discussion throughout the year. A request was made to the President that he speak out against such harassment. The committee responded to a memo from Dr. Mary Edmonds concerning the University Sexual Harassment Policy and the need for its revision.

The Committee requested and received from Dr. Eloise Clark information concerning the Minority Recruitment Fund. The use of this fund was discussed throughout the year.
The EOC recommended to the Office of Affirmative Action that "In the spirit of affirmative action and equal opportunity, any tenure track faculty position and administrators positions should be advertised as a national search; all administrative staff positions, at a minimum, should be open to all members of the university community."

In addition, a number of other issues were discussed including the Promotion Policy recommended by Administrative Staff Council and the processing of complaints of sexual harassment.

**Carry Over Items**

1. Discussion of an amendment to the Charter concerning searches.
2. Response to guidelines for Minority Recruitment Fund.
4. Proposed changes regarding sexual orientation to the University's Sexual Harassment Policy.

**Suggestions and Recommendations**

1. Review the original charge of the committee to see if it is still relevant.
2. Create a subcommittee to begin work on agenda items over the summer for next year's committee.
3. Find a way to take care of secretarial duties.
4. Post meetings in the Monitor and distribute minutes to former members.
<table>
<thead>
<tr>
<th>Name and Title</th>
<th>Committee Status</th>
<th>Address</th>
<th>Phone</th>
<th>Term of Membership</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elliott Blinn, Chemistry</td>
<td>Faculty</td>
<td>110 Hayes</td>
<td>2-8281</td>
<td>1992</td>
</tr>
<tr>
<td>Stephenie Conde</td>
<td>Undergraduate Student Representative</td>
<td>OCMB #1011</td>
<td>354-4184</td>
<td>1990</td>
</tr>
<tr>
<td>Rob Cunningham, Interim Director Affirmative Action</td>
<td>Ex-officio member</td>
<td>705 Administration Bldg.</td>
<td>2-8495</td>
<td>1990</td>
</tr>
<tr>
<td>Nancy Dillon, American Culture Studies</td>
<td>Graduate Student Representative</td>
<td>434 University Union</td>
<td>2-7133</td>
<td>1990</td>
</tr>
<tr>
<td>Barbara Jameson, Minority Affairs</td>
<td>Classified Staff</td>
<td>424 Student Services</td>
<td>2-2642</td>
<td>1990</td>
</tr>
<tr>
<td>Christopher Miko, Science Library</td>
<td>Faculty</td>
<td>318 Math Science</td>
<td>2-2527</td>
<td>1991</td>
</tr>
<tr>
<td>Deirdre Monk, Visual Communication Technology</td>
<td>Faculty</td>
<td>207 Technology Bldg.</td>
<td>2-2155</td>
<td>1990</td>
</tr>
<tr>
<td>Sam Ramirez, Personnel Support Services</td>
<td>Administrative Staff</td>
<td>Personnel-Shatzel Hall</td>
<td>2-2228</td>
<td>1990</td>
</tr>
<tr>
<td>Diane Regan, College of Arts &amp; Sciences</td>
<td>Administrative Staff</td>
<td>205 Administration Bldg.</td>
<td>2-8542</td>
<td>1992</td>
</tr>
<tr>
<td>Roger Swope, Public Safety</td>
<td>Classified Staff</td>
<td>Commons Building</td>
<td>2-7989</td>
<td>1992</td>
</tr>
<tr>
<td>Elizabeth Yarris, Chair Counseling &amp; Career Development Center</td>
<td>Faculty</td>
<td>320 Student Services Bldg.</td>
<td>2-2081</td>
<td>1990</td>
</tr>
</tbody>
</table>
June 5, 1990

Suzanne Crawford
Continuing Education

Dear Suzanne:

As the 1989-90 Administrative Staff Council representative to the Strategic Planning Committee, I am requesting that you submit a brief summary of your committee's proceedings this year. Please indicate the accomplishments of the committee, carry over issues for 1990-91, and any recommendations you may have for next year. If, by some chance, your committee has not met this year, please indicate this in your report and any recommendation you may have about the future of this committee. I would like to receive your report by July 1, 1990.

Your report will become a part of the permanent 1989-90 ASC record and will be forwarded to next year's Council. I also suggest that you send a copy to the chair of your committee.

Please accept my thanks and appreciation for serving on this committee. Your efforts are appreciated and your input has been important to all administrative staff. Thank you for taking the time from your busy schedule to contribute to the success of our council.

If you have any questions, please do not hesitate to give me a call. I look forward to hearing from you soon.

Sincerely,

Jill Carr
Chair
Administrative Staff Council

cc: Gregg DeCrane
Greg Jordan
Submitted by Linda Saulsgood, administrative staff representative, to Jill Carr, chair, Administrative Staff Council, June 20, 1990.

The major issue facing the University Parking Committee this year was the committee's actual role in parking decisions. Several memos were directed to Vice President Robert Martin requesting clarification of the committee's charge and VP Martin was asked three times to attend meetings of the committee to discuss how he perceived its role. His only response to the committee, via memo, was that the committee works in an "advisory capacity" to the manager of parking and traffic.

1989-90 was a frustrating year for the committee. Several major decisions regarding parking were made by the president and vice president without input from the University Parking Committee. Our only recourse was to react; our reactions were totally disregarded.

The major activity for the University Parking Committee was distribution of a survey to faculty, classified and administrative staff on their preferences regarding reserved parking on campus. The overwhelming response was that all constituencies are unwilling to pay for reserved parking spaces out of their own pockets and that VIPs should be charged for their reserved parking privileges.

The survey was in response to a mandate given University Parking Services to generate additional revenue to provide for increased shuttle service and security for students who will be required to park near the stadium in 1990-91.

The committee offered advice to the director of Parking and Traffic regarding the following issues:

* A potential tiered parking plan that would require employees to pay a premium rate for convenient, inner-campus parking;
* Regulating reserved parking;
* Parking for permanently handicapped and temporarily disabled employees and students;
* Providing shuttle service for visitors, current and prospective students.

Issues that will likely resurface in 1990-91 include:

* Tiered parking;
* Expanding the shuttle service;
* Eliminating parking in inner campus lots/moving more students and faculty to the stadium parking area/closing some inner campus lots.
* Changing the process for parking appeals (this is business that began in 1988-89 and is not yet resolved).

I have attached a memo written by the chair of the University Parking Committee to VP Martin on May 1 at the direction of the parking committee members. This is the most recent piece of correspondence between the committee and VP Martin. To date, he has not responded.

It also seems likely at this time that the committee may be involved in the selection of a new or acting parking manager and/or possible restructuring of the parking area within the Department of Public Safety since it is very unlikely Jean Yarnell will ever return to her position.
May 1, 1990

MEMORANDUM

TO: Robert Martin, V.P. Operations

FROM: Leigh Chiarello, Chair, Parking Services Committee

I have been directed by the Parking Services Committee to contact you regarding several items of business/concern. Among the items are: (a) the disposition of our recommendations for re-configuring the Parking Appeals Committee (see attached minutes); (b) the results of our survey of over 1900 faculty and staff regarding the reserved parking situation; (c) the memo you sent to the chairs of Faculty Senate, Administrative Staff Council, and Classified Staff Council asking them to survey their constituents regarding parking concerns; and (d) the proposed plan to return Lots A and G to "green" space.

On April 23, 1990, Kevin Work (who was then Chair of the Parking Services Committee) sent you a set of recommendations regarding the structure and functions of the Parking Appeals Committee. To this date, we have received no formal response as to those recommendations nor are we aware that they have been implemented as described. Could you inform us as to how these recommendations have been handled by your office?

In early March, Jean Yarnell and I created a survey which was mailed to over 1900 faculty, staff, and administrators in the university. Over 850 surveys were returned for a return rate of 46%. Based on our tabulation of those responses, we can report the following conclusions/recommendations:

1. Survey respondents did not favor any plan that had differentiated fees for decals (i.e., a tiered-parking plan).

2. Survey respondents did not favor purchased reserve parking (only 25% indicated they would pay more to have a designated spot).

3. Those who favored purchasing a designated spot favored it at such a ridiculously low fee that it made it ludicrous to sell spaces.

4. Survey respondents favored having the central administrators (president, vice-presidents, treasurer, etc.) pay for their designated through salary deductions.

5. Medical reserved spaces should be eliminated and the number of handicapped spaces increased to accommodate those individuals who...
qualify for handicapped designated placards from the State. Persons with temporary medical emergencies would be given special dispensations on a short-term basis.

The Committee also expressed considerable concern/dismay regarding a memo you sent to the chairs of the Senate, ASC, and CSC. Since you were already aware of our survey, we questioned both the intent and the purpose of your memo asking these individuals to collect information. If you were displeased with our survey, why didn't you recommend changes when it was sent to you for review? If you were satisfied with our survey, why was an additional source of data sought out? Since the memo from your office was sent out after our survey was distributed, we can only infer that you perceived an inadequacy in either the survey or our sampling techniques.

Finally, as has become the norm recently, we found out about the proposed changes in Lots A and G through the BG News rather than through either your office or the Parking Manager's Office. Again we question the purpose of the Parking Services Committee. If we are simply to rubber stamp policies ex post facto, then there is no real reason for us to exist as a committee. Considering that we just repaved and reconfigured those lots at a cost of a half million dollars, it would appear that such a plan as described in the BG News would constitute a tremendous waste of taxpayers' money. Clearly, such a plan should be widely discussed by various groups, but most importantly by the Parking Services Committee.

We eagerly await your response to our recommendations and concerns.

ms
Attachment

xc: Parking Committee Members
    David Newman, Chair, Faculty Senate
June 14, 1990

MEMORANDUM

TO: Gregg DeCrane, Chair
Administrative Staff Council

FROM: Diane Regan

SUBJ: Annual Report of the Equal Opportunity Committee

Jill Carr, Administrative Staff Council Chair for 1989-90, asked for a report of the accomplishments of the EOC for the past academic year and I am happy to provide one. Please note, however, that the report is mine and should not be construed as the official report of the Committee which is submitted annually to the Faculty Senate by the Chair of the Committee.

On a monthly basis, the Committee met with Mr. Rob Cunningham, Interim Director of the Office of Affirmative Action, to review current activities and offer counsel as appropriate.

Members of the Committee were actively involved in the search for the Director of Affirmative Action which recently ended in the successful recruitment of Marshall Rose.

In addition, the Committee:

* debated the adequacy of the current university sexual harassment policy in view of increasing problems with sexual orientation discrimination;
* asked the President to take a public stand on the matter as an action consistent with our efforts to diversify the university community;
* recommended to the President that a multi-year contract be offered to the Director of Affirmative Action;
* discussed at length the University's commitment to the spirit of Affirmative Action and Equal Opportunity in light of the appointment of Philip Mason as Vice President for University Relations;
* passed a resolution which was forwarded to the Interim Director of Affirmative Action suggesting hiring practices which should guide the selection of all future faculty and administrative staff;
* recommended that a Charter amendment be introduced to guarantee that, in the future, all Vice Presidential positions be advertised nationally;
* sought information about and debated at length the use of funds from the Minority Enhancement Pool;
Gregg DeCrane, Chair
Administrative Staff Council
June 14, 1990
Page Two

Items carried over for discussion and action for 1990-91 follow:

*examine the definition of sexual harassment in the Charter and consider the need to broaden it to address the issue of lifestyle orientation and less overt forms of gender harassment;

determine whether a policy statement establishing guidelines for appropriate relationships between students and faculty is warranted;

advise the Director of Affirmative Action with regard to the Administrative Staff proposal that an Internal Promotion Policy be implemented.

Please feel free to share this report with interested members of Council and to call me if you would like additional information.

/dp

c: Jill Carr
   Elizabeth Yarris
June 15, 1990

Jill Carr  
Chair, ASC

Dear Jill:

I am very pleased to announce that ACGFA Committee has met and completed their task of appropriating $408,618 of general fees to student organizations recognized on campus.

The Committee met on five consecutive weekends in the Spring. The operation went quite well through the efforts of Bob Arrowsmith, Assistant Vice President for Student Affairs. The meetings were well organized and controlled to keep things going on track by Bob.

One recommendation that I offer is that since the Committee meets on weekends, Saturdays and Sundays, that compensatory time be offered to the Administrative Staff member that serves on the Committee. The amount of time that I spent on the Committee was about 40 hours, 8 hours on Saturdays and 4 hours on Sundays. I realize that Administrative Staff personnel are not normally authorized compensatory time for additional time required to complete their contracted duties. However, the serving on ACGFA might be considered not part of contracted duties. I believe compensatory time for serving on ACGFA might reduce the reluctance of personnel to serve on the Committee.

There are no issues that I believe to be carried forward to the next year.

If I can be of any further service, please give me call.

Sincerely,

Rich Peper  
EDP Auditor

xc: Gregg DeCrane  
Greg Jordan  
Bob Arrowsmith
TO: Jill Carr, Chair 
Administrative Staff Council

FROM: Regina Kosty
Center for Archival Collections


DATE: June 18, 1990


One of the main topics of the LAC this year was working on the proposed allocation of additional discretionary funds for the academic departments. This was accomplished through discussions with the new Director of Collection Management, Barbara Ford-Foster, and by having the bibliographers develop needs assessments in consultation with departmental representatives. A three year departmental allocation plan was devised.

Also this year, after hearing from Joan Pepp, Director of Access Services, LAC endorsed the elimination of the name/title card catalog. The primary reason for the closing is that since July 1987 no more cards have been filed and since the on-line catalog was in place and it provides full and adequate access there is no need for that particular card catalog.

From the LAC two volunteers were recruited to serve on the Library Fines Appeals Committee. Leo Navin and myself agreed to serve and we made decisions on three appeals throughout the year.

The graduate student representative to LAC gave her views on services graduate students encounter in the library, and Head of Circulation, Mary Beth Zachary, explained several circulation policies and procedures.

A wide assortment of other concerns and questions were voiced by committee members throughout the year which mostly were answered by Dr. Rush Miller, Dean of Libraries and Learning Resources, and enlightened all committee members. Of special interest is the upcoming Ohio Library and Information System (OLIS), which is a system connecting libraries throughout the state. This will make Ohio the most powerful statewide library and information system in the nation and will play a major part in providing the quality of education and research in Ohio.

RK: swf

xC: John Gresser, Mathematics and Statistics
June 19, 1990

Ms. Jill Carr, Chair
Administrative Staff Council

Dear Ms. Carr:

As a member of the Human Subjects Review Board, we had a very busy year in meeting the needs of all researcher's protocols and to give our approval for them to proceed with their research. The following is a breakdown of total protocols received for our approval:

<table>
<thead>
<tr>
<th>Project Type</th>
<th># Departments</th>
<th># Protocols</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thesis Project</td>
<td>25</td>
<td>84</td>
</tr>
<tr>
<td>Dissertation Projects</td>
<td>10</td>
<td>44</td>
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<td>GBA Projects</td>
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<td>12</td>
</tr>
<tr>
<td>Research Projects</td>
<td>21</td>
<td>61</td>
</tr>
<tr>
<td>TOTAL PROTOCOLS</td>
<td></td>
<td>215</td>
</tr>
</tbody>
</table>

Out of the above protocols, we only had two that needed special meetings or had to have researcher present to explain his project in further detail and to allow the board to ask any questions. All problems with these protocols were resolved and researchers were allowed to continue. There are no carry over issues for the 1990-91 year.

If you have any questions please contact me. Thank you.

Sincerely,

Ronald L. Thompson
Director
Computer Operations
June 22, 1990

MEMORANDUM

TO: Jill Carr, Chair
Administrative Staff Council

FROM: Jane Schimpf, Director
Food Operations

SUBJECT: Monitor Advisory Committee Report

The Monitor Advisory Committee does not meet. Melissa Firestone, Editor, distributes "letters to the editor" to us for review prior to publication.

We give her input on whether or not we feel the piece should be published within broad journalist guidelines.

I am not sure that it is a necessary committee at this time, as I'm unaware of any rejections by the committee that Melissa could not handle in her professional position, although I've particularly enjoyed the "sneak" previews this year.

cc: G. DeCrane
    G. Jordan
    M. Firestone
June 25, 1990

Memorandum
To: Jill Carr, Chair, Asc.

Dear Jill:

The University Computing Council (UCC) meets approximately every 4 weeks for a 2 hour meeting. The council is an advisory group for Dr. Conrad (Computer Services).

The following is a brief summary of items addressed in the University Computing Council in 1989-90:

1. A subcommittee was formed to select a third microcomputer vender with IBM 286 capability. This machine would have full university hardware support.

2. Reports were given on microcomputers in the residence halls, CICS access for Macintosh SE, Time Purchase of Microcomputers, University Networking Plans, and the New Electronic Mail System.

3. Established the UCC Macintosh Grant Program for needy departments.

4. Reviewed and recommended a new list of University Supported Microcomputer software. (I was on this subcommittee).

5. Authorizing summer computer rentals to faculty and staff. (I was on this subcommittee).

6. Review of Dr. Conrad’s University Computing Budget.

The major issue coming for 1990-91 is the review of the next five year University Computing Plan.

Respectfully Submitted By:

Laura F. Emch
Financial Aid and Student Employment Office

LE:lg
July 11, 1990

MEMORANDUM

TO: Gregg DeCrane, Chair
Administrative Staff Council

FROM: John Buckenmyer

RE: Union Advisory Committee Annual Report - Fiscal Year 1989-90

The Union Advisory Committee experienced a very productive year.

The major issue that faced the Committee was the development of a Union Smoking Policy. After hearing comments from Dr. Paul Olscamp, Dr. Josh Kaplan, Mr. Keith Pogan and Dr. Barbara Kalman regarding the pros and cons of a no smoking policy, the Committee decided to survey Union users prior to making a recommendation.

After reviewing the survey results and further discussion the Union Advisory Committee recommended that the Union become smoke free effective May 14, 1990.

In other business, a Classified Staff Council representative was added to the Committee and the Administrative Staff Council representative was changed from ex-officio to regular membership.

The return of the space to the University Union that is currently utilized for academic use was also discussed in detail. The Committee recommended that all academic space should be returned to the Union as recommended by the space utilization policy (copy attached).

A sub-committee was formed to develop a vision statement as to where the Union should be in regards to space. Expansion of the Union would be considered as a part of this vision statement.

Other issues that were discussed included Multiple Room Scheduling, Fat and Cholesterol content of food served in the Union and signage of Union facilities.

At each meeting the Committee heard updates from the Union Director, the Union Conference Director and the University Activities Organization Director.

Chair Nancy Kubasek has agreed to serve as Chair for 1990-91 fiscal year.

mh
UNIVERSITY UNION
SPACE UTILIZATION POLICY

Since the Spring of 1983, the University Union has housed direct academic functions through the utilization of the Side Door (old Carnation Room) as a computer laboratory, the Browsing Room as a Home Economics facility, and hotel rooms on the fourth floor for Women's Studies. The total square footage of these areas is 4567 sq. ft. The usage of these rooms has diminished the ability of the University Union to fulfill its mission to be the "hearthstone" and "family room" of this University. Further consideration of space for purposes other than that for which space is designed could have a crippling effect upon the ability of the building to best serve the overall University community.

With the constant demand for the University Union to be self-supporting and with the increased demand for programming and meeting space on the campus, the University Union Advisory Committee recommends that no further space be utilized for non-union related functions and that the Side Door, Browsing Room, and hotel rooms be restored to general campus use, both for innovative campus programming to meet emerging University needs and for the uses for which the spaces were originally designed and intended.

December 9, 1988
August 8, 1990

To: Jill Carr
From: Dick Zolman
Project-90

Subject: Insurance committee Annual Report

Dear Jill,

I am forwarding to you a copy of the 1989-1990 annual report of the Insurance Committee. The most important function of the year was the selection of a new third party administrator for our Health Insurance. Park Leathers is an excellent chairman, and we do have meetings regularly. Hopefully, I will be able to attend all necessary meetings this next year. Sorry I am late, but I am just beginning to get somewhat organized since my accident.

Dick Zolman

"Computer Systems for the 1990's and Beyond"
UNIVERSITY INSURANCE COMMITTEE
1989-90 ANNUAL REPORT

MEMBERS:
Park Leathers, Chair
John Erion
Gaylyn Finn
Darwin Close (First Semester)
Mark Hafner
Annmarie Heldt
David Mears (to March 15)
Jim Morris
Nancy Richter (from March 15)
Genevieve Stang
Janet Welch
Richard Zolman

MEETINGS:
October 25, 1989
November 9, 1989 (Unofficial-no quorum)
December 6, 1989
February 2, 1990
March 9, 1990
April 6, 1990
April 20, 1990
April 27, 1990
May 2, 1990

OLD BUSINESS:

1. The committee asked welfare committees to comment on the committee's April 10, 1989, report on its deliberations regarding the second opinion requirement. No comments (beyond acknowledgments of receipt) were received. Consistent with the committee's report, the Third Party Administrator was instructed to continue to require mandatory second opinions for certain procedures. See Plans for Future Years.

2. The committee continued to interact with the Insurance Appeals Committee, primarily through our mutual member (Janet Welch). The appeals process was much more active in 1989-90 than in prior years, thus seems to be taking its rightful place as an important component of the governance structure.

3. The committee reviewed the May 1989 report from the Insurance/Benefits Office regarding its survey of BGSU employees.

NEW BUSINESS:

The committee's major activity in 1989-90 was participation in the process for solicitation and review of proposals for selection of a Third Party Administrator for the University's health care plans. This process is incomplete at the date of this report.

The committee's involvement in this process, beyond general discussion, included the following:

1. Review of the Request for Proposal prior to its issuance.

2. Discussion of a checklist for evaluation of the proposals (devised by Jim Morris, Benefits Manager).
3. Independent appraisal by the committee, using the checklist, of the 15 proposals submitted to date. (An additional two proposals are expected as a result of the rebidding process discussed below.)

The purpose of the last step was not to develop an outright recommendation. Rather it was to become familiar with the proposals and some of the issues, as a basis for review and discussion with the Administration representatives to the committee and with Findlay, Davies and Company, the independent consultants retained to help evaluate the proposals. This discussion took place on May 2, 1990.

It was decided to reopen the proposal process to allow potential suppliers to redefine their charges for administrative services, in the hope that they will be more comparable. The committee will continue to participate in the evaluation process, to the extent members are available, with a goal of making a recommendation by June 1, 1990, so that transfer of responsibilities can take place by September 1, 1990.

In addition to the foregoing, the committee during the year endorsed two recommendations from the Faculty Welfare Committee (FWC):

1. That the FWC, rather than the Faculty Senate as a whole, elect the FWC representative to the Insurance Committee. (This is the subject of a separate memorandum.)

2. That the University consider the feasibility of adding hearing aids to its health benefits package.

PLANS FOR FUTURE YEARS:

1. Assuming there is a change in third party administrator, Fall 1990 will be a time of adjustment and transition. The Insurance Committee and the Insurance Appeals Committee should be consulted regularly to make this process work as smoothly as possible.

2. Once the change-over has taken place, the third party administrator should be asked for recommendations for the University health plan, and the committee should be involved in a reconsideration of the plan. Two areas of particular concern are:

   a. Second opinion requirements--despite the committee's affirmation of a mandatory second opinion procedure last year, the benefits of this policy consider to be problematical. Other employers are eliminating this requirement or making it optional, and the University may wish to consider this approach.

   b. Prenotification of the third party administrator of hospital admissions and monitoring of in-hospital stays--the former policy was recommended by consultants several years ago but never has been implemented because of lack of faculty approval.

3. Given the rise in health care costs, there have been no increases in benefits in recent years. The Faculty Welfare Committee and the University Insurance Committee both have endorsed a study of the inclusion of hearing aids in the benefit package. There also is continued interest in some sort of cafeteria plan for employee benefits.
4. Long-term issues of concern to the administration of employee benefits include:

a. Consideration of positioning of the Insurance/Benefits Office in the university organizational structure. (Presently operations are assigned to the vice-president for operations, but some activities and most policy matters are processed through the university treasurer and the vice-president for planning and budgeting.)

b. Restructuring of programs to minimize variations in coverage among staffs and perceived inadequacies and inequities in the plans. This might include consideration of partial benefits for part-time staff.
MEMORANDUM

TO:       Annmarie Heldt, Executive Director of Personnel

FROM:     Jill Carr, Director, Chair, Administrative Staff Council

RE:       Promotion Policy

At the June 7, 1990 meeting of the Administrative Staff Council, the Personnel Welfare Committee’s proposal for promotions for administrative staff was approved. I am now forwarding the proposed policy to you for forwarding to the appropriate approval channels.

Please note that the Council wishes to emphasize the need for the Director of Affirmative Action and the Executive Director of Personnel to closely monitor the implementation of this policy if it is to work in the fairest and most effective way and in the fashion as designed and intended by ASC. We realize that the potential exists for this policy to be interpreted as a perpetuation of the “old boy’s network”. We must do everything possible to keep this from happening. Please carry this message forward throughout the approval process.

If you have any questions, please give me a call. As always thank you for your assistance.

JC/jm

Enclosure

cc: Gregg DeCrane
    Greg Jordan
    Norma Stickler
MEMORANDUM

TO: Robert L. Martin  
Vice President for Operations

FROM: Annmarie Heldt  
Executive Director  
Personnel Services

June 14, 1990

Attached please find correspondence relating to a change in the administrative staff promotion policy. As Mr. Pose will soon be on staff, I am requesting that he be involved with facilitating this proposed change after Ad Council has authorized it. Should you wish to discuss this further, feel free to call me at 2-2558.

AH:mmb  
Attachment  
bxc: Jill Carr  
Gregg DeCrane
PROMOTIONS FOR ADMINISTRATIVE STAFF

On April 14, 1977 the University Board of Trustees approved a University Affirmative Action Plan that includes the following statements (p. 23, C & E):

Under procedures developed by the Affirmative Action Office in consultation with the Office of Personnel Support Services and Administrative Staff Personnel Services, a career counseling program will be established to assist lower level employees in achieving career advancement.

The Offices of Personnel Support Services and Administrative Staff Personnel Services, in consultation with the Affirmative Action Office, will develop specific career ladders as a generally sound procedure in personnel management.

The Administrative Staff Council endorses these concepts and urges compliance with the above provisions of the Affirmative Action Plan. As a further step in implementing this policy we recommend that an internal promotion of a member of the University’s Administrative Staff may be made without a search. In the case when such a promotion ultimately creates a vacancy within the specific unit or elsewhere within the University, the vacancy created will be filled by the normal recruiting processes. In making the decision for an internal promotion, the supervisor or vice president will discuss the matter in advance with the Director of Affirmative Action and will provide written documentation supporting the proposed promotion. Copies of the documentation will go to the Director of Administrative Staff Personnel Services. Such a promotion must be approved by the appropriate vice president. When the supervisor is the vice president, the vice president should confer with the Director of Affirmative Action.

The Administrative Staff Council urges the Director of Affirmative Action and the Director of Administrative Staff Personnel to work closely with University supervisors and administrative staff to develop career ladders and to identify administrative staff who might become candidates for career advancement within the University, either within their present organizational area or within another organizational area of the University.

The Administrative Staff Council believes that internal promotion serves the interests of both the University and the staff. The staff benefits because of the opportunity to advance without having to change employers. The University benefits because of improved staff morale, improved incentive for staff to function effectively, incentive for quality staff to stay at the University, smoother transitions when staff leave and are replaced from within, enhanced ability to recruit new staff, and decreased costs associated with advertising and interviewing. Affirmative action is not compromised by internal promotion.
RATIONALE:

Morale: Employees who do their job well may reasonably expect to be considered for promotion when an appropriate position becomes vacant. When this expectation is fulfilled, employees feel appreciated; when it is not, they feel cheated and discouraged.

Incentive to perform: An employee who has observed that promotions do occur has good reason to perform at the highest possible level. If, instead, openings are routinely filled from outside, there is little incentive to do more than an adequate job.

Incentive to stay: An employee who is ambitious and capable will seek advancement. If it is not available here, then it will be sought at another institution. We do not want to lose our best staff.

Smother transitions: When people are internally promoted, they are already familiar with not only their own operations, but also the functions and staff of other University offices. Lack of this information in someone hired from outside can result in a long, costly and inefficient period of orientation. Furthermore, newly promoted employees are able to train their own replacements.

Enhanced recruitment: Highly qualified and ambitious people will be more readily attracted to work here if there is opportunity for advancement.

Decreased costs: Searches are costly. When positions are filled by internal promotion, vacancies are created, but they are created at lower levels of responsibility, and the resulting searches may be considerably less expensive. For example, the costs for advertising, and for bringing candidates to campus, are considerably less for a regional search than for a national search.

Affirmative action: Affirmative Action principles are not jeopardized by internal promotion. Ultimately, internal promotion results in a vacancy which can be filled by an external search. Furthermore, while any system can be distorted and abused, internal promotion may in fact make it easier to assure that all protected classes are represented not only in adequate overall numbers, but also in positions of higher responsibility. Perhaps the most effective response to the claim that there is a shortage of qualified applicants for more responsible positions is to train the necessary candidates in-house, on the job, and then promote them.

It should be noted again that the BGSU Affirmative Action Policy (page 23) endorses the principles of internal promotion, career counseling, career advancement, in-house training, and career ladders.

Approved by PWC 4/23/90
MEMORANDUM

TO: Robert Martin, Vice President for Operations
FROM: Jill Carr, Chair, Administrative Staff Council
RE: Resignation of Annmarie Heldt

On behalf of the Executive Committee of the Administrative Staff Council I wish to express our profound disappointment in learning of the resignation of Annmarie Heldt from the position as Executive Director of Personnel. As you know, ASC wholeheartedly supported Annmarie's candidacy and subsequent appointment to this position. We deeply regret the fact that she is leaving this position. We feel strongly that Annmarie has contributed positively to the work environment for Administrative Staff during her time on this campus. We genuinely believe it will be quite difficult to replace her.

It is particularly distressing to think that her departure could have been avoided had the treatment she received during the search process and subsequent appointment been different. It is difficult to understand why Annmarie was not included in the original group of candidates to be interviewed. Also, was Annmarie offered a salary equal to the amount offered to Dennis Clouse last December? Some indication has been given that a lesser amount was offered to Annmarie. It appears that the qualifications and level of experience of both Annmarie and Dennis Clouse were comparable. It is our request that the circumstances surrounding Annmarie's departure from BGSU be fully reviewed in hopes that we can learn from this experience and prevent it from happening again.

As we look to the future, ASC is quite concerned about how this position will be filled both on an interim basis and on a permanent basis. It is our suggestion that a one year appointment be made for an interim director and that during this year a well organized and effective search be conducted. It is vital that a repeat message not be sent to show that BGSU conducts lengthy searches and then easily allows the new person to be lured away from our campus. We cannot continue to lose valued employees.

Please know that ASC is willing to participate in this process as much as needed. Please call on us at any time for input or participation in the search process. Also, if you have any questions, please do not hesitate to contact me.

Thank you.

cc: Dr. Paul J. Olscamp
    Gregg DeCrane
    Greg Jordan
June 12, 1990

MEMORANDUM

TO: Jill, Chair, Administrative Staff Council

FROM: Roger Dannerrll, Director
       Department of Public Safety

SUBJECT: Summer Hours

Thank you for your letter regarding security for those employees who must staff their offices on Friday afternoons.

We agree that additional security measures should be implemented for those individuals who work alone on a floor or in an entire building on Fridays. Therefore, in response to summer hours security concerns, the police division will do additional walk through patrols and the Crime Prevention unit has developed security guidelines for those individuals who will find themselves working alone.

Attention will be focused on any suspicious activities or person(s) in those offices and/or departments identified below:

- Administration Building
- Education Building
- MMAC
- Industrial Technology
- McFall
- Business Administration
- Health Center

Enclosed you will find a copy of the Crime Alert that has been prepared for those employees. The crime alert lists some very specific guidelines each employee should be aware of when working alone.
SUMMER SECURITY GUIDELINES

- Make sure all doors and windows are locked. If you must open a window be very selective which one you choose to open.

- If possible, keep doors locked at all times and if you go out, even for a few minutes, lock the door. Don't be ashamed to be a little paranoid. A person with honest intentions will not be irritated with you acting cautiously.

- Remember, the best lock in the world is no good if it is not used. Be wary of any suspicious persons, solicitors, or utility employees - ask for identification.

- Don't isolate yourself the entire day, start a "lunch" buddy system with other employees or a friend. Have contact with someone on a daily basis. There's safety in numbers.

- REPORT any suspicious sounds, activities or persons to University Police. Call the police if you see or suspect a crime is being committed -- don't investigate yourself. Call 2-2346 or 9-1-1. Don't be afraid to report your suspicions. No violation is too small to be reported.

- If possible avoid the elevator. It may be better to take the stairs rather than risk being confronted in an elevator.

- Keep purses, keys and other valuables out of sight or locked in a desk drawer.

- Never reveal to anyone that you are alone. Carry on a one-sided dialogue with a fictitious person if you have to in order to make your point. Every emergency situation is different. Only you can decide which course of action is appropriate.

- Do your own security check daily - be on guard at all times.

- Do not enter your office if anything seems out of place. Go immediately to a safe place and call the police.

- Don't panic. You will be able to think and act more clearly if you stay calm. Remember, your attacker may be just as scared as you are.
MEMORANDUM

TO: Robert L. Martin  
Vice President for Operations

FROM: Annmarie Heldt  
Executive Director  
Personnel Services

Attached please find correspondence relating to a change in the administrative staff promotion policy. As Mr. Rose will soon be on staff, I am requesting that he be involved with facilitating this proposed change after Ad Council has authorized it. Should you wish to discuss this further, feel free to call me at 2-2558.

AH:mmb  
Attachment  
bxc: Jill Carr  
Gregg DeCrane
MEMORANDUM

TO: Linda Hamilton, Director of Budgeting

FROM: Jill Carr, Chair, Administrative Staff Council

RE: Budget Changeover

June 14, 1990

My term as chair of the Administrative Staff Council will end on June 30, 1990. Therefore, it is necessary to change the budget administrator authority on 187400 and 187500 to GREGG DECRANE. I'd appreciate it if you would make this change.

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

JC/jm

cc: Gregg DeCrane
    Greg Jordan
MEMORANDUM

TO:     Robert Martin, Vice President for Operations
FROM:  Jill Carr, Chair, Administrative Staff Council
RE:    ASC Professional Development Fund

The Professional Development Fund Allocation Committee has agreed to support two applications for administrative staff professional development activities. They are as follows.

1. Jane Schimpl - $870.00 to attend the College of Business Management Institute at the University of Kentucky.

2. Denise Kisabeth - $1000.00 to attend the Stereo Audio for Broadcast Workshop in August.

The appropriate budget transfer forms are enclosed for your signature. Please forward these at your earliest convenience to the Business Office.

Thank you for your attention to this matter.

[Signature]

cc: Gregg DeCrane
    Greg Jordan
    Jane Schimpl
    Denise Kisabeth
I would like to take this opportuni
ty to thank Mr. and Mrs. A.'s for their
front yard in L.A. One of the
reasons I decided to accepting
this offer was your friendship-
Your are kind, professional, sensible,
like the front yard, and friendly
in your fingertips to many of
the people we have joined in the
countless meetings of my late youth.
I remember the last time on
my agreement and remembering "are
lots of us the question of our future.
I'll look to any member at
12:30 until four minutes. On
the words of a great man of the
d20th century: "I leave you open
the great". (William James 1842)
June 26, 1990

MEMORANDUM

TO: Jill Carr, Chair
    Administrative Staff Council

FROM: Robert L. Martin, CPE
    Vice President for Operations

FE: Resignation of Annmarie Heldt

I share with you and the Executive Committee of Administrative Staff Council the disappointment in the resignation of Annmarie Heldt as Executive Director of Personnel.

I also agree that she has contributed positively to the work environment for administrative staff during her time on this campus and agree in the difficulty of replacing her. I do believe it is appropriate to reemphasize the process used in selecting the successful candidate for the Executive Director of Personnel. As you recall, the process we went through in screening and interviewing the finalists for that position was quite extensive. The screening committee represented a cross section of every constituent group on campus, and an even greater cross section of University administration and employees was represented during the interviewing process. I do not believe we can rightfully fault the opinions of those individuals assigned to the screening committee who spent many diligent hours reviewing the applications during our first interviewing process. I am fully convinced that the screening committee and its final products represented what they felt were the best applicants based on the information they had available at the time of their review. Even though Ms. Heldt was not one of the finalists during that cycle, it is, I believe, unfair to accuse the process of some inferred "mistreatment". When our negotiations to develop a contract with the selected finalist during that process was not concluded, I asked again that the screening committee provide a minimum number of finalists for interviewing in the second cycle. The same pool of applicants was used and Ms. Heldt's inclusion as a finalist became a reality at that point. When the same extensive campus participative process was completed with the second group of finalists, we each agreed on the successful applicant as we did the first time. At that point, negotiations were begun to reach a contract agreement. The salaries offered to the finalists on each occasion were directly related to that individual's educational background, experience, and total qualifications for the position. In each case, I was directly responsible for the negotiation and establishment of a salary offer and can assure you that those salary offers were appropriate for the individuals selected.
June 26, 1990
Page 2

I am very disappointed if you and your group feel that the participative process I insisted upon for the selection of Executive Director of Personnel was in any way biased or unfair. I was assured by every participant that open discussions and frankness prevailed concerning each candidate and am confident that in each circumstance an honest appraisal was provided and an appropriate conclusion reached. It is equally distressing to me that you and the Administrative Staff Council see the need to encourage this Office to proceed with a "well-organized and effective search". Such suggestions could easily be interpreted as inferring that participants in the prior process were ineffective in meeting that criteria.

I assure you that we will always attempt to obtain for BGSU the best possible candidates for each of our positions, and, I will, as Vice President for Operations, commit the appropriate level of resources to support that selection process.
June 27, 1990

MEMORANDUM

TO: Jill Carr, Chair
   Administrative Staff Council

FROM: Robert L. Martin, CPE
      Vice President for Operations

RE: Administrative Staff Promotion Policy

Administrative Council reviewed your proposal on June 26, 1990. They have asked that I set up a meeting with you and the appropriate individuals from Administrative Staff Council to discuss this proposal. My office will contact you in the near future to establish a meeting date. We will discuss some questions raised by Administrative Council with the hopes that a final plan can be developed for review by the Office of Affirmative Action in the near future.

has
MEMORANDUM

TO:  Vice President Eloise Clark
     Vice President J. Christopher Dalton
     Vice President Mary Edmonds
     Vice President Phil Mason
     Jill Carr, Chair, Administrative Staff Council
     Joyce Hyslop, Chair, Classified Staff Council
     Hal Lunde, Chair, Faculty Senate

FROM: Robert L. Martin, CPE
      Vice President for Operations

RE: Executive Director, Personnel Screening Committee

June 27, 1990

With the resignation of Annmarie Heldt as Executive Director, Personnel Services, effective June 30, 1990, it is necessary to again begin the screening process to hire a replacement. A national search campaign will be conducted and is already underway. Applications are currently being received with an expected close date of July 15, 1990. I would like for each of you to nominate one individual from your area to serve on the screening and interview committee for these candidates. I plan to meet with the screening committee during the week of July 9. The Committee will then review applications during the week of July 16 with the hopes of recommending to this Office the names of three finalists to be brought to campus for interviews and three alternates not later than July 25.

If you could notify this Office by memo or phone not later than July 5, we will attempt to schedule an organizational meeting during the week of July 9.

I look forward to working with each of the Committee members and am confident we will bring this process to an expeditious and successful conclusion as soon as possible.

I thank you for your assistance and continued support in this endeavor.

[Signature]

Office of the Vice President for Operations
Bowling Green, Ohio 43403-0220
Cable: BGSUOH
MEMORANDUM

TO: Robert Martin, Vice President for Operations

FROM: Jill Carr, Past Chair, Administrative Staff Council

RE: Change of Leadership

Thank you for your recent memos regarding the search for a new Executive Director of Personnel and the status of our proposed promotion policy. I have passed these on to Gregg DeCrane for his handling. Please be advised that as of July 1, 1990, Gregg officially assumed the chairpersonship of ASC. All requests and information can now be sent directly to him.

You should be hearing from Gregg shortly with the name of our representative to the search committee. Again, thank you for sending this information.

cc: Gregg DeCrane
    Greg Jordan
MEMORANDUM

TO: Dr. Les Barber
   Executive Assistant to the President

FROM: Gregg DeCrane
   Chair of ASC

DATE: July 3, 1990

RE: Welcome

On behalf of the Executive Committee of the Administrative Staff Council, congratulations on your appointment as Executive Assistant to the President.

We look forward to working with you both informally and in your capacity as liaison between ASC and the President. I will be in touch with you in early fall to invite you to an ASC Executive Council meeting.

Best wishes in your new position. If I or the ASC can assist you, please let me know.

GD/bal
pc: ASC Executive Committee
July 3, 1990

George Ray Medlin Jr.
Executive Secretary Treasurer/Business Manager
N.W. Ohio District Council of Carpenters
1217 Prouty Ave.
Toledo, OH 43609

Dear Mr. Medlin:

On behalf of the Administrative Staff Council and all of the administrative staff of Bowling Green State University, I welcome you to your new appointment as a trustee.

Since ASC will, for the first time this year, be afforded the opportunity to meet with the Board of Trustees on a regular basis, I look forward to working with you. If there is anything I can assist you with in getting to know more about the Administrative Staff Council, please let me know.

Sincerely,

[Signature]

Gregg DeCrane
Chair, Administrative Staff Council

GD/bal
pc: ASC Executive Committee
July 10, 1990

MEMORANDUM

TO:   Greg DeCrane, Chair
      Administrative Staff Council

      Kathy Eninger, Chair
      Classified Staff Council

      Hal Lunde, Chair
      Faculty Senate

FROM: Robert L. Martin, CPE
      Vice President for Operations

RE:   Interim Executive Director of Personnel

During the period of time that we reinstitute and complete our search for a new Executive Director of Personnel, interim management of that Department will be assigned to John Moore. John is a consultant with whom we have contracted to assist this office in the daily management and staff advice related to administrative and classified staff personnel issues. John comes to us with an extensive background in personnel management at the executive level in private industry. I look forward to working with John over the next few weeks and ask your continued support of his operations during the period of time it takes us to again complete our search for a new Executive Director of Personnel.

has
July 20, 1990

MEMORANDUM

TO: Gregory DeCrane, President
    Administrative Staff Council and
    Assistant Vice President - Student Affairs
    Student Activities & Orientation

FROM: Philip R. Mason, Ph.D. Phil
    Secretary, Board of Trustees

RE: Trustee/Administrative Retreat

You are invited to participate in a Trustee/Administrative Retreat scheduled in September at the Radisson Harbour Inn in Sandusky, Ohio. This retreat will begin Wednesday afternoon, September 12, and conclude after lunch on Friday afternoon, September 14. Please call Kay Meier at 372-7795 by Friday, August 3, to inform her of your availability for this event.

dmm

Confirmed 7/14
MEMORANDUM

TO: Robert Martin
    Vice President, Operations

FROM: Gregg DeCrane, Chair
    Administrative Staff Council

DATE: July 20, 1990

RE: Sick Leave Conversion to Personal Days

As requested, the Executive Committee of ASC has reviewed the proposed policy submitted to you by Annmarie Heldt concerning the conversion of 2 sick leave days to personal days. The proposal that was forwarded is not what was suggested by the Personnel Welfare Committee of ASC in 1989 and in fact, shows little indication of the intent of our original proposal. (Please see Heldt memo of Feb. 15, 1989). What was meant to be a rather simple change has reached the point of confusion and is overwrought with stipulations.

We will be forwarding a new proposal to you within the next 6 weeks. If you have any questions in the meantime, please call.

GD/bal
pc: ASC Executive Committee
February 15, 1989

MEMORANDUM

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

FROM: Annmarie Heldt, Director  
Administrative Staff Personnel Services

SUBJ: Administrative Staff Handbook Revisions

I have examined the handbook revisions put forward by Administrative Staff Council. For the most part, the changes are minor and constitute "housekeeping" on the part of ASC. The entire handbook is arranged alphabetically for ease in locating policies quickly; the index has been expanded to facilitate this end. The Key Policy/Procedures has been streamlined and the Nepotism Policy includes the expanded statement approved by Ad Council in 1984. The Grievance Procedure has been revised so that it is not a repetition of the Affirmative Action Grievance Procedures. ASC's major revision to this section is to name the Director, Administrative Staff Personnel as coordinating official for grievances involving administrative staff instead of the Director, Affirmative Action as the coordinating official.

The Council recommended the exclusion of hearing procedures from the handbook. I would not recommend this step as it is important administrative staff members to know what steps are involved in a grievance hearing. It is important that all aspects of grievance procedures be publicized/explained to the people who could be using them -- it is simply good employee relations to include grievance hearing procedures in the handbook.

Another recommendation of ASC should be considered a policy change. It is:

Two days of annually accrued sick leave may be used as personal days with unconditional usage. The two days may be used each year but will not accrue from one year to the next.

This would mean that should a staff member wish to use two days from accumulated sick leave for other matters (court appearances, etc.) he could deduct that from sick leave. Should a staff member not wish to use this time as personal leave, it would remain in the sick leave "bank." The ASC suggests this be included in the sick leave policy of the Administrative Staff Handbook.
MEMORANDUM

TO: Dr. Eloise Clark, Vice President for Academic Affairs
    Dr. J. Christopher Dalton, Vice President for Planning and Budgeting
    Dr. Mary Edmonds, Vice President for Student Affairs
    Dr. Phil Mason, Vice President for University Relations
    Mr. Greg DeCrane, Chair, Administrative Staff Council
    Ms. Kathy Eninger, Chair, Classified Staff Council
    Dr. Hal Lunde, Chair, Faculty Senate

FROM: Robert L. Martin, CPE
     Vice President for Operations

RE: Photo I.D. Cards

August 13, 1990

After preliminary discussions with each of you concerning interest in developing a universal BGSU photo I.D. card. We are now ready to begin developing our implementation plans. I would ask that each of you who feel a representative from your organization would be appropriate nominate an individual to join a task force which will develop the implementation plan. Please respond with your nominees by August 24 and I will then schedule the kickoff meeting. I expect to have all of the plans developed during fall semester and hopefully will be able to complete implementation through the spring and summer in order to begin next fall term with the new card system.

I appreciate all the help each of you has provided to date and look forward to successfully implementing this new system.

xc. Roger Dennerll
    Jim Corbitt

[Signature]
MEMORANDUM

TO: John Moore
   Interim Executive Director of Personnel

FROM: Gregg DeCrane
       Chair, ASC

DATE: August 23, 1990

RE: Ferrari Award Plaque

It is my understanding that there is a plan to display the Ferrari Award permanent plaque, and the CSC Employee of the Year permanent plaque along with pictures of the recipients somewhere in the College Park Office Building. When I mentioned this to the Administrative Staff Council Executive Committee at our August 21st meeting, they were excited about the idea of displaying the plaques, however, they felt it would be better for the location to be more centrally located. The Union was suggested as being an ideal place for the display, and one that would allow maximum exposure to both students and employees.

Please let me know if the Union location would be acceptable. If so, I will be happy to help secure approval from the Union management.

GD/bal
pc: ASC Executive Committee
MEMORANDUM

TO: Hal Lundy
Chair, Faculty Senate

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

DATE: August 22, 1990

RE: Child Care

Enclosed please find a copy of the report of the Ad Hoc Child Care Committee of the Administrative Staff Council. A copy of this report was forwarded to Sally Kilmer, who worked closely with the committee. ASC feels that the child care needs of all University employees is important and are looking forward to the day that services are available.

Please advise me as to what the plans are for the implementation phase of the Child Care Proposal. ASC stands ready to serve on an implementation committee and to assist in whatever ways are appropriate.

GD/bal
pc: ASC Exec. Committee
The Ad Hoc Child Care Committee of the Administrative Staff Council was charged in March 1990 with examining the report of the University Child Care Feasibility Committee and making recommendations based on the needs of administrative staff.

We met with Sally Kilmer, Department of Applied Human Ecology, to review the larger committee's report of December 1989. She answered our questions and reiterated her feeling that a committee should be formed to implement child care facilities and policies for BGSU faculty/staff/students. Toward that end, the ASC ad hoc committee forwards this report.

Survey results
A tally was made of the 58 administrative staff responses to the March 1989 needs survey conducted by the University-wide committee. The results are detailed in the attached appendix. Generalizing from these numbers, some points can be made:
- Of the 78 children needing care, 65 (83%) were between the ages of 0-7.
- Times needed were 7 a.m. to 5 p.m.
- 89% needed academic year care
- 50% needed vacation period care
- 38% needed summer care
- 54% need 45+ hours per week
  another 41% mean 20-44 hours

The importance of various aspects of care were rated, with these results:
The cleanliness and safety was rated most important followed by
(training of the caregivers, number of
caregivers per child and available hours. Other factors (cost,
proximity to work and home, educational and recreational activities
and food quality) were rarely rated first, second or third most
important.

Although a variety of rates for service was cited, nearly
everyone pays $50-$75 per child per week for full-time care.

Currently, care is provided most often by private home "sitters,"
with neighbors and child care centers a close second and third.

Paragraph on governance survey here.

Findings
Let us note first that the in Appendix E of the larger committee's report, some headings and numbers were mistyped, possibly leading to some confusion by future users of the data. Sally Kilmer confirmed these errors and supplied us with the correct figures. This made the evaluations of this appendix more understandable.

Although training of the caregiver was often cited as a very
important factor, this committee felt that "training" could be
variously construed to mean academic preparedness as well as
experiential qualification.

Some discussion centered on our feelings, as parents, about the
student/teacher ratio for infants. Even the "compromise" ratio of
one caregiver for every four children under three years of age was a
less than desirable scenario. The elimination of infant care would cut
labor costs considerably. Determination should be made of the
willingness of parents to place an infant in a group-care situation.
Recommendations

This committee generally supported the recommendations of the larger University-wide committee and urges the formation of an implementation committee to consider:
--establishment of a child care center as soon as practicable;
--formulation of policies vis a vis child care, flex time and parenting;
--examining costs and funding to provide the best care possible at a cost not exceeding that currently paid by the majority of parents.

Specifically, this committee recommends:
--location of the center on University-owned property;
--hours of operation of 7 a.m. to 6 p.m., weekdays;
--a governing board to include parents of enrolled children;
--a student/teacher ratio equal to or better than that of the compromise staffing situation of Appendix E of the University-wide committee's report;
--implementation committee composition of equal numbers of administrative staff, classified staff, faculty and students;
--enrollment on a first-applied, first served basis.
MEMORANDUM

TO: Hal Lundy  
Chair, Faculty Senate  
Kathy Eninger  
Chair, CSC

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

DATE: April 22, 1990

RE: Joint Officer Meetings

Last year the officers of the three employee constituent groups met informally to discuss issues of mutual concern to all. The initial meeting hosted by Faculty Senate proved to be beneficial in discussing a number of issues including child care. It is the desire of ASC to continue this communication during the 1990-91 academic year.

Please let me know if your officers would be available for a meeting during the next month. If agreed that a meeting is desired, I will make arrangements to host it and solicit discussion topics.

GD/bal
pc: ASC Exec. Committee
MEMORANDUM

TO: Kathy Eninger
   Chair, CSC

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

DATE: August 22, 1990

RE: Sick Leave Conversion

Thank you for delivering a copy of CSC's sick leave conversion policy to me for yesterday's ASC Executive Committee meeting. The Executive Committee will make their recommendation next week and the Council will vote on it on September 12.

I will forward to you a copy of our proposed policy after next Tuesday's meeting.

GD/bal
pc: ASC Exec. Committee
MEMORANDUM

TO: Jim Morris  
Personnel Services

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

DATE: August 22, 1990

RE: 125 K Plan Option

Now that the new third party administrator has been named, would you please advise me as to when we will see the implementation of the 125K plan option discussed and recommended by ASC last year.

As you know, the 125K plan option is a high priority for ASC and we look forward to it being available before the end of the fall semester. We will be glad to meet with representatives from J.W. Diddion and assist in the timely introduction of this option.

GD/bal
pc: ASC Exec. Committee
MEMORANDUM

TO:  Linda Canady  
Faculty Senate

FROM:  Greg Jordan, Secretary

RE:  Committee Member Replacement

DATE:  August 23, 1990

Please be advised that Laura Emch, Financial Aid and Student Employment, will be replacing the unexpired term of Annmarie Waldt on the Insurance Appeals Committee (term expires in June 1992). Please inform the committee chair of this change so Laura may now receive the appropriate information.

Thank you for your attention in this matter.

cc:  G. DeCrane, ASC Chair  
L. Emch
August 31, 1990

Gregg DeCrane, Chair
Administrative Staff Council
Student Activities & Orientation

Dear Gregg:

I started teaching a summer class two days after our return plane from Yugoslavia touched ground, and I've hardly had a chance since to turn around, think straight, etc., much less answer correspondence properly. All of which is an elaborate excuse for not responding sooner to your letter of welcome last July.

I really do appreciate your note of congratulations. Thanks. I very much look forward to working with you and with the Administrative Staff Council. One of the attractions of this job, frankly, was the opportunity it provides me to be in touch more regularly with different areas of the University than I have in the past.

I feel very enthusiastic about my new position. I'm not entirely clear at this point exactly what "liaison" entails, but I'm looking forward to the process of working out the details of what my role will be. I hope that an early step might be a chance to discuss that matter with you or with the executive committee as a group.

Sincerely,

Lester E. Barber
Executive Assistant
to the President
MEMORANDUM

TO: Kathy Eninger
   Chair, CSC

   Greg DeCrane
   Asst. Vice President for Student Affairs

FROM: Evron S. Collins
   Secretary, Faculty Senate

DATE: September 11, 1990

RE: Joint Officer Meetings

Thank you for your memo of April 22, 1990. The Officers of the Faculty Senate would very much like to meet with the Officers of the Administrative Staff and Classified Staff Councils. We have a regularly scheduled meeting of the Officers on Monday mornings at 10:00 a.m. We could also arrange to meet at a mutually convenient time if the Monday morning time is not an agreeable one for the other Officers.

When you have decided on times that might be agreeable to the other Officers please contact Linda Canady in the Senate Office. She knows our schedules and will confirm with us the times we can meet. The Senate Office number is 372-2751.

Thank you for arranging this meeting. We look forward to it.

Two P.M. or Three P.M.

Greg 30769 OK
Josh 30574
MEMORANDUM

TO: Roger Dennerli  
Public Safety

FROM: Greg Jordan  
Secretary

RE: October 4 Meeting

DATE: September 12, 1990

To follow up on our telephone conversation, please let this memo serve as confirmation that you will be able to attend our October 4, 1990 Administrative Staff Council meeting at 1:30 pm in the Alumni Room of the University Union.

As a suggestion you might wish to address the 42 person council regarding issues and concerns in the Public Safety area. A brief question and answer period might follow.

Thank you for your willingness to meet with ASC. We are looking forward to your comments.

cc: G. DeCrane

gr
MEMORANDUM

TO: Paul J. Olscamp
   President

FROM: Greg Jordan
   Secretary

RE: Invitation to Administrative Staff Council - November 1, 1990

DATE: September 12, 1990

Please consider this memo a request to once again continue your annual attendance at a meeting of the Administrative Staff Council. The November 1, 1990 meeting at 1:30 pm in the Alumni Room would be the "traditional" date you have attended.

As in the past, we would appreciate any general comments you wish to share, followed by a question and answer period.

We are looking forward to your visit.

cc: Greg DeCrane

gj
MEMORANDUM

TO: Les Barber
McFall

FROM: Greg Jordan
Secretary

cc: G. DeCrane

DATE: September 12, 1990

To follow up on our telephone conversation, our next ASC Executive Committee is Tuesday, September 25 at Noon in the Canal Room at the University Union. Please feel free to bring a lunch, as we do during the meeting.

I have enclosed a copy of our 1990-91 goals and 1990-91 Executive Committee roster. We are looking forward to meeting with you. See you on the 25th.

gr
MEMORANDUM

TO: Gregg DeCrane
   Administrative Staff Council

FROM: Marcia Buchenmyer
       Personnel Services

RE: New Administrative Staff Member

<table>
<thead>
<tr>
<th>Name</th>
<th>Title &amp; Department</th>
<th>Date of Hire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shari Kessel</td>
<td>Part-time Box Office Manager, College of Musical Arts</td>
<td>August 22, 1990</td>
</tr>
<tr>
<td>Mark Barnes</td>
<td>Maritime Manuscripts Processor, Institute for Great Lake Research, Libraries &amp; Learning Resources</td>
<td>September 17, 1990</td>
</tr>
<tr>
<td>Bryan Benner</td>
<td>Assistant Director, Physical Plant</td>
<td>October 15, 1990</td>
</tr>
<tr>
<td>Scott Sehmann</td>
<td>Assistant Track Coach, Intercollegiate Athletics</td>
<td>September 10, 1990</td>
</tr>
<tr>
<td>Jose Ortega</td>
<td>Medical Assistant, Student Health Services</td>
<td>September 10, 1990</td>
</tr>
</tbody>
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RECO01/NEWEMP14

cc: Melissa Firestone
    Terry Parsons
    Jim Clemens
    Brad Browning
    Greg Jordan
    Lois George
    Ed O'Donnell
TO: Greg DeCrane, Chair
   Administrative Staff Council

FROM: Regina Kostyuk
   Center for Archival Collections

RE: Administrative Staff Representative to the Library Advisory Committee

DATE: September 21, 1990

In 1989 I was elected to be the Administrative Staff representative to the Library Advisory Committee. For the months of July through October I was on maternity leave. After consulting with the ASC Secretary, Norma Stickler, Gail Richmond was asked to substitute while I was on leave, which she did.

Once again I am approaching maternity leave beginning in October. At this time I would like to resign from the Library Advisory Committee so that there will be continuity in this position. I have asked Gail Richmond to finish out my term and she has very gladly agreed to accept this responsibility. I know Gail will be a valuable member on this Committee. I am grateful for the opportunity to have served on this enlightening committee for administrative staff.

RK: swf

xc: Rush Miller
    Gail Richmond
MEMORANDUM

TO: Robert Martin  
Vice President of Operations

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

DATE: September 21, 1990

RE: CUPA Information

In order to enable the Administrative Staff Council Salary Committee to accomplish their goals for the year in regard to salary comparisons and University titling, it would be helpful to have a copy of the CUPA positions descriptions as presented in the annual CUPA report package. Walt Montenegro has indicated that he would release this information with your approval.

In order to proceed with the committees work in an expeditious manner, a timely response would be appreciated. If you have any questions, please call.

GD/bal
pc: Barry Pierson  
ASC Executive  
Walt Montenegro
MEMORANDUM

TO: Robert Martin
Vice President of Operations

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

DATE: September 18, 1990

RE: Conversion of Sick Leave to Personal Leave Policy

The Administrative Staff Council, at its September 13 meeting, unanimously passed the following resolution regarding the policy for the conversion of sick leave to personal days.

The Administrative Staff Council recommends that sixteen (16) hours of annually accrued sick leave may be converted to personal leave time with unconditional usage. An employee must have cumulative sick leave of one hundred (100) hours before such a usage may occur. These sixteen (16) hours of personal leave may be used each year but cannot accrue from year to year. Any unused hours will remain as sick leave.

As per vacation policy, area supervisors are expected to accommodate such requests for personal leave time provided the needs of the area are not impaired.

Please carry this forward to the Administrative Council for their discussion and action at your earliest convenience. If further information is needed, please call.

GB/bal
pc: ASC Executive
Les Barber
MEMORANDUM

TO: Hal Lunde  
   Chair, Faculty Senate

FROM: Gregg DeCrane  
       Chair, Administrative Staff Council

DATE: September 24, 1990

RE: Academic Charter Revisions

Thank you for the opportunity to review the proposed revisions of the Academic Charter.

As I reviewed those areas effecting the Administrative Staff Council, I found one correction that should be made in Article II, The University Community, Page 3 of 3, Section E: Administrative Staff:

   In the 6th line, the word Council should be added after the word Staff and before the word Charter so that it would read the Administrative Staff Council Charter.

This would be the only editorial change I would see in regard to ASC.

GD/bal
MEMORANDUM

TO:       Dr. Eloize Clark, Vice President for Academic Affairs
          Dr. J. Christopher Dalton, Vice President for Planning and
          Budgeting
          Dr. Mary Edmonds, Vice President for Student Affairs
          Dr. Philip Mason, Vice President for University Relations
          Ms. Norma Stickler, Chair, Screening Committee for Executive
          Director, Personnel Services
          Mr. Greg DeCrane, Chair, Administrative Staff Council
          Ms. Kathy Ehinger, Chair, Classified Staff Council
          Dr. Hal Lunde, Chair, Faculty Senate
          Dr. Ron Lancaster, Director, Project 90
          Mr. Marshall Rose, Director, Affirmative Action

FROM:    Robert L. Martin, CPE
          Vice President for Operations

RE:       Appointment of Executive Director, Personnel Services

September 27, 1990

I am pleased to take this opportunity to announce the selection
of John Moore as Executive Director, Personnel Services, at Bowling
Green State University. He will begin in that role effective October
1, 1990.

I wish to thank all of you who worked so diligently and have
spent so much of your valuable time and expertise in this selection
process. I am confident that we jointly have selected an excellent
candidate and look forward to your support of John as we begin to
move forward in the new phase of consolidated personnel management at
Bowling Green State University.

I know each of you joins me in offering congratulations and
support to John in his new position and I encourage each of you to
assist in any way you can to enhance our personnel management
activities at this University.

xc. Dr. Paul J. Olscamp
    Screening Committee for Executive Director, Personnel Services
MEMORANDUM

TO: John Moore
   Executive Director of Personnel Services

FROM: Gregg DeCrane
       Chair, ASC

RE: ASC Issues In Need of Action

I want to make you aware of several issues that have been on hold, either formally or informally, waiting the appointment of someone to assume the position of Executive Director of Personnel Services.

1. The Implementation of a 125K Tax Deferral Plan. ASC unanimously passed a resolution on March 1 to have the University implement a 125K plan for administrative staff. Since this is not viewed as a benefit but rather an option to tax shelter monies, and since it does not have to be offered to all constituent groups, we are hard pressed to understand the delay in putting this plan into effect (March 1 minutes attached).

2. Gender Inequities - The ASC Salary Committee in the course of it's agenda last year, discovered some indications of possible inequities in salaries of women at the Director and Assistant Director levels. Sam Ramirez has been following up on this issue and will be meeting with this year's Salary Committee. Because of the nature of this concern, I feel that you and Marshall Rose may wish to be directly involved (memo from Salary Committee attached).

3. Promotion Policy - ASC at it's June 7, 1990 meeting approved a policy on Promotions of Administrative Staff. Bob Martin has indicated that he will call together appropriate people to review this policy. In checking with his office today, I would expect that a meeting will be called in the near future (Promotion Policy attached).

4. Supplemental Retirement Program Review - After meeting with Dr. Olscamp in regards to the need of reviewing the current Supplemental Retirement Program, it was decided that the appropriate office to conduct such a review would be the Personnel Office (see Carr memo). To my knowledge this review was not begun due to the circumstances that existed with the changes in the Personnel Office.
Mr. John Moore
October 1, 1990
Page two

Whatever assistance you can give with the handling of these matters would be appreciated. Please do not hesitate to contact me for further information or clarification.

GD/bal
pc: ASC Exec.
September 26, 1990

MEMORANDUM

TO: Greg DeCrane, Assistant Vice President
    Student Affairs

FROM: Jim Morris, Benefits Manager

RE: Section 125 Plan

I apologize for not responding to your memorandum of August 22 earlier. My only excuse is that the change in Third Party Administrators has consumed much more time than I had anticipated.

Unfortunately I am unable to give you a firm commitment regarding the implementation of a Section 125 Plan at this time. While I am aware of the high priority that A.S.C. has placed on the implementation of a Section 125 Plan, I feel that it is imperative that the problem encountered in the change of administrators be resolved before undertaking any additional projects.

I will inform you as further information is available regarding a Section 125 Plan.

xc: John Moore
    Gaylyn Finn
MEMORANDUM

TO: Jim Morris
   Personnel Services

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

DATE: August 22, 1990

RE: 125 K Plan Option

Now that the new third party administrator has been named, would you please advise me as to when we will see the implementation of the 125K plan option discussed and recommended by ASC last year.

As you know, the 125K plan option is a high priority for ASC and we look forward to it being available before the end of the fall semester. We will be glad to meet with representatives from J.W. Didion and assist in the timely introduction of this option.

GD/bal
pc: ASC Exec. Committee
MEMORANDUM

TO: John Moore  
   Executive Director of Personnel Services  

FROM: Gregg DeCrane  
       Chair, ASC  

RE: ASC Issues In Need of Action

I want to make you aware of several issues that have been on hold, either formally or informally, waiting the appointment of someone to assume the position of Executive Director of Personnel Services.

1. **The Implementation of a 125K Tax Deferred Plan.** ASC unanimously passed a resolution on March 1 to have the University implement a 125K plan for administrative staff. Since this is not viewed as a benefit but rather an option to tax shelter monies, and since it does not have to be offered to all constituent groups, we are hard pressed to understand the delay in putting this plan into effect (March 1 minutes attached).

2. **Gender Inequities** - The ASC Salary Committee in the course of its agenda last year, discovered some indications of possible inequities in salaries of women at the Director and Assistant Director levels. Sam Ramirez has been following up on this issue and will be meeting with this year's Salary Committee. Because of the nature of this concern, I feel that you and Marshall Rose may wish to be directly involved (memo from Salary Committee attached).

3. **Promotion Policy** - ASC at it's June 7, 1990 meeting approved a policy on Promotions of Administrative Staff. Bob Martin has indicated that he will call together appropriate people to review this policy. In checking with his office today, I would expect that a meeting will be called in the near future (Promotion Policy attached).

4. **Supplemental Retirement Program Review** - After meeting with Dr. Olscamp in regards to the need of reviewing the current Supplemental Retirement Program, it was decided that the appropriate office to conduct such a review would be the Personnel Office (see Carr memo). To my knowledge this review was not begun due to the circumstances that existed with the changes in the Personnel Office.
Mr. John Moore  
October 1, 1990  
Page two  

What ever assistance you can give with the handling of these matters would be appreciated. Please do not hesitate to contact me for further information or clarification.  

GD/bal  
pc: ASC Exec.
October 15, 1990

C. Ellen Connally
BGSU Trustee

Dear Judge Connally,

On behalf of the Administrative Staff Council I would like to take this opportunity to thank you for taking time out of your hectic, busy schedule to attend our meeting last week. Your open and frank comments were timely and informative.

Hopefully you were able to learn something about our council. We appreciate the opportunity for interaction with the Board of Trustees. Your attendance at the meeting only enhances this process.

Again, thank you for your interest. We look forward to working with you and the Board, not only for the remainder of this year, but throughout your term as a trustee.

Sincerely,

Greg Jordan
Secretary

cc: Gregg DeCrane

gr
October 15, 1990

Roger Dennerll
Public Safety
Campus

Dear Roger:

On behalf of the Administrative Staff Council, I would like to take this opportunity to thank you for addressing Council last week. Your comments were timely and informative.

Certainly the Public Safety area is a highly visible area where everyone has some interest. Your suggestion of input from the campus community can only enhance the effectiveness of Public Safety. If Administrative Staff Council can be of assistance to you, please feel free to contact us.

Again, thank you for taking time out of your busy schedule.

Sincerely,

Greg Jordan
Secretary

cc: Gregg DeCrane

gr
October 15, 1990

Diane Regan
Arts & Science
Campus

Dear Diane:

On behalf of the Administrative Staff Council, I would like to thank you for taking the time to share with us the information regarding the upcoming United Way Campaign. Your comments were timely and moving. Certainly, the members of the administrative staff should thank you for your efforts to the success of this year's committee.

Good luck during the campaign.

Sincerely,

Greg Jordan
Secretary

c: Gregg DeCrane

gr
MEMORANDUM

TO: Keith Pogan
    Associate Director
    Physical Plant

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

DATE: October 20, 1990

RE: Representative to CSC

Sorry for any delay in getting information to you about the CSC meeting schedule. As you know by now, CSC meets the third Tuesday of each month in the Taft Room of the University Union at 9:00 a.m. I have enclosed a copy of ASC's meeting schedule. I would ask that you give a brief summary of CSC activity at each of the scheduled meetings.

If you have any questions, please call.

GD/bal
enclosure
October 22, 1990

Mr. Greg Jordan, Secretary
Administrative Staff Council

Dear Mr. Jordan:

This is to acknowledge receipt of your September 12, 1990 memorandum regarding my appearance before the Administrative Staff Council Executive Committee. I appreciated the kind reception that I was given, and I look forward to working with the ASC as a vital part of our efforts to achieve the University's affirmative action and diversity objectives.

I wish to also note that I have received a copy of the promotion policy that the ASC has asked the Executive Director of Personnel and the Director of Affirmative Action to review. I apologize for this belated response, but I have been waiting for the new Executive Director to come on board. As you know, Mr. John Moore only recently joined the University in this capacity on a permanent basis. We have not yet had an opportunity to meet to formally assess the implications of the promotions' policies, but I have communicated to him my hope that we can give a review of the ASC recommendations very high priority.

As I mentioned during my presentation before the Executive Committee, a goal of the Affirmative Action Office this year will be to revise our major affirmative action documents, including the Affirmative Action Plan. This will not only include those sections which are of interest to the ASC, but all the provisions of the Plan. I am pleased to report that the Equal Opportunity Committee has decided to join my office in making these revisions their primary focus for this academic year.

Please extend my gratitude to the Executive Committee for their support. Continued best wishes.

Sincerely,

[Signature]

Marshall Rose, Director
Affirmative Action

Mr

XC: Mr. John Moore, Executive Director
Personnel Services
MEMORANDUM

TO: Kathy Eninger, chair
    Classified Staff Council

Gregg DeCrane, Chair
Administrative Staff Council

FROM: John C. Moore
Executive Director
Personnel Services

October 22, 1990

I would like to again offer you clerical assistance for your respective councils as we have done in the past. If you need help with mailing, planning, etc., give our office a call and tell us how we can help.

JCM: mmb
ASPS022-010
MEMORANDUM

TO: Dr. Paul J. Olscamp, President
Bowling Green State University

FROM: Greg Jordan, Secretary
Administrative Staff Council

RE: November 1, 1990 Administrative Staff Council Meeting

DATE: October 23, 1990

Please find attached a copy of the agenda for next week’s Administrative Staff Council meeting. As has been your practice for the past few years, the floor will be yours to make any general comments concerning current (or future) campus events. Of particular interest to ASC members are topics such as the financial status of the current fiscal year, as well as next; progress of the proposed intramural/practice facility; progress of the implementation of recommendations from the Health Promotions Task Force, as well as other topics you wish to address.

If time permits, we hope that a question/answer period might follow.

We look forward to sharing time with you next week. If you are in need of additional information, please feel free to contact me or Gregg DeCrane.

gr
MEMORANDUM

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

    Dr. Eloise Clark, Chair  
    University Budget Committee

    Dr. Stephen Chang, Chair  
    Faculty Senate Budget Committee

FROM: Robert L. Martin, CPE  
      Vice President for Operations

RE: FY 91-93 Personnel Requests

October 24, 1990

Please find attached the prioritized personnel requests for the Office of the Vice President for Operations for the upcoming fiscal years 1991-92 through 1993-94. There are included in these requests ten positions for the first fiscal year and 17 positions for the second year. As you will note, most of the positions relate to personnel needs as a result of mandatory new programs or new facilities being constructed over the next two to four years.

Our first priority position is the addition of one Electronic Technician I. This position is needed due to the growth in fire, security and smoke alarm systems on this campus over the past two to three years in addition to the new facilities coming on board between now and 1995. In addition to the number of fire alarm points which code requires twice annual testing, there exists a greatly expanded number of electronic security systems in new facilities. This is a direct result of higher replacement cost equipment now being utilized by various departments and some recent experience in losses, thereof. If we are to effectively test and maintain all of these new systems, it is imperative that staffing be made available for that purpose. Failure to do this will result in a need to negotiate contract services for such systems. Related costs to meet minimum annual maintenance standards are in excess of $50,000 per year.

The second priority position is an additional Environmental Technician. This position is needed to assist in implementation of the new hazardous materials chemical control program imposed on all University departments as well as the increase in radiological and industrial hygiene requirements imposed by new federal regulations. Employment of this position will allow many paraprofessional tasks to be performed by a technician thereby providing release time for our professional industrial hygienist and waste management coordinators to pursue compliance with new federal programs.
The third priority position is that of a Maintenance Repair Worker. This position will be needed to provide an additional employee in the Fine Arts Annex and Classroom Building when their construction is complete. It is essential that this position be hired prior to the end of 1992 in order that the incumbent can become familiar and be trained on the building systems as they are installed in the Fine Arts Annex and, subsequently, the Classroom Building.

The fourth position, Data Entry Operator II, is needed to provide enhanced investigative and crime reporting data collection and analysis. In addition to providing more timely information for ongoing investigations, this position will meet the requirements to provide public disclosure of University crime statistics as is currently being proposed by State and Federal legislation.

The fifth priority position is the remaining Director of Classified Personnel. With the recent hiring of the Executive Director, Personnel Services, and the funded vacancy of Director, Administrative Staff Personnel, the new position will implement the Personnel department structure as recommended by the University Task Force on Consolidated Personnel in 1989.

Any questions on the priorities or justifications for the remaining positions in this submittal may be directed to this Office.

xc. Directors' Council

attachments
MEMORANDUM

TO: Gregg DeCrane, Chair
   Administrative Staff Council

FROM: Deb Heineman
   Financial Aid and Student Employment

SUBJ: CSC recommendation

DATE: October 24, 1990

This memo is intended to provide my view on the proposal forwarded at the last Classified Staff Council meeting to consider reducing the workload for a classified staff member who is serving on the CSC. Though I am in favor of the classified staff member's supervisor providing the release time to attend necessary meetings, I do not agree with the notion of reducing the employee's workload.

Currently, such an arrangement is not made with administrative staff members who are serving on the Administrative Staff Council (though I am aware that some officers of the Faculty Senate do receive such consideration). If the reduced workload is being investigated for classified staff members, I hope that A3C will be seeking the same for its members.

Please let me know if you have any questions. Thank you.
MEMORANDUM

TO: Gaylen Finn  
   Treasurer

FROM: Gregg DeCrane  
   Chair of ASC

DATE: November 19, 1990

Thank you for meeting with the Administrative Staff Council Executive Committee and giving an insight into possible changes to the overall employee benefit package, as well as updating us on the status of our request for a Section 125K plan.

While we understand that changes in benefits, necessitated by the need for cost containment, may be a possibility in the near future, we do feel that the implementation of a section 125K plan should be considered separately. I think it was obvious that the leadership of ASC does not view it as a trade off in future benefit negotiations.

On behalf of Administrative Staff Council, I again request that the university initiate the implementation of a section 125K plan at the earliest possible time. Recognizing the risk to the University of a full section 125K plan, we are seeking only the premium pick-up aspects. While not fully cognizant of the costs involved, it would appear that the process needed for implementation would not differ significantly from that of other payroll deductions. I would be interested in your findings on the cost of implementation. The addition of John Moore, who administered such a plan while at Trustcorp, to our staff should enable us to get some background information that would be helpful to this request.

We clearly understand the need to limit costs at the University, as well as to the employee. This need in fact was one of the motivations for making a section 125K plan our number one goal for 1990-91.

GD/ba
pc: ASC Exec.
MEMORANDUM

TO:       Jim Treeger
          University Union

FROM:     Gregg DeCrane
          Chair, ASC

DATE:     November 19, 1990

RE:       Committee Reports

As we approach the half-way point in this fiscal year, I feel it is important for Administrative Staff Council to hear an update on the activities of the various University Committees, which have ASC representation.

With this in mind, I invite you to attend the December 6th meeting of Administrative Staff Council and give a brief verbal report of the activities and agenda of the Parking Appeals Committee. The meeting will be at 1:30 p.m. in the Alumni Room of the Union.

If you cannot make the meeting, please give me a call in advance at 2-2843.

GD/bal
MEMORANDUM

TO: Jane Schimpf
    Food Operations

FROM: Gregg DeCrane
    Chair, ASC

DATE: November 19, 1990

RE: Committee Reports

As we approach the half-way point in this fiscal year, I feel it is important for Administrative Staff Council to hear an update on the activities of the various University Committees, which have ASC representation.

With this in mind, I invite you to attend the December 6th meeting of Administrative Staff Council and give a brief verbal report of the activities and agenda of the Monitor Advisory Committee. The meeting will be at 1:30 p.m. in the Alumni Room of the Union.

If you cannot make the meeting, please give me a call in advance at 2-2843.

GD/bal
MEMORANDUM

TO: Dean Purdy
Student Affairs

FROM: Gregg DeCrane
Chair, ASC

DATE: November 19, 1990

RE: Committee Reports

As we approach the half-way point in this fiscal year, I feel it is important for Administrative Staff Council to hear an update on the activities of the various University Committees, which have ASC representation.

With this in mind, I invite you to attend the December 6th meeting of Administrative Staff Council and give a brief verbal report of the activities and agenda of the Legal Services Committee. The meeting will be at 1:30 p.m. in the Alumni Room of the Union.

If you cannot make the meeting, please give me a call in advance at 2-2843.

GD/bal
MEMORANDUM

TO: Charles Schultz
Computer Services

FROM: Gregg DeCrane
Chair, ASC

DATE: November 19, 1990

RE: Committee Reports

As we approach the half-way point in this fiscal year, I feel it is important for Administrative Staff Council to hear an update on the activities of the various University Committees, which have ASC representation.

With this in mind, I invite you to attend the December 6th meeting of Administrative Staff Council and give a brief verbal report of the activities and agenda of the Human Subjects Review Board. The meeting will be at 1:30 p.m. in the Alumni Room of the Union.

If you cannot make the meeting, please give me a call in advance at 2-2843.

GD/bal
MEMORANDUM

TO: Denise Van DeWalle
Athletic Dept.

FROM: Gregg DeCrane
Chair, ASC

DATE: November 19, 1990

RE: Committee Reports

As we approach the half-way point in this fiscal year, I feel it is important for Administrative Staff Council to hear an update on the activities of the various University Committees, which have ASC representation.

With this in mind, I invite you to attend the December 6th meeting of Administrative Staff Council and give a brief verbal report of the activities and agenda of the Human Relations Committee. The meeting will be at 1:30 p.m. in the Alumni Room of the Union.

If you cannot make the meeting, please give me a call in advance at 2-2843.

GD/bal
MEMORANDUM

TO: Ed O'Donnell
   Food Operations

FROM: Gregg DeCrane
       Chair, ASC

DATE: November 19, 1990

RE: Committee Reports

As we approach the half-way point in this fiscal year, I feel it is important for Administrative Staff Council to hear an update on the activities of the various University Committees, which have ASC representation.

With this in mind, I invite you to attend the December 6th meeting of Administrative Staff Council and give a brief verbal report of the activities and agenda of the ACGFA Committee. The meeting will be at 1:30 p.m. in the Alumni Room of the Union.

If you cannot make the meeting, please give me a call in advance at 2-2843.

GD/bal
MEMORANDUM

TO: Linda Swaisgood  
Public Relations

FROM: Gregg DeCrane  
Chair, ASC

DATE: November 19, 1990

RE: Committee Reports

As we approach the half-way point in this fiscal year, I feel it is important for Administrative Staff Council to hear an update on the activities of the various University Committees, which have ASC representation.

With this in mind, I invite you to attend the December 6th meeting of Administrative Staff Council and give a brief verbal report of the activities and agenda of the Parking Committee. The meeting will be at 1:30 p.m. in the Alumni Room of the Union.

If you cannot make the meeting, please give me a call in advance at 2-2843.

GD/bal
MEMORANDUM

TO:       Suzanne Crawford
          College of Education

FROM:     Gregg DeCrane
          Chair, ASC

DATE:     November 19, 1990

RE:       Committee Reports

As we approach the half-way point in this fiscal year, I feel it is important for Administrative Staff Council to hear an update on the activities of the various University Committees, which have ASC representation.

With this in mind, I invite you to attend the December 6th meeting of Administrative Staff Council and give a brief verbal report of the activities and agenda of the Strategic Planning Committee. The meeting will be at 1:30 p.m. in the Alumni Room of the Union.

If you cannot make the meeting, please give me a call in advance at 2-2843.

GD/bal
MEMORANDUM

TO: John Buckenmyer  
University Bookstore

FROM: Gregg DeCrane 
Chair, ASC

DATE: November 19, 1990

RE: Committee Reports

As we approach the half-way point in this fiscal year, I feel it is important for Administrative Staff Council to hear an update on the activities of the various University Committees, which have ASC representation.

With this in mind, I invite you to attend the December 6th meeting of Administrative Staff Council and give a brief verbal report of the activities and agenda of the Union Advisory Committee. The meeting will be at 1:30 p.m. in the Alumni Room of the Union.

If you cannot make the meeting, please give me a call in advance at 2-2843.

GD/bal
MEMORANDUM

TO: Barry Pierson
   College of Technology

FROM: Gregg DeCrane
   Chair, ASC

DATE: November 19, 1990

RE: Committee Reports

As we approach the half-way point in this fiscal year, I feel it is important for Administrative Staff Council to hear an update on the activities of the various University Committees, which have ASC representation.

With this in mind, I invite you to attend the December 6th meeting of Administrative Staff Council and give a brief verbal report of the activities and agenda of the Telecommunication Committee. The meeting will be at 1:30 p.m. in the Alumni Room of the Union.

If you cannot make the meeting, please give me a call in advance at 2-2843.

GD/bal
MEMORANDUM

TO: Regina Kostyu
Archival Collections
Jerome Library

FROM: Gregg DeCrane
Chair, ASC

DATE: November 19, 1990

RE: Committee Reports

As we approach the half-way point in this fiscal year, I feel it is important for Administrative Staff Council to hear an update on the activities of the various University Committees, which have ASC representation.

With this in mind, I invite you to attend the December 6th meeting of Administrative Staff Council and give a brief verbal report of the activities and agenda of the Library Committee. The meeting will be at 1:30 p.m. in the Alumni Room of the Union.

If you cannot make the meeting, please give me a call in advance at 2-2843.

GD/bal
MEMORANDUM

TO: Josh Kaplan
    Student Health Center

FROM: Gregg DeCrane
    Chair, ASC

DATE: November 19, 1990

RE: Committee Reports

As we approach the half-way point in this fiscal year, I feel it is important for Administrative Staff Council to hear an update on the activities of the various University Committees, which have ASC representation.

With this in mind, I invite you to attend the December 6th meeting of Administrative Staff Council and give a brief verbal report of the activities and agenda of the Insurance Committee. The meeting will be at 1:30 p.m. in the Alumni Room of the Union.

If you cannot make the meeting, please give me a call in advance at 2-2843.

GD/bal
MEMORANDUM

TO: Diane Regan
     College of Arts & Sciences

FROM: Gregg DeCrane
       Chair, ASC

DATE: November 19, 1990

RE: Committee Reports

As we approach the half-way point in this fiscal year, I feel it is important for Administrative Staff Council to hear an update on the activities of the various University Committees, which have ASC representation.

With this in mind, I invite you to attend the December 6th meeting of Administrative Staff Council and give a brief verbal report of the activities and agenda of the Equal Opportunity Comp. Committee. The meeting will be at 1:30 p.m. in the Alumni Room of the Union.

If you cannot make the meeting, please give me a call in advance at 2-2843.

GD/bal
MEMORANDUM

TO: Laura Emch
    Financial Aid & Student Employment

FROM: Gregg DeCrane
    Chair, ASC

DATE: November 19, 1990

RE: Committee Reports

As we approach the half-way point in this fiscal year, I feel it is
important for Administrative Staff Council to hear an update on the
activities of the various University Committees, which have ASC
representation.

With this in mind, I invite you to attend the December 6th meeting of
Administrative Staff Council and give a brief verbal report of the
activities and agenda of the Computing Council and Insurance Appeals
Committees. The meeting will be at 1:30 p.m. in the Alumni Room of the
Union.

If you cannot make the meeting, please give me a call in advance at
2-2843.

GD/bal
MEMORANDUM

TO: Jane Wood  
    College of Education

FROM: Gregg DeCrane  
    Chair, ASC

DATE: November 19, 1990

RE: Committee Reports

As we approach the half-way point in this fiscal year, I feel it is important for Administrative Staff Council to hear an update on the activities of the various University Committees, which have ASC representation.

With this in mind, I invite you to attend the December 6th meeting of Administrative Staff Council and give a brief verbal report of the activities and agenda of the Bookstore Advisory Committee. The meeting will be at 1:30 p.m. in the Alumni Room of the Union.

If you cannot make the meeting, please give me a call in advance at 2-2843.

GD/bal
TO: Tom Gorman  
   Chair, ASC Professional Development Committee

FROM: Gregg DeCrane  
   Chair, ASC

RE: Budget Situation

ASC’s budget situation is such that we need to take steps to limit expenditures. With this in mind, we have made arrangements with Duplicating Services that will help control our spending on printed materials. In order for this to be effective, we need to channel all print jobs through Greg Jordan. Thus, as your plans for publicity of future Professional Development programs are made, please send your duplicating needs to Greg. Also, if there are other expenses associated with planned programs, please let Josh Kaplan know what these are so we can monitor our budget balances.

pc: Greg Jordan  
   Josh Kaplan
### UNIVERSITY GOVERNANCE GROUPS

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>FACULTY</th>
<th>CONTRACT STAFF</th>
<th>NON-UNIONIZED CLASSIFIED STAFF</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARKON</td>
<td>Faculty Council</td>
<td>None</td>
<td>Staff Employee Advisory Committee</td>
<td>Classified group does not make recommendations for wage increases or benefits; meets with President once annually to review employee concerns.</td>
</tr>
<tr>
<td>BGSU</td>
<td>Faculty Senate</td>
<td>Administrative Staff Council</td>
<td>Classified Staff Council</td>
<td>AAUP negotiates salary and benefits for the faculty; Faculty Senate is involved in non-union activities. Contract group makes recommendations for wages and benefits; classified group has only recommendations on benefits and policy/procedure changes but not on wages.</td>
</tr>
<tr>
<td>CENTRAL STATE</td>
<td>Faculty Senate</td>
<td>None</td>
<td>None</td>
<td>Faculty union negotiates salary and benefits; Faculty Senate involved in non-union matters.</td>
</tr>
<tr>
<td>CINCINNATI</td>
<td>Faculty Senate</td>
<td>Unclassified Employee Advisory Council</td>
<td>Classified Employee Advisory Council</td>
<td>Faculty union negotiates salary and benefits; Faculty Senate involved in non-union matters.</td>
</tr>
<tr>
<td>CLEVELAND</td>
<td>Faculty Council</td>
<td>None</td>
<td>None</td>
<td>Currently considering the establishment of an organization for the non-union classified staff.</td>
</tr>
<tr>
<td>KENT STATE</td>
<td>Faculty Senate</td>
<td>None</td>
<td>None</td>
<td>Faculty union negotiates salary and benefits; Faculty Senate involved in non-union matters.</td>
</tr>
<tr>
<td>MCOT</td>
<td>Faculty Senate</td>
<td>None</td>
<td>None</td>
<td>Contract group is involved with complaints and grievances only. Does not recommend salary and benefits and policy/procedures affecting the contract staff.</td>
</tr>
<tr>
<td>MIAMI</td>
<td>Faculty Senate</td>
<td>Unclassified Personnel Advisory Committee</td>
<td>Classified Personnel Advisory Committee</td>
<td>Faculty Union and Contract Staff Association negotiate salary and benefit changes. Faculty Senate involved in non-union matters.</td>
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<tr>
<td>OHIO STATE</td>
<td>Faculty Council</td>
<td>None</td>
<td>None</td>
<td></td>
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<td>Administrative Senate</td>
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<tr>
<td>SOUTHEASTERN</td>
<td>Faculty Assembly</td>
<td>University Administrative Assembly</td>
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<td>TOLEDO</td>
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<td>Administrative &amp; Professional Staff Council</td>
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<tr>
<td>WRIGHT STATE</td>
<td>Faculty Senate</td>
<td>Professional Staff Advisory Council</td>
<td>Classified Staff Advisory Council</td>
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<tr>
<td>YOUNGSTOWN</td>
<td>Faculty Senate</td>
<td>Association of Administrative Staff (GEA) (Union)</td>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>
BOWLING GREEN STATE UNIVERSITY
PERSONAL LEAVE POLICY

(DRAFT) (Revised 11-21-90)

Administrative and classified staff are eligible to convert sick leave to personal leave subject to the following procedures:

1. Full-time staff with a sick leave balance of 100 hours during the calendar year may convert sixteen (16) hours of sick leave for use of personal leave during the calendar year. Permanent part-time staff with sick leave balance of 100 hours during the calendar year may convert sick leave to personal leave on a prorated basis as shown below:

<table>
<thead>
<tr>
<th>Average Work Hours Per Week</th>
<th>Personal Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 hours</td>
<td>4 hours</td>
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<tr>
<td>20 hours</td>
<td>8 hours</td>
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<tr>
<td>30 hours</td>
<td>12 hours</td>
</tr>
<tr>
<td>35 hours</td>
<td>14 hours</td>
</tr>
</tbody>
</table>

Temporary employees are not eligible to use personal leave.

2. Eligibility to use personal leave will be ongoing during the calendar year. The staff member may use personal leave once the sick leave balance of 100 hours has been attained.

3. Personal leave used by administrative and classified staff will be charged in minimum units of one (1) hour. Staff may use personal leave only for the days and hours for which they normally would have been scheduled to work, but not to include scheduled overtime.

4. Personal leave may be used for matters of a personal nature. Some examples of personal leave usage include but are not limited to the following reasons:

a. Mandatory court appearances before a court of law and in a matter in which the employee is a party or whose presence is required. Such appearances would include, but not be limited to, criminal or civil cases, traffic court, divorce proceedings, custody proceedings, or appearing as directed as parent or guardian of juveniles.

b. Legal or business matters which could not normally be conducted by an employee during hours other than normal scheduled work hours.

c. Family emergencies of a nature that require an employee's immediate attention.

d. Unusual family obligations which could not normally be conducted by an employee during hours other than normal scheduled work hours.

é. Examinations such as medical, psychological, dental or optical examination of the employee, or the employee's immediate family.

f. Weddings of members of the immediate family.

g. Religious holidays which fall on a normally scheduled workday for an employee.
5. Personal leave may not be used to cover unexcused absences or make up time.

6. Requests for use of personal leave must be made in advance giving reasonable notice to the immediate supervisor, unless the leave is for use in an emergency situation. Reasonable notice will be established by their immediate supervisor/department/area head as appropriate. Personal leave will be reported utilizing the time report form/time sheet for classified staff and the leave request form for administrative staff.

7. At the end of the calendar year unused personal leave will revert back to individual sick leave balances.

8. The University Payroll Department will maintain records of accruals, usage, and balances for classified staff. Supervisors of administrative staff will maintain similar records.

9. Personal leave may not be used to extend an employee's active pay status for the purpose of accruing overtime or compensatory time. It may not be used to extend an employee's date of resignation or date of retirement.
MEMORANDUM

TO: John Moore
   Director of Personnel Services

FROM: Gregg DeCrane
        Chair, ASC

DATE: November 28, 1990

RE: Personal Day Policy

Acting on the recommendation of the ASC Personnel Welfare Committee, the Administrative Staff Council approved the (revised 11/21/90) B.G.S.U. Personal Leave Policy at its November 27th meeting. This new proposal is in accord with the proposed policy passed by Administrative Staff Council in 1989. It is the desire of ASC to have the policy implemented on July 1, 1991. While the policy is applicable to both administrative and classified staff personnel, it is not felt that the implementation for both groups need be simultaneous.

GD/bal

pc: ASC Exec
MEMORANDUM

TO: Wayne Berman, President
    Graduate Student Senate

    Gregg DeCrane, Chair
    Administrative Staff Council

    Kathy Eninger, Chair
    Classified Staff Council

    Harold Lunde, Chair
    Faculty Senate

FROM: Robert L. Martin, CPE
    Vice President for Operations

RE: Parking Appeals Committee

For a number of years, the University has utilized the assistance of a Parking Appeals Committee to assist this Office and Public Safety in considering the appropriateness of citations issued by the Parking and Traffic department's enforcement personnel. This group, acting as an advisory group to the Vice President for Operations, through the Manager of Parking and Traffic has been responsible for recommending the disposition of appeals filed by University employees and, in certain circumstances, graduate student employees. A number of procedural changes have been put in place over the years to improve the efficiency of this operation. We are now in the process of fine tuning some of those procedures in order that we may better meet the needs of the appeal process.

I have attached for your information copies of the proposed operating guidelines concerning membership, meetings and procedures to be utilized by this group. I am asking for your assistance at this time in nominating individuals from your groups as well as an alternate for that individual to serve as members of the Parking Appeals Committee for the terms indicated below.

Faculty Senate  3 year term  beginning July 1990
Administrative Staff Council  interim 2 year term  beginning July 1990
Classified Staff Council  3 year term  beginning July 1990
Graduate Student Senate  1 year term  beginning July 1990
December 3, 1990
Page 2

As you will note above, the Administrative Staff Council member will serve through June 1992 in order to establish a stagger in the expiration dates of the membership terms. Additionally, I am asking that an alternate be nominated in order that we may improve our opportunity for attendance at the Appeals Committee meetings. By having the opportunity for a primary or alternate to attend the meetings, the amount of time involvement for each member will be diminished.

I would appreciate your verification of existing members and/or nomination of new members and alternates not later than December 12, 1990. We will plan a meeting for 1:30 p.m. that date in the McFall Center Chart Room to meet with the membership and alternates and discuss our plans for the remainder of this year in dealing with the Parking Appeals Process.

I apologize for the delay in requesting this information and for the short response time but a number of factors have created the need to revise the operating procedures and membership of this group. If we are to effectively deal with the backlog of appeals in place and return to an acceptable level of credibility in our Appeals Process, it is essential that we begin the effort as soon as possible. I appreciate your assistance in helping us make this happen.

attachment

xc. Roger Dennerll
Recommendations for Parking Appeals Committee  
May 15, 1990

A. MEMBERSHIP OF PARKING APPEALS COMMITTEE

The membership of the Parking Appeals Committee should consist of four positions:

1 Faculty member who shall be appointed by the Faculty Senate for a three-year term.

1 Administrative Staff member who shall be appointed by the Administrative Staff Council for a three-year term.

1 Classified Staff member who shall be appointed by the Classified Staff Council for a three-year term.

1 Graduate Assistant who shall be appointed by the Graduate Student Senate for a one-year term.

The appointment of these members should be made by the appropriate bodies at the April meeting that precedes the final year of the out-going members term, with the new term commencing after July 1. The Faculty, Administrative Staff and Classified Staff members' terms should be staggered so that no more than one of these three members' terms end in a single year.

1. One member of the Parking Appeals Committee should also serve on the University Parking Committee as an ex-officio member to ensure communication between the two bodies.

2. Three members present at a meeting shall constitute a quorum.

3. The Chair should have served on the committee for at least one year previous to becoming Chair of the Parking Appeals Committee.

4. No one shall serve as Chair for more than three years consecutively.

5. Members can be reelected to a new term on the Parking Appeals Committee immediately following the completion of their term.

6. The Chair shall be elected for a one year term.

B. REAPPEALS

1. The University Parking Appeals Committee shall be the body that rules on second appeals.
C. MEETINGS OF PARKING APPEALS COMMITTEE

1. Committee meetings shall be held every two weeks at a set time and in a designated location.

2. The Parking Appeals Committee should discuss all appeals prior to voting.

3. The Parking Appeals Committee shall decide on appeals by a simple majority vote. The Chair shall vote only in the case of a tie.

4. The Parking Appeals Committee will meet in open session. An article should be placed in the Monitor (by the Chair of the Committee) at the beginning of each fall semester announcing meetings dates, times and place.

D. PROCEDURAL CHANGES

1. Any person wishing to appeal a parking citation must file their appeal within 21 calendar days of the date of issuance of the citation.

2. A decision must be made on every appeal within 21 days of the initial filing. This rule will not apply to any second appeals, nor will it apply to first appeals during BGSU break or holiday periods when an additional 10 day adjudication grace period shall be in effect.

3. A Compliance Officer appointed by the Parking Appeals Committee (preferably a member of the Parking Appeals Committee) shall rule on appeals during Christmas break.

4. In order to better facilitate communication and accountability a three-part parking appeals form will be adopted and supplied by the Parking & Traffic Department.

5. Given the high volume of paperwork and correspondence that is necessarily generated by the committee, some clerical support may be requested.
BUDGET REPORT TO ADMINISTRATIVE STAFF COUNCIL

Josh Kaplan       December 6, 1990

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UPCOMING EXPENSES INCLUDE:

- RECEPTION, $250
- FERRARI AWARD, 400
- PRINTING MINUTES
- PRINTING ELECTION BALLOTS
MEMORANDUM

TO: Wayne Berman
President, GSS

Kevin Coughlin
President, USG

FROM: Harold I. Lunde
Chair, Faculty Senate

DATE: December 10, 1990

RE: Ad Hoc University Advisory Committee on Child Care

The Committee on Committees and the Senate Executive Committee have approved the establishment of an Ad Hoc University Advisory Committee on Child Care.

A copy of the Committee membership, charge, and instruction for recommendations is enclosed.

Please designate a person from your constituent group to serve as your representative on the Child Care Committee.

Please send me your representative's name, address, and telephone number as soon as possible.

Thank you.

Enclosure
Ad Hoc University Advisory Committee on Child Care

Membership

Vice President for Operations (or designee)
Vice President for Planning and Budgeting (or designee)
Vice President for University Relations (or designee)
Executive Assistant to the President
Faculty Member from College of Education & Allied Professions
Faculty Member Designated by the Faculty Welfare Committee
Two other Faculty Members
Administrative Staff Representative
Classified Staff Representative
Graduate Student Representative
Undergraduate Student Representative
Mayor of Bowling Green (or designee)
BG Chamber of Commerce Representative

Committee Charge

Function as an advisory committee of the Faculty Senate for the planning and implementation of a child care program at Bowling Green State University which is consistent with the spirit of excellence in education, research and service, and includes the following:

1. Promote the development of a complete program which meets the Child Care Center Accreditation Standards of the National Association for the Education of Young Children.

2. Review and recommend the location and design of the necessary physical facility.

3. Recommend the organizational structure of the child care program including a "board of overseers", job descriptions for the staff, and designation of administrative responsibilities within the central administration.

4. Review detailed financial plans, including cost analyses, user fee schedules, and other potential sources of funding with the goal of being a self-supporting auxiliary enterprise.

5. Maintain liaison with the Bowling Green Chamber of Commerce and the Wood County Early Intervention Program to develop mutually beneficial programs.

6. Maintain liaison with the Faculty Welfare Committee.
7. Address any other issues connected with the effective implementation of the child care program at BGSU, such as the establishment of linkages with BGSU academic departments to develop education and research opportunities, participation in the recruitment and selection of the administrator of the program, and exploring the feasibility of a child care facility on the Firelands campus in addition to the main campus.

Committee Recommendations

The recommendations of the Advisory Committee on Child Care will be submitted to the Faculty Senate and the President as soon as possible, but no later than March 11, 1991.

Approved by the Senate Executive Committee on 10/9/90
December 12, 1990

MEMORANDUM

TO: John Moore, Director of Personnel

FROM: James Litwin, Director of Institutional Studies
Member, Equal Opportunity Compliance Committee

SUBJECT: Policy Regarding Administrative Staff Hiring Procedures

John, on behalf of the Equal Opportunity Compliance (EOC) Committee, I have been asked to communicate a concern of the membership to you.

It is our understanding that you have formed a much-needed group on campus to review the hiring policies and procedures for administrative staff. The EOC Committee believes this is a good idea and we wish you success in this endeavor.

At the same time, the EOC Committee believes that important policies such as the one you are developing sometimes bypass the committee, a committee which views as one of its responsibilities the review of the development of such policy. Once a policy becomes "official," we are placed in the position of simply "rubber-stamping" that policy. We don't believe this is the best use of the EOC Committee, nor does it fulfill our general purpose.

Thus, we are requesting that once your ad hoc group drafts a document on administrative staff hiring, that a copy be forwarded to our committee for comments. We very much appreciate your cooperation on this matter.

Thank you.

xc: Members, EOC Committee
John Beck, Physical Plant
Rob Cunningham, AA/EOC
David Lombardo, Aerotechnology
Susan Petrosius, Marketing
Greg Richey, Undergrad. Student
Roger Swope, Public Safety

EOC Chair, Gregg DeCrane
Director of Affirmative Action, Marshall Rose
MEMORANDUM

TO: Bob Martin
    Vice President of Operations

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

DATE: December 15, 1990

RE: Parking

As a scheduled part of the agenda for the December meeting of the Administrative Staff Council, representatives to various university committees were asked to give reports about the issues and actions of the committees on which they serve. In the course of the report by Linda Swaisgood on the Parking Committee, it was mentioned that consideration is again being given to eliminating the parking fee waiver currently afforded faculty and staff. I think it is clear to say that this is viewed as a benefit that has existed for at least twenty years and its discontinuance would be negatively received by all employees.

Assuming our information to be correct, Administrative Staff Council's Executive Committee wants you to know that we are opposed to the termination of the existing parking fee waiver benefit.

GD/bal
pc: ASC Exec.
MEMORANDUM

TO: Bob Martin
   Vice President for Operations

FROM: Gregg DeCrane
   Chair, Administrative Staff Council

DATE: December 20, 1990

RE: Parking Appeals Committee

Susan Barrow, Associate Director of the University Honors Program will be the Administrative Staff Council's alternate member of the Parking Appeals Committee. Since the ASC's January meeting is being held at 1:30 on January 10, Susan will not be able to attend your next meeting. I will have Jim Treager, our designated representative, contact Susan after your meeting.

GD/bal
December 26, 1990

MEMORANDUM

TO: Greg DeCrane  
Asst Vice President for Student Affairs  
University Student Activities

FROM: Stacie Schroeder, Administrative Asst.  
Public Safety

SUBJECT: Parking Fee Waiver

Your memorandum of December 15, 1990 to Robert Martin has been forwarded to me for response.

As we discussed in our telephone conversation of last Friday, the Parking & Traffic Office is not aware of any plans to eliminate the parking fee waiver currently afforded to faculty & staff.

If you have any further questions or concerns, please let me know.

cc: Roger Dennerll  
Robert Martin
Gregg DeCrane, Chair
Administrative Staff Council

Dear Gregg:

As we approach the first BGSU Board of Trustees meeting of 1990-91, I am writing on behalf of the Trustees to clarify procedures and the role you will play at this and future meetings. It is our hope that this will help assure productive, useful sessions for our new invitees as well as for all other participants.

As you know, the chairs of Administrative Staff Council and Classified Staff Council have been invited to participate as observers and resource persons in a manner similar to the Faculty Senate, Undergraduate Student Government and Graduate Student Senate representatives. This means that you are invited to attend subcommittee meetings of the Board, the Board dinner on Thursday evenings, and such other Board functions as Faculty Senate and student group representatives regularly attend. Like the others, you are invited to these meetings, as well as the Friday morning official session, as one of the Board's specially designated guests. Your participation in subcommittee business will be informal and may vary in scope and nature from meeting to meeting at the discretion of Board of Trustees members. I should also note that because time is limited at the Friday morning meetings, you will not be on the agenda to make an official report to the Trustees. However, please remember that these Friday sessions are public meetings and that you have the same opportunity as other members of the university community to request a chance to address the Board.

I look forward to seeing you at the Board functions beginning this October and to learning the details of our new roles together.

Sincerely,

Lester E. Barber
Executive Assistant
to the President

dmm

xc: Richard Newlove, President, University Board of Trustees