

1992

Correspondence 1992

Bowling Green State University. Administrative Staff Council

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Bowling Green State University

Residential Services
425 Student Services Building
Bowling Green, Ohio 43403-0142
Residence Education, (419) 372-2456
Residence Management, (419) 372-2456
On-Campus Housing, (419) 372-2011
Off-Campus Housing, (419) 372-2458
Greek Life, (419) 372-2151
Cable: BGSUOH

January 9, 1992

MEMORANDUM

TO: Josh Kaplan, Chair ASC

FROM: Tonia Stewart 

RE: Resignation from ASC

I regretfully resign my position on Administrative Staff Council. Due to the reorganization of our department, I have been given additional responsibilities which demand more time. I wish the Council continued success during the coming years.



Bowling Green State University

College of Arts and Sciences
Office of the Dean
Bowling Green, Ohio 43403-0210
(419) 372-2015
Cable: BGSUOH

January 10, 1992

Josh: I wanted to share some thoughts with you that came as a result of yesterday's Ad Staff Council meeting.

I appreciate the frustration (and amusement) expressed by ad staff over the committee structure we are currently saddled with. I have sat on my share of unproductive committees. I do feel a concern, however, about comments (predictably made at each meeting where we hear such reports) that suggest we not sit on committees that have no relevance to us as administrative staff. It seems to me that we should be taking quite the contrary position: we should be doing everything we can as a group (possibly even more critical in time of possible reductions in staff) to insert ourselves in a meaningful way into the life of the university community and to maintain a high level of visibility. One way to do this is to make ourselves available for membership on university committees, even those which don't affect us (and our welfare) directly. I also believe that our membership on committees (as well as that of classified staff) brings a perspective lacking in faculty. As a result, I suspect better policies are effected whether they have to do with us or not. The notion that 'all of the heads is better than one of the heads' makes sense to me!

So while it may be tempting to say we don't have the time to participate in unproductive committees, I hope we will not take such a position. If we become an invisible layer of people—those faceless bureaucrats we are often accused of being—we risk our future. We need to continue to serve the university in whatever ways we can. That's why projects like the BG EFFECT group are important. It helps students and it lets the rest of the university know ad staff have a real contribution to make.

A handwritten signature in cursive script that reads "Diane".

Diane Regan
Arts & Sciences



Bowling Green State University

Intercollegiate Athletics
Bowling Green, Ohio 43403-0030
(419) 372-2401
Cable: BGSUOH

MEMORANDUM

TO: Josh Kaplan, Chair
Administrative Staff Council

FROM: Chris Geib *Chm*

SUBJECT: Resignation from Council

DATE: January 19, 1992

Please accept this memorandum as my resignation from ASC. I have found that I do not have adequate time to fully represent my constituents in the manner that I would like.

Please accept my sincere best wishes for much success in the pursuit of the Council's goals for the current year.

xc: Jack Gregory
Duane Whitmire
Constituents

4

January 24, 1992

Joshua Kaplan
Chair, Administrative Staff Council

I applaud the effort of reevaluating the University's severe winter weather closure policy. I believe that the policy should be influenced by input from the Classified Staff Council, Administrative Staff Council, University Student Government, Graduate Student Senate, the Commuter Off-Campus Organization, as well as the Faculty Senate. I believe that the policy is a concern to each of the organizations. Additionally, the severe weather policy should be considered a condition of employment and properly recorded in the handbook of each employee classification. Thereby, making the policy more a condition of employment rather than directed universal policy.

I further believe that the developed policy concerning a person's requirement to report to work be influenced by the employee and student safety, the distance to be traveled, and whether the travel is in a legal status. The University should not influence the employee to attempt to travel to work if the county sheriff's department has issued an emergency notice closing county roads. This was the case during the previous snow storm in three of the surrounding counties of Wood County.

I sincerely believe that the intent of the University's Administrative Council is not to cause a personal hardship on the employee nor, place the employee at physical risk. I believe that a lesser consideration should be the rewarding of employees that place themselves at risk to arrive at work over their personal safety.

Thank you for your attention. I believe that more members of the Administrative Staff should make their feelings known to their representatives to Council. Better yet, may we not have another winter storm for another six to eight years.

Sincerely,


Rich Peper



Bowling Green State University

Vice President for Student Affairs
Bowling Green, Ohio 43403-0140
(419) 372-2147
Cable: BGSUOH

January 27, 1992

MEMORANDUM

TO: Josh Kaplan, Chair, Administrative Staff Council

**FROM: Bob Arrowsmith, ^{BA} Associate Vice President for Student Affairs;
Student Services & Finance
Chair, ACGFA**

RE: Resignation of Jacque Daley

Josh,

When it was announced that the budget process for ACGFA would be canceled, Jacque made some commitments that she cannot change. For that reason when the process was reinstated, Jacque found it necessary to resign.

I am enclosing a meeting schedule. If Administrative Staff Council appoints a new member to ACGFA, please contact me as soon as possible.

Thank you.

r b

Enclosure



Bowling Green State University

Prevention Center:
Alcohol & Other Drug Abuse
Bowling Green, Ohio 43403-0140
(419) 372-2130
Cable: BGSUOH

January 27, 1992

Memo

To: Bob Arrowsmith

From: Jacque Daley

Due to prior commitments and scheduling conflicts, I will be unable to fulfill my duties as a member of A.G.F.A. Please accept this letter as a notice of my resignation from the A.G.F.A. committee. I apologize for any inconvenience this may cause.



Bowling Green State University

N.S.
 P.H. 7
 E.C.

Administrative Staff Council
Bowling Green, Ohio 43403-0373

RECEIVED
FEB 7 1992
V.P. FOR
ACADEMIC AFFAIRS

RECEIVED

FEB 10 1992

PRESIDENT'S OFFICE

February 5, 1992

MEMORANDUM

TO: Eloise Clark
Acting President

FROM: Josh Kaplan *Josh Kaplan*
Chair, Administrative Staff Council

Thank you for meeting with me last Friday to discuss the status of ASC's goals and other ASC business. With regard to our goals, my understanding of your advice is as follows:

Goal #2. You do not personally support making job descriptions part of administrative staff contracts. However, you do support making an update of the job description part of the annual evaluation process.

Goal #4. You suggested that we continue to solicit contributions from administrative staff, and also seek contributions from faculty. You also suggested that we might form a fundraising committee to further this goal.

Goal #5. You recommend that we write to President Olscamp expressing our continued interest in the position of Associate Director of Personnel for Administrative Staff, and our hope that this authorized position will be funded when the current financial constraints have eased.

Goals #7 and #8. You do not expect that Administrative Council will be receptive to a comp time policy, but you do believe that flex time is appropriate and that the Handbook might be amended to address this in a more comprehensive manner. You recommended that we pursue this with John Moore. You also recommended that administrative staff be encouraged to report to John Moore any treatment perceived as inequitable, based on your opinion that the current Handbook does contain provisions to assure fair treatment of staff.

Goal #10. You recommend that we continue to collect data and present our salary requests despite the current tight financial situation.

Goal #11. You feel that the ASC has used its professional development funds over the last two years in a prudent and beneficial manner, and you support our receiving professional development funds this year.

In addition, we discussed the University severe weather policy. ASC's concern is that it seems unwise to try to maintain all other University functions on a business as usual basis when weather conditions are sufficiently severe to cancel classes. You said that nobody should have to be exposed to a high level of risk attempting to get to work when conditions are dangerous. [You said that the current * policy was seven years old and that Administrative Council will be reviewing it.] We discussed the need to determine which offices should stay open, and how much staffing would be appropriate, during severe weather emergencies.

I indicated that ASC may not be able to meet all its printing expenses this year. You asked me to notify Vice President Martin and yourself if it appears the budget will be depleted. I believe I will need to do this in the near future.

xc Robert Martin
John Moore
ASC Exec Committee

* Josh - 2/12/92
As I see this
again - the last
time we invoked the
severe weather policy
was 7 years ago in '85
The policy is actually
much older
To



Bowling Green State University

Multicultural Activities & Programs
328 University Union
Bowling Green, Ohio 43403-0161
(419) 372-2978
Fax: (419) 372-2124

DATE: February 9, 1992
TO: Ms. Ann Bowers
Chairman of ACGFA
FROM: Monica Smith-Scott, *MS*
Director of Multicultural Activities & Programs
RE: Resignation from ACGFA Committee

It is with deep regret that I inform you of my inability to fulfill my elected responsibilities for the ACGFA Committee for this year. Due to circumstances beyond my control, I am forced to resign my position.

Although at this time, my family responsibilities and job requirements prevent me from taking on additional tasks, I hope that in the near future I will be able to participate on the Committee.

Should you need to contact me for any reason, please do not hesitate to do so at 372-2978. I apologize for any inconvenience this may have caused.

FEB 19 1992



Bowling Green State University

10
Department of Computer Science
Bowling Green, Ohio 43403-0214
(419) 372-2337
Cable: BGSUOH

February 18, 1992

Christopher Dalton, Vice President
Office of Planning and Budgeting

Dear Dr. Dalton:

It has been brought to our attention that serious consideration is being given by the University administration to the adoption of a new BGSU identification system, and thus discontinuing the practice of using the social security number as the employee and student identification number.

Use of the social security number as an identification number creates numerous opportunities for unauthorized access and misuse of personal information. In a society that is becoming increasingly dependent on electronic collection and processing of information, continued use of the social security number as the employee and student identifier poses a serious threat to each individual's right to privacy and confidentiality.

Installation of new administrative computing software provides the University with an ideal opportunity to adopt its own identification system and restrict the uses of the social security number to those purposes required by federal law. We urge the University administration to take advantage of this opportunity and discontinue use of the social security number as an identifier. Such action would significantly enhance the privacy protection for the University's students, faculty and staff. Thank you.

Julie Barnes, Computer Science
Diane Crowe, Computer Science
William DenBesten, Computer Science
Mohammad Dadfar, Computer Science
Douglas Ferguson, Telecommunications
Harold Fisher, Journalism
Cathy Frankfather, Computer Science
Dennis Hale, Journalism
Denise Hartsough, Telecommunications
Bruce Klopfenstein, Telecommunications
Ann-Marie Lancaster, Computer Science
Ronald Lancaster, Computer Science
Laura Leventhal, Computer Science
Walter Maner, Computer Science
Srinivas Melkote, Telecommunications
Shirley McFee, Computer Science
Leland Miller, Computer Science
Barbee Mynatt, Computer Science
Sara Spears, Telecommunications
Jean Sullivan, Computer Science
Guy Zimmerman, Computer Science

xc: E. Clark, Academic Affairs
✓ A. Kerek, College of Arts and Sciences
L. Chiarelott, Faculty Senate

DRAFT

February 25, 1992

MEMORANDUM

TO: John Moore
Executive Director, Personnel Services

FROM: Administrative Staff Council Executive Committee

RE: Director, Administrative Staff Personnel Services
Job Description

Please find enclosed the original job description along with a revised draft for the position of Director, Administrative Staff Personnel Services. We have worked through this job description very carefully and incorporated several revisions and additions to the position's responsibilities and duties, all of which are highlighted on the draft. We also have made reference to those portions of the Administrative Staff Handbook which directly refer to this position. In doing so, we reaffirm our commitment to the filling of this position once the hiring freeze is lifted.

We would be pleased to discuss this with you further upon your request

March 10, 1992

MEMORANDUM

TO: John Moore
 Executive Director, Personnel Services

FROM: Administrative Staff Council Executive Committee

RE: Director, Administrative Staff Personnel Services
 Job Description

Please find enclosed the original job description along with a revised draft for the position of Director, Administrative Staff Personnel Services. We have worked through this job description very carefully and incorporated several revisions and additions to the position's responsibilities and duties. Additions to the job description have been highlighted on the revised draft. The only other changes involved removing references to administering a separate office.

We also wish to note that the Administrative Staff Handbook makes many references to this position and its responsibilities. In doing so, we reaffirm our commitment to the filling of this position once the hiring freeze is lifted.

We would be pleased to discuss this with you further upon your request.

POSITION OPENING
Personnel Services
Bowling Green State University
Bowling Green, OH 43403

POSITION: Director, Administrative Staff Personnel Services

The Director of Administrative Staff Personnel Services coordinates recruitment activities for administrative staff positions, processes employment information, counsels/advises staff, coordinates PROFESSIONAL DEVELOPMENT activities, interprets administrative personnel policies, and ASSISTS IN THE IMPLEMENTATION OF ADMINISTRATIVE STAFF HANDBOOK POLICIES.

DUTIES AND RESPONSIBILITIES:

ASSIST THE EXECUTIVE DIRECTOR OF PERSONNEL SERVICES AND SERVES AS ACTING EXECUTIVE DIRECTOR IN HIS/HER ABSENCE.

Explain and interpret policies, procedures, and benefits that affect administrative staff.

Investigate and recommend policy revisions and additions.

Coordinate and oversee recruitment efforts for administrative positions including development of position description, placement of advertisement and other recruitment efforts, providing general guidance for the screening process, coordinating interviews, corresponding with applicants, processing of all internal paperwork, and monitoring the entire process for adherence to Affirmative Action guidelines.

Conduct orientation for new administrative staff members.

Conduct exit interviews for administrative staff members.

Conduct position reviews for the purpose of evaluating responsibilities, organizational structure, or salary.

ASSIST THE EXECUTIVE DIRECTOR IN THE DEVELOPMENT AND IMPLEMENTATION OF SUCCESSION PLANNING AND INTERNAL PROMOTION FOR ADMINISTRATIVE STAFF.

Respond to STATE AND NATIONAL salary surveys AND MAINTAIN A DATABASE FOR MARKET COMPARISONS.

Plan and coordinate PROFESSIONAL DEVELOPMENT programs for administrative staff members, WORKING WITH THE PROFESSIONAL DEVELOPMENT COMMITTEE OF ADMINISTRATIVE STAFF COUNCIL.

Supervise the creation and maintainance of personnel files for all administrative staff in a highly confidential manner. Provide physical and procedural security for information on administrative staff.

Provide retirement counseling assistance relative to Public Employee Retirement System and the BGSU Supplemental Retirement Program.

Provide confidential counsel and advice to staff members who have questions, concerns or problems concerning their employment, AND PROVIDE COUNSEL IN THE GRIEVANCE PROCESS AS OUTLINED IN THE ADMINISTRATIVE STAFF HANDBOOK.

ASSIST SUPERVISORS IN THE EVALUATION PROCESS OF ADMINISTRATIVE STAFF.

Prepare numerous reports and statistics including the Board of Regents Personnel Inventory, an Administrative Staff Profile and additional salary and demographic statistics relative to administrative staff.

SERVE AS LIAISON BETWEEN ADMINISTRATIVE STAFF COUNCIL AND PERSONNEL SERVICES. Work with and serve as a resource person for the Administrative Staff Council on matters dealing with the general welfare of administrative staff.

IN COLLABORATION WITH ADMINISTRATIVE STAFF COUNCIL, revise, update and distribute annually the Administrative Staff Handbook.

Work with faculty, staff and students internally and with professionals at external agencies on a daily basis in providing services.

QUALIFICATIONS:

Master's degree preferred. Three to five years personnel and/or higher education experience. Excellent oral and written communication and interpersonal skills required.

SALARY:

Salary commensurate with qualifications, excellent benefits.

CONTRACT PERIOD:

This is a full-time 12-month administrative staff position. Contract is renewable annually.



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

March 13, 1992

Memorandum

TO: Administrative Staff
FROM: Pat Green, Chair *PG*
Professional Development Committee
RE: Professional Development Grant Funds

As you may be aware Administrative Staff Council was recently given \$2500 for the professional development grant fund. Attached are the guidelines for applying. If you feel you qualify; please contact me for an application.

I also want to clarify that this grant money is not available for any professional conference in your area that your department would normally fund. See attached guidelines. Due to budget cutbacks across campus we have had numerous requests from persons for money to help with these meetings. It would be unfair to use this money to send a few people to their meetings and not the entire administrative staff. It would also be setting a precedent inconsistent with the intention of the grant funds.

The intent of the money is to provide professional development beyond the usual meetings; to help staff grow into new areas that will benefit departments and the university as a whole.

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

**Administrative Staff Council
Professional Development Grant Guidelines**

Professional development grant funds are to be used for the professional growth of full-time administrative staff members who have been at BGSU for 3 years. Administrative staff members may apply for institutes, seminars, workshops etc. which allow the administrative staff member to gain a system wide view of the institution and/or develop an interest in his/her field which enhances the department and which, under normal circumstances, would not be paid for by the department or other university sources. (This does not mean that a portion of the amount could not be paid for by the department or other university sources.)* See appendix for examples.

A. Grants are designed to enhance the administrator's professional development. Funding will be provided for developmental activities which will increase the administrative capabilities of staff members as defined below:

1. Participation in workshops, seminars and institutes.
2. Participating in a formal course of study as may be sponsored by a professional organization or educational institution.
3. Development of administrative innovations which will increase the administrative staff member's ability to serve students and faculty (for example: learning new methods or techniques of curriculum delivery—developing television transfer courses; developing systems approaches to student services).
4. Sponsoring workshops, conferences, meetings or other educational experiences for administrative staff on the BG campus.
5. The successful applicant will present to the Administrative Staff Council a report of his/her experience within three months of the conclusion of the project.

B. Funding will not be provided for:

1. Projects which contribute directly to the earning of degrees, certificates, or other professional credentials.
2. Expenditures committed prior to the submission of an application.
3. National, regional, and state conferences and conventions typically supported by departments.
4. Payment of administrative staff salaries to provide release time.
5. Projects where alternative activities and/or resources are available on campus.
6. Meals and lodging unless included in the registration fee.

Submit application (available from Professional Development Committee chair), letter of recommendation and supporting material about the event to Chair, ASC Professional Development Committee. Allow at least 3 weeks for processing.

Appendix

Here are some examples of institutes:

- * American Management Association
- * National College and Higher Education Management Systems
- * Institute for Educational Management at Harvard
- * Leadership for a New Century
- * Association of Physical Plant Administrators
- * National Association of College and University Business Offices

Deborah McLaughlin
Associate Director of Pu
Public Relations



Bowling Green State University

Office of Alumni Affairs
Mileti Alumni Center
Bowling Green, Ohio 43403-0054
(419) 372-2701
FAX: (419) 372-7697
Cable: BGSUOH

MEMORANDUM

TO: Dr. Josh Kaplan
FROM: Jan Ruma *JR*
DATE: March 17 1992
RE: Administrative Staff Council

I will be presenting at a conference in Rhode Island next week, so I will be unable to attend the March 24 Executive Committee meeting. However, I have an issue I'd like the Committee to consider.

One of my constituents suggested that ASC propose and pass a statement to communicate how the Administrative Staff suggests the University handle the impending budget cuts and possible staff layoffs. By doing this, we would be able to let the Administration know in a unified voice, our concerns with some of the rumors floating around about what will happen if staff layoffs and other measures are necessary.

My constituent suggested the statement include a comment about taking the "hiring freeze" seriously and also basing layoff decisions on "last in first out" seniority. (Personally, I agree with the hiring freeze statement and have some reservations about the seniority issue). There may be some other messages we need to communicate based on the Classified Staff Council proposal. My thoughts on their proposal are enclosed.

I am sorry to miss what I'm sure will be a quarter-filled meeting!

JR/mls



Bowling Green State University

Office of On-Campus Housing
Bowling Green, Ohio 43403-0151
(419) 372-2011
FAX (419) 372-8150

March 19, 1992

MEMORANDUM

TO: Josh Kaplan
FROM: Jill Carr *Jill Carr*
RE: President's Panel

I attended the meeting of the President's Panel on March 6. The following is a synopsis of the meeting. The agenda was very short.

- 1. Title IX issue involving the lack of shower facilities for women in the Ice Arena. Dr. Clark indicated that this issue is being investigated by Marshall Rose, therefore no discussion will take place until a recommendation is issued by Marshall. It appears that the issue has been resolved as of the writing of this memo.
- 2. A question was raised about when a Presidential search would begin to choose Dr. Olscamp's successor. Dr. Clark explained that Presidential searches are the responsibility of the Board of Trustees. At this time there is no information available about the time line for the search.
- 3. Presidential Task Forces and their progress were reviewed by Dr. Clark. The Task Force on International Education is moving along well, an agreement has been reached with an Art School in Italy to accept our art students for a summer program.

The Health Insurance Task force is working steadily. The issues are very complex. At this time there is no indication of when a final report or recommendation will be made.

- 4. The Strategic Planning committee is still in the organizational stages. A steering committee was established to bring some sense of organization to a committee of 37 members. The steering committee has met once, it appears that a new chair will be needed, they will then begin a training period to familiarize themselves and the total committee with strategic planning methods.
- 5. Some mention was given to violence on-campus. No one had anything significant to report other than the fact that violence does occur on this campus. One faculty member noted that one of the individuals who raised the issue regarding the lack of shower facilities for women in the Ice Arena was receiving threatening and obscene messages on her answering machine.

That is about it. If you have any questions, please give me a call. Thanks for the opportunity to represent you.

JC/jm



Bowling Green State University

Vice President for
Planning and Budgeting
Bowling Green, Ohio 43403-0080
(419) 372-8262
FAX: (419) 372-8446
Cable: BGSUOH

March 31, 1992

MEMORANDUM

TO: Senate Executive Committee
 Administrative Staff Council Executive Committee
 Classified Staff Council Executive Committee

FROM: Chris Dalton *Chris Dalton*
 Vice President for Planning & Budgeting

RE: List of Potential Ways To Address Projected Educational Budget Deficits

Enclosed is a preliminary list of suggestions for revenue enhancements and budget reductions that reflects ideas generated by FSBC and UBC, as well as input received from Deans, Classified Staff Council and various individuals.

The document is marked "confidential," because we feel that it would be premature for it to be publicly released to the media at this time. You should feel free, however, to share the list with individuals whom you feel it might be helpful to have review the list and provide comments and additional suggestions. I would be happy to receive additional input (ideally in writing) regarding potential ways to enhance revenue and reduce expenditures either from you or directly from other people with whom you share this list. I would also, of course, be willing to meet with you to provide additional information and respond to questions should you wish me to do so.

Please be sure that folks with whom this document is shared appreciate that this is a simply a list of suggestions compiled from various sources. These ideas have not been carefully reviewed, many of them have serious drawbacks, some are contradictory and most will be found objectionable by at least some members of the campus community.

xc: University Budget Committee
 Faculty Senate Budget Committee

DRAFT FOR DISCUSSION PURPOSES ONLY

POTENTIAL WAYS TO ADDRESS PROJECTED EDUCATIONAL BUDGET DEFICITS

NOTE: This list is intended to stimulate discussion and ideas. It has been compiled from suggestions from UBC, FSBC, Deans' Council and CSC. This is not a list of carefully reviewed proposals. Many of the ideas may have serious drawbacks. Comments and/or suggestions for additions should be sent to Chris Dalton.

REVENUE ENHANCEMENT

Hold Down General Fee Increase To Allow a Higher Instructional Fee Increase

Reduce General Fee Allocations (Comparable Changes General Fee/Ed Budgets?)

Union (Move toward self-sufficiency)

UAO (Reduce General Fee Support)

Other Reductions (likely require layoffs in General Fee areas)

Eliminate/Reduce Small Funding Areas

e.g. Band Trip, Non-Emergency Transportation

Increase Enrollment (Lobby to Raise Enrollment Cap Longer Term?)

Main Campus Increase Unlikely in Short Run Without Lowering Quality

Off-Campus Extension Enrollments Are Not Affected By Cap

Need Incentives for Department/Faculty

Increase Overhead Charges To Auxiliaries (Rationale?)

Increase Miscellaneous and Special Charges Paid By Students

e.g. Transcript and Drop/Add Fees

Additional Fees for Service (?)

Laboratory & Special Course Fees (Where Related To Higher Costs)

Increase Nonresident Surcharge More Than Instructional Fees

Likely To Reduce Out-of-State Enrollment and Be Counterproductive

Increase Charging of Salaries to Grants; Contracts; External Funds; Endowments, etc.

Reduce the Formula for Sharing of Grant Overhead Income

Use Overhead Income To Pay For Research Services Office

Begin Use of Income from Internal Endowment To Support Educational Budget

Introduce Incentives for Increasing Income Generation

Tie College Budgets Somewhat More Closely To Revenue Generation

Sell Farm Land or Other University Assets To Enhance Income Generation
Not Likely To Generate Significant Revenue At This Time

Redouble Efforts To Have All Students Registered And Paid For By 14th Day OBOR Report
Currently Miss A Small Number of Late Starting Extension Courses
Ensure Seniors Continuing For Grad School Are Properly Classified

AREAS TO POTENTIALLY PHASE OUT EDUCATIONAL BUDGET SUPPORT

Selected Activities/Offices

Lower Priority Activities (Less Central to Mission)

Reduce Levels of Service to Community

Possible Examples

Pre-College Summer Program

Non-Credit Programs

Consider Elimination/Consolidation of Lower Quality and/or Low Enrollment Programs

Eliminate (Consolidate) Support Staff for One Person Offices

Consolidate Smaller Offices

Reduce Funding for Non-Need Scholarships (Replace with Private Support)

Might Also Apply to Some Non-Instructional Graduate Fellowships

Reduce (Eliminate) HPER Requirement & Reduce PT HPER Faculty (Longer Term)

Encourage Incoming Freshmen To Take Another Course

WAYS TO PERMANENTLY REDUCE EDUCATIONAL BUDGET EXPENSES

Freeze Value of Fee Waivers at 1991-92 Level (Employees/Dependents)

Cut Back Benefit Program

Eliminate Dental/Vision (Non Catastrophic; Couple to Salary Increase?)

Eliminate Free Employee Parking Stickers

Couple to Increase in Benefits Without Direct Cost (Vacation, etc.)

Abandon Effort To Maintain \$315 One-Time Payment Received in 1991-92

Change Summer Salary Formula for Instruction

Institute Flat Salaries By Rank?

Put Cap On Maximum Earnings per Course?

Modify Salary Formula From 1/30 per Credit Hr To 1/36 per Credit Hr

Put Department Chairs/Asst & Assoc Deans, etc on 9-10 Month Admin. Appointments

Where Possible Employ PT or Full-Time AY Rather Than Full-Time FY Employees

- Where Activity Decreases in Summer Move Staff To 9 Month Contracts
- Encourage Voluntary Reductions In Work Week (Year) Keeping Benefits
- Consider Flex-Time or Job Sharing
- Reduce Staff Hours & Salary by 10% (Maintaining Full Benefits)

Modify or Eliminate Faculty STRS ERIP

- e.g. 3 Year Buyout Rather Than 5 (Still Cost-Effective?)
- Financial Exigency Would Be Likely To Result In Termination of ERIP

Modify or Eliminate Faculty SRP

- Offer Faculty On SRP's A Chance To Defer A Year
- Don't Replace Any Faculty Taking SRP Until They Have Completed SRP
- Offer A 5 Year SRP To Faculty Who Retire By August 1, 1992
- Financial Exigency Would Be Likely To Result In Termination of SRP

Modify or Eliminate Administrative Staff SRP

Institute A Short Term PERS Buyout For Classified & Administrative Staff

- Don't Replace Retirees
- Possible To Institute ERIP On Selective Basis?

Modify Faculty Improvement Leave Program

- AY Leaves Only? 70% Salary for One Semester?

Enhance Instructional Productivity

- Increase Average Teaching Loads & Class Sizes
- Develop Incentives (College, Dept., Faculty) for Increased Productivity
- In Selected Cases Increase % of Faculty Time Dedicated To Instruction
- Establish Minimum Teaching Loads for Regular Faculty
- Reduce Use of Part-Time Staff
- Convert More Courses to Large Lecture/Recitation Format
- Make Every Effort To Have Enough Spaces So Students Get Full Schedules
- Modify Class Schedules To Broaden Enrollment Options (More Evenings)
- Mandate 11 Hr/Sem Loads For All Instructors & One-Year Replacements
- Mandate At Least 3 Hr/Sem Loads for Chairs (Unless On Funded Research)
- All Graduate Students Teach In Lecture/Lab Course At Least Once per Year

Require All Administrators with Faculty Rank to Teach

Increase Utilization of Administrative Staff in Instructional Activities

Consider Cancelling More Low Enrollment Courses

- Subsidy Implications?

Switch Advising Function Back To Faculty

- Reduce Staff in College Offices?

Targeted Cuts By Functional Activity (In Addition to Selected Deeper Cuts)
 Administrative Areas (e.g. VP/College Offices - x% Reduction?)
 Public Service Functions
 Reduce Service Hours/Levels
 Reduce Layers of Management/Supervision

Renegotiate with MCOT To Increase BGSU Share of Nursing/Physical Therapy Revenue
 (Negotiations Are In Progress)

Decrease Educational Budget Support for WBGU-TV (Increase Other Sources of Support)

Develop System For Shifting Personnel To Meet Times of Peak Workload
 Would Reduce Need for Part-Time/Temporary Employment

Accelerate Elimination of Steps and Longevity for Classified Staff

Initiate Separate Pay Tables for Temporary Classified Employees
 75% - 80% of Existing Rates?

Eliminate Use of University Vehicles for Non-Essential Travel On Campus

Hold Award "Dinners" During Day (e.g. Lunch) And Invite Employees Only

POTENTIAL WAYS TO MAKE ONE-TIME CUTS FOR 1992-93

Cancel FRC/FDC programs for one year

One-Time Reduction in Library Acquisitions Budget
 Likely To Never Acquire Books/Journal Editions Skipped in 92-3

Skip contribution to planned maintenance reserve for 92-93

One-Time Reduction in Operating Budgets (Allow To Use 91-2 or 92-3 to Cover)
 Departments With Carryovers Would Be Relatively Better Off
 Encourage/Mandate (?) Reductions in Discretionary Spending
 e.g. Travel, Conferences, Subscriptions, Equipment, etc.

Eliminate All Overtime and Overload Staffing

Cut Back On In-House Publications (e.g. Monitor/Green Sheet/Newsletters)
 Monitor May Be Needed For Communication During Budget Crisis

Across-the-Board Salary Reductions
 Perhaps Exempting Those with Very Low Salaries
 Equivalent Reduction In Hours Worked ?
 (Shorter Day/Week? More Vacation Time?)

Page 5

Furlough All or Some Staff for A Number of Days (Vacation without Pay)
 May Require Legislative Action

"Borrow" Funds From the Endowment - Setting Up a Plan To Pay Back Over 2-3 Years
 Provides Time To Phase In Longer Term Reductions

Impose Short-Term Total Freeze With No Exemptions (60 Days?)
 Fill Administrative Vacancies (All Levels) With Current Employees

Don't Add Any More Graduate Assistants

MISCELLANEOUS

Campaign to Conserve (e.g. limit xerox/phone/travel/utilities)

Close Buildings for Utility Savings
 e.g. Christmas to New Years

Reduce/Simplify Paperwork/Processing/Procedures/Administrative Burden
 e.g. Eliminate Annual Contract Forms?
 Decrease Number of Mailings
 Decrease Number of Committees
 e.g. Advisory Committees

Investigate Consolidation of Units
 Reduce Duplication
 Possible Example: Co-op Programs
 Eliminate Layers of Management/Supervision
 Fold Centers Into Departments

Consider Contracting Out Selected Services

Encourage Taking of Leave Without Pay By Employees

New Ways To Ease Transition Into Retirement (?)

Put Hold On All New Programs That Require Added Costs

JOBOR

**OHIO
BOARD
OF
REGENTS**

3600 State Office Tower
30 East Broad Street
Columbus, Ohio 43266-0417

RECEIVED

Administration: (614) 466-6000
Student Assistance: (614) 466-7420
FAX: (614) 466-5366

MAR 26 1997

**VICE PRESIDENT
PLANNING and BUDGETING**



Memorandum

TO: State College and University Fiscal Officers
FROM: Matthew V. Filipic *Matt*
Vice Chancellor for Administration
DATE: March 24, 1992
SUBJECT: Monthly Update

=====

The news of the past month has been especially grim for higher education in Ohio. As a consequence of these developments, we face the prospect of cuts of a magnitude without precedent in our memory. These cuts threaten not merely the quality but the very existence of many of our programs - and perhaps of some of our institutions as well.

In late February, Governor Voinovich announced that primary and secondary education would be spared from further cuts that might be required to deal with the ongoing state budget problem. While we shared the Governor's conviction that a strong public school system is vital to the state's future, we were concerned that the announcement meant that whatever cuts would be required would have to be applied to a very narrow spending base. This exemption also removed the best argument for a tax increase to deal with at least part of the problem. With this single announcement, a serious but manageable fiscal problem for higher education became a crisis threatening its future.

The exemption of primary and secondary education was an important decision because state support for primary and secondary education is a large part of the controllable portion of the state budget. For example, primary and secondary education absorbed 45 percent of the cut imposed in January, even though it was reduced by a lower percentage than many other parts of the budget. Had primary and secondary education been exempt in January, remaining cuts would have had to have been increased by over 83 percent to make up the loss. Higher education's cut, which was \$57.6 million, would have had to have been increased to almost \$105 million, making our cut over 53 percent of the total cut. Our share of future cuts is

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Memorandum To: State College and University Fiscal Officers
March 24, 1992
Page 2

likely to be about half of the total as long as primary and secondary education remains exempt.

January's cut was intended to generate \$196 million. The cuts required next year will be much larger. By June 30, the state will have drawn down its cash reserves. Its options for dealing with next year's problem are tax increases and spending reductions. The legislative leadership will find it extraordinarily difficult to raise taxes in an election year. Meanwhile, estimates of the magnitude of the problem to be addressed next year continue to grow. The Office of Budget and Management (OBM) believes the problem will be \$576 million, while the Legislative Budget Office (LBO) estimates it at \$743 million. Spending in non-exempt categories would have to be reduced by twenty percent or more to generate savings of these magnitudes.¹

The Legislative Budget Office estimates of the magnitude of the problem and the way spending reductions would be distributed imply that higher education's share of the cut next year could exceed a quarter of a billion dollars, even if the Governor's tax proposals are adopted. This is equivalent to the support provided to one out of every six students in the system or, alternatively, the support provided to all two year campuses in the state.

Some observers have expressed the hope that if economic recovery began this spring, the problem would become much more manageable in size. They have been disappointed to learn that both OBM and LBO assume the recovery will begin this spring, but expect it to be a relatively sluggish one. Only an early and robust recovery would permit them to reduce their estimates of the problem, which is as large as it is because the recovery did not take hold last year, as expected.

Prospects for a sluggish recovery and generally anemic economic growth in the longer term, combined with projected continued extraordinary increases in spending for Medicaid and prisons, suggests that these cuts in state support for higher education, unlike those imposed ten years ago, will not quickly be restored. Our problem is not the management of a brief interruption in state cash support, but the management of a possibly permanent reduction in Ohio's financial commitment to the higher education of its people.

¹The Legislative Budget Office estimates that a cut of 23.13% would be needed, producing a reduction of \$357.6 million in state appropriations for higher education. This would bring our funding below the levels provided in 1986-87, when we had 55,000 fewer students.

BASIC FACTS RE: BUDGET CUTS

Disproportionate Cuts

Higher education comprises only 12.4% of the state budget. Yet it received 39% (\$45 million) of the February 1991 state budget cut and 29% (\$57 million) of the January 1, 1992 cut. Elementary and secondary education also was reduced out of proportion to its state budget share. As a result, education at all levels absorbed 75% of the 1992 cut, even though we receive less than 50% of the state budget. In the past two years, education's share of the state budget pie has dropped by nearly 5%, which translates into a loss in share over the two years of \$650 million, \$200 million to higher education and \$450 million to elementary and secondary education.

Decreasing Buying Power Per Student

State support for higher education, on a per student basis and after adjusting for inflation, has fallen 16% in the past five years. Unlike elementary and secondary education which has seen enrollment decline, public higher education has grown by 55,000 students or about 3% per year over the past five years.

FY 93 Budget Deficit Growing

Because state revenues are now expected to fall below estimated levels for FY 93 while Medicaid, ADC and General Assistance costs are expected to exceed estimates, the State of Ohio will enter FY 93 with a budget deficit projected between \$577 million (OBM) and \$657 million (LBO).

743

Elementary and Secondary Education to Be Held Harmless

Governor Voinovich has now promised elementary and secondary education that it will receive its full appropriation in FY 93. This means K-12 will not absorb its proportionate share of the state budget deficit and will, in fact, receive an increase of about 7%. The Governor made no such promise to exclude higher education from further cuts. This leaves higher education vulnerable to cuts that are gravely more disproportionate than those already experienced in 1991 and 1992.

Estimating the FY 93 Higher Education Cuts

The Governor is expected to announce the FY 93 cuts on or about April 1. The earliest possible notice is essential to university planning, given that personnel commitments consume the overwhelming part of educational costs.

The size of cut that higher education will have to bear will be dependent on what other agencies and functions of state government can absorb. If, as in FY 92, the assumption is that human services, childrens programs, prisons and small state agencies cannot (or should not) carry their share of the state's budget problem, and if the Governor keeps his promise to elementary and secondary education, then the only other major source of funds from which the state can draw to solve the deficit is higher education. Given the magnitude and impact of the cuts already taken by higher education in 1991 and 1992, that could translate into a percentage and dollar cut for higher education that would be devastating, not only for FY 93 but for years to come.



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

April 15, 1992

MEMORANDUM

TO: John Moore
Executive Director of Personnel Services

FROM: Administrative Staff Council Executive Committee

The Administrative Staff Council thanks you for informing us of the decision of the vice presidents that our request for changes to the Compensatory Time and Flexible Work Schedule portions of the Handbook have not been approved. We understand that the decision was based on the premise that if there are serious problems dealing with the use of flexible work schedules, these problems should be brought to the attention of the supervisor or to your attention in order that you can work with the supervisor.

We agree that policies should not be made to alleviate one or two situations or conversely to solve all problems that arise. We agree also that Handbook policy should not be used in lieu of communication between the parties involved. The Council does, however have many reservations about the decision from Administrative Council and their recommendation that we involve Personnel Services in working through problems with supervisors.

The Administrative Staff of the University are professionals who recognize the obligation to work whatever hours are needed to complete tasks. In this time of decreased staffing and increasing expectations, the obligation has meant increasing numbers of staff working beyond a standard 40 hour week. Other staff members who are already working over 40 hours are now working even longer hours. We are not complaining about this situation; we are not asking to be compensated hour for hour for this extra time. We merely request the right, *on occasion*, to leave early, come in late, take a longer lunch, go to the dentist, etc. as *partial* exchange for the many extra hours we work. Allowing for a flexible work schedule and consistent application thereof will serve as positive recognition of our professional contributions, which in turn will benefit the University by increased productivity and morale.

We believe the current policy is inadequate because 1) some supervisors require pre-approval of even minor variations in the work schedule; 2) application is inconsistent because too much of the policy is left to interpretation; and 3) the policy allows for implementation in a manner that diminishes our professional status.

We believe the proposal is an improved policy because 1) interpretation is less ambiguous; 2) the clarity of the policy enables work schedule problems to be resolved without consulting with Personnel Services; 3) the policy is advantageous for supervisors and administrative staff because it more clearly defines the concepts of flex time, flexible work schedule, and compensatory time as they relate to the position responsibilities. It should be recognized that administrative staff are in both the position of supervisor as well as employee. The proposed policy more clearly meets the needs of each role.

John Moore
April 15, 1992
Page 2

To ask Administrative Staff to "report" problems to you places us in a very awkward status in that only the most egregious cases will be reported because we risk jeopardizing the working relationship with our supervisor. Furthermore, reporting on our supervisor diminishes the concept of professionalism. Finally, Administrative Staff members have developed a high respect for you and the confidential way in which we know you would handle complaints. Nevertheless, staff members will not ask you to intervene with such problems because they fear subtle or blatant retaliation. We are the only employee group with virtually no job security and we must be especially sensitive to situations that will jeopardize our positions.

The University is faced with severe budget problems that will undoubtedly result in even fewer people to do the necessary work, adding further stress to our jobs. Reasonable flexibility with our work schedules would be a badly needed boost in morale and would generate no financial costs to the University.



Bowling Green State University

Institutional Studies
Bowling Green, Ohio 43403-0023
(419) 372-2681

Memorandum

To: Josh Kaplan, Chair
Administrative Staff Council

From: Jim Litwin, Chair *Jim*

Subject: EOC Reorganization Guidelines

April 20, 1992

Josh, the EOC Committee has had a very busy agenda, so I am sorry to get back to you at such a late date and then, in turn ask you to act as soon as possible, especially since "reorganization" is one of the measures being considered by BGSU to deal with the current budget crisis.

At our meeting of April 13, 1992, EOC members discussed the changes and the endorsements made by your Personnel Welfare Committee and the Executive Committee. We appreciate their general endorsements but wish to make two minor changes before we send it on to the Affirmative Action Office as a policy guideline. These changes have been penned in on the attached copy.

The first change (to insert the word "every") strengthens this principle. We believe this addition will be encouraging to present employees.

The second change is in paragraph #2. We would like to delete the first sentence and the introductory clause to the second sentence. We believe that this sentence is redundant because the Affirmative Action Office will be monitoring this aspect of reorganization. At the current time, this emphasis may also be threatening to those presently employed.

At our discussion, the Director of Affirmative Action was present and agreed these changes were acceptable and would provide him with workable guidelines.

Josh, please ask your two committees to examine these changes, re-endorse the policy, and sent it back to me ASAP. We would like to have this approved at our April 23 meeting ideally, but no later than the end of the month. Call me if you have any questions.

Attachment

c Marshall Rose



Bowling Green State University

Vice President for
Academic Affairs
Bowling Green, Ohio 43403-6020
(419) 372-2915
FAX: (419) 372-8446
Cable: BGSUOH

April 24, 1992

MEMORANDUM

TO: Deans
Supervisors of Administrative Staff
in the Academic Affairs Area

FROM: Eloise E. Clark *EE Clark*
Vice President for Academic Affairs

Although full-time Administrative Staff at Bowling Green State University are expected to work a minimum of 40 hours per week, we all know that many administrative staff members routinely work beyond those minimum hours. The budget reductions of the recent past and those now being considered have required the remaining staff to take on even more work and responsibility. Although the Administrative Staff Handbook states that compensatory time is not earned for such circumstances, I urge you to consult the Compensatory Time policy in the Handbook and note that it also encourages supervisors to give the opportunity for a variable work schedule.

If you have administrative staff who are frequently working over forty hours per week, please assure that they have the opportunity, as appropriate, to arrive later, leave earlier or take some time off on a less busy day without the need to charge vacation or personal leave and without the need for your prior approval of each instance. I emphasize that this does not mean an hour-for-hour-exchange; it does mean that we should use common sense in recognizing that the administrative staff members are professionals who deserve this small acknowledgement of all their contributions and extra hours.

xc: John Moore
Joshua Kaplan

Ohio House of Representatives



OFFICE OF THE SPEAKER
PHONE: 614-466-3246

STATE HOUSE
COLUMBUS, OHIO 43215

Vern Riffe
Speaker

April 29, 1992

Mr. Joshua Kaplan, M.D., Chair
Administrative Staff Council
Bowling Green State University
Bowling Green, OH 43403-0373

Dear Dr. Kaplan:

This acknowledges receipt of the resolution by the Administrative Staff Council of Bowling Green State University regarding higher education funding and the Governor's Executive Order budget cuts.

The Governor has authority under Ohio law to impose budget balancing cuts **without** legislative approval. However, I will keep your comments in mind as we continue to review other options for balancing the budget for FY 1993. I understand the concerns you have raised in your letter and the important role which higher education plays in our state.

I have received many letters recently from Ohioans concerned about funding for higher education. I assure you we will continue to deal with the many issues facing our colleges and universities particularly relative to funding. Thank you for sharing your thoughts with me.

Sincerely,

VERN RIFFE

Speaker
Ohio House of Representatives

VGR/dlw



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

4/29/92

MEMORANDUM

TO: Jim Litwin
Chair, EOC

FROM: Josh Kaplan
Chair, ASC

RE: Reorganization Guidelines

The two changes in the proposed policy were reviewed by our Personnel Welfare and Executive Committees.

We will not endorse addition of the word "every" to the first guideline. We believe that such a policy is clearly impossible to follow. We discussed the alternative use of a phrase such as "all reasonable." We then voted by a large majority to not endorse any change at all in this guideline.

With regard to the change in the second guideline, we find it acceptable but not desirable. We felt that the sentence in question would serve to provide guidance to managers responsible for reorganization. If there is concern that the language is too strong, we suggest that the word "maximum," rather than the entire sentence, be deleted.

Conclusion:

1. We are not willing to endorse the change in the first guideline.
2. We are willing to endorse the change in the second guideline, and .

xc: Marshall Rose
John Moore
ASC Executive Committee



*sent memo 24
to all ISC
members*

ADMINISTRATIVE STAFF COUNCIL
MEETING SCHEDULE
1992-93

FALL RECEPTION

Monday, August 24, 1992 3:00 pm - 5:00 pm University Union Community Suite

WINTER RECEPTION

Thursday, January 7, 1993 3:00 pm - 5:00 pm University Union Campus Room

ACS MEETINGS

Wednesday, July 8, 1992	1:30 pm	1st floor Library Conference Room
Thursday, August 6, 1992	1:30 pm	1st floor Library Conference Room
Thursday, September 3, 1992	1:30 pm	Alumni Room
Thursday, October 1, 1992	1:30 pm	Alumni Room
Thursday, November 5, 1992	1:30 pm	Alumni Room
Thursday, December 3, 1992	1:30 pm	Alumni Room
Thursday, January 7, 1993	1:30 pm	Alumni Room
Thursday, February 4, 1993	1:30 pm	Alumni Room
Thursday, March 4, 1993	1:30 pm	Alumni Room
Thursday, April 1, 1992	1:30 pm	Alumni Room
Thursday, May 6, 1993	1:30 pm	Alumni Room
Thursday, June 3, 1993	1:30 pm	Alumni Room

EXECUTIVE COMMITTEE (Tuesday's Noon - 1:00 pm - Canal Room)

June 30*, 1992	January 12 & 26, 1993
July 14* & 28, 1992	February 9 & 23, 1993
August 11 & 25, 1992	March 9 & 23, 1993
September 8 & 22, 1992	April 13 & 27, 1993
October 13 & 27, 1992	May 25, 1993
November 10 & 24, 1992	June 8, 1993
December 8 & 22, 1992	<i>Cancel</i>

*June 30 and July 14 will be in 5th floor Library Conference Room



EQUAL OPPORTUNITY COMMITTEE

REORGANIZATION GUIDELINES

From time to time it becomes necessary to reorganize administrative units within the University to meet newly defined responsibilities or to more efficiently manage unit operations. For the purpose of these guidelines, reorganization is defined as any change in the organization that results in the transfer, demotion, or promotion of an employee(s) or the creation or elimination of a position(s). Because these actions may have equal opportunity implications, the Equal Opportunity Committee recommends compliance with the following guidelines:

ADD

Every
1. Efforts will be made to secure employment for existing employees before considering hiring from outside the unit or the University.

DELETE

~~2. In any reorganization, maximum consideration will be given to the University's commitment to diversity and affirmative action obligations for minorities, women, handicapped, disabled veterans, and Veterans of the Vietnam Era. To this end, Any reorganization plan must be approved by the Affirmative Action Director and the Executive Director of Personnel before being implemented. This review will include an examination of the rationale for any transfer, demotion, or promotion of an employee and for the elimination or creation of a position.~~

3. When reorganization results in a new or vacant position, all qualified employees in the unit will be given equal consideration.

4. Any additional positions which result from internal reorganization will be filled pursuant to the existing affirmative action hiring procedures.

Endorsed by ASC Personnel Welfare Committee 12/5/91

Endorsed by ASC Executive Committee...12/10/91

Endorsed by Equal Opportunity Committee...date

WHEREAS, the Administrative Staff Council of Bowling Green State University recognizes the importance of fiscal responsibility and the difficult task of implementing the Early Retirement Incentive Program (ERIP), and

WHEREAS, the Administrative Staff Council recognizes the fiscal reason for suspending the Supplemental Retirement Program (SRP) during the time the ERIP is in effect, and

WHEREAS, the Administrative Staff Council, was not informed in a timely manner of the decision to eliminate the SRP; effective 1 July 1992, and was extremely disappointed to learn of the arbitrary decision to eliminate the SRP as a benefit for Administrative Staff, and

WHEREAS, removal of the SRP will not benefit Administrative Staff but will only underwrite the ERIP of which few Administrative Staff can take advantage, and

WHEREAS, SRP continues to be a faculty benefit, and

WHEREAS, the fiscal benefits from eliminating the SRP for Administrative Staff are relatively small, and

WHEREAS, the Administrative Staff Council wishes to continue working with the University Administration,

BE IT RESOLVED, that the Administrative Staff Council of Bowling Green State University urges the University Administration to reinstate the SRP for Administrative Staff and further urges that future personnel decisions affecting Administrative Staff be made through open dialogue and in a timely manner. Administrative Staff Council also recommends that University Administration work with Administrative Staff Council to improve, rather than permanently eliminate, the SRP.

Approved ASC Executive Committee 6/9/92

BOWLING GREEN EFFECT

The B.G. EFFECT program is designed to help you succeed at Bowling Green State University by personalizing your college experience.

Participants are assigned to one University staff person who provides the individual support a new student needs to make the transition to college.

The staff mentor will be available as a single contact point for any questions you might have about the University and will remain in touch with you for as long as you find the relationship necessary—even for your entire college career.

If you want to benefit from this service, complete the form below and return it to the B.G. EFFECT table in the University Union Grand Ballroom or mail to:

Joan Morgan, Director
Office of Academic Enhancement
Bowling Green State University
Bowling Green, Ohio 43403

You will be contacted by your B.G. EFFECT mentor before classes begin so you have an instant friend when you arrive on campus.

Name: _____

Social Security Number: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Telephone: (_____) _____

Please return this form to the B.G. EFFECT table in the Grand Ballroom or mail to the address above.



Bowling Green State University



Center for Archival Collections
5th Floor, Jerome Library
1001 E. Wooster Street
Bowling Green, Ohio 43403
(419) 372-2411
Fax: (419) 372-7996
Cable: BGSUQH

Holdings: Northwest Ohio
University Archives
Rare Books and
Special Collections

July 9, 1992

MEMORANDUM

TO: Kay Lincoln
Business Office

FROM: Ann Bowers *Ann*
Administrative Staff Council Chair

RE: Charge card for Administrative Staff Council

I am requesting a charge card to be issued to the Administrative Staff Council (area/ord = 500/3031). The budget administrator will be Greg Jordan. He is the Chair-elect of Administrative Staff Council with budgetary responsibilities. Since we change the budget administrator each year, it probably would be best to place an expiration date on the card and we can change the name with the card.

Please call me when we can pick up the card of if you have any questions. Thank you.



Bowling Green State University

The Faculty Senate
140 McFall Center
Bowling Green, Ohio 43403-0021
(419) 372-2751
Cable: BGSUOH

MEMORANDUM

TO: Barb Keeley, Secretary
Administrative Staff Council

FROM: Diane Whitmire, Secretary *Diane*
Faculty Senate Office

DATE: July 22, 1992

RE: ASC Appointments for University Standing Committees

For your information as secretary of the Administrative Staff Council, I am enclosing a current list of ASC's appointments to University Standing Committees. As you can see from the list, all vacancies have been filled for representation by ASC members. If you have any questions, please give me a call.

Thank you.

dkw
enclosure



Bowling Green State University

July 23, 1992

42
Classified Staff Council
Representing Classified Employees
P.O. Box 91
University Hall
Bowling Green, Ohio 43403-0379
Cable: BGSUOH

MEMORANDUM

TO: Classified Staff Council Members
FROM: Christine Stock, Chair *Cris*
SUBJECT: AUGUST MEETING DATE CHANGE

IMPORTANT -- I have changed the date for our August meeting from August 18th to August 24th to accommodate Mr. Medlin's schedule. He has agreed to be our guest speaker, but that was the only day he was available. Due to our great concern over layoffs and budget cuts, I felt it was important to change our meeting date. The meeting will be in the Taft Room of the Union from 9 a.m. to 12 noon.

Another thing to keep in mind is that this is "Opening Day", and Dr. Olscamp may have one combined meeting for all three groups. He is out of town until August 1st, so I am unable to confirm his intentions at this time.

Please make an effort to change your schedule to be available to hear Mr. Medlin speak. I have told him of our concerns and indicated that we would have many questions prepared!

If you have any questions, please call me.

Thank you.

cc: Monitor
G. DeCrane



Bowling Green State University

August 26, 1992

MEMORANDUM

TO: Ann Bowers, Chair
Administrative Staff Council

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

SUBJECT: Teaching done by administrative staff

In the fall of 1991, the administrative staff of the University taught approximately 4744 student credit hours, which was 2% of the total SCH's taught. Of the 2941 sections taught in the fall of 1991, 87 or 3% were taught by administrative staff members. Administrators with faculty rank are not included in the above counts.

ASC Appointments for
University Standing Committees
1992-93

Committee Name

Bookstore Advisory

Name: McLaughlin, Deb
Mailing Address: Public Relations
Term: 1994

Computing Council

Name: King, Tim
Mailing Address: 300 McFall Center
Term: 1995

Equal Opportunity Compliance

Name: Terry, Clarence
Mailing Address: Admissions
Term: 1995

Name: Litwin, Jim
Mailing Address: Institutional Studies
Term: 1993

Insurance

Name: Fitzgerald, Pat
Mailing Address: Channel 27
Term: 1993

Name: Schumacher, Lori
Mailing Address: Payroll, Adm. Bldg.
Term: 1993

Insurance Appeals

Name: Keeley, Barbara
Mailing Address: College of Health & Human Services
Term: 1995

Library Advisory

Name: Crawford, Sue

Wednesday, July 22, 1992

Mailing Address: Continuing Education
Term: 1995

Parking

Name: Donald, Judy
Mailing Address: Continuing Education
Term: 1995

Telecommunications Advisory

Name: Morgan, Joan
Mailing Address: Academic Enhancement
Term: 1995

University Union Advisory

Name: Colvin, Wayne
Mailing Address: Greek Life
Term: 1994



September 4, 1992

*Call
Gregg
H's*

MEMORANDUM

TO: Gregg Jordan
Chair Elect, Administrative Staff Council

FROM: Rich Peper, EDP Auditor
Internal Auditing *Rich Peper*

SUBJ: Administrative Staff Council (ASC) Attendance

In reviewing the minutes of the ASC, and specifically, the number of members attending and those absent has caused me to become concerned about the ASC membership and their attendance records. It sends a signal to me, and I believe to the rest of the University, that the ASC membership is either not committed to the needs of their constituents or ASC is not a well bonded and committed organization. The following are figures from previous minutes, which suggest a rather negative trend. Having been a member of ASC, I believe that there is an attendance policy that is to be followed. Perhaps, it should be better enforced. Also, how many members are on ASC; the total membership appears to vary from 42 to 53.

<u>Date</u>	<u>Members Present</u>	<u>Members Absent</u>	<u>Total Members</u>	<u>Substitutes</u>
October, 1991	41	3	44	3
December	35	7	42	4
January, 1992	40	10	50	5
(six members were listed both as present and absent)				
February	38	6	44	2
March	36	2	38	2
April	37	6	43	4
May	36	7	43	3
June	37	11	48	6
July	31	16	47	6
August	36	17	53	5

1 Dub

I hope the future will reflect an improvement in attendance of the ASC membership, indicating the dedication to the position and to the ASC constituents.

Thank you for your attention in this matter.

RLP:Mac(ASC Memo)

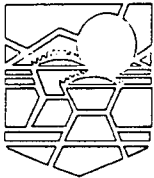
Lori Hogrefe

Sharon ... of ASC exec.

degree of your ...

- 1. Per by law - # of ASC peaks is based on 10% by VP area - # will vary year to year.*
- 2. Sec. is responsible for keeping track - individual of ... attendees public are notified*
- 3. 2 yrs I ... - people who could not attend as a reg have ... so paper Reg could be there.*

X



Bowling Green State University

Personnel Services
 100 College Park Office Building
 Bowling Green, Ohio 43403
 (419) 372-2558
 FAX: (419) 372-2920

MEMORANDUM

TO: Ann Bowers
 Center for Archival Collections

FROM: Marcia Buckenmyer *Marcia*
 Personnel Services

DATE: 9/9/92

RE: New Administrative Staff Members or Changes in Administrative Staff

Name	Title & Department	Date of Hire
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ACADEMIC AFFAIRS

Mitchell Miller	P/T Recording Services Manager College of Mucial Arts	August 19, 1992
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PRESIDENT'S AREA

Carolyn Strunk	Assistant Swimming Coach Intercollegiate Athletics	August 28, 1992
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Page 2

UNIVERSITY RELATIONS

Judith Wahrman	NWO Regional Teacher Training Center Coordinator, NWOET Foundation	June 29, 1992
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CHANGES IN ASSIGNMENTS

STUDENT AFFAIRS

Thad Long	Assistant Director of Recreational Sports for Intermurals and Club Sports, Student Recreation Center	August 16, 1992
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- xc: Melissa Firestone
 Ron Zwierlein
 Jim Clemens
 Brad Browning
 Barb Keeley
 Lois George
 Ed O'Donnell
 Shirley Agen



Bowling Green State University

49
Vice President for
Academic Affairs
Bowling Green, Ohio 43403-6020
(419) 372-2315
FAX: (419) 372-8446
Cable: BGSUOH

September 11, 1992

MEMORANDUM

TO: Ann Bowers, Chair
Administrative Staff Council

FROM: Norma J. Stickley *Norma*
Chair, PWC

At the PWC meeting yesterday, we discussed briefly components that might be in a "profile" of administrative staff to be maintained by Personnel. Some pieces of data would be obvious, others relate to questions that may come up when committees are deliberating on issues such as health care, child care facilities, sick leave and vacation policies, etc. Confidentiality of data is of utmost concern, but we do believe that Personnel Services should proceed to develop computer query programs that would compile data such as that listed below. Aggregated data without names should be made available to ASC and to contracting officers, so that we all have such basic information such as how many administrative staff work in each vice presidential area, how they are funded, how many men and women are there in the staff, what are average salaries by selected categories, etc.

Basic information:

Name
Department
Vice Presidential Area
ID number (for sorting and verification purposes)
Title
Years at BGSU
Highest Degree
Gender
Ethnicity
Funding source (F/A/O, as well as whether educational, auxiliary, or grant budget)

Date of Birth

Salary

Contract status (full-time, part-time, 9, 10, or 12 month)

Additional examples of data that would assist committees and would help the ASC and the University have a better sense of the composition and experience of the Administrative Staff:

Statistics on use of LWOP, sick leave, vacation

Post degree education, certifications

Total years of professional experience, BGSU plus other appointments

Extent of assisting with the teaching mission of the University by teaching classes, guest lecturing, coordinating class sessions, etc.

Use of health care by the staff and eligibility for various options, e.g., how many staff are single, married, have children

Total PERS service (add in part-time BGSU and non-BGSU service)

Full-time equivalent staff in each area

Statistics on staff who have part-time service or service on the classified staff in addition to full-time administrative staff employment at BGSU




Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

MEMORANDUM

TO: Jim Treeger
University Union

FROM: Greg Jordan 
Chair-Elect

RE: September ASC Meeting

DATE: 9-14-92

As you are aware, the last Administrative Staff Council meeting on September 3, which was scheduled to be in the Alumni Room, was moved to the Taft Room. Please let this memo serve as an indication of the displeasure of ASC of this move, as well as the inconvenience.

ASC has regularly held meeting in the Alumni Room of the Union throughout our ten year history. On occasion, meetings have been held elsewhere, usually due to a scheduling conflict. The fact that the room was set up for a meeting later in the day is not an acceptable reason to be moved.

In addition, the size of the room is now of importance to ASC. The Taft Room is too small and too warm with all the people in it.

For future reference, we have reserved the Alumni Room on October 1, November 5, December 3, January 7, February 4, March 4, April 1, May 6 and June 3. I assume this will not happen again.

Thank you for your attention in this matter.

cc: Ann Bowers
Barb Keeley



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

WHEREAS, the Administrative Staff Council recognizes that the Michael R. Ferrari Award is the highest honor bestowed on an administrative staff employee; and

WHEREAS, the Administrative Staff Council undertook the project to raise funds so that the Ferrari Award would be endowed, thus taking pressure off the ASC operating budget; and

WHEREAS, the Board of Trustees, based on President Olscamp's recommendation, in August 1992 provided a permanent source of funding for the Ferrari Award through the internal endowment; and

WHEREAS, the Administrative Staff Council continues to encourage the financial support of the ASC Scholarship Fund in order to provide support to students in need;

THEREFORE, BE IT RESOLVED that it is the recommendation of ASC that the balance of funds contributed to the Ferrari Award endowment project, after obligations are met, be transferred to the ASC Scholarship Fund; and

BE IT FURTHER RESOLVED that all individuals who made contributions to the fund be advised of the change and that this resolution be included in the minutes of the ASC meeting.

Approved by ASC Executive Committee 9-22-92
Approved by ASC 10-1-92

**Internal Search Process for
Administrative Staff Vacancies
During Periods of Layoffs or Contract Reductions Due to Budget Reductions**

Effective Dates:

July 1, 1992 through June 30, 1993 (to be re-established should budget reductions recur at a future date)

Purpose

To provide preference for employment consideration for any administrative vacancies that are available during the effective dates of this policy.

Eligibility

Administrative staff members are eligible if their contracts were not renewed or their work schedule was reduced in response to budget reductions. Administrative staff members whose contracts are not renewed for other reasons such as poor performance or expiration of external funding are not eligible for the program.

Procedures:

- a. Hiring departments will process a Position Opening and Request Authorization (POPA) according to normal procedures. In the case where vacancies exist prior to a budget crisis and a search is already in process, internal applicants will be afforded every reasonable opportunity to apply.
- b. Upon receipt of a POPA from Affirmative Action, Personnel Services will correspond with eligible individuals about the opening, deadline for applying and furnish a copy of the job description.
- c. Within five work days of receipt of the information, the Administrative Staff member will indicate whether he or she is interested in applying for the position and will submit an updated resume. Credentials on file will be reviewed by the Executive Director of Personnel Services to determine qualifications of the applicant.
- d. Credentials of individuals who have thus applied and been found eligible and qualified will be reviewed by the hiring department and will constitute a separate pool of applicants who will be given preference for employment consideration. All qualified applicants will be interviewed; however, the hiring department is under no obligation to hire the administrative staff members.
- e. If the individual is hired as a result of this process, the hiring department will complete and process an Appointment Activity Record per established procedures.
- f. If no internal candidates apply for the position, or if the interviews with the internal candidates do not result in a job offer, the regular search process will proceed. Personnel Services will notify any unsuccessful candidates who have interviewed for the position.

Approved by PWC 8/27/92
Approved by ASC Executive Committee 9/8/92

Antoinette Spt... ..



Bowling Green State University



Center for Archival Collections
5th Floor, Jerome Library
1001 E. Wooster Street
Bowling Green, Ohio 43403
(419) 372-2411
Fax: (419) 372-7996
Cable: BGSUOH

MEMORANDUM

Holdings: Northwest Ohio
University Archives
Rare Books and
Special Collections

TO: John Moore
Executive Director, Personnel Services

FROM: Ann Bowers
Chair, ASC

RE: Various issues

DATE: September 18, 1992

When you met with ASC Executive Committee in August, you suggested that we send to you policies and recommendations approved by ASC and other issues being discussed so that you are better informed as to ASC's views and concerns. Since we are meeting this afternoon, I will "hand-deliver" the enclosed copies of policies and recommendations either approved by Administrative Council to date, or ready for approval at the October meeting. I know that you have received these already, but I thought I would include them with this memo for convenience. We are most interested in knowing what decisions by Ad Council have been made regarding these recommendations.

- (1) Recommendation to remove the term "unclassified" from administrative staff contracts and to use the term Grant/Externally Funded (memo 6/16/92).
- (2) Allow administrative staff to use vacation as it is accrued (memo 6/16/92).
- (3) Maintaining the statement excluding medical doctors, residence hall directors, unit directors and employees whose contract period is for less than twelve months and who have time off with pay during academic recess between semesters, during breaks, holidays or summer from the vacation policy for administrative staff (memo 8/27/91).
- (4) Internal Search Process for Administrative Staff Vacancies during periods of layoffs or contract reductions due to budget reductions. This has been approved by PWC and ASC Ex. Com. and will be submitted for approval at the October ASC meeting.

Two other issues which previously have been discussed but about which we are not sure what, if any, action has been taken are snow emergency procedures and salary inequity studies. I will be happy to supply more information to you on these issues at our meeting. Thank you.

AMB:swf

Enclosures



INTER-UNIVERSITY COUNCIL OF OHIO
175 South Third Street
Suite 800
Columbus, Ohio 43215
(614) 464-1266
FAX (614) 464-9281

Frank E. Horton, Chairman (1992-93)
Mary K. Noonan, Executive Director

Ann
MEMO
WE ARE on the
Agenda [Signature]

TO: IUC Personnel and Labor Relations Committee
FROM: Pamela George, Assistant to the Director
RE: October 8, 1992 meeting
DATE: September 24, 1992

I am writing to inform you that a meeting of the IUC Personnel and Labor Relations Committee has been scheduled for Thursday, October 8, 1992 at 10:00 am in the IUC Conference Room, 175 South Third Street, Suite 800, Columbus, Ohio. Please call Renee at (614) 464-1266 to confirm your attendance.

The tentative agenda follows. Please give me a call if there are additional issues which you would like to have placed on the agenda. Please be prepared to discuss the enclosed information from STRS (agenda item #4).

TENTATIVE AGENDA
IUC Personnel and Labor Relations Retreat
175 South Third Street, Suite 800
Columbus, Ohio

1. Call to Order -- Heldt
2. Report on Governor's Transition Assistance Task Force -- Heldt
3. Managing for the Future Task Force Report (Implications for Personnel and Labor Relations) -- All
4. STRS Health Care Plan Proposal -- All
5. Misuse of Public Retirement Benefits (Double-Dipping into System) -- All
6. SERB Resolution: Staff Advisory Committee -- Tom/Ringer
7. Implementation of Student Exemption from Retirement Systems -- All
8. Tuition Waiver for Dependents of University Employees (Potential for Elimination) -- All
9. Grants for Training Programs -- All
10. Snow Emergency Policy (Handling of Employees) -- All
11. Time Release Policy for University Functions -- All
12. Roundtable -- All
13. Future Topics of Interest -- All
14. Other Business
15. Adjournment

OUR THREE



Bowling Green State University

Counseling Center
320 Student Services Building
Bowling Green, Ohio 43403-0150
(419) 372-2081
Cable: BGSU

October 13, 1992

Dear Evron:

You will find information enclosed related to my opposition to the Health Care Task Force recommendations. Please note that I have been focused on mental health. The issue of managed care also relates to physical health; that is, managed care will limit freedom of choice of physicians, hospitals, and locations. There is a backlash in Toledo, from what I have heard, by mental health providers and physicians who are starting to refuse service to anyone from a managed care institution or business.

Please share this information with anyone you choose who may interested. I think we need to start all over and have a task force composed of all constituencies in the University including, e.g., representatives from mental health, physical health, the law, Faculty Welfare, the Insurance Committee, and drug and alcohol treatment. We must separate health insurance issues (quality of care, freedom of choice, cost containment) from managed care. The latter is a separate issue and needs further discussion. If we get a good insurance program including cost containment, we may not need a "gatekeeper" as is currently proposed.

Sincerely,

Barbara Kalman, Ed.D.
Senator

BK/kd

Enclosures



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

MEMORANDUM

TO: Ferrari Award Endowment Contributors

FROM: Greg Jordan, ASC Chair-Elect/Budget Administrator

RE: Recent Developments

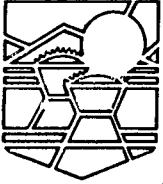
DATE: October 15, 1992

As you know, the Bowling Green State University Board of Trustees established the Michael R. Ferrari Award to recognize a member of the administrative staff for outstanding service to the University. At the December 1990 Administrative Staff Council meeting, a plan was approved to undertake an effort to fund the Ferrari Award through an endowment fund. Through your financial assistance, we have made significant progress to reach our stated goal.

However, at the August 1992 Board of Trustee meeting, a very positive and unexpected event took place. Upon the recommendation of President Olscamp, the Board of Trustees approved a plan that provides permanent funding for the Ferrari Award (as well as similar awards for faculty and classified staff) via the internal endowment fund. The members of the administrative staff are pleased at this commitment for our highest honor.

A resolution (attached) was drafted in order to make recommendations on how to handle the funds in escrow that you and many others contributed for the effort to endow the Ferrari Award. It was the general feeling that the funds (approximately \$ 2,700) would be best used to a) support the last two recipients, who still were selecting their art work and b) use the remaining balance to add to the support of students via the Administrative Staff Scholarship Endowment Fund. With the approval of ASC on October 1, 1992 and subsequent transfer, the scholarship endowment now has a base over \$ 26,300.

The purpose of this memo is to inform you of this positive change in our effort to fund the Ferrari Award. We sincerely hope that you share our thoughts to enhance the effort to assist students in need through the scholarship program. On behalf of the Administrative Staff Council, I would like to thank you again for your financial assistance, as well as your understanding of the events as they have taken place.



Bowling Green State University

Medical Director
 Student Health Services
 Bowling Green, Ohio 43403-0147
 (419) 372-2271
 Cable: BGSUOH

October 27, 1992

MEMORANDUM

TO: Paul Olscamp, President

FROM: Administrative Staff Council Executive Committee

RE: Severe Weather Policy - Recommended Change

The existing severe weather policy provides for two levels of response, either: 1) cancellation of classes, or 2) closing of the University. We recommend that this policy be amended to include only one level of response: closing of the University. This would entail cancelling classes, and closing of offices, but maintenance of all essential services. Essential services would include, e.g., police, animal care, heating plant, health service, residence hall directors, and food service. Each department would be responsible for maintaining a list of essential employees.

RATIONALE

Since the fundamental mission of the University is education, it might appear odd that under existing policy, classes are cancelled when conditions are not sufficiently severe to close other, less primary functions. We understand that there are practical considerations that explain this, among them the difficulty of notifying the students whose classes are cancelled, and the problem of what to do about those students who can not attend. However, cancellation of classes only also creates some practical problems which might not at first be obvious. These became apparent during the last snow emergency:

1. There was confusion because the media do not all accurately report our response; some interpreted "classes closed" as meaning the entire University was closed, and reported it as such.
2. Those who got the correct information knew they were expected to get to work, and some risked injury to get here.
3. In some surrounding counties, the sheriffs' departments closed roads to all non-essential traffic. It was unseemly that we, a state institution, expected employees to travel to maintain routine office operations.
4. Afterward, because many employees had been unable to get here, it was determined that nobody would be docked for not working, and all those who showed up received extra pay in the form of comp time. Had we simply closed, only truly essential personnel would have come in, and we would not have had to provide the rest with the extra comp time.

xc: Bob Martin, Vice President, Operations



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

RESOLUTION

Administrative staff at Bowling Green State University are active participants in establishing a high-quality, cost-effective educational setting for students and faculty. We recognize the need during this time of fiscal constraints to emphasize quality while managing with fewer resources; this is being accomplished daily in our work in the areas of academic or student services, instructional or research support, planning and budgeting, facilities management, fund-raising, public relations, or athletics. We are proud of the effort all employees at Bowling Green State University are making to keep alive the tradition and reputation of an institution strong in both areas of teaching and research and we commend that same effort occurring at the public universities and colleges across the state of Ohio.

With that in mind, we have read with great interest the Managing for the Future Task Force Report and find that we agree with many of the Task Force's findings and goals. We have deep concern, however, with some of the recommendations.

First, decentralized authority has been a strength of higher education in Ohio. The Boards of Trustees at Bowling Green State University have been strong, supportive and instrumental in the development of this institution. Decentralized authority has been a strength at BGSU, resulting in a system in which administrative staff operate and provide support and a system in which all staff believe themselves part of the process. Centralizing authority with the Ohio Board of Regents would greatly lessen this concept of teamwork to the detriment of higher education in Ohio.

Second, our record of productivity and accountability at Bowling Green State University is exemplary and demonstrable. Its strength comes again from the establishment and implementation of evaluative criteria locally, rather than from a central authority.

Third, we strongly oppose the concept of designated research institutions, namely that of Ohio State and Cincinnati. Each institution of higher education in Ohio has developed strong individual graduate programs resulting in teaching and research of the highest caliber. Bowling Green State University is no exception and we as administrative staff are proud of our institution's accomplishments. To negate this growth and pride would most definitely weaken the structure of graduate education in Ohio.

We, as administrative staff at Bowling Green State University, urge you as members of this Task Force to listen to the public at the regional meetings, build on the strengths of the Report and eliminate that which in the long run will be to the detriment of Ohio's system of higher education and, more importantly, to the detriment of Ohio's citizens.

Approved ASC Executive Committee 10/27/92
Approved Administrative Staff Council

*Sent = Oct
minutes*

60

WELLNET Proposal: Campus Community Day

WELLNET is a committee that addresses wellness related concerns and has as its mission:

Increasing the university communities' awareness of the wellness concept; and, achieving an integration of the wellness concept into all areas of the campus.

Members of the WELLNET Committee firmly believe that this mission statement is congruent with the principles of the collective lives of the members of the university community.

The recent budgetary constraints caused by a faltering economy have had a debilitating and divisive effect on the members of this campus community. In response to this condition that impairs the potential for excellence, the WELLNET Committee presents a proposal aimed to help build a more supportive and constructive work setting and to improve the personal wellbeing of employees at all levels within the community.

The WELLNET Committee proposes that a Campus Community Day be planned as follows: on a given day a time frame be established, i.e. 9am- 9pm, during which all members of the university workforce could interface. Classified staff, faculty, administrative staff and student employees could select to participate in planned enrichment activities as their schedule would permit. The Campus Community Day would be comprised of workshops, activities and social interchange programmed around a wellness model incorporating: social, occupational, spiritual, physical, intellectual, emotional, diversity and environmental dimensions.

Before proceeding with this proposal, the WELLNET Committee solicits approval to begin planning a Campus Community Day.

The Professional Development Committee recommends that Administrative Staff Council endorse the WELLNET proposal for Campus Community Day and that a representative from the Professional Development Committee serve on the WELLNET committee to aid in the development of the day.

Sent -
Oct minutes

LEAVE WITHOUT PAY FOR ADMINISTRATIVE STAFF

The leave without pay policy allows full-time and part-time Administrative Staff members the opportunity to voluntarily request unpaid leaves of absences. Two types of leave without pay are available to members of the Administrative Staff--special short-term leave of less than three months and long-term leave of more than three months. Both are subject to approval by the staff member's supervisor and contracting officer after receipt of an application from the staff member at least one month prior to the effective date of the leave. An application form for both types of leave is available in Personnel Services.

Employees will receive a full month of PERS retirement credit if earnings are a minimum of \$250.00 per month, partial credit if earnings are less than \$250.00, and no credit if there are no earnings. The employee's contract base salary will not be affected by the leave-without-pay arrangement.

Vacation and sick leave will accrue only for the hours actually worked. Leave-without-pay can be used in sequence with vacation.

[Generally, salary reductions will be spread across the remaining pay checks in the contract period unless the employee requests that the entire reduction be reflected in the next pay.]

Short-Term Leave

- Short-term leaves are available to full-time and part-time administrative staff and may occur over a period of weeks, months, monthly or via a reduced week schedule of less than 40 hours per week. Leave and/or reduced work schedule may not exceed a total of three months in a 12 month period and may not be in effect for more than three years.
- Staff members will continue to receive paid regular medical, dental, vision, and life insurance benefits. Employees are responsible for continuing to pay the same insurance premiums they may pay when not on leave.
- The status of full-time and part-time staff members remains the same.
- No approval will be given to the hiring of temporary/part-time staff to fill in for the temporary vacancies created by these leaves. The staff member's absence must not interfere with or impede other University operations. With reasonable notification, employees on leave-without-pay should be available to return to their assignment in the event of emergencies with significant impact on the long-term functioning of the area.
- Staff members may cancel the leave arrangement by notifying the supervisor one month prior to the return to a full-time schedule.

sent out with minutes

Long-Term Leave

- Long-term leaves are available to full-time administrative staff for periods in excess of three months. In reviewing the leave request, the supervisor must determine whether the position can be held for the staff member's return and whether it can be satisfactorily filled by a temporary appointment without being detrimental to the efficiency of the unit's operation.

- During the leave of absence, the employee may maintain insurance coverage for a maximum of one to two years (depending on the type of insurance) by personally assuming the financial obligation. Extension of coverage may be approved upon appeal. Insurance coverage is provided by the University to the end of the month in which the leave begins and is reinstated at the beginning of the month in which the staff member returns. In the intervening months, the staff member must assume the total premium cost of both employee and employer for insurances. (Additional insurance benefits may be available for a disability leave of absence.)

- If a staff member decides not to return from a leave of absence, he/she should notify the supervisor not less than one month prior to the date of termination.

Approved by PWC 10/3/92



Bowling Green State University

Office of the President
Bowling Green, Ohio 43403-0010
Phone: (419) 372-2211
FAX: (419) 372-8446
Cable: BGSUOH

November 3, 1992

MEMORANDUM

TO: Dr. Patricia Erickson, Chair
University Insurance Committee
Department of Applied Human Ecology

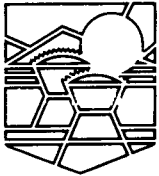
FROM: Paul J. Olscamp
President

A handwritten signature in cursive script that reads "Paul Olscamp".

With the receipt of the Faculty Senate's reaction to the Health Care Task Force Report, I now have completed the constituency group reviews of this report. I have attached copies of the original report and copies of the reviews by the Administrative Staff Council, the Classified Staff Council, and the Faculty Senate for your information.

I would appreciate the Insurance Committee reviewing the Report and the constituency responses and sending me your written comments no later than December 1. It is then my intention to formulate my own views on the basis of all the materials and forward my recommendations as well as the constituency responses to the Boren Task Force for final consideration and recommendation prior to submission to the Board of Trustees.

cc: Board of Trustees
Allen White, Chair, Faculty Senate
Chris Stock, Chair, Classified Staff Council
Ann Bowers, Chair, Administrative Staff Council
Dr. Donald Boren, Chair, Health Care Task Force



Bowling Green State University

Firelands College
901 Rye Beach Road
Huron, Ohio 44839-9791

The Firelands Knowledge Network
Dennis Horan, Director

November 6, 1992

TO ANN BOWERS
PRESIDENT, ADMINISTRATIVE STAFF COUNCIL

RE RESIGNATION OF POSITION

Please accept my resignation from the Administrative Staff Council which I must, with many regrets, tender effective this date. Unfortunately, my health has necessitated my dropping some "extracurricular activities."

I have enjoyed my short terms on ASC and PWC and I've profited from the personal and professional relationships we've developed. I assure you that I want to stay involved in the continuing development of administrative staff at BGSU and Firelands College.

Please let me know when I can be of assistance. Thanks for your efforts and for your support. I appreciate it and that's the truth.


Dennis Horan
Dennis Horan

cc N Stickler

MEMORANDUM

November 6, 1992

To: Walter Montenegro

From: Sam Ramirez 

Subj: 1992-93 Administrative and Classified Staff Handbook Changes

The Drug-Free Schools and Communities Act Biennial Review Task Force recommended that the following policy statement be include in both the Administrative and Classified Staff Handbook.

DRUG-FREE WORKPLACE

In accordance with the following policy adopted by the Board of Trustees on May 10, 1991, Bowling Green State University maintains a drug-free working and learning environment.

Campus Wide Drug and Alcohol Policy

DK

In order to ensure the University's commitment to a quality educational and work environment, every faculty member, employee and student has a right to work and learn in an environment free from the effects of abuse of alcohol and other drugs.

Therefore, it is the policy of Bowling Green State University to prohibit the unlawful use, sale, dispensing, transfer, or possession of controlled substances, alcoholic beverages, drugs not medically authorized or any other substance that may impair an individual's academic or work performance or pose a hazard to the individual, public, students, or employees of the University on its property or at any of its activities.

It is the responsibility of each faculty member, employee and student to adhere to this policy. If a violation of this policy occurs, support programs will be made available where appropriate. Disciplinary action may be taken up to and including dismissal or expulsion from the University and possible criminal prosecution. The University will make appropriate efforts to provide rehabilitative support before giving consideration to termination of employment as stipulated in Section B-I.C.3.c (old Section B-I, D) of the Academic Charter and Section 3345.22-25 of the Ohio Revised Code. General Student Regulations APPENDIX B, #1, #17, #18, prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students on Bowling Green State University property or as part of any of its activities.

Employees who would like additional information should refer to the brochure, "Bowling Green's Response to Alcohol and Other Drug Concerns" which is updated and distributed annually to all employees and students. The brochure provides information concerning disciplinary sanctions, health risks and available community/ university resources. Copies of the brochure are available from the Prevention Center and Personnel Services.

Department of Environmental Health & Safety
College Park Office Building
Bowling Green, Ohio 43403-0381
(419) 372-2171
FAX: (419) 372-2194



Bowling Green State University

MEMORANDUM

TO: Allen S. White, Chairman
Faculty Senate

FROM: Dan Parratt, Director
Environmental Health and Safety

SUBJECT: Safety Policies and Injury Reporting

DATE: November 14, 1992

Some faculty members may not be aware of changes in injury reporting procedures or in the various safety policies that affect them. I am offering the following information in case you would like to consider adding these changes in the Faculty Handbook. Please let me know if I can be of any assistance.

Injuries are reported on the Bowling Green State University Injury Report Form. The form should be sent to the Department of Environmental Health and Safety on the day that the injury occurs (College Park Office Building, Room 102, fax: 372-2194). Call 911 only for serious injuries, injuries resulting in lost work, or injuries associated with environmental hazards (e.g., chemical releases). Environmental Health and Safety will conduct injury investigations as needed.

Bowling Green State University is subject to federal and state regulations which apply to all employees. Regulated areas include fire prevention, radioactive materials, and hazardous waste. The University has also adopted policies which apply to all departments and employees, as is the case with the BGSU Hazardous Materials Policy. Finally, individual departments and areas have policies and procedures which affect employees in their areas. See your department for information on regulations and policies that apply to your work area. Call Environmental Health and Safety at 372-2171 for more information.

Handwritten initials: RK

B.C. John Moore



Bowling Green State University
November 20, 1992

Institutional Studies
Bowling Green, Ohio 43403-0023
(419) 372-2681

*Ann,
for your personal file.
Jim*

Ralph Wolfe, Professor
English Department

Dear Ralph:

Rarely do I put even "constructive criticism" down on paper because it is so difficult to retract the written vs. the spoken word. However, after I read your comments as posted in the Faculty Senate minutes of November 3, I am compelled to do so.

You are a very quick and intelligent man, but I believe your remarks reminding senators "that faculty have taken cuts in salary but that staff and administration have not done so" are misfounded. I would like to remind you that 30 classified staff members and 3 administrative staff lost their jobs. I suggest this means that 33 people went from some salary to zero; I consider that a rather severe cut. Several other administrators (including myself) also took heavy hits. These reductions in some cases were up to 25% of total salary. I believe that's fairly significant and that you should keep this in mind the next time you address salary issues.

Personally, I was disappointed that BGSU laid people off in any classification. I would have preferred that we all would have taken a small (say 1%) across the board cut to save jobs, but I guess not everyone shares my viewpoint on fairness and what's good for the institution. I hate to see the various groups in an academic community become so antagonistic and divided. I always believed the university is one place where we could model a kinder, gentler, and egalitarian society. I may be idealistic and sometimes plead guilty to naivete, but I find it difficult to yield on this principle. I was brought up in a working class family and I can't seem to get rid of certain notions I was taught about the differences between the rich and the poor, the powerful and the not-so-powerful, the elite and the common man/woman.

Ralph, I've always liked you, considered you a friend, and still do, but please let's stand together and not try to get ahead at someone else's expense. I know that not all people share my philosophy -- others subscribe to what I believe is a morally bankrupt form of social darwinism. I happen not to follow that line of thinking -- I don't believe you do either.

With all due respect,

Jim
James L. Litwin, Ph.D.
Director of Institutional Studies

November 25, 1992

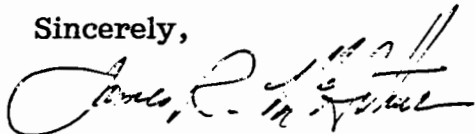
Mr. Robert Martin
Vice President for Operations
Bowling Green State University
Bowling Green, Ohio 43403

Dear Mr. Martin:

I read the recent article in the November 23, 1992 Monitor, regarding the market adjustment recently granted to various administrators at the Firelands Campus with great interest and enthusiasm. I am happy to learn that staff members are now receiving compensation for market adjustments that have been due.

I expect that suitable remuneration will be forthcoming per our previous communications regarding my market adjustment.

Sincerely,



James R. McArthur
Assistant University Architect

xc: Roland Engler
John Moore
Ann Bowers
Personnel File



NORTHWEST OHIO EDUCATIONAL TECHNOLOGY FOUNDATION
 INSTRUCTIONAL TELEVISION CENTER
 TAPE DUPLICATING CENTER
 MEDIA CENTER
 COMPUTER RESOURCE CENTER

WBSU-TV
 BOWLING GREEN STATE UNIVERSITY
 245 TROUP STREET
 BOWLING GREEN, OHIO 43403-0061
 419-372-7033 FAX: 419-372-7048

November 30, 1992

Ann Bowers, Chair
 Administrative Staff Council
 Bowling Green State University

Dear Ann,

I received word today that the monthly meetings of the Ohio ITV Directors are being changed to the first Thursday of each month. I regret that this action is in direct conflict with the ASC meetings and therefore forces me to resign my position on the ASC and as chair of the Michael Ferrari Award.

I found great satisfaction in serving on the ASC in the past and was looking forward to my second term. I appreciate all of the time and effort that you and the other members provide in making the ASC so successful. If there is anyway that I might assist the council please do not hesitate to call on me.

Sincerely,

Sally Blair



Bowling Green State University



Center for Archival Collections
5th Floor, Jerome Library
1001 E. Wooster Street
Bowling Green, Ohio 43403
(419) 372-2411
Fax: (419) 372-7996
Cable: BGSUOH

December 2, 1992

Holdings: Northwest Ohio
University Archives
Rare Books and
Special Collections

Denny Horan
Coordinator/IMC
Firelands College

Dear Denny,

The Executive Committee reluctantly accepted your resignation from Administrative Staff Council and requested that I send to you all of our best wishes for good health.

You not only have been a contributing member of ASC and the Personnel Welfare Committee, but you have been a fun person with whom to work. We look forward to seeing you back in ASC in the future.

Sincerely,

A handwritten signature in cursive script, appearing to read "Ann Bowers".

Ann Bowers
Chair, ASC

AB:swf



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

December 3, 1992

Sally Blair
Northwest Ohio Educational Technology Foundation
WBGU-TV

Dear Sally,

With regret, I accept your resignation from Administrative Staff Council. You have always served ASC well, but I realize other commitments are preventing your ability to serve on Council at this point in time.

I wish there was a way to keep you as chair of the Ferrari Award Committee but the Bylaws prevent this. I have asked Jill Carr to serve as chair and she has agreed. Please transfer the files to her at your convenience.

Hopefully, you will be back on Council in the near future.

Sincerely,

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

Ann M. Bowers
Chair, ASC



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

December 9, 1992

MEMORANDUM

TO: All Administrative Staff
FROM: ASC Executive Committee
RE: December 15, 1992 meeting

There will be a special meeting for ALL Administrative Staff on Tuesday, December 15, 1992, beginning at 1:30 p.m., at the Alumni Room, University Union. The purpose of the meeting is to obtain feedback on the salary proposal for all BGSU employees which will be discussed at the Board of Trustees meeting, Friday, December 11th.

We are unable to provide you the particulars of the salary proposal (except that we are talking in terms of increasing our salaries) in this memo as the Board of Trustees will not have had an opportunity to discuss it until the 11th. If you cannot make the December 15th meeting, please contact a member of the ASC Executive Committee for information on the salary proposal and to provide any comments you may have on the proposal. We hope to see you on Tuesday, December 15th.



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

12/12/91

MEMORANDUM

TO: Leigh Chiarelott
Roger Swope

FROM: Josh Kaplan

Josh Kaplan

RE: 125 Plan

I suggest we consider proposing to our respective constituencies a joint resolution along the lines of:

Whereas a Section 125 plan now exists to tax shelter health insurance premium contributions, and
Whereas extending this plan to include payments for health care, child care and elder care would be of substantial value to the faculty and staff, and
Whereas such an extension is neither difficult nor expensive,
We resolve that the University Administration should institute such an extension as soon as possible.

Please let me know if you agree. Also, if you do agree, please feel free to edit my proposal as you see fit.



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

December 15, 1992

MEMORANDUM

TO: Dr. Les Barber
Executive Assistant to the President

FROM: Ann Bowers *Ann*
Chair, Administrative Staff Council

RE: Board of Trustees meeting

At the December 11, 1992 meeting of the Board of Trustees, Trustee Connally in introducing the proposal to eliminate SRP for administrative staff stated that Administrative Staff Council had approved this change. This is not true and this memo is an attempt to clarify the issue so that the official Board of Trustees minutes do not reflect this error.

I believe the confusion is due to an incorrect date regarding when the Administrative Staff Council met which first appeared in the memo from Vice President Martin to President Olscamp, dated November 20, 1992, officially submitting the procedure developed by John Moore to be used to end SRP for administrative staff. This memo was included in the Board of Trustees agenda book. This memo stated that Administrative Staff Council had met on November 25th and reviewed the procedure. I met with John Moore on November 25th and just the two of us reviewed the procedure. Administrative Staff Council met as usual on the first Thursday of the month, December 3, 1992, and by that time the procedure had been submitted to the Board of Trustees in preparation for the December 11th meeting. At the ASC meeting, therefore, I just announced the proposed elimination of SRP and the procedure to be used and ASC took no action.

I did not want to make a major issue of this during the Finance Committee meeting or the Board of Trustees meeting as ASC has been made aware that the elimination of SRP for administrative staff would be forthcoming sometime during the year, probably by January 1993. But I wanted to make sure that the minutes did not reflect that ASC had approved this change. Thank you for your attention to my request and please contact me for further information if needed.



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

December 16, 1992

MEMORANDUM

*BM@mtg
Lady she was
talking to*

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

FROM: Ann Bowers
Chair, Administrative Staff Council

RE: Salary Adjustment Proposal

The ASC Executive Committee discussed the salary adjustment proposal presented last week and approved on December 11, 1992 by the Board of Trustees. We also had an open meeting for all administrative staff on December 15, 1992 for the purpose of distributing information on the proposal and responding to questions and concerns. The requested comments on the salary adjustment proposal therefore are reflective of a large sampling of all administrative staff.

First, we are pleased with the salary adjustment proposal and believe it to be a very thoughtful and fair plan. The combination of a flat dollar adjustment along with a percentage-based cost of living adjustment provides more equitable salary benefits for everyone. We also are pleased that all part-time employees are being included in this plan. We firmly support merit pay, but agree that it should be temporarily suspended to maximize the total pool of monies available for all staff.

Questions that have been raised by administrative staff fall into two categories. The first category includes procedural questions. How will this plan affect those people hired during the 1992/93 fiscal year? Will any salary adjustment be given those who may be leaving BGSU, for example, someone who will leave in January? Will ~~this plan have any effect on~~ grant-funded personnel?
The raise begins 93

The second category pertains to the issue of market adjustments and salary inequity adjustments for administrative staff. Although we do support the use of the entire \$4.4 million for salary adjustments for all staff at this point in time, we do not want to lose sight of the fact that many administrative staff have been waiting for some time for market adjustments. In addition, over the past few years, Administrative Staff Council has completed salary inequity studies which have illustrated the existence of salary inequities largely based on gender; inequities which still exist and may have increased. We strongly recommend that planning for a market/equity adjustment pool for administrative staff begin now so that we may have the ability to address these inequities with the start of the 1993/94 fiscal year.

Dr. Christopher Dalton
December 16, 1992
Page two

One concern raised (and not by those people directly involved) pertains to the paperwork and computer work that will be mandated with these salary adjustments in order to start them in January. We hope that this increased workload will not result in staff in personnel and payroll being denied planned vacation time over the holidays.

Thank you for proposing not only a salary adjustment for all staff, but one that is equitable and reasonable. We appreciate the ability to provide comments on the plan and look forward to good news from the State Legislature and the Governor and then to the successful implementation of this plan in January.



Health teachers
 School Nurses
~~Message~~

S Assault Conf
 Virnetta H.



Bowling Green State University

Office of the President
Bowling Green, Ohio 43403-0010
Phone: (419) 372-2211
FAX: (419) 372-8446
Cable: BGSUOH

December 28, 1992

Ann Bowers, Chair
Administrative Staff Council

Dear Ann:

Thank you for your letter of clarification (copy attached) regarding Administrative Staff Council and the recent Board of Trustees' action eliminating SRP for administrative staff. Via a copy of this letter, I am informing Finance Committee Chair Judge Connally of the points you make. I will also make sure that the minutes of the Board meeting are accurate in this regard.

Sincerely,

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

Lester E. Barber
Executive Assistant to the President and
Secretary to the Board of Trustees

dmm

attachment

xc: Judge C. Ellen Connally
President Paul J. Olscamp
Vice President Robert Martin
Vice President J. Christopher Dalton
John Moore, Executive Director, Personnel Services



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

December 15, 1992

MEMORANDUM

TO: Dr. Les Barber
Executive Assistant to the President

FROM: Ann Bowers *Ann Bowers*
Chair, Administrative Staff Council

RE: Board of Trustees meeting

RECEIVED

DEC 18 1992

PRESIDENT'S OFFICE

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