1994

Correspondence 1993-1994

Bowling Green State University. Administrative Staff Council

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Notes

1. Colored Paper
2. Colored Ink
3. Photocopies
4. Highlighter
January 5, 1993

MEMORANDUM

TO: Walter Montenegro
Personnel Services

FROM: Beverly Stearns
Assistant to the Dean, BGSU Libraries
Chair, ASC Handbook Revision Subcommittee

RE: Revisions to the Administrative Staff Handbook

In December 1992, Sam Ramirez sent me the attached Administrative Staff Handbook containing Ms. Barbara Weadock's editorial suggestions and questions. I presented the document to the Chair of the ASC Personnel Welfare Committee. Our responses to Ms. Weadock's questions are included in the document in pencil.

This document should accompany the Administrative Staff Council's revisions which you received in December from Ann Bowers, Chair of ASC. Thank you, we appreciate your assistance in this matter.

c: ✓ A. Bowers, Chair ASC
    N. Stickler, Chair ASC PWC

encl.
January 6, 1993

Ann Bowers, Chair
Administrative Staff Council

Dear Ann,

Enclosed please find a copy of the final report that has been prepared for the North Central Association (NCA) in conjunction with our request for reaccreditation. I would appreciate your making it available to the officers and members of the Administrative Staff Council.

Thank you for your continued interest in and cooperation with this project.

Sincerely,

Denise M. Trauth, chair
NCA steering committee

enclosure
Chair Report—January 7, 1993

Board of Trustees meeting, December 11, 1992

Chancellor Elaine Hairston spoke provided some interesting statistics:
- Ohio is 42nd in the US in level of support given higher education
- Ohio is 7th in tuition
- To move to 25th in level of support—need to double state subsidies
- Students pay for 51% of costs—so we no longer can say in Ohio that we believe education is a public good

Budget submittal is to slowly reduce the percent cut. 1993/94 23% less
1994/95, 11%
1995-, 9%

In other Board business, room and board rates were increased by 8.55% or $124 per term

Budget recommendations for 1993/94: increase faculty personnel pool by $300,000 which would equate to 6-10 positions of 42 vacant
increase part time instruction by $100,000
increase graduate student stipend
to add 50 additional 1/2 time students
increase Firelands part time instruction budget

And, of course the salary proposal; thanks to your input at the general meeting, I wrote a memo to Dalton, agreeing to proposal with some procedural questions. Still working these out as I understand, however, we should be getting if not already letters as addendums to our contracts.

Passing out notices of two ad hoc committees—need to get information on top one to constituents and need volunteers

Executive Committee will meet next Tuesday, January 12th

Don’t forget the winter reception; try to look our for newer staff there and make sure not standing alone; short presentation on our history at about 4:00
January 12, 1993

Editor, the Monitor

As all of us anticipate the first pay raise for quite some time, thanks must be given to the administration for developing an equitable distribution plan for our salary adjustments. Thanks also must be given to those administrative and classified staff members, especially in payroll, computer services, personnel and the offices of the Vice-Presidents and Deans, who have worked many extra hours to ensure that this raise will first appear in our January paychecks. Your work is much appreciated.

Administrative Staff Council Executive Committee
January 13, 1993

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

Dear Mr. Martin:

My highest aim is to be a conscientious employee. I am a proud and loyal component of Bowling Green State University's successes. I respect what Bowling Green State University's executive administrators have accomplished under the recent adverse economic conditions, and also have great respect for my perseverance and self esteem. I believe my previous letters and conversations to and with you were received with an air of understanding and not of discontent. I have worked diligently over the years, in the interest and effort of becoming an ever more beneficial contributor to the future goals and objectives of Bowling Green State University.

I am not writing now, with intolerance. I wish only to express my sincere desire to have Bowling Green State University respond in a formal manner, as to acknowledge and recapitulate in the same, their interest and intent to fully amend my salary inequity. This inequity was substantiated via the BGSU Personnel Services Salary Survey conducted December 19, 1991.

Circumstances have recently changed, as another vacancy has occurred within the University Architect's Office. The legitimacy of my entitlement, now, has considerably more impact and becomes inextricably more complicated. With the ongoing hiring freeze, it is inevitable that my job duties and responsibilities will certainly be expanded, and my job description will likely broaden.

I am willing to assume additional duties. I do, however, have an aversion to acquiring responsibilities without just compensation, and to being over looked and under acknowledged when assessment is in order.

Over the years of work in my office I have gained much credibility, and have justification to show that I have saved the University considerable amounts of consultant design fees as a practicing architect. These savings are effectively utilized to expand the scope of each design project, thereby, directly profiting the University.

I have always and will continue to uphold the professional standards of Bowling Green State University's Architectural Department. Moreover, I will stand to protect and reaffirm my personal and ethical values. I continue to be diligent in my work efforts, while always rising above indignation.
Mr. Robert Martin  
Page 2  
January 13, 1993

I hope that a reexamination of my circumstances will be considered, that a response to this letter will be forthcoming at your earliest convenience, and that realignment of my salary can be made at some reasonable future juncture.

Respectfully yours,

James R. McArthur  
Assistant University Architect

pc: Rollie Engler  
John Moore  
Ann Bowers  
Personnel File
January 15, 1993

MEMORANDUM

TO: Ann Bowers
Chair, Administrative Staff Council

FROM: Norma J. Stickler
Chair, ASC Personnel Welfare Committee

SUBJECT: DAY CARE

As we all know, the subject of day care has been discussed for years and there is still little progress. The Personnel Welfare Committee recommends that the Administrative Staff Council initiate a united effort to bring action. It is our suggestion that the officers of all five constituent groups (administrative staff, classified staff, faculty, graduate students, and undergraduate students) meet and prepare a common recommendation for day care and work as a unit to seek action. The five groups share concerns about day care, and this might be an appropriate first item to bring before a "University Council."

xc: PWC members
MEMORANDUM

TO: Ann Bowers
Administrative Staff Council

FROM: John C. Moore
Executive Director

DATE: 1/15/93

RE: Update on Policies

The revised policies will not go to the board for approval until April, but must be mailed to them in March. We have made some changes to the proposed policies based on input by Ad Council.

1. Vacation Policy - add words from page 92 of Handbook paragraph starting with "for the convenience of..."

2. Special Leave Policy - OK

3. Tuition Fee Waiver Policy - OK

4. Internal Search Process - OK

5. Leave Without Pay - OK

6. Drug Free Workplace to be added to Handbook.

7. Safety Policies and Injury Reporting

The salary adjustments for promotions/change in title is being reviewed by Ad Council and maybe ready for review by you and then on to the Board if time permits.

If you need to meet on any of these policies, let me know. Also great "thank you" article in the MONITOR.

JCM:mmb
Enclosures
PLAN DESIGN AND COST MANAGEMENT CONSIDERATIONS

- Fundamental problems with the current health care plan relate to the current reimbursement methodology for hospitals and physicians and the lack of any significant cost management programs.

- The University has been a payor rather than purchaser of health care services.

- In order to pro-actively manage its health care costs, the University must redirect its thinking to becoming a purchaser of health care services.

- The current plan reimburses hospitals based upon the hospital's average semi-private room rate and reasonable and customary fees for certain ancillary services. This provides no meaningful control over the cost of services and subjects the University to cost shifting from other third party payors.

- The current plan reimburses physicians according to reasonable and customary fee levels. This also provides no meaningful control over the cost of services and subjects the University to cost shifting from third party payors.

- The use of employee contributions as a cost control mechanism does not reduce the group's total health care costs, but only impacts the allocation of costs between the University and the employee.

- Reasonable levels of employee contributions should be encouraged for all coverages to control duplicate coverage and to involve the employee in the cost equation.

- The University must pursue either plan design (i.e. dollar limits, scheduled benefits) or purchasing strategies (i.e. direct contracting, purchasing coalitions, PPOs or HMOs) in order to bring its reimbursement levels under control. See attached Exhibit I on the increase in per diem hospital costs from 1991 to 1992.

Note that the average cost per day at the University's top three hospitals increased by 35.9%, 29.9%, and 43.4% respectively. The average cost per day at the University's fourth largest volume hospital increased by over 200%.
Average length of stay also increased in each of the top three hospitals and remained the same in the fourth ranked hospital.

- Efforts at introducing managed care strategies into the University's benefit plans must address not only price, but quality and utilization management issues as well. Evaluation and selection of health care providers as participants in a managed care program must be made on the basis of quality and commitment to long term cost management. Selection of health care providers on the basis of price alone exposes the University to significant potential liability from negligent actions by these health care providers. Objective criteria must be established and appropriate due diligence must be able to be demonstrated to insulate the University from potential liability.

Third party liability issues associated with contracting with health care providers should be reviewed with the University’s legal counsel before proceeding.

- Consideration should be given to re-orienting the current or proposed plan designs to provide for early intervention in the disease process through the use of fixed dollar co-pays in lieu of increasing deductible and co-insurance levels, in regards to primary care services.

**TASK FORCE RECOMMENDATIONS**

1. The current system of self-insurance lacks controls necessary to manage costs in today’s environment. The health care plans need to be re-oriented to introduce significant management of care methods in order to continue a self-insured funding approach. Failure to introduce controls on the current self-insured plan will result in continued unchecked increases in cost.

2. The use of alternative plan choices can be effective in maximizing employee satisfaction. The University should target its contribution level based upon the most cost effective plan and allow employees to "buy up" to more costly plans, if desired.

3.-7. These recommendations should be pursued, however, a co-pay requirement should be instituted for generic drugs.

8. Based upon the data reviewed by Burns-Wender & Company, we have no recommendation regarding an optimal vision program for the University.

9. The use of a flexible spending account to permit employees to pay out-of-pocket health care costs with pre-tax dollars represents no design or technical problems for implementation and should be expected to be well-received by employees.
There will be an additional cost which typically will range from $2.50 to $3.50 per employee per month for administration of the flexible spending account which needs to be factored into projected 1993 costs.

10. The proposed changes in chiropractic services are reasonable and consistent with appropriate management of chiropractic services and costs.

11.-13. The proposed changes in mental health benefits are reasonable and appropriate in regards to management of inpatient and outpatient mental health services. We would recommend that all three recommendations be combined into an integrated program and that outpatient benefits be expanded from their current $550 maximum only through the use of a gatekeeper model.

14. We have assumed no changes in the present dental plan. Enclosed is Exhibit II, which shows the cost of extending family dental coverage to contract employees as well as the reduction in cost associated with the elimination of family coverage for classified employees.

15. Pre-certification of hospital admissions should be implemented as a defensive mechanism. More important is the development of a case management program to be operated in concert with the pre-certification program. Note that the quality and effectiveness of pre-certification and utilization management programs can vary significantly. Considerations regarding third party liability of the University should also be taken into account in selection of a utilization management vendor. Criteria should be established and alternative vendors evaluated before entering into an agreement for utilization management services.

16. The use of three plans under a flexible benefit plan scenario is appropriate and provides a greater range of choice to employees. We would, however, urge that the proposed Plan B maintain the same deductible and co-pay requirements as Plan A to ease the transition from the basic major medical Plan A to the comprehensive major medical Plan in Option B.

The use of a $200 deductible under a comprehensive major medical plan design as proposed under Plan B will significantly discourage employees from participating in Plan B and also limits the employee’s access to primary care services due to the $200 deductible. We find this inconsistent with the task force’s general recommendations regarding early intervention and prevention.

Consideration should also be given to modifying Option C to represent the $200 - $250 deductible plan alternative. The current Option C, which is designed to be a "catastrophic" plan may also appeal to lower paid employees who may elect
participation in this plan due to the lower contribution requirement. While this effectively protects the employee in large claim situations, it also places a financial barrier ($500 deductible) on the employee’s access to primary care.

We would also urge under Plans B and C that the emergency accident benefit be modified from a first dollar benefit to provide for a $50 co-pay for hospital emergency room services and a $25 co-pay for urgent care and physician office visits resulting from an emergency accident or illness, up to a maximum benefit of $300 - 500.

Diagnostic, x-ray, and lab services should continue to apply to the deductible and co-insurance under Plans B and C, rather than provide a $500 first dollar benefit. In the alternative, the University may provide for an outpatient diagnostic benefit at the Plan’s 80% co-insurance level without application of any deductible requirement. This benefit should be applied to the first $500 in diagnostic charges after which the Plan’s deductible and co-insurance limits would apply.

Consideration should also be given to the introduction of a primary care physician co-pay (i.e., Pediatrician, Ob-Gyn, Family Practice, Internal Medicine) in lieu of applying the plan’s deductible and co-insurance requirements for these services. This benefit could be priced to provide an equivalent value to a targeted cost level in Plan A, Plan B, etc.

The implementation of wellness and prevention plan design features (i.e., well baby care, well child care, and health screenings) may be considered in conjunction with the other plan design changes proposed. The cost of these additional benefits should be evaluated in light of the cost savings requirements of the University.

17.-20. These recommendations are primarily policy decisions for the University, however, we encourage all of the University’s efforts to educate its employees about their current health care plans and support a health promotion program.
CONSTITUENCY GROUP RECOMMENDATIONS

Faculty Welfare Committee

- The Faculty Welfare Committee recommended that employee contributions should vary based upon the number of dependents; i.e., the University should utilize multi-tier rates in lieu of the current single/family rating methodology. We believe this begins to more accurately allocate the cost among employees based on a closer approximation of actual utilization. However, in order to be cost neutral to the University, a movement to three or more tiers in the rating structure will require an increase in the current family rate.

- The Faculty Welfare Committee also recommended increasing or removing the current $1,000,000 maximum benefit. Raising this cap above $1,000,000 limits the accessibility of adequate reinsurance to the University based upon the availability of stop loss reinsurance protection. Reinsurance amounts in excess of $1,000,000 up to $2,000,000 per person are available although from a limited market. The accessibility of reinsurance amounts in excess of $2,000,000 per person are even more limited and further restrict the University’s ability to obtain reinsurance coverage at affordable rates.

It is our understanding that the University administration has already increased its individual plan maximum from $1,000,000 to $2,000,000 through the plan’s current reinsurer.

- The Faculty Welfare Committee recommended that UCR limits should be adjusted annually in step with changes in the appropriate health care price index. UCR limits are a reflection of the charge patterns of providers in a specific region. UCR limits are currently updated at least every six months by the University’s third party administrator.

In general, the remaining recommendations of the Faculty Welfare Committee have been addressed in our comments on the Task Force Recommendations or represent policy considerations for the University which are outside of the scope of this review.

Administrative Staff Council

- The Administrative Staff Council recommended that the plans should apply no deductible at all to encourage employees to seek early treatment. We believe that the employee must remain part of the "cost equation" in order to be a valid participant in the purchasing of health care services. We believe the waiver of
deductibles for primary care intervention is appropriate as noted in our earlier recommendations but must be balanced with other cost considerations and affordability at this point in time for the University.

The Administrative Staff Council also recommended that the plans should have a low percentage co-payment with a high limit so that employees have an incentive to limit the costs of most levels of care. We believe the utilization of a co-pay requirement for primary care services can adequately address the access/early intervention objectives of the Task Force and constituency groups. For other services, however, we believe the use of a co-insurance percentage lower than the current 20% requirement does not provide adequate participation by the employee in the cost of services.

- The other recommendations of the Administrative Staff Council have been addressed through our comments on the Task Force Recommendations or represent policy considerations for the University which are outside of the scope of this review.

Classified Staff Council

The Classified Staff Council recommended indexing deductible and co-payment levels based upon salary. The indexing of deductibles and co-pays is a cost allocation issue. Employee benefits have traditionally been provided equally to employees regardless of salary levels. Indexing deductibles and co-payment levels based upon salary does, however, present significant administrative complexities and can be expected to increase the administrative cost of the program.

The Classified Staff Council also recommended that the University’s health care plan should provide more benefits oriented towards "wellness" and prevention. We are supportive of efforts to cover wellness and prevention oriented benefits such as well baby care, well child care, and health screenings such as pap tests, mammograms, blood pressure and cholesterol. Short term cost implications may, however, force a delay in the implementation of these programs.

- The other recommendations of the Classified Staff Council are either covered by our comments on the Task Force Recommendations or represent policy considerations for the University which are outside of the scope of this review.
FINANCIAL/ADMINISTRATIVE CONSIDERATIONS

- Administrative costs for period ended 8/31/92 which totalled 2.36% of claims are within a relevant range for group of BGSU's size and reflect the efficiency of the current administrative arrangements.

- Reinsurance costs for period ended 8/31/92 totalled 2.17% of claims and are within a relevant range for group of BGSU's size. Note that reinsurance costs will vary among employers based upon level of risk transference/assumption.

- Savings associated with change from a basic major medical to a comprehensive major medical plan were "modeled" at 11.0%. This included a change in deductible from $100 to $200, representing approximately 4.0% in savings.

  Net savings attributable to a change to a comprehensive plan should be 6.0% - 7.0%.

  Net savings attributable to a change in deductible should be 4.0%.

- No review of efficiency of the prescription drug plan was undertaken (i.e., ingredient reimbursement levels, dispensing and administrative fees).
BOWLING GREEN STATE UNIVERSITY
Review of Health Care Task Force Recommendations and
Plan Design Review

• PLAN DESIGN AND COST MANAGEMENT CONSIDERATIONS

• TASK FORCE RECOMMENDATIONS

• CONSTITUENCY GROUP RECOMMENDATIONS
  ○ Faculty Welfare Committee
  ○ Administrative Staff Council
  ○ Classified Staff Council

• FINANCIAL/ADMINISTRATIVE CONSIDERATIONS

Tues 10:00 874-2104
MEMORANDUM

TO: Paul J. Olscamp
    President

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

SUBJECT: Study of Administrative Staff Positions and Salaries

I am writing on behalf of the Administrative Staff Personnel Welfare Committee of which I am the chair.

Over the past several years, limited studies conducted by the Administrative Staff salary committee and by Affirmative Action have indicated that there is reason to believe salary inequities exist among the administrative staff. For example, some women appear to be receiving less salary than men who perform similar functions and have similar titles. There does not appear to be consistency in the level of responsibility among the staff members who hold the similar titles. I express all of this in terms of "appear" because it is clear that further study must be conducted. In order to do a proper and complete study, it will be necessary to examine in detail specific functions and levels of responsibility for each position.

We have discussed our concerns with John Moore, and he has assured us that an administrative staff job and salary study will be high priority for the new assistant director of personnel. The Personnel Welfare Committee has volunteered to assist the Personnel Office in constructing and conducting a thorough study and we are eager to work with Mr. Moore and the new assistant director. We have also heard that you are planning to appoint a task force to examine administrative staff jobs, and we wondered if perhaps all of our efforts could be combined into one task force or study. We wish to affirm that the Personnel Welfare Committee and the Administrative Staff Council stand ready to assist you and Mr. Moore in whatever effort is initiated to address these important salary and equity issues.

xc: John Moore, Executive Director of Personnel
    Ann Bowers, Chair of ASC
    PWC members
MEMORANDUM

TO: Dr. Les Barber  
   Executive Assistant to the President

FROM: Ann Bowers  
   Chair, ASC

RE: ASC Executive Committee Meeting

January 29, 1993

Thank you for agreeing to meet with the Executive Committee at our next meeting, February 9, 1993, in the Conference Room, 2nd floor, Hayes Hall, beginning at noon. I am enclosing a copy of some of the ideas generated at a long range planning session held by the ASC Executive Committee and invited guests last November. Our rationale for holding such a planning session was to remove ourselves from developing yearly goals, and look more to what we believed faced Administrative Staff Council over the next five to ten years. Based on this discussion, we then developed long range goals and objectives and a planning document. We are interested in your thoughts on our goals and possible methods we may use to achieve them.

We look forward to meeting with you.

AMB:swf

Enclosure
I. REPRESENTATION ON DECISION-MAKING BODIES

A. State-Wide ASC-Type Groups
   1. Establish contact person.
   2. Check on one person from OU who contacted us.
   3. Work with John Moore as he attends IUC meetings.

B. Budget Committee
   1. Make recommendation for Charter change - memo to Senate.
   2. Be poised to take alternate route if faculty unionize.

C. University "Council"
   1. Begin discussion now with appropriate constituent leaders
      Al White, Jason Jackson and Trustee(s) when they speak at ASC.
   2. Formalize and expand meetings among officer groups.

D. Ad Council
   1. Informally discuss with Les Barber with follow-up memo.
   2. Until there is an associate director of Personnel, ask
      President Olscamp, via Les Barber, to designate John Moore
      as our representative on Ad Council.

F. Exigency Committee
   1. Bring up with Trustees who visit ASC along with Al White.
   2. Petition President Olscamp again.

II. BENEFITS

A. Contracts
   1. Grievability of non-renewal of contracts.
      -- write a fair policy with legislative criteria
      -- submit to Ad Council
      -- ask Trustee guests to comment on our recommendations
   2. Equitable personnel policies implemented throughout all
      Vice Presidential areas.
      -- continue to develop strong personnel office
      -- continue to lobby for separate Administrative Staff
        Personnel Officer
   3. Emphasis on equitable salaries, follow-up on salary inequities
      based on sex.
      -- work with Personnel Office to develop the means to implement
      what has been recommended in previous salary inequity
      studies
   4. Work on raises to bring administrative staff to 40th percentile.

B. Health Benefits
   1. Other benefits such as reciprocal fee waivers.

C. Wellness Program

D. Child Care
A. Increase operating and professional development budgets
   1. Justify by presenting expenses.
   2. Propose rationale for increased expenses.
   3. Establish deadlines.

B. Re-establish Associate Director of Personnel for Administrative Staff
   1. Obtain commitment from Executive Director of Personnel.
   2. Establish rationale.
   3. Gain ASC representation on Search Committee (this is already mandated).

C. Obtain office space for ASC
   1. Develop justification and forward to Personnel and Ad Council.
   2. Consider future growth.

D. Establish funds for clerical support for ASC officers
   1. Use personnel support staff first.
   2. Second year, request operating funds.

E. Establish stipend or released time for ASC Officers
   1. Document hours of current leaders.
   2. Make recommendations based on first year study.
   3. Fund through ASC operating budget.

F. Succession Planning
   1. Develop institutional plan for internal hiring/recruitment.
   2. Have new Associate Director of Personnel for Administrative Staff work with Professional Development Committee in implementation of succession planning.

G. Paid Leaves
   1. First phase, try to get limited professional leave, then longer term. Obtain money to finance.
   2. Study use of faculty development monies and establish similar budget request for administrative staff as a percentage of salaries.
   3. Seek external funding.

IV. ADMINISTRATIVE STAFF COUNCIL MATTERS-INTERNAL AND EXTERNAL

A. Establish two ad hoc committees; internal affairs and external affairs (by making them ad hoc can include members both on and off Council and help newer members participate)
   1. Internal Affairs Ad Hoc Committee would be responsible for developing the following:
      --orientation program for new employees (on ASC) and new ASC members; write history of ASC and make part of orientation packet
      --study awards for administrative staff, adding new ones? and better recognition of awards obtained
      --improve meetings to personalize a little more, possibly reconfigure meeting setup
2. External Affairs Ad Hoc Committee would be responsible for developing the following:
--develop ideas for community involvement projects for administrative staff, e.g. Christmas assistance, PBGC, etc.
--provide assistance for BG Effect
--develop ways to improve opening day activities for administrative staff
--work on public relations with other groups on campus and off campus and with media
--develop a survey of administrative staff regarding awards, community involvement, opening day, etc.

B. Scholarship Committee
1. Recommend a five year fund-raising goal.
2. Explore different ways to increase the scholarship funds.

C. Bylaws-Review thoroughly and change where appropriate to reflect the above changes

D. Discuss inviting guests to ASC Executive Committee meetings once a month, such as Les Barber, John Moore, etc.
EXHIBIT 3

COMPREHENSIVE MEDICAL (PLAN B)

DEDUCTIBLE (calendar year) $100 Individual
            $300 Family

ANNUAL OUT OF POCKET LIMITS $1000 Individual
            $3000 Family

Co-insurance 80%/20%; Plan pays 80% of usual, customary and reasonable charges

All charges would be subject to deductible and co-insurance with the following exceptions:

Charges for emergency treatment for accidental injury (physician's office or emergency room) are paid at 100% of UCR after following co-payments are made by insured:

$50.00 Hospital emergency room
$25.00 for physician's office or urgent care center

Lifetime maximum $2,000,000 (per individual)

Benefits limited for mental illness, chemical dependency and chiropractic services.

Pre-admission notification required

Voluntary second surgical opinion benefit

11/19/92
ja
EXHIBIT II
BOWLING GREEN STATE UNIVERSITY

Dental Coverage Options
Cost/Savings

Projected 1993 Rates

Assumed Employee
Census Breakdown

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Cost to provide family dental protection to all contract employees (Administration and Faculty):

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<td>Annual Cost</td>
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<td>F = 609</td>
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Projected additional cost = $308,531

Savings projected if only single dental coverage offered to all classified employees:

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<td>Per Month</td>
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Projected Savings = $255,180
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<th>Average Charge/Day</th>
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Bowling Green State University  
Faculty Senate Resolution on the  
Managing for the Future Task Force Report

Whereas, the Faculty Senate at Bowling Green State University has carefully studied the Managing for the Future Task Force Report on higher education in Ohio and agrees with the Task Force that, in general, Ohio has performed well in providing quality education at minimal expense to its citizens, when compared with other comparable state systems; and

Whereas, The Task Force is to be commended for providing a thorough analysis of Ohio's higher education programs and making recommendations to more effectively coordinate college and university efforts with other state agencies, for proposing a simplification of reporting data, for building and maintaining facilities, and proposing innovation through the use of technology; and

Whereas, given the budgetary conditions in the state and the nation, we accept the fact that Ohio colleges and universities will have to make the most of limited resources in the foreseeable future, preserving and improving existing programs. It should be noted that the BGSU faculty and administration are presently addressing such concerns through collegiate evaluation systems; and

Whereas, although there is ample room for improvement, we do not believe that many of the Task Force's recommendations will address constructively the long-range concerns of higher education in the state. We are convinced that greater centralization of the higher education system in Ohio will serve no useful function. We believe that such action will lower the quality of our institutions by reducing local authority and responsibility which fosters innovative, as well as, healthy competitiveness; and

Whereas, research is an essential component to any institution of higher education, we strongly object to the Task Force recommendation that two specific universities be recognized as the state's research centers. Such a course of action would be detrimental to the goals of any university. This proposal for a bifurcated system of colleges and universities in Ohio would serve only to encourage some of our best faculty to teach at the designated research centers or leave the state. Such a system would have the same effect on
potential graduate students. Further, such a system would have a negative impact on the regional communities in which the colleges and universities are located, since we would not have the resources to adequately serve the communities; and

Whereas, teaching, research and service are all integral to maintaining standards at a college or university, we believe that the Task Force's detailed suggestions for evaluation of faculty, determining work loads, identifying reward systems based on student credit hours generated, etc. are best left to the individual disciplines at the respective institution's discretion; and

Whereas, while there may be some virtue to coordinating the branch campuses and two-year programs, it should be noted that BGSU's Firelands College is not a branch of the main university, but one of seven undergraduate colleges, and should not be considered a branch. Its administrative and programmatic relationship to the university is no different than any of the other undergraduate colleges at BGSU; therefore,

Be It Resolved that the BGSU Faculty Senate recommends that the Task Force on Managing for the Future heeds the suggestions of the faculty, staff, students and administrators representing Ohio's institutions of higher education before finalizing a series of recommendations to administrative and legislative bodies for implementation; and

Be It Further Resolved that the Faculty Senate at BGSU commends the Task Force for acknowledging the strengths of higher education in Ohio and for its efforts to identify ways in which to develop further the strengths and attributes of the Ohio colleges and universities and we pledge to continue our support for those objectives.

Approved 11/3/92
RESOLUTION

Mr. Noe moved and Mr. Laskey seconded that the Bowling Green State University Board of Trustees expresses its deep interest in and concern for the statewide Managing for the Future Task Force report.

We are gratified for ourselves and for the entire state university system that the Task Force background analyses indicate that Ohio higher education has historically been marked by high quality and cost efficiency. We are also in complete agreement that the current fiscal crisis in Ohio, one which will surely continue for some time, makes it imperative that all institutions of higher education in Ohio work cooperatively -- as the Task Force recommends -- to further improve productivity and to eliminate unnecessary program duplication, locally and statewide.

However, there are two key aspects of the Task Force report with which this Board disagrees most emphatically. It will not be in the best interest of higher education, nor of the citizens of Ohio, to create a more centralized system of higher education in the State. It will be equally unfortunate if only two universities in the State are designated as comprehensive research centers.

Ohio's system of higher education is a nationally recognized model and one which is admired throughout the nation. It admirably balances statewide coordination and review by the Ohio Board of Regents with grassroots, local decision making by individual boards of trustees at each state college and university. We urge the Board of Regents and the citizens of Ohio to analyze most closely the proposed changes to the system which could centralize control in a cumbersome bureaucracy with less accountability to local, regional and institutional needs.

On the other key matter, this Board is strongly opposed to the idea of designating two universities alone as the State's comprehensive research centers. The present policies and practice allow the state universities to respond to the needs of their particular regions, developing business and academic partnerships, encouraging research and supporting economic development. The proposed change, on the other hand, would create a multi-tiered system that would reduce healthy, efficient competitiveness across the state, undermine regional ability to meet students' needs and seriously undercut the regional research needs of Ohio's industries.

We support the Task Force goals which aim to assess excellence in academic programming, access to an affordable education, cooperation among colleges and universities and elimination of needless program duplication. We pledge ourselves, in fact, to actively support and encourage these endeavors.

On other matters, however, including the two key issues mentioned above, we believe that the Task Force report must be considered a starting point for debate and refinement, not a finished agenda for administrative and legislative implementation. We intend to articulate and represent the interests and needs of higher education in northwest Ohio during this debate, and we hope to show that those interests and needs correspond exactly to those of all citizens of our State.

Adopted by the Board of Trustees
Bowling Green State University
October 9, 1992
EXECUTIVE SUMMARY

Report of
Ohio's Managing for the Future Task Force

The Managing for the Future Task Force was convened by the Ohio Board of Regents to examine how colleges and universities could sustain quality programs with the highest degree of efficiency during times of fiscal constraints. After a year of gathering facts and careful consideration, we reached the following conclusions regarding the connections of higher education to Ohio's future:

* Higher education is the centerpiece of the knowledge society and the demand for higher education is increasing as the connection between education and economic development becomes more urgent;

* Communities and individuals are placing increasing demands on colleges and universities to step up outreach efforts to underserved populations; solve problems through research and innovation; provide lifelong career and personal development opportunities; secure scholarship funds for those most in need; and demonstrate the results of the teaching/learning process.

* Even as society places increased demands on colleges and universities, providing resources to higher education has become a lower priority on federal and state agendas; funds are decreasing; costs to students are rising; and quality is being threatened.

* Ohio is not positioned well for today's knowledge-based economy because relatively few adults have gone to college compared to states with a higher per capita income; the state has historically invested less than other states in higher education and research; and lower investments in higher education slow economic growth.

* Ohio is in a downward spiral in which limited educational opportunities lead to lower income which leads to fewer tax dollars which limit educational opportunities even further.

* College is a necessity, not a luxury; it is essential for stimulating research and development key to the economic vitality of Ohio. Yet as a result of low federal and state investments in higher education students are being squeezed out of college because their families cannot afford the added costs.

In our view, Ohio's public colleges and universities have been managed efficiently given the fact that each institution has been trying to provide full services for the constituencies they serve. Presidents and trustees have served Ohio well in managing to provide open access to students not always prepared for collegiate-level work; to improve the level of quality in programs; and to serve the economic and social development needs of the state and its regions. They have been able to do this at a cost below the national average, and with historically
low levels of funding from the state. Student fees have taken up part of the slack, but cost-containment efforts on every campus have held student fees lower than they would have been if spending levels in Ohio were as above the national average.

The universities, for the most part, have been trying to offer programs ranging from developmental and remedial education through doctoral degrees and research. Community and technical colleges have provided open access to their regions at the associate degree level and serve the immense job training needs of those individuals already in the workforce. Our challenge, as a task force, was to find a way for the colleges and universities to continue to achieve the access, quality, and efficiency standards expected by Ohioans within what we believe will be a protracted period of limited resources.

We believe the greatest benefit to Ohioans will come in larger, overarching structural change within each college and university as identified by their task forces, and across the state as incorporated in our recommendations. Each campus has demonstrated in its specific ways it has been reducing costs over the last decade; each is on a path to streamline operations without loss of quality.

Our report has identified where we believe the strengths lie in higher education. The strengths of the campuses must not be diluted in our attempts to reshape higher education. At the same time, we believe those strengths provide solid foundation for a more systematic approach to planning and coordination with the Ohio Board of Regents assuming a stronger leadership role. College and university presidents and trustees need to work more closely together in a higher education system that responds more fully to the needs of all Ohioans while also having enough autonomy to carry out the effective operation of each institution.

**Summary of Recommendations**

We concluded from our own examination of available evidence and information provided in the college and university management reports that the longer-term strategy for building a robust higher education system in Ohio requires revisiting its structure and the delivery of its services. While there may be short-term costs associated with the recommendations that follow, the long-term benefits will accrue from higher quality, productivity, efficiency and effectiveness in meeting the educational needs of Ohioans.

Our state-level Managing for the Future Task Force and the institutional management committees have concluded that it is necessary for Ohio to:

1. Link state colleges and universities more effectively to form a higher education system.
2. Redesign the higher education structure to address six statewide priorities; and
3. Strengthen the higher education system leadership responsibilities of the Ohio Board of Regents while retaining college and university responsibility for campus policies and operations.

Our recommendations and assigned responsibility to enact them are included in Section IV of the Report. What follows is a summary of key points.

For Ohio to achieve greatest access for its citizens to academically strong and economically efficient higher education services, we recommend the following actions:

I. Link state colleges and universities more effectively to form a higher education system.

- Develop a new strategic plan that sets the mission, goals, objectives and expected results for the higher education system.
- Review and refocus college and university missions to fit the mission, goals and objectives of the state higher education system.
- Require regional collaboration where appropriate in graduate and professional education.
- Support the plan of the State's seven medical colleges, to build both a regionalized system of health care and statewide collaboration in areas such as educational technology and biomedical research.
- Communicate state higher education funding goals, priorities and policies to college and university trustees and presidents, and work closely with them to achieve the goals and carry out the policies.

II. Structure the higher education system to address six statewide priorities.

1. Meet the Diverse Needs of Students and Optimize Their Achievement.

- Work closely with the State Board of Education and with schools to ensure that, by the year 2000, all Ohio high school graduates can demonstrate completion of a college or technical preparatory curriculum for admission without condition to community and technical colleges.
- Increase the participation and achievement of economically disadvantaged and minority students at each college and university, and at all levels of education.
- Structure the State's two-year college system to create regional community college districts; consolidate 'co-located' technical colleges and university branches into community colleges; and offer site and time specific upper-division and graduate programs through university affiliations. The community colleges, working in the framework of a strengthened articulation and transfer mechanism, would become the principal open access points for higher education in the State and would have primary responsibility for developmental and remedial education.
2. **Assure Excellence in Academic Programming.**
   
   - Refocus campus missions to ensure that offerings are consistent with the overall mission of Ohio’s system of higher education.
   
   - Strengthen campus- and state-level reviews of quality and effectiveness of academic programs.
   
   - Eliminate or consolidate programs where there is unnecessary duplication or where the yield is too small for continued high quality.
   
   - Require colleges and universities to measure and report on institutional effectiveness.
   
   - Restore funding for incentive-based programs targeted at quality improvement, much like the Selective Excellence initiatives did.
   
   - Improve teaching and learning in the schools, especially those school districts with consistently high numbers of students needing remediation.
   
   - Reaffirm the importance of undergraduate education and develop strategies to encourage instructional innovation and efficiency at the undergraduate level, including the use of technology and more effective deployment of teaching personnel.
   
   - Reaffirm the value of research both as an integral part of higher education and as a critical factor in the economic well-being of the State. Focus research funding to centers of excellence both at the State’s comprehensive research universities, Ohio State and Cincinnati, and to selected programs at other universities.
   
   - Designate Ohio’s two-year college workforce training network, EnterpriseOhio, and its member institutions as the preferred mechanism for the delivery of customized training throughout Ohio.

3. **Increase Productivity and Reduce Costs.**
   
   - Hold administrative costs down by negotiating cost-to-inflation benchmarks for each campus. In addition, campuses should adopt a continuous quality improvement approach to administration; implement energy conservation plans; develop collaborative programs in areas such as health care insurance and purchasing; and privatize campus operations where appropriate.
   
   - Ensure that faculty time is allocated in the most productive manner by developing an institutional faculty workload and performance evaluation policy. The policy should ensure that both assigned teaching and the evaluation and reward system are consistent with institutional mission. Contracts for both faculty and administrators should be performance-based.
• Take specific steps to eliminate duplicative reporting requirements at both the State and federal levels.

• Streamline and reform State policies for personnel systems, for the use of architectural and management services in facilities construction, and in the use of auditing and legal services.

4. **Ensure Accountability.**

• Require that appropriate accountability mechanisms are in place at the campus and State levels. Each college and university should inform the Board of Regents how the following will be measured: the quality of classroom teaching; quality of services in student support areas; student achievement; faculty workload, and evaluation of faculty performance.

• Identify separately all student charges for intercollegiate athletics and identify explicitly all revenues and expenditures for intercollegiate athletics in the institution's annual budget report.

5. **Strengthen Leadership and Management Effectiveness.**

• Convene leadership conferences to broaden the participation of colleges and universities in systemwide planning and coordination; work with colleges and universities to develop suitable measures of institutional effectiveness in support of campus and system goals and objectives; communicate results of these assessments to all campuses and to the public; identify with clarity the responsibilities and expectations of college and university trustees. Boards of Trustees should annually evaluate their own effectiveness.

6. **Secure Resources to Make Higher Education Affordable.**

• Assure that State monies are directed to higher education system priorities in both the operating and capital budgets for the years ahead.

• Develop, with the Office of Budget and Management, formal rules concerning the type of "community projects" that are eligible to be funded by higher education bonds.

• Provide incentives, or at least remove disincentives, in state funding policies to encourage consolidation, merger, elimination, transfer or other reduction of unnecessarily duplicative or otherwise low priority academic programs.

• Work to ensure that state funding provides incentives for quality enhancement.
III. Strengthen the higher education system leadership role of the Ohio Board of Regents while retaining college and university responsibility for campus policies and operations.

An affordable system design will require that the Ohio Board of Regents become responsible for: setting statewide goals and objectives for higher education; guiding the development of institutional missions to ensure the most effective deployment of resources; eliminating unnecessary program duplication; establishing statewide funding priorities; providing a framework for the debate of higher education policy issues; and assuring that students are receiving the highest quality services possible. We therefore recommend that the Ohio General Assembly authorize the Board of Regents to carry out the responsibilities which are not currently part of the Board's charter, and to coordinate the delivery of all adult postsecondary programs.

Responsibility for providing leadership in restructuring the system of higher education lies first with the Ohio Board of Regents and the college and university leaders, but this alone is not enough. The state's elected officials need to address where higher education fits among other budget priorities. If Ohio's goal is to produce more educated citizens, then the state of Ohio needs to support additional funding for growing numbers of students on at least an equal footing with additional funding for prisons and for Medicaid. Otherwise restructuring the system of higher education will expend a great deal of energy without reversing the decline in Ohio's ability to compete in a global economy.

We have examined the evidence and offer our recommendations to the Ohio Board of Regents for their consideration. Our recommendations are not short-term in nature. They will require careful consideration by Ohio's government leaders, the higher education community, and industry, labor and community leaders across Ohio. We urge that this process move deliberately and that implementation of the recommendations begin yet this year.

MANAGING FOR THE FUTURE TASK FORCE

Dr. Kenneth M. Clements
Denis
Lima, Ohio

Dr. Sharon Coody, Dean
Academic and Student Affairs
Edison State Community College
Piqua, Ohio

Mr. Thomas G. Cody
Executive Vice President
Legal and Human Resources
Federated Department Stores, Inc.
Cincinnati, Ohio

Dr. Charles E. Hathaway
Provost
Wright State University
Dayton, Ohio

Mrs. M. Marsha Hughes
President
Northeast Ohio League of Savings Institutions
Cleveland, Ohio

Mr. William G. Lyden, Jr.
Chairman of the Board
The Lyden Company
Youngstown, Ohio

Mr. Kent B. McGough
President
McGough & Associates, Inc.
Columbus, Ohio

Mr. Stephen Perry
Director
Department of Administrative Services
Columbus, Ohio

Dr. David H. Pannitz
President
Sinclair Community College
Dayton, Ohio

Ms. Verna K. Riffe
Chairman
Board of Trustees
Shawnee State University
Columbus, Ohio

Dr. Richard Ruppert
President
Medical College of Ohio
Toledo, Ohio

Mr. William J. Shalett
Vice President for Finance
The Ohio State University
Columbus, Ohio

Dr. Joseph Steger
President
University of Cincinnati
Cincinnati, Ohio

Dr. Charles E. Taylor
Partner
Lambert Associates, Inc.
Cleveland, Ohio

Mrs. Anita S. Ward
Vice Chairman
Ohio Board of Regents
Columbus, Ohio

Board of Regents Staff

Dr. Ann H. Moore
Vice Chancellor for Planning & Organizational Development
January 15, 1993

MEMORANDUM

TO: John Moore
   Executive Director of Personnel

FROM: Norma J. Stickler
       Chair, ASC Personnel Welfare Committee

Many thanks for attending our Personnel Welfare Committee meeting yesterday to discuss approaches to conducting job and salary surveys of administrative staff positions. We know how busy your schedule is, so we deeply appreciate your valuable time. As we indicated at the meeting, we are ready to assist you and the new assistant director in developing analyses of positions and salaries.

✓ Ann Bowers, Chair of ASC
January 19, 1993

MEMORANDUM

To: Administrative Staff

Fr: Barb Keeley, Secretary
     Administrative Staff Council

Re: Pre-nomination for 1993-94 Elections

Enclosed is a pre-nomination form for membership on the Administrative Staff Council. As indicated in its Charter, the Administrative Staff Council represents administrative staff by promoting their general welfare, seeking professional development opportunities, maintaining communication among staff members, and reviewing, initiating, and making recommendations on institutions policies. The Council meets from 1:30 to 3:30 p.m. on the first Thursday of each month, except July and August. Attendance at ASC meetings is very important to the overall success of the representative council. In addition, council members are asked to serve on council committees. Council members are elected for three-year terms. The number of seats on council is calculated at ten percent of the administrative staff in the vice presidential area. If you are on council this year and your term expires in 1993, you are not eligible to serve on council for next year. However, you are eligible to serve on University committees.

If you have no interest in serving or if you find it will be difficult to attend, you should withdraw from nomination at this time and prevent your name from appearing on the nomination ballot. Enclosed is a form on which you are asked to indicate if you are not willing to have your name on the nomination ballot. This form also seeks an indication of your interest in having your name on the ballot for various University committees. You do not have to be elected to Administrative Staff Council to be elected to a University committee.

Please return your nomination-withdrawal and committee-interest form to Barb Keeley, 102 Health Center, by 5:00 p.m. on February 8, 1993. Soon after that date, you will receive a nomination form for those people in your vice presidential area who are willing to serve on ASC, followed by an election ballot on which you again will be voting for staff members in your area. You need not return the enclosed for if you are willing to be nominated and do not desire to serve on a University committee.
INTEREST FORM FOR PARTICIPATION ON
ADMINISTRATIVE STAFF COUNCIL AND ON UNIVERSITY COMMITTEES
1993 - 1994

1. _____ If you are nominated for Administrative Staff Council and do not want your name on the election ballot, please check here. Be sure to sign your name below.

2. Administrative staff members serve on a number of University committees. Listed below are the committees for which ASC needs to elect members next year. Please check in the appropriate blank if you would like to have your name on the ballot for that committee. You do not have to be elected to ASC to represent administrative staff on committees.

_____ Equal Opportunity Compliance Committee (3 years)
_____ Insurance (3 years, 2 seats)
_____ Human Subjects Review Board (3 years)
_____ Parking Appeals (3 years)

NAME (please print) __________________________________________

DEPARTMENT/AREA __________________________________________

Please return to Barb Keeley, College of Health & Human Services,
102 Health Center, by 5:00 p.m., February 8, 1993.

asc10
MEMORANDUM

TO: Marshall Rose
Affirmative Action

FROM: John C. Moore
Executive Director

DATE: 1/20/93

RE: Diversity Training

At your meeting with the Classified Staff Council you mentioned the fact that you thought it was necessary to put on more diversity workshops. I totally agree. I would like to meet with you, Rob and Barbara, since each of you are certified to put these workshops on, to set up a schedule that meets with your approval, to have a series of two hour workshops over the next three to four months.

It may also be helpful if we could sit down with Ann Bowers to let her know that we have three people in place and would be willing to give an overview to the Administrative Staff Executive Committee for the purpose of getting another constituent group to agree that diversity workshops are not only necessary but very helpful.

I was very impressed with the questions and the concerns voiced by the Executive Committee of Classified Staff, there seems to be a genuine interest in trying to make Bowling Green State University an environment that we can all live and work and a place where students want to go.

JCM:mmb
xc: Barbara Waddell
    Rob Cunningham
    Roger Dennerll
    Ann Bowers
    Chris Stock
    Bob Martin
January 28, 1993

Memorandum

To: Rob Cunningham

From: Pat Green, Chair, ASC Professional Development Committee

I just wanted to confirm in writing that the Professional Development Committee of Administrative Staff Council has agreed to increase your grant to $510 to cover your airfare to the LDA Conference. I am glad it has worked out that you will be able to go after all.

Submit your invoice for your tickets to me, and I will arrange the reimbursement. Also, a reminder that you are required to submit a written report within a month of the event, by March 30, 1993. It does not have to be in great detail, but an overview of your experience and the benefit to the university.

Once again, congratulations!

cc: Ann Bowers
    ASC Chair
MEMORANDUM

TO:        Paul J. Olscamp
           J. Christopher Dalton
           Eloise Clark
           Bob Martin
           Bob Arrowsmith
           Les Barber
           Philip Mason
           Gaylyn Finn
           Pete Hutchinson

FROM:      John C. Moore
           Executive Director

DATE:      2/22/93

This is hot off the press - the Family and Medical Leave Act that will go into effect August 1, 1993. I think we can take our present Maternity Leave and Paternity/Adoption Leave policies and come up with one policy that will be the BGSU Family Leave Policy. The new Policy will be better than the one offered by the Government.

JCM:kh

xc: Chris Stock
    Ann Bowers
    Allen White
Overview of Position

Reports to the Executive Director of Personnel Services and is responsible for managing the classified and unclassified employment functions and for conducting all classified job audits and identifying and developing personal and professional training programs.

Essential Duties and Responsibilities

- Directs assigns, and evaluates the work of two Personnel Officer II's who facilitate the processes for filling full-time, part-time, and temporary classified and unclassified vacancies at the University.
- Directs, assigns, and evaluates the work of an Administrative Secretary I who is involved in coordinating the job audit process, assisting with handling the budget, coordinating training programs, and providing secretarial and clerical support to the Employment/Training area. Approves vacation and sick leave requests and conducts annual performance evaluations. Hires, trains, and evaluates the performance of a part-time work study student.
- Responds to requests for position audits following policies and procedures established by the Ohio Revised Code. Represents the University in appeal hearings relating to the job audit function in the state.
- Responsible for the University's compliance with the Drug-Free Schools and Communities Act for faculty and staff.
- Monitors the Immigration and Naturalization reporting requirements for the classified and administrative staff.
- Responsible for monitoring Personnel's compliance with a portion of the Americans with Disabilities Act and the Criminal History Act.
- Monitors employment processes to ensure compliance with Ohio civil service laws, rules, and procedures and provides technical advice to members of the University community.
- Monitors the hiring process for classified and unclassified staff to ensure compliance with EEO laws and University's affirmative action plan.
- Coordinates the summer assignment process for all furloughed employees.
- Conducts workshops and seminars on recruiting, retention, and ADA.
- Participates in the New Employee Orientation Program.
- Responds to questions from supervisory and non-supervisory staff regarding University personnel policies and procedures.

- Participates in planning, developing, and implementing personnel training programs and policies affecting the health and welfare of classified and administrative staff. (e.g., Personal Days, Sanction Policy, Administrative Staff Hiring Procedures, Drug-Free Schools Policy and Program, Grievance Procedures, etc.).

- Develops and maintains the Employment Services' HRS function, including position control and applicant tracking and serves as office resource on CUES system.

- Performs research and reports as directed by the Executive Director of Personnel Services.

- Performs public relations duties such as attending job fairs, working with local placement agencies, high schools, and two-year colleges.

- Writes grant proposals.

- Maintains office operations in absence of supervisor.

- A list of duties is not all-inclusive, performs other related duties assigned.

Questions

Bachelor's degree in Business, Human Resources or related field. Three years' managerial/supervisory experience in a human resource department, preferably in Employment, Training, and/or Compensation. Must have experience in working in a computerized office and have the ability to implement HRS systems. Previous experience and working knowledge of civil service regulations is highly desirable.

Salary

$35,000 - $40,600 commensurate with qualifications/experience.

To Apply

Send letter of application, resume, and names, addresses and telephone numbers of three professional references postmarked by February 19, 1993 to:

Personnel Services (Search M-01)
106 College Park Office Building
Bowling Green State University
Bowling Green, OH 43403

(Official transcripts will be required upon offer of employment)
January 28, 1993

MEMORANDUM

TO: Amy O'Donnell
Deb Wells
Pat Green
Bev Stearns
Christopher Smitherman
Bob Carlisle

FROM: Ann Bowers

RE: Ad Hoc Internal Affairs Committee

First, thanks so much for volunteering to be a part of this new ASC Committee. And a special thanks to Amy O'Donnell for agreeing to serve as chair. Listed below is the committee's charge; the first section of the charge, if possible, I would like to see in place by this summer, the rest will be to you to work on at your convenience. Please do not feel committed to dealing only with the points raised in this charge. I see this ad hoc committee continuing to meet for the next couple of years and more than likely becoming a permanent committee of ASC.

Please let me know if I can be of any assistance and thanks again.

INTERNAL AFFAIRS AD HOC COMMITTEE

This ad hoc committee will report to the ASC Executive Committee. Its responsibilities include but are not limited to:

Develop an orientation program/packet for new employees about ASC and for new ASC members; write a brief history of ASC and make this a part of the orientation packet.

Study the awards for administrative staff, discuss the potential of new awards and/or better recognition of awards presented.

Improve ASC meetings to personalize; reconfigure meeting set-up; revitalization of GASP. (Gathering of Administrative Staff Personnel)
ION AND ALLIED PROFESSIONS

AND

THE DEPARTMENT OF EDUCATIONAL ADMINISTRATION AND SUPERVISION

present

DR. CHAROL SHAKESHAFT, CHAIR

DEPARTMENT OF ADMINISTRATION AND POLICY STUDIES
SCHOOL OF EDUCATION, HOFSTRA UNIVERSITY

DECONSTRUCTING THE ERECTED NEST!

SEX AND POWER IN ORGANIZATION

Dr. Shakeshaft has written over 60 articles in policy and leadership issues. Her book, Women in Administration, first published in 1981 and in its third printing, is considered to be the defining text on women in leadership positions within education. In addition, Dr. Shakeshaft has written widely on women and power within organizations. She has received a number of awards including the University Council of Educational Administration’s Jack A. Cullbertson Award and the American Educational Research Association’s Willistina Goodsell Award, both for outstanding research and writing. An extraordinary speaker, Dr. Shakeshaft is in great demand and lectures frequently throughout the nation.
February 11, 1993

Memo

To: Jose Trevino  
Admissions and Marketing

From: Pat Green, Chair  
ASC Professional Development Committee

On behalf of the Administrative Staff Council Professional Development Committee, I am pleased to inform you that you have been awarded $471 towards the cost of your registration and transportation for the convention being held by the National Council for Marketing and Public Relations. The committee felt this is an important event for you to attend in your capacity at Firelands.

Please submit an invoice to me, and I will make sure you are reimbursed. In addition, you are required to submit a written report on the event by April 17, 1993. The report should provide an overview of the convention and your perception of how you and Firelands will benefit.

Once again, congratulations.

cc: Ann Bowers
February 11, 1993

Memo

To: Keith Instone  
Computer Sciences

From: Pat Green, Chair  
ASC Professional Development Committee

On behalf of the Administrative Staff Council Professional Development Committee, I am pleased to inform you that you have been awarded $635 for your registration fee for INTERCHI '93. Your presence at the conference to present your paper is an great honor for you and Bowling Green.

Please submit an invoice to me, and I will arrange the reimbursement. In addition, I want to remind you that a written report on the conference is due by September 29, 1993. Your report should cover the highlights of the conference and how you perceive you personally and the university benefited.

Once again, congratulations.

cc: Ann Bowers
February 11, 1993

Memo

To: Claudia Crowell  
Development Officer

From: Pat Green, Chair  
ASC Professional Development Committee

On behalf of the Administrative Staff Council Professional Development Committee, I am pleased to inform you that you have been awarded $357 towards your registration for the three day seminar on fundraising. The committee felt this is an important event for you to attend in your current position.

Please send me an invoice, and I will arrange reimbursement. In addition, you are required to submit a written report by March 23, 1993. The report should be a brief overview of the event and your perception of how you and Bowling Green will benefit.

Once again, congratulations.

cc: Ann Bowers
February 15, 1993

MEMORANDUM

TO: Dr. Bob Arrowsmith
   Interim Vice President for Student Affairs

FROM: Ann Bowers
       Chair, ASC

RE: ASC Representation on ACGFA

As per the attached memo, the Administrative Staff Council no longer has representation on ACGFA. Since ACGFA already has held orientation and meetings begin this weekend, it is impossible for us to replace Monica Smith-Scott in a timely manner. Therefore, ASC will not have representation on ACGFA this year.

We look forward to having a representative on ACGFA next year.

AB:swf

Attachment
DATE: February 9, 1992

TO: Ms. Ann Bowers
    Chairman of ACGFA

FROM: Monica Smith-Scott,
       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.
MEMORANDUM

TO: Dr. Les Barber  
Executive Assistant to the President

FROM: Ann Bowers  
Chair, ASC

RE: Thanks

February 15, 1993

Thank you for attending the ASC Executive Committee meeting last Tuesday. We appreciate your thoughts and guidance regarding our long-range goals.

In the future, as we have questions or concerns regarding policies directly affecting administrative staff, we will communicate them to you. Thanks again for your time.

AB: swf
February 15, 1993

MEMORANDUM

TO:  Imogene Krift  
      Manager, Office Services  

FROM:  Ann Bowers  
        Chair, Administrative Staff Council

RE:  Retirement

As Chair of Administrative Staff Council and representing the many administrative staff who have used Office Services and have had nothing but praise for the work completed by you and your staff, please accept our congratulations on retiring from BGSU. Office Services certainly has made many of our workloads easier and the pleasant manner in which you have treated administrative staff is much appreciated.

Please accept our congratulations and well wishes for a wonderful retirement.
February 10, 1993

MEMORANDUM

TO: Allen White  
Chair, Faculty Senate

FROM: Ann Bowers  
Chair, Administrative Staff Council

RE: ASC Meeting

Thank you so much for speaking at the ASC meeting last Thursday. Your comments were appreciated.

I have talked with Chris Stock, Chair of CSC, and she is open to meeting with you and I, on an informal basis, to discuss common concerns. I have asked her to send to me any thoughts on agenda items for our first meeting, and would like to have you do the same. It is my understanding that such meetings occurred in the past and perhaps we can establish the "tradition" again so that it will carry over next year. I am not trying to add extra meetings to our schedules, but I think it would be good to have the three chairs meet periodically, and depending on the agenda items, ask the president from either or both Graduate Student Senate and Undergraduate Student Government to attend.

Thanks again for your time last Thursday.

AB: swf
MEMORANDUM

TO: Ann Bowers, Chair
    Administrative Staff Council

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

RE: New Committees

February 15, 1993

I noticed in your January 7, 1993 minutes information about two new Ad Hoc Committees. Although it is not appropriate that I serve on either, I have a great interest in their activities.

I believe that greater community involvement is instrumental in University/community relations and personal/professional growth. I also believe the staff members can contribute to the University's success in a greater way if they are better informed. New staff member orientation is crucial to that process. We have, through the Office of Personnel Services, developed an extensive orientation program. We would welcome any opportunity to share information about the activity and welcome equally your Committee's assistance.

If we in Operations can assist in any way, please let me know.

cc. John Moore
    Jim Corbitt
March 1, 1993

Josh Kaplan, President
Administrative Staff Council
Bowling Green State University
Bowling Green, OH 43403

Dear Dr. Kaplan:

I hope you recall that last year, the Administrative Senate of Ohio University began discussion of forming an Ohio Administrative Network. We sent a questionnaire, and you were kind enough to complete and return it. Though time has passed, we are still interested in attempting to form this network, and we hope you are also interested.

Based upon the information collected in the survey, the areas of common interest expressed were (listed in rank order):

- Benefits and Compensation
- Health Care Benefits
- Administrative Exchange Program
- Early Retirement
- Continuing/Yearly Contracts
- Professional Development
- Environmental Health Hazards

These areas had at least five (out of twelve) people express interest in them.

The committee which is now working on moving the Network idea along, is very interested in the possibility of using Electronic Mail as a means of communication. Electronic Mail would constitute a clearinghouse concept for information and ideas. We will want input from each of you as it relates to these possibilities and whether or not your campus can communicate through E mail.

However, we do feel that at least one face-to-face meeting should be held before we try to communicate either through normal mail channels or electronically. A meeting would allow us to shape and solidify our goals, and would help in communicating with each other in the future.
We are considering an April meeting date, one day, at the Ohio University campus in Lancaster, Ohio. The dates we have in mind are: April 16, April 23, or April 30. We will be contacting each of you by phone for possible dates which are acceptable.

I sincerely hope we can accomplish this task and look forward to meeting each of you in the near future.

Sincerely,

Muriel L./Ballou, Chair
Communication Network Committee
Administrative Senate, Ohio University
March 3, 1993

MEMORANDUM

TO: Ann Bowers, Chair
    ASC
FROM: Beverly Stearns, Member
      Ad Hoc ASC Internal Affairs Committee
RE: History of ASC

The Ad Hoc ASC Internal Affairs Committee met today, and prioritized a list of projects. Included among the list is a compilation of information about ASC to use in an orientation packet for new administrative staff members. (Amy will report during the 3/4/93 ASC meeting.) One of my assignments is to redraft the "History of ASC" that you gave at the ASC Winter Reception.

Is the piece in the Feb. 1 issue of the Monitor (enclosed) a replication of the information you presented during the reception? If not, would you be willing to forward me a copy of your script? Would you recommend including additional information in an orientation packet?

As always, your comments/suggestions are most welcome. Thanks!

enclosure
MEMORANDUM

TO: Ann Bowers
FROM: Allen S. White
DATE: March 2, 1993
RE: Senate, ASC and CSC

Forgive me for not getting back with you sooner regarding a meeting with you, Chris Stock and me. I agree that it would be useful if we three could meet informally to discuss issues of mutual concern.

I will provide my schedule and urge that you and Chris do likewise. Perhaps you would be kind enough to review the schedules and set a first meeting in the near future. I think we three should meet first before inviting the students to join us. My schedule is:

8:30-10:30 am. MWF class
11.00-12:00 am T and R meeting
2:30-4:30 p.m. T Senate or Executive meeting

If you would like to meet in the Senate Conference room, give Diane a call -- perhaps, we could meet over a cup of coffee in the Nest this first time.

pc. Chris Stock

By M. The Feds
Call apology.
March 4, 1993

MEMORANDUM

TO: John Moore
Executive Director of Personnel Services

FROM: Ann Bowers
Chair, Administrative Staff Council

RE: Severe Weather Policy

As I am sitting in my office looking at the freezing rain (now turning into snow), I remembered that I was to send to you our thoughts on the new severe weather policy. We appreciate the work done in developing this policy which hopefully will simplify matters if BGSU closes.

The ASC Executive Committee reviewed the policy and we have just a couple areas of concern. First, will a list of those personnel designated as essential be available with each Vice President. Second, would it be possible to substitute the word "emergency" or "designated" for the word "essential" when noting those employees who are expected to report during an emergency. I know this may be just semantics, but some members of the Executive Committee were concerned about the term. Last, we agree that the Chart helps in clarifying the policy but we were confused as to if the Chart referred only to those "essential" employees or anyone who decided to stay or come into work during an emergency situation.

That's it; thanks for the request for input regarding this policy. I will be happy to discuss any of the above questions with you at your convenience.
March 9, 1993

MEMORANDUM

TO: Greg Jordan

FROM: Ann Bowers

RE: ASC Executive Committee Meeting

First, THANKS for running this meeting. . . another meeting in Columbus for me.

There is not a lot for the agenda. First, I would like the Executive Committee to discuss the salary proposal for opinions. Do we want to ask Bob Waddle to have a specific resolution or motion ready for the April meeting, perhaps in writing? What does the Executive Committee think about the percentage being asked?

Second, the calendar for the rest of the year.

--NEW NEWS: Even though I said that the Executive Committee will not need to meet over spring break, I just talked with Pat Green and the Professional Development Committee has a bunch of information to discuss with us before the April meeting. So have them keep March 23 on their calendars and we will meet in the Canal Room at noon (Please have Barb check to make sure we have the room on that date). Pat Green will bring all the information to us at that meeting. We can also talk about elections at that time as a group.

--The only time I cannot meet in June for our Firelands trip is June 8th, otherwise I am open, so please have people check calendars so we can begin to plan the "outing."

The only other news to report:

--I received a memo from Allen White stating that he was open to meeting with Chris Stock and myself and to go ahead and set up a date.

--I had a call from Jason Jackson and he wants to meet this Friday just with me to begin discussing ways we can all cooperate on such issues as child care, etc. More later.....

Good of the order.

Also Norma will not be in attendance as she has a Dean candidate in today, and Joan Morgan is sick.
March 10, 1993

Professor Donald Boren
Chair
Health Care Task Force

Dear Don:

At long last, I am coming back to you and the members of your committee with a flashed-out cost analysis and proposal for changes in the University Health Care Benefit Plan for all employees based upon your original report, and reviews of it together with additional recommendations for change from the Classified Staff Council, Administrative Staff Council, The University Insurance Committee, the Faculty Senate and an outside consultant, and an internal working group advisory to me consisting of Chris Dalton, Vice President for Planning and Budgeting, Bob Martin, Vice President for Operations, John Moore, Executive Director of Personnel Services, Gaylyn Finn, University Treasurer, and Jim Morris, Manager Benefits. You will see that they have studied the committee's original plan together with the recommendations, comments, criticisms, etc., of all of the employee groups prior to coming up with their recommendations based upon all of that information.

The recommendations of the Dalton-Morris final review group are similar to preliminary conclusions I had reached on my own. It seems to me that they are for the most part consistent with the philosophy underpinning your original report, with the added obvious benefit of producing a "level playing field" for all employees henceforth in the area of health care.

I will not make a final decision however until this material has been carefully reviewed by your group. Upon receipt of your final findings and analyses, I will then put together a final report and recommendations myself, which will be the report and recommendations that I send forward to the Board of Trustees.

As we discussed earlier in the year, it will be necessary as these new plans are phased in to have a relatively independent review group
study occasional problems with that implementation and make recommendations to me and to the Insurance Committee of the University about how to handle them. It is also important to maintain such a group for the next two to three years to decide whether or not the implementation of the proposed health care changes is working, and to make recommendations about courses of action in the event that the committee believes the changes are not working as planned.

Accordingly, I am asking your group to remain as a committee for at least the next two years, that is to say until June 30, 1995, in order to review with the Insurance Committee and with the Dalton-Morris group the phases for implementation, the actual implementation, and the problems stemming from the actual implementation of whatever the final health care recommendations are which I send to the Board of Trustees, assuming the Board approves them. I intend to send forth my recommendations to the Board of Trustees no later than May. I expect we will begin to implement them July 1.

Many thanks again for your cooperation.

Yours truly,

Paul J. Olscamp
President

Enclosure

cc: Members, University Health Care Task Force
Dalton-Morris group
University Insurance Committee Chair
Faculty Senate, Chair
 Classified Staff Council Chair
Administrative Staff Council Chair
March 12, 1993

MEMORANDUM

TO: Allen S. White
FROM: Ann Bowers
RE: Joint meeting

Thanks for your reply and for your interest in meeting with Chris Stock and myself. I talked with Chris and we did come up with a meeting time if it is convenient with you--March 29, 1993, at 2:00 p.m. We liked your idea of coffee in the Nest and would like to meet there.

I do not think we need to set an agenda. We can discuss whatever we wish and use this first meeting to define areas of mutual interest. Please let me know if this meeting time is not convenient. If I do not hear from you, I will see you on the 29th.

copy: Chris Stock
MEMORANDUM

TO: Chris Stock
Chair, Classified Staff Council

FROM: Ann Bowers
Chair, Administrative Staff Council

RE: March meeting

March 12, 1993

Thank you so much for attending the March 4, 1993 ASC meeting and speaking with us about the goals and concerns of Classified Staff Council. I believe it is important for administrative staff to understand the problems and concerns of classified staff especially during these times.

Thanks again for your time.
MEMORANDUM

TO: Shannon Tackett
   Union-Arrangements

FROM: Ann Bowers
       Chair, Administrative Staff Council

RE: Reserving the Canal Room

March 25, 1993

This is to confirm my request to reserve the Canal Room on April 6, 1993, from noon until 1:30 p.m., for a special meeting of the Administrative Staff Council Executive Committee. Thank you for reserving this space for our meeting.
MEMORANDUM

TO: Ann Bowers, Chair
   Administrative Staff Council

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

SUBJECT: United Way

March 19, 1993

Few of us have experienced the pain of hunger! If we do we simply go to the refrigerator and grab a snack. Unfortunately there are people, especially children, who face the pain of hunger every day.

The United Way will spearhead the work site campaign for "Scouting for Food" which will be conducted April 1 through April 23. Local businesses and work sites will be asking their employees to bring in non-perishable food items to be donated to food pantries in Wood County. In 1992, twenty work sites within Wood County raised approximately 20,000 cans of food. This year's work site campaign is headed by volunteer chairperson Mark Smith of the Huntington Bank.

If Administrative Staff Council is interested in joining us in this most worthwhile cause to help stop the hurt of hunger, please contact myself, Mark Smith from Huntington National Bank at 352-1030, or Madine Nusser from United Way at 352-2390 for more information.

93-6
Appendix A
1992-93
Summary of CUPA - BGSU Average Salary
Compared to State Average

<table>
<thead>
<tr>
<th>Version</th>
<th>BGSU # of Cases</th>
<th>BGSU Average</th>
<th>CUPA Average</th>
<th>Difference</th>
<th>% Difference</th>
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</thead>
<tbody>
<tr>
<td>MV 1.1</td>
<td>74</td>
<td>$48,444</td>
<td>$50,189</td>
<td>($2,045)</td>
<td>-4.05%</td>
</tr>
<tr>
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</tr>
<tr>
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<td>($2,106)</td>
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</tr>
<tr>
<td>MV 4.1</td>
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<td>($1,931)</td>
<td>-3.66%</td>
</tr>
<tr>
<td>MV 5.1</td>
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<td>$49,398</td>
<td>$51,338</td>
<td>($1,940)</td>
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<tr>
<td>MV 6.1</td>
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<td>$49,437</td>
<td>$51,512</td>
<td>($2,075)</td>
<td>-4.03%</td>
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</table>

Recommendation based upon MV 3.1

Note: MV 1.1 and MV 2.1 exclude faculty and institutional staff. MV 3.1 includes faculty and classified staff.
Appendix B
1992-93
Summary of Comparison of BGSU Salaries
to Other State Schools Using Common Positions
(MV 3.1)

<table>
<thead>
<tr>
<th>School</th>
<th># of Positions</th>
<th>Average Salary</th>
<th>BGSU Average Salary</th>
<th>Difference</th>
<th>% Difference from BGSU</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ohio State</td>
<td>52</td>
<td>$50,240</td>
<td>$48,190</td>
<td>$11,050</td>
<td>22.93%</td>
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<tr>
<td>Cincinnati</td>
<td>38</td>
<td>$55,272</td>
<td>$49,499</td>
<td>$5,773</td>
<td>11.66%</td>
</tr>
<tr>
<td>Ohio</td>
<td>40</td>
<td>$56,318</td>
<td>$52,110</td>
<td>$4,208</td>
<td>8.03%</td>
</tr>
<tr>
<td>Miami</td>
<td>47</td>
<td>$50,284</td>
<td>$49,350</td>
<td>$934</td>
<td>1.89%</td>
</tr>
<tr>
<td>Toledo</td>
<td>43</td>
<td>$49,924</td>
<td>$49,489</td>
<td>$435</td>
<td>0.92%</td>
</tr>
<tr>
<td>Cleveland</td>
<td>30</td>
<td>$52,560</td>
<td>$52,390</td>
<td>$170</td>
<td>0.32%</td>
</tr>
<tr>
<td>BGSU</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kent</td>
<td>48</td>
<td>$47,482</td>
<td>$47,554</td>
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<td>-0.15%</td>
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<td>Youngstown</td>
<td>34</td>
<td>$46,989</td>
<td>$47,443</td>
<td>($454)</td>
<td>-0.96%</td>
</tr>
<tr>
<td>Akron</td>
<td>34</td>
<td>$50,394</td>
<td>$51,424</td>
<td>($1,030)</td>
<td>-2.00%</td>
</tr>
<tr>
<td>Wright</td>
<td>37</td>
<td>$48,814</td>
<td>$50,924</td>
<td>($2,120)</td>
<td>-4.16%</td>
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% Difference from BGSU
Appendix B.1
Summary of Comparison of BGSU Salaries
to Other State Schools Using Common Positions (MV 3.1)
Four Year Comparisons
Appendix E
Percentage of BGSU Salaries
Greater than 10% Below the State Average
for that Position
Four Year Comparison

<table>
<thead>
<tr>
<th>Year</th>
<th>Percentage</th>
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<td>30.36%</td>
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<tr>
<td>1991-92</td>
<td>38.98%</td>
</tr>
<tr>
<td>1992-93</td>
<td>33.89%</td>
</tr>
</tbody>
</table>
### Appendix C
Comparison of BGSU to Other Schools by Common Positions
If All Other Schools Increased 3.5% and BGSU Increased 5.5%

<table>
<thead>
<tr>
<th>Institution</th>
<th># of Positions</th>
<th>Average Salary</th>
<th>BGSU Average</th>
<th>Diff. from BGSU</th>
<th>% Diff. from BGSU</th>
<th>1992-93 Appendix B</th>
<th>1992-93 Appendix B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ohio State</td>
<td>52</td>
<td>$61,513</td>
<td>$59,540</td>
<td>$1,973</td>
<td>20.60%</td>
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<td>$56,272</td>
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<td>40</td>
<td>$58,296</td>
<td>$54,976</td>
<td>$3,313</td>
<td>6.03%</td>
<td>$56,318</td>
<td>$52,110</td>
</tr>
<tr>
<td>BGSU</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miami</td>
<td>47</td>
<td>$52,044</td>
<td>$52,064</td>
<td>($20)</td>
<td>-0.04%</td>
<td>$50,284</td>
<td>$49,250</td>
</tr>
<tr>
<td>Toledo</td>
<td>43</td>
<td>$51,671</td>
<td>$52,190</td>
<td>($519)</td>
<td>-0.99%</td>
<td>$49,924</td>
<td>$48,469</td>
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<tr>
<td>Kent</td>
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<td>$49,144</td>
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<td>($1,026)</td>
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<td>Youngstown</td>
<td>34</td>
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<td>$46,963</td>
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<tr>
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<td>Wright</td>
<td>37</td>
<td>$50,522</td>
<td>$53,755</td>
<td>($3,233)</td>
<td>-5.98%</td>
<td>$48,814</td>
<td>$50,933</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>% Increase</th>
<th>% Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.035</td>
<td>1.055</td>
</tr>
</tbody>
</table>
Ann Bowers  
Administrative Staff Council  
Bowling Green State University  
Bowling Green, OH 43403

Dear Ms. Bowers:

I am glad to announce that Ohio University's Administrative Senate has set a meeting time for the Networking Task Force. The meeting will be held at 10:00 a.m., Friday, April 30, 1993. We will be meeting at the Ohio University Lancaster Regional Campus. This campus is centrally located, about 20 miles south of Columbus.

The Lancaster campus is located on State Route 37, which can be accessed from two different directions. If you are traveling west on I-70 toward Columbus, you may take SR 37 south. The campus is approximately one and one-half miles before you reach the city of Lancaster. Others may reach the campus by taking SR 33, either from the south or north. You will drive into the city of Lancaster, and turn east on Fair Avenue (the intersection has a Jolly Pirate Donut shop on one corner). Proceed to the third stop light, at the corner of the fairgrounds, and turn left. There are signs. Proceed approximately one and one-half miles, the campus is on the right. No parking permits are necessary, and we will have signs in the lobby indicating which room we will be using.

We in the Administrative Senate at Ohio University are extremely pleased to have the opportunity to talk with other administrators around the state. We look forward to meeting each of you, and hope you will bring your ideas, information and concerns with you for discussion.

If you cannot attend, please feel free to send someone from the campus to represent your institution. If no one can attend, please let us know at 1-800-444-2420.

I look forward to seeing you on April 30th.

Sincerely,

Muriel L. Ballou, Assistant Director  
Adult Learning Services

MB:se
OHIO ADMINISTRATIVE NETWORK TASK FORCE

The primary purpose of this Task Force is to explore the possibilities of establishing formal or informal communication networks with administrative representative bodies similar to ours at other state universities in Ohio. Such a network is needed to (1) find out the status of various issues throughout the state university system, (2) explore how other institutions are coping with common problems that arise, (3) find out how the various administrative representative groups are responding to such issues and problems, and (4) assess whether there are common strategies that can be used to address specific problems.

Such an administrative network could take many forms including, but not limited to, the following:

- A formal organization with members from each university which would perhaps meet annually with smaller committees meeting more often.
- A smaller, representative group which would coordinate information sharing among all of the administrative groups throughout the university system.
- An even more informal telephone network. Such a network might only be used when critical problems arise.

One of the areas that such a network should avoid is lobbying or direct attempt to influence the legislature. The possibilities of violating lobbying laws, coming into conflict with ethical codes, or coming into conflict with senior officers creates more of a risk that the benefits would justify.

The reason it is more important to establish a network with other state universities is that they would have issues and problems which were similar to ours since they are of a similar size and composition, are regulated by the Board of Regents, have the same funding sources (state subsidy, etc.), and have common ancillary systems such as PERS. Additional non-public and out-of-state institutions could be added to a network if the Task Force found such additions would contribute to the purpose of the network.

The Task Force should keep the Administrative Senate Executive Committee apprised of its progress in organizing a network. The Executive Committee will want to be involved in any key decisions made during this organizing process. The Task Force should feel free to contact Scott Shepherd or Gretchen Stephens to answer questions at any time.

Good luck in your efforts!
April 14, 1993

MEMORANDUM

TO: Dr. Martha Rogers
    Dr. Ron Stoner

FROM: Ann Bowers

RE: ASC Meeting

First, thank you for agreeing to speak with Administrative Staff Council at its May meeting regarding the BGSU Faculty Association and collective bargaining. I just wanted to officially confirm the time and place with both of you. The Council meeting is May 6, 1993, and will be held in the Alumni Room of the Union. The meeting will begin at 1:30 pm and as guest speakers you will be first on the agenda.

Usual attendance is about 45. Our meetings are open to all administrative staff so there may be a few more in attendance. I look forward to seeing you on the 6th.
To: Ann Bowers
From: Amy O'Donnell
Re: Vacation Policy

April 20, 1993

Given the fact that we spoke about vacation inequities a good three or four weeks ago, I thought I'd follow up with an official memo covering the information surrounding my circumstance.

I was hired in February 1991. My director, JoAnn Kroll, knew I was getting married in January 1992. At the time of the offer, she suggested that she imagined I would like to take a honeymoon after my wedding. I confirmed that we had planned a honeymoon immediately following the wedding. We discussed that the University's vacation policy required that an employee provide a full year of service prior to being granted any vacation time. However, she indicated something could be worked out.

I assumed that I would not have any difficulty getting two weeks of paid vacation time off. At some point, I was informed by another student affairs professional that Mary Edmunds, then VP for Student Affairs, had circulated a memo stating that no student affairs employee would be granted vacation prior to his/her one-year anniversary. I questioned JoAnn on her pre-employment condition. She asked Bob Arrowsmith, Associate VP for Student Affairs, if I would be allowed the paid time off. He said "no." JoAnn also said she asked Mary, who responded negatively. However, if I wanted to pursue it further I could.

Needless to say, having heard from several sources across campus about the unequal implementation of the vacation policy, I took no issue with approaching Mary. She granted the request easily, but requested that I keep her decision a secret. Anyone who inquired about my ability to take time off with pay should be told it was an unpaid leave.

I am assuming that because I could have potentially pursued legal action because of a pre-employment condition, I was granted two weeks paid vacation. However, the process I went through was really unnecessary, and I believe, an intimidation tactic.

This is my story; I know there are others. Let me know if you need additional information.
For two years the ASC Professional Development Committee has been exploring the concept of succession planning for administrative staff members at Bowling Green. At this time we would like to update you on our progress.

A succession plan identifies employees who are talented, have transferable skills and are ready to be groomed for a particular position within the university. Once identified, the person is encouraged to acquire additional skills necessary for promotion through appropriate professional development activities. The results are a win-win situation. The employee feels valued by the university, and the university has a qualified person to step into a particular position or to compete in an applicant pool.

The Professional Development Committee has taken the following steps in the past two years:

- Worked closely with John Moore in Personnel Services in examining approaches to succession planning
- Distributed survey to top three levels of administration to determine level of support for succession planning at BGSU (65% of the surveys were returned with a high level of approval for the plan.)
- Met with Marshall Rose to discuss succession planning in relation to affirmative action goals (Marshall endorsed succession planning as consistent and helpful to affirmative action guidelines.)
- Met with Jim Severs, a BGSU alumnus and human resources consultant from Columbus, to discuss Succession Planning and organizational review plans as they might apply to a university setting
- Met with Chris Dalton to discuss Total Quality Management in higher education (There are some aspects of TQM that overlap with succession planning.)
- Explored current concepts of Total Quality Management, Continuous Quality Improvement, Succession Planning and organizational review processes by conducting extensive literature searches

As a result of the work of the committee, it is apparent that in times of reduced resources and on-going changes an organizational review process/succession plan would be of great benefit to Bowling Green. The development and approval of a plan are the next steps to be taken by Administrative Staff Council. It has been recommended by the Professional Development Committee that an ad hoc committee be established and charged with this goal for 1993-94.

If you have any questions, comments, or feedback, we would welcome them as we move forward.

cc: John Moore
Ad Council Members
April 27, 1993

Mr. Thomas W. Noe
Numismatic Investments of Ohio
5577 Monroe Street
Sylvania, OH 43560

Dear Tom,

As Chair of Administrative Staff Council, I am very pleased to invite you as a guest speaker to our June 3, 1993 Council meeting. This will be my last meeting as Chair and if flattery (sincerely meant) will help make your decision easier, I decided to save the "best for last." We are interested in having you speak with us about your views on BGSU as a member of the Board of Trustees and also in having you meet the members of ASC. At this meeting we will have both the 1992/93 members as well as the newly-elected members.

We meet in the Alumni Room of the University Union beginning at 1:30 p.m. Usually our guest speakers are first on the agenda, talk about 10-15 minutes, and then we open the floor for questions. You are welcome to stay for the business meeting if it is convenient. I am hopeful that your schedule will allow you to attend this meeting, and I will call next week to confirm and answer any questions you may have. Thank you.

Sincerely,

Ann M. Bowers
April 29, 1993

MEMORANDUM

TO: Ann Bowers, Chair Administrative Staff Council
    Greg Jordan, Chair-Elect, Administrative Staff Council
    Pat Green, ASC Professional Development Committee

FROM: Paul J. Olscamp
       President

Many thanks for your report on the work of the ASC Professional Development Committee in connection with the concept of succession planning for administrative staff members at the University. I agree that succession planning is an important part of the Administrative Staff Council's responsibilities, and I applaud it. It is also important to keep in mind that the University must bring in new talent from outside from time to time to refresh our thinking, and to give us new visions for the future. I do not think this is inconsistent at all with what you are doing, and I look forward to the recommendations of your committee.

Best wishes.
May 3, 1993

MEMO

TO: Directors Council

FROM: John Moore

We have an opportunity for a great training program that Ed O'Donnell has been working on and needs your dollars and support.

The program is entitled "Developing Effective Interpersonal Dynamics". It will be held on June 23, 1993 from 8:30 to 4:30. The location will be announced later.

The presenter will be Thomas J. Champoux.

THE CONSULTANTS PROFILE:

Tom Champoux, nationally recognized as a dynamic speaker and energizing trainer, challenges long-held myths about leadership and followership. Drawing on over 25 years working with organizations of every size and description, he believes that those who do not manage the relationship between people skills and technical skills will have difficulty making it to the year 2000, let alone survive beyond it. The critical issue, and the heart of Tom's work, lies in creating an organizational climate built around empowerment, and the exchange of trust, respect and dignity.

We guarantee he will light up his audience. Tom will show people how to reach new heights in developing ...

...greater depth of trust
...increased level of respect
...added strength to commitment of a common goal

Is Tom Champoux just another speaker?

NO WAY! Tom demonstrates ways to bring out the best in employees at every level, encouraging them to work together as a team.
Is it worth the time and money?

YOU BET IT IS! This is possibly the best investment you will make all year. Tom's honest and earnest approach will provide you with information that you can start to use right away.

Why would I want to come?

GLAD YOU ASKED! Come witness and experience for yourself what a positive energy source Tom can be. Tom will share the same information he gives frequently to organizations like Boeing, Hewlett Packard and Marriott Corporation.

The timing for this program is perfect. All we need is your financial support. The cost of the program that will include lunch for at least 150 employees will be $3000. For more information call Ed or me.

xc: Chris Dalton
    Jack Taylor
    Phil Mason
    Betsy Clark
    Bob Arrowsmith
    Les Barber
    Ann Bowers
    Chris Stock
    Jack Gregory
MEMORANDUM

TO: Ann Bowers  
Chair  
Administrative Staff Council

FROM: John C. Moore  

DATE: April 28, 1999

RE: Presentation made by William M. Mercer Company

This is to confirm the visit of representatives from the Mercer Company on campus. This visit will be on Monday, May 17 at 1:00 in the Training/Conference Room at College Park Building. They will give a presentation to the Executive Committee of the Administrative Staff Council regarding job analysis and salary management planning and programs. All Vice Presidents are invited to attend, even though they previously were shown a presentation. If you have any questions, please feel free to contact me.

JCM:mmb  
xc: Eloise Clark  
   Chris Dalton  
   Bob Martin  
   Phil Mason  
   Bob Arrowsmith

TO: ASC Executive Committee

FROM: Ann

RE: Above meeting

Please note the meeting time and place for our session with the Mercer Company, the consultant group to study administrative staff positions, salary, etc. Please try to make this meeting; just let me know if you cannot be there. Thanks.
May 3, 1993

Ann Bowers
Assistant Director of Archival Collections
Bowling Green, Ohio 43403

Dear Ann,

Thank you for attending the Undergraduate Student Government 1993 Awards Banquet. It’s not often that the students of this university have the privilege of meeting some of the most outstanding administrators, faculty, and staff of this campus. Your dedication to the welfare of students is proven time and time again, and inviting you to attending our banquet was just another way to say thank you and that we're glad you're here.

Sincerely,

Jason T. Jackson
USG President

Chad C. Luckner
USG Vice President
May 4, 1993

Cheryl Yeack  
Computer and Info Science  
223B Bolz Hall  
2036 Neil Ave.  
Ohio State University  
Columbus, Ohio 43210

Dear Cheryl,

Please find enclosed the latest, 1993/94, Administrative Staff Handbook. It is pretty messy now, because Personnel Services usually does not reissue the handbook each year; just provides us updated sheets with revised or removed policies.

We certainly enjoyed our visit Friday and hope we can continue the networking. Good luck with your work.

Sincerely,

Ann M. Bowers  
Chair
MEMORANDUM

TO:        Paul Olscamp
           Eloise Clark
           Bob Arrowsmith
           Bob Martin
           Phil Mason
           J. Christopher Dalton

FROM:      John C. Moore
           Executive Director

DATE:      May 6, 1993

RE: Job Descriptions for Administrative Staff Employees

The Non-Academic Functions Committee has asked our office to furnish them current job descriptions for both classified and administrative staff employees. Upon checking our files, many Administrative Staff do not have a current job description or, in fact, no job description at all. We need your assistance to complete this task. Attached is a form that we would like to implement in order to have uniform job descriptions for all administrative staff employees. In an effort to make certain that every administrative staff employee within your area receives and completes one of these new descriptions, we feel if the correspondence comes from your office that will better insure responses from the employees. Also attached is a draft cover letter that may be used and forwarded to each director, manager, etc., who will be responsible for having job descriptions completed within their assigned area. We need this task completed as soon as possible to insure that the Non-Academic Functions Committee has the information necessary to complete their charge.

If you have any questions, please contact me.

JCM: mmb
Attachment
xc: Ann Bowers
Norma Stickler
MEMORANDUM

TO: 
FROM: Bob Martin
Vice President for Operations

DATE: 
RE: Job Descriptions for Administrative Staff

The Non-Academic Functions Committee has requested current job descriptions for all classified and administrative staff employees. A check of administrative staff files indicate that many of them do not have a current job description or, in fact, no job description exists at all.

To comply with the requests of the Non-Academic Functions Committee a current job description needs to be completed for all administrative staff. This requirement is urgently needed for the committee to complete its assigned tasks. Because of this, you are requested to have all job descriptions completed, signed and returned to me by ____________.

Attached are blank forms for creating a uniform job description format for all administrative staff. Please note that a job description is an outline of what the individual is expected to perform; it is not to be a lengthy document covering every aspect of what a person is expected to do. The essential tasks, functions and responsibilities should be consolidated and reduced so it does not exceed the space provided on the form. In this particular instance, attachments in lieu of completing the form as indicated are unacceptable. Questions on items contained in the job description should be addressed to Personnel Services (2-2558).

Attachments
NAME: ________________________________________________________________

NAME AND TITLE OF OFFICIAL TO WHOM THIS POSITION REPORTS: ______________________________

DEPARTMENT: __________________________________________________________

DIVISION: ____________________________________________________________

APPROVED TITLE: _____________________________________________________

GENERAL FUNCTION STATEMENT:

ESSENTIAL TASKS, FUNCTIONS AND RESPONSIBILITIES - % OF TIME:
ESSENTIAL REQUIREMENTS: EDUCATION, SKILLS, EXPERIENCE, KNOWLEDGE, ABILITIES, ETC.:

SUPERVISORY RESPONSIBILITIES - NUMBER/TITLE OF POSITIONS DIRECTLY SUPERVISES:

Administrative Staff Member Signature ___________________________ Date: __________________
Immediate Supervisor Signature ___________________________ Date: __________________
Appropriate Dean's Signature ___________________________ Date: __________________
Vice President's Signature ___________________________ Date: __________________
President's Signature ___________________________ Date: __________________
TO: Ann Bowers, Chair
FROM: Amy O'Donnell, Chair, Internal Affairs Ad Hoc Committee
RE: Mentor/Mentee Relationship

May 6, 1993

The Internal Affairs Ad Hoc Committee would like to include in its orientation binder, a description of the proposed Mentor/Mentee program. I'm assuming this is an issue which needs to be discussed in executive committee and council. Below is a description of the way I see the program developing. Please let me know what the next step is. Thanks!

Mentor/Mentee Relationship

Making the transition into a new culture, environment, or organization can be stressful. Being elected to the Administrative Staff Council (ASC), albeit an honor, presents the newly elected member with a list challenges ranging from finding time to squeeze in another monthly meeting, to learning the mission of the group, to assimilating into the culture of the Council. The implementation of a Mentor/Mentee program would help alleviate some of those transitional issues. The first year of employment in an organization is often considered a year of training, formally and informally. A mentor/mentee program would provide the new member with a colleague who can address the formal and informal structure and communication of ASC.

Suggestions

Develop a pool of ASC members who would be willing to serve as mentees.

Assign veteran ASC members to new members.

Contact the new member and initiate a series of meetings designed to familiarize the new member with the Council.

Review: the Orientation packet, the informal communication/relationships, observations of ASC’s effectiveness, climate for ASC on campus, etc...

Go to lunch with the new member three to four times. Sit with him or her at a few meetings in order to explain the meeting process.
May 14, 1993

Ms. Ann Bowers
Administrative Staff Council
Bowling Green State University
Bowling Green, Ohio 43403

Dear Ms. Bowers:

I have received your name from Muriel Ballou of Ohio University regarding your interest in the Third Annual Statewide Classified Staff Conference hosted by Ohio University. Please find enclosed the registration outlining the conference. We welcome your attendance and participation as we discuss the issues that concern all state university employees. Even though the conference is directed towards classified staff issues, there will be a session, possibly two, for administrative contract personnel.

With the deadline for registration immediately pressing, please fill out the enclosed form and return it as soon as possible. Payment may be mailed later, but please - no later than June 1, 1993 as this is the planning committee's deadline for final decisions.

Please feel free to contact me at (614) 593-1826 if you have any questions regarding the conference. We look forward to your participation.

Sincerely,

Teresa Holland, Chair
Third Annual Classified Staff Conference Planning Committee
222 Putnam Hall
Athens, Ohio 45701

Enclosures
May 18, 1993

Charles F. Schanie, PhD
Principle
MERCER, Inc
1500 Meidinger Tower
Louisville, KY 40202

Dear Chuck,

EXCELLENT PROGRAM!!! The Executive Committee of Administrative Staff Council was very pleased with the informal overview of Mercer's integrated compensation program.

As you know a program like this can only be undertaken if both our Executive level and Administrative staff agrees that this is the appropriate direction. I am waiting on a letter to the Vice Presidents, from Ann Bowers, Chair of Administrative Staff to see if they support your program. If so, I will ask for a meeting of both groups to look at our next step.

It was also nice meeting Robert Brown and David Carlin. Their remarks were very timely.

Again, thanks for a great presentation. I will let you know soon as to the direction of Bowling Green State University.

Sincerely,

John C. Moore
Executive Director, Personnel Services

ilg

xc: B. Martin
A. Bowers
MEMORANDUM

TO:    Dr. Martha Rogers
       Dr. Ron Stoner

FROM: Ann Bowers

RE: ASC Meeting

May 18, 1993

Thanks to you both for speaking with Administrative Staff Council at its May 6th meeting. I know it was a busy time for you and we appreciate receiving the information presented on the Bowling Green Faculty Association and the status of the collective bargaining process.

Thanks again.
May 19, 1993

MEMORANDUM

TO: Norma Stickler
FROM: Ann Bowers
RE: Annual Report

Administrative Staff Council works largely through its committees and I want to take this opportunity to thank you for serving as chair of the Personnel Welfare Committee. My sincere appreciation does not necessarily offset the hours you gave to ensure that this committee was successful in its work. I am aware of that time commitment and applaud your efforts, all of which add to the betterment of administrative staff at BGSU.

As a final responsibility, I would like you to give a brief (2-3 minutes) report at the June 3, 1993 ASC meeting, on the accomplishments of your committee and also send to me by June 15, 1993, a written report. Thank you again for your time and support of Administrative Staff Council.
MEMORANDUM

TO: Walt Montenegro
Chair, Search Committee for the Assistant Director,
Personnel Services

FROM: Ann Bowers
Chair, ASC

RE: Evaluations

May 21, 1993

Please find enclosed copies of ASC Executive Committee’s evaluations of each of the five candidates interviewed for the position of Assistant Director, Personnel Services. Four of the candidates were considered acceptable and we would rank them as follows. We were very pleased with Patricia Patton and would rank her as our first choice followed by either Carol Bader or Maureen Moeglin. William Asendorf is an acceptable candidate, however, he would be our fourth choice.

We appreciate the opportunity to meet and discuss various personnel issues and concerns with each of the candidates.

copy: John Moore
May 19, 1993

Ann Bowers
Assistant Director, University Archives
Jerome Library
Bowling Green State University
Bowling Green, OH 43403

Dear Ann,

As the first candidate interviewed for the position of Assistant Director of Employment and Training, I want to thank you and the members of your council for the opportunity to meet with you during the interview process. I was impressed by the people of each council and the screening committee. These meetings helped me to begin developing a sense of the needs and concerns that I could help with once in a position to make a significant contribution.

I hope that the resulting decision in the screening process will enable me to add my breadth of experience in employment, training and personnel services functions in general to the continual improvement of people's ability to perform their career responsibilities. In this regard, I look forward to becoming a member of the campus community and developing solutions to the personnel needs.

Sincerely,

[Signature]

A. William Asendorf
27328 Ft. Meigs Rd.
Perrysburg, OH 43551
March 1, 1993

MEMORANDUM

TO: John Moore
   Executive Director of Personnel

FROM: Norma J. Stickler
       Chair, Personnel Welfare Committee

When you met with the Personnel Welfare Committee last month, we discussed the need for a study of salaries, job responsibilities, and titles, and you indicated this study would be the highest priority for the new Assistant Director of Personnel. I have, in the meantime, confirmed with President Olschep that these are not areas that will be a part of the charge to the committee that he is establishing on non-academic functions. As discussions have continued in the Personnel Welfare Committee and among the members of the ASC, there have been concerns expressed about whether this is a job that can feasibly be handled by the new assistant director of personnel given the other important priorities that will immediately be competing for his or her time. We have informed you of our willingness to assist in every way possible, but even with that assistance the task may be overwhelming.

It is our recommendation that we consider seeking expertise from an external consulting agency that has the methodology, neutrality, experts, and staff to conduct an efficient study. The Administrative Staff Council would, of course, be willing to assist in any part of such a project where our involvement would be appropriate. There would obviously be costs involved, but the benefits are substantial, and long-term savings are quite possible if more logical and equitable policies and procedures are developed.

xc: Ann-Bowers
    Robert Martin
January 22, 1993

Norma Stickler
Academic Affairs

Dear Norma:

Thank you for your note of January 15. I think we should keep the functions of a group which would study the possible salary inequities among administrative staff positions separate from the tasks of the group I have in mind. My committee, which will be a fairly large working group with staff assigned to it, is going to examine the entire non-faculty structure of the institution with respect to appropriateness of staffing levels, distribution of workload and job function, areas which could be made more efficient through computerization, etc. I think the effort to ascertain whether there are salary inequities which should be addressed would get lost in the overall broader functions and charges of this committee. However, I have expressed to John Moore my opinion that the salary inequity issue is an important one which should be followed up as soon as possible.

Thank you,

Paul J. Olscamp
President

cc: Ann Bowers, Chair, Administrative Staff Council
Proposed changes to Administrative Staff Handbook
(additions in caps)

SALARY ADJUSTMENTS FOR PROMOTIONS/CHANGES IN TITLE (SEE ALSO MARKET ADJUSTMENTS GUIDELINES)

SALARY ENHANCEMENTS ARE MADE TO ADMINISTRATIVE STAFF MEMBERS WHEN THEY ARE PROMOTED. PROMOTIONS ARE ACCOMPANYED BY A SIGNIFICANT CHANGE IN JOB RESPONSIBILITIES AND MAY OR MAY NOT ALSO INCLUDE A CHANGE IN TITLE.

Market Adjustment Guidelines (SEE ALSO "SALARY ADJUSTMENTS FOR PROMOTIONS/CHANGES IN TITLE")

Rationale for the change:

The change is proposed to clarify that promotions should be accompanied by a salary adjustment and that a member of the administrative staff may be promoted by being given additional responsibilities, even though the job title does not change. In the past, staff members have been given significant additional responsibilities but have been refused a salary adjustment on the assertion that there was no promotion, and therefore no reason for a salary adjustment, so long as the job title remained the same.

As the University attempts to adjust to changing budgets and to reorganize to make the most efficient use of resources, there are likely to be increased instances of members of the staff being asked to take on more and more responsibility as units are consolidated, etc. If these additional responsibilities are significant, the change should be considered a promotion and there should be a salary adjustment.

Approved 11/12/92 by PWC
Approved 11/24/92 by Executive Committee
Approved 12/7/92 by Administrative Staff Council
March 1, 1993

MEMORANDUM

TO: John Moore
Executive Director of Personnel

FROM: Personnel Welfare Committee
Administrative Staff Council

SUBJECT: Promotion Policy

You have recently notified us of changes made by Ad Council to the proposed policy on promotions. To summarize:

Administrative Staff Council’s Original Proposal:

SALARY ADJUSTMENTS FOR PROMOTIONS/CHANGES IN TITLES.
Salary enhancements are made to administrative staff members when they are promoted. Promotions are accompanied by a significant change in job responsibilities and may or may not also include a change in title.

Ad Council’s response and proposed language:

PROMOTION/ADJUSTMENTS IN SALARY FOR PROMOTIONS:
Salary enhancements to administrative staff members should be considered when they are promoted. Promotions are accompanied by a significant increase in the level of job responsibilities. This may or may not be accompanied by a change in title.

Administrative Staff Council is asking for reconsideration of our original proposal. We have no problem with converting “change” to “increase in the level of” in the second sentence, because that is certainly what we intended. We agree, also, that merely changing a job title is not a sufficient definition of a promotion. We wish to reaffirm, however, that if a promotion occurs and, by this definition, is accompanied by a significant increase in the level of job responsibilities, then there should be an increase in salary.

We believe it to be unjustifiable to ask staff members to assume additional levels of responsibility without compensation. In some instances the added responsibility has accrued over time; in other instances the additional responsibility has been added by single acts of reorganization. Both circumstances should be considered for promotion. Promotion from within and recognition for that promotion has the added benefit of retaining valuable employees and improving their morale and sense of professional value. The University will greatly benefit if we do what is possible to promote and encourage staff members who have developed considerable expertise as well as loyalty to the University. If a job search is conducted to fulfill the same responsibilities, it is likely that the market forces will require additional payment to a new employee of as much or more than the promotion increment, not to mention the cost of conducting a search. Last year the
ASC Professional Development Committee worked with you to develop the concept of succession planning. It appears that it will be difficult for succession planning to work if staff members are not rewarded for moving to greater levels of responsibility.

We recognize that there can be a difference of interpretation about the meaning of “significant” when one speaks of “significant increase in the level of job responsibilities.” In earlier communications and discussions, we have noted the need to study job titles and bring some consistency to the title/salary/responsibilities. You have indicated your intention to proceed with such a study, and the members of the Administrative Staff Council are eager to work with you in this important project. In the meantime, common sense would seem to be the best determinant of what is “significant.” When there is doubt about what is “significant,” it is our recommendation that supervisors confer with you or the new assistant director of Personnel when that person is appointed.

In conclusion, Administrative Staff Council requests that the handbook language be as follows:

**SALARY ADJUSTMENTS FOR PROMOTIONS/CHANGES IN TITLES.** Salary enhancements are made to administrative staff members when they are promoted. A promotion occurs in recognition of a significant increase in the level of job responsibility and may or may not be accompanied by a change in title.

xc
Ann Bowers
Lester Barber
Robert Martin
MEMORANDUM

TO: Ann Bowers, Chair
    Administrative Staff Council

FROM: Norma Stichler, Chair
    Personnel Welfare Committee

RE: Minimum Salary

A subcommittee of the Personnel Welfare Committee has carefully examined the question of whether we should as a Council recommend that a minimum salary be established for full-time administrative staff. A summary of their report is attached. They do not recommend that we establish a minimum at this time, but they do suggest that this question be a part of the larger analysis that is undertaken by the Personnel Services Office. The full Personnel Welfare Committee has endorsed the subcommittee report.

We also discussed the following additional questions that should be a part of a study.

1. Salary compression with classified staff. In some cases classified staff are earning more than the administrative staff to whom they report.

2. Job titles. There is little consistency or logic to job titles when compared to the level of responsibility attached to each, particularly with the title “manager,” “ordinator,” “director,” and “head.”

3. Minimum educational and experiential requirements for each position.

4. Standards for establishing that a position is classified vs. administrative staff

5. Comparison with the market, either at other universities or in business.

xc: John Moore
March 30, 1993

MEMORANDUM

To: Ann Bowers, Chair
    Administrative Staff Council

From: Bob Waddle, Chair
      ASC Salary Committee

Re: 1993-94 Administrative Staff Salary Recommendations

The Salary Committee of Administrative Staff Council, as requested by the President and Vice President of Planning and Budgeting, has developed salary recommendations for the 1993-94 contract year. These recommendations are largely based on information obtained from the 1992-93 Ohio College and University Personnel Association (CUPA) salary survey. The CUPA survey is considered to be the best information available for purposes of staff salary comparisons. It is very important to note that BGSU did not submit an updated report to CUPA for this year. This is important as the salary committee was forced to take last year's submittal and adjust the salaries to reflect the mid-year increase. This also moved the committee closer to a role of being responsible for the comparative figures, rather than as an advisory group who would review and help tighten the comparisons. With that in mind, we feel that the council overall should be careful to keep all parties aware that there were changes made by the committee which represented our interpretation of some of the positions, as well as our best attempt to update the status of personnel whose positions were included in the CUPA comparisons.

While many of the concerns of the ASC Salary Committees for the past two years were addressed by the mid-year raises (particularly as shown by the gains reflected in the back up material, specifically Appendix B.1), there remain many advances that can still be made. Specifically with President Olscamp's pledged support to bring faculty salaries to the 60th percentile of Category-I Universities, it remains our goal to reach the status of 4th out of 11 Ohio comparable institutions considered in our analysis. BGSU currently ranks 8th out of 11 (Appendix B), even following some substantial gains on the four institutions ranked directly above us (Appendix B.1).

While this is a positive trend that we would like to see continued, we must still be aware of the concerns expressed by previous salary committees. These committees correctly pointed out the stress and workload increases which have fallen on the administrative personnel. Administrative Staff has also been asked to deal with these increases without the benefit of overtime or comp time, or even the compensation that a faculty member would get for an overload teaching schedule. While the current State budget situation has continued to hit all facets of higher education, it remains imperative that the administration continue to support the excellent staff of this campus by striving to make administrative staff salaries 4th out of 11 statewide. We must not let the quality of the applicants that we are able to draw diminish due to salaries that rank near the bottom of the list of our fellow Ohio institutions.

As we proceed with the recommendations, we have not gone into the extensive rationale provided by the past committees. We feel that the previous descriptions and rationale are adequate.
and have been supported by the Council as a whole, and also the administration. However, please note that each version is fully described in the individual spreadsheet provided as backup. Also, please note that Modified Version 3.1 still remains the version that both the committee and Planning and Budgeting feel presents the most accurate comparison, and thus serves as the basis for our recommendations.

**Recommendation One:**

Salaries should increase 6% for the next year. This would include the 1.65% increase which is already reflected in our salary for the 93-94 fiscal year, leaving a needed increase of 4.35% for FY 93-94.

This recommendation is based upon our goal of reaching the 4th position in the State, and reflects a projected rate of inflation of 3.5% (Appendix C).

**Recommendation Two:**

If the 6% increase for one year is not attainable then salaries should increase at the rate of 5% for each of the next 2 years. This should include the 1.65% which is already reflected in our salary for the 93-94 fiscal year (this would reflect an additional 3.35% for FY 93-94 and the full 5% for FY 94-95).

Again, this recommendation is based upon our goal of reaching the 4th position in the State, and reflects a projected rate of inflation of 3.5% for 1993 and 4% for 1994 (Appendix D).

**Recommendation Three:**

A separate pool of money should be established, reviewed and maintained yearly to allow for market adjustments and salary differences by gender.

With more than one third of the 56 positions eligible in the MV 3.1 analysis more than 10% below the state average for that position, this remains a serious situation.

**Recommendation Four:**

Any salary pool less than 3.5% should be awarded entirely on an across the board basis, and any salary pool available greater than 3.5% should be distributed based on 60% across the board and 40% merit.

This recommendation is based upon the idea that every member of the administrative staff should have an opportunity to reach the projected Consumer Price Increase of 3.5%.

**Recommendation Five:**

Salary increases for merit should be announced as a dollar figure not a percentage increase. Also, merit should be distributed in a systematic and consistent manner University-wide.

Consistent with past recommendations, we feel that an announcement of a total percentage divided for across the board and merit creates a false expectation of the increase in individual salaries. Also, ASC remains deeply concerned with the inconsistency between vice presidential
area's in the manner in which merit is distributed. It is recommended that all administrative employees be informed in writing, prior to their contracts being issued, of their percentage across the board and their merit percentage.
May 20, 1993

MEMORANDUM

TO: Building Monitors
FROM: Robert L. Martin, CPE
Vice President for Operations
SUBJECT: Non-Smoking Policy

The Board of Trustees recently approved a Non-Smoking Policy that will make B.G.S.U. a non-smoking campus not later than August 15, 1994. I have attached a copy of the policy for your use in disseminating this information to all occupants of your building.

93-17
attachment
cc: Administrative Council
PROPOSED NON-SMOKING POLICY

WHEREAS, the University recognizes the need to create and to maintain an environment that sustains and enhances the general health of its faculty, staff, students, and visitors; and

WHEREAS, Governor Voinovich has released Executive Order 93-01V prohibiting smoking "in [most] buildings and other enclosed structures owned or leased by the State and its agencies;" and

WHEREAS, 99.3% of the building space at Bowling Green State University is already declared non-smoking space; and

WHEREAS, boards of trustees at other state universities in Ohio have approved similar non-smoking policies

NOW, THEREFORE, BE IT RESOLVED: That smoking shall be prohibited inside Founders Quadrangle and all non-residential buildings, structures and vehicles owned or leased by Bowling Green State University, including those at the Firelands Campus, effective August 15, 1993; and

BE IT FURTHER RESOLVED: That smoking shall also be prohibited inside all residence halls, including small group living units, owned or leased by Bowling Green State University, effective August 15, 1994; and

BE IT FURTHER RESOLVED: That as part of the general health promotion programs of the University, smoking cessation services for faculty, staff, and students will continue to be made available.
MEMORANDUM

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

FROM: Administrative Staff Council Executive Committee

RE: Recommendation on Proposal for 93-94 Salary Distribution

DATE: June 29, 1993

Thank you for taking the time to meet with us yesterday and explain the rationale regarding the proposal for the 93-94 salary distribution. As a result of our meeting, you will find below the comments and recommendation of ASC Executive Committee. The Executive Committee would like to first take a moment to express appreciation to the Board of Trustees and the Administrative Council for the opportunity to provide input and feedback in this most important topic. We also recognize the fact that every effort has been made to allocate the maximum amount of dollars to the salary pool. All employees of Bowling Green State University appreciate that effort.

Given the fact that 59.8% of Administrative Staff's salaries fall below the average salary for our employee classification, we concur with the concept that we are still feeling the effects of the two and one half years without a salary increase and that it was more severe to those at the lower end of the salary scale. It is with that thought in mind that the ASC Executive Committee endorses the concept of combining a constant dollar amount and an across the board distribution of the salary pool allocation.

However, we are deeply concerned about the precedent of separating the salary pools among constituent groups in a way that leads to a differential in the constant dollar figure. Although we recognize that the average salary percentage increase is the same for each group, we should point out that employees from different constituent groups with identical salaries will not have equitable increases. We ask that a clear and concise explanation be distributed to all employees to clarify the rationale and logic for this approach.

In addition, the net result of this action will increase the gap between the constituent groups' average salaries. We note that the gap is even wider than perceived since the faculty average is a nine-month salary, while administrative and classified staff average salaries are for twelve months.
Given the time constraints for the immediate problem, we feel this distribution is more appropriate than basing a distribution with merit consideration, especially over the past three years. Since this is the repeat of the one time exception to the merit concept, we would ask that through the shared governance philosophy a clear direction be developed regarding the philosophy and procedures for merit consideration for the upcoming year.

Again, thank you for the opportunity to provide input. We look forward to working with you throughout the year.

pc: ASC Executive Committee
MEMORANDUM

TO: Bob Martin
Vice-President for Operations

FROM: Greg Jordan, Chair
Administrative Staff Council

RE: 1993-94 Budgets

July 6, 1993

With the action of the Board of Trustees at the June 25 meeting regarding the authorization of the 1993-94 budgets, I would like to take this opportunity to initiate an inquiry concerning the status of the operating and professional development budgets for the Administrative Staff Council.

As mentioned in a March 25, 1993 memo to you regarding this topic, we hope that additional dollars would be available so that ASC would have the chance to better serve our constituents.

If a meeting would be appropriate to discuss this matter further, I would be happy to arrange one at your convenience. I look forward to hearing from you regarding the status of the budgets.

Thank you for your attention in this matter.

pc: C. Dalton
MEMORANDUM

July 6, 1993

TO: John Moore  
Personnel Support Services

FROM: Greg Jordan, Chair  
Administrative Staff Council

RE: Executive Committee, Job Descriptions and Mercer

I would like to take a moment to share with you some thoughts on the above listed topics.

You will find attached a directory of the 1993-94 ASC Executive Committee for your information. I should indicate that you having a standing invitation to meet with us at any time. Once we get going in the fall, we should have you to one of our lunch meetings.

A number of administrative staff members have shared with me their displeasure and concern over the development of the job description form (and attempt to break-down the % of time) by your office as a result of the efforts of the Non-Academic Functions Committee. Since the form was developed in a very short period of time and format and terminology was identical to that of the classified staff form, I would like to suggest that the ASC Personnel/Welfare Committee review and possibly develop a format more appropriate to administrative staff.

Finally, as we discussed on the telephone last week; there are some concerns over working with Mercer on the job classification and compensation study. Specifically, who will be doing the leg work if they reduce their price. Extended workload is an important issue to ASC, especially this year. The Mercer project has the potential to add to a number of individuals alot of additional workload. In addition, concern was expressed over the funding of the project. While the concept of the project is needed, is this the time to be allocating those kind of dollars, especially when the basic operation of ASC is so underfunded?

I am sure we will be in constant contact regarding these topics and many others. Thank you for your attention in this matter.
July 27, 1993

MEMORANDUM

TO: Greg Jordan
    Student Rec Center

FROM: Joe Martin
    Bursar's Office

RE: Administrative Staff Council "Business"

As a follow-up to our recent conversation, I have a concern about the calculation of the average salary of the administrative staff.

It is my understanding that the calculation did include Hall Director (and possibly others in that category). If that is correct, I have two thoughts:

1) These persons are not typical administrative positions, at least in my mind.

2) Their salary figures probably do not include the cost of utilities, room, and meals.

As a result, it is my considered opinion that

these positions should not be included

or, if they are to be included, fair market value for the things I suggested be added.

I would also suggest the appropriate committee do a reasonable review of those included to make sure appropriate positions are included in any future averaging.

Please share with the appropriate ASC persons.

Thanks for listening.

JM/sal

cc: Gaylyn Finn
August 17, 1993

MEMORANDUM

TO: Amy O'Donnell, Chair
ASC Ad Hoc Internal Affairs Committee

FROM: Beverly Stearns, Secretary
ASC

RE: New ASC Members/ASC Orientation Handbook

Recently, two new members joined Administrative Staff Council to replace Greg Ross and Allen Zink, who resigned from the University. Jack Taylor, Multicultural Affairs replaces Greg Ross and his term expires in 1996. Melissa Firestone, Public Relations replaces Allen Zink and her term expires in 1995.

If I remember our committee discussions regarding procedures for providing the ASC Orientation Handbook to new members, the Secretary identifies new members to the committee chair, and the committee distributes the handbooks? If my recollection is correct, please consider this notification as such; if not, please advise.

Thanks!

c: G. Jordan, Chair
August 17, 1993

MEMORANDUM

TO: Melissa Firestone
Monitor Editor

FROM: Beverly Stearns, Secretary
Administrative Staff Council

RE: Request for Correction

Please include the following correction in the next issue of the Monitor:

The Administrative Staff Reception will be held from 3-5 p.m., Monday, August 30 in the Community Suite of the University Union.

Thanks Melissa!

c: G. Jordan, Chair
MEMORANDUM

August 25, 1993

TO: Dr. Paul J. Olscamp, President
   Bowling Green State University

FROM: Greg Jordan
       Chair

RE: Opening Day Address, Gender Inequities, and Burn-out

Having been in attendance and listened to your remarks at the Opening Day Reception, I would first like to indicate to you how I both enjoyed and appreciated your message. I look forward to working with you and the Administrative Council in a positive and productive manner this year. I can assure you that the Administrative Staff Council will conduct our business in a non-adversarial manner, as we too recognize that we all should work together in the best interest of BGSU.

The issue of salary inequities based on gender has been a long standing concern of ASC. We are pleased that in your address you indicated that some progress has been made in this area. I would like to offer any assistance you might need from either the Executive Committee, Salary Committee or Personnel/Welfare Committee.

Your closing comment regarding "burn-out" was very timely. I would like to share a concern with you in an informal manner at this time. At our Executive Committee yesterday, strong comments were made from a wide variety of areas that morale and stress level of numerous employees is in a dangerously critical state. This atmosphere has been created from a number of sources including non-replacement of staff, new computer systems with many "bugs", management decisions and the pressures of crisis situations. Individuals are currently coping. However, there seem to be indications that this stressful atmosphere will be on-going as opposed to temporary.

I bring this topic to your attention because many feel that they are unable to address this at a departmental or area level. I have asked that our Personnel/Welfare Committee conduct research in order to develop concrete data that demonstrate our concern (for example, the number of employees who were unable to use vacation time; departments that require specified hours of uncompensated overtime each month; etc.).

The Executive Committee felt strongly that you should be advised informally of this concern, so that we can all work together to avoid major problems that will have lasting impact on the University. We will forward to you additional information when we have concluded our research.
September 2, 1993

MEMORANDUM

TO: Dave Crooks, Director
    University Union

FROM: Beverly Stearns, Secretary
      Administrative Staff Council

RE: Fall 1993 Administrative Staff Reception

On behalf of the Administrative Staff Council, I would like to thank you and members of the University Union staff for helping us to sponsor a very successful and enjoyable Fall 1993 Administrative Staff Reception on August 30.

Shannon Tackett very graciously accommodated our change of date and venue. Doreen Bateson oversaw an excellent presentation of hors d'oeuvres and made sure that our last minute logistical needs were met. Everything looked and tasted great, thanks to the efforts of all of the Union staff involved.

We have scheduled and look forward to holding our Winter 1994 Reception in the Union.

c: G. Jordan, Chair, ASC
   R. Heyman, Asst. Director, Union
   J. Treeger, Assoc. Director, Union
September 13, 1993

MEMORANDUM

TO: Bob Kreienkamp, Chair Classified Staff Council
Greg Jordan, Chair, Administrative Staff Council
Benjamin N. Muego, Chair, Faculty Senate

FROM: Paul J. Olscamp
President

I agree that a well-educated task force is better able to address health care problems here at BGSU. There are many ways available for members of this group to improve their knowledge of health care issues - some much more costly than others. The conference you suggested in Miami, Florida is very similar to many others being offered around the country. "The Employers Association", a group which serves many private and public employers in the Indiana, Ohio, Michigan areas, has announced a seminar on HEALTH CARE COST containment to be held in Toledo on March 3, 1994. The presenter is Vivian Folk, Attorney, with the firm of Shoemaker, Loop, and Kendrick, who has extensive involvement in health care issues. This seminar would appear to be an economic alternative which is more focused on those opportunities which might exist in Northwest Ohio.

The Manager of the Training & Development Program with The Employers Association has informed us the brochure for their seminar will be available in December of 1993. I would suggest your consideration of their materials at that time to determine if it might meet the needs you suggested in your memo. Of course, the Chair of the Task Force would be responsible for designating the attendees.

If you have further questions concerning this, please feel free to contact Bob Martin, Vice President for Operations.
MEMORANDUM

TO: Greg Jordan, Chair, Administrative Staff Council
FROM: Jill Carr, Chair, 1993 Ferrari Award Committee
RE: Criteria

As you requested, the 1993 Ferrari Award Committee took into consideration the feedback received regarding the delineation of full-time staff in the criteria for the Ferrari Award. Some research was done, and it was found that the original criteria established by the Board of Trustees in 1982 did not contain the terminology "full time". Somehow over the years this must have been added by one of the award committees.

This year's committee discussed the issue and we offer the following recommendation. While the original criteria did not include the "full-time" designation, we believe it should remain with the clarification that this includes 91/2 and 10 month administrative staff members. This should be added to the written criteria statement. We believe this will clear up any discrepancies and maintain the award at a fair level.

If you have any questions, please give me a call. Thanks for the opportunity to share our thoughts.

For Discussion @ 9-28 exec. comm.tee
September 14, 1993

MEMORANDUM

TO: Marcia Buckenmyer
Personnel Services

FROM: Beverly Steams, Secretary
Administrative Staff Council

RE: Request for Mailing Labels/Corrections

Hello Marcia! I have enclosed a set of administrative staff mailing labels from the batch I received in August which contain errors (minor). I thought you might like to have the corrected labels to help you update your database.

Also, I would like to request a batch of updated administrative staff mailing labels by Tuesday, September 21, if possible. It would be nice to save you the effort and ask for more than one batch at a time, but there seems to be a lot of staff turnover lately, and it’s likely the database will change again within the month.

Thanks for handling the labels for us.

enc1.
Linda Glaviano
P/T Assistant Director
Help-A-Child
College of Education

Peggy Russell
Coordinator, Field Experience
College of Education & Allied Professions

Linda Sullivan
P/T Program Counselor
PATCO
College of Education

CONTINUING EDUCATION

Linda Eynon
Assistant Microfilm & Camera Operator
Center for Archival Collections

Monica Manny
Manuscripts Processor
Library, Center for Archival Collections

Kim Sebert
Campus Services Specialist
Instructional Media Center Services

Beth Casey
Director, Center for Academic Services
Administration Building

Alice Browne
Assistant Director of Libraries
Popular Press

Patricia Salomon
Head, Serials Library

Mary Zachary
Head, Circulation Services
Library

Gail Richmond
Head, Acquisitions Library

Lee Floro-Thompson
Graphic Artist
Instructional Media Center Services

David Hampshire
Photographer
Instructional Media Center Services

James Shorter
Media Specialist
Instructional Media Services

Jerry Hartwell
Assistant Director
Instructional Media Center Services

Marilyn Levison
Cataloger
Center for Archival Collections

Norma Stickler
Director of Academic Services
and Special Assistant to VP
Vice President for Academic Affairs

Change title:
Director of Academic Sys.
and Special Ass't to VP
Vice President for Academic Affairs

Change title:
Coordinator/Special Programs
College of Arts & Sciences

Change address:
Inv. Libraries & Ser.
MEMORANDUM

September 13, 1993

TO:       John Moore, Executive Director
          Personnel Services

FROM:     Greg Jordan, Chair
          Administrative Staff Council

RE:        Vacation Policy and Mercer Report

I would like to clarify, as I did at the ASC meeting, the policy regarding accumulated vacation time for administrative staff. As indicated in the Administrative Staff Handbook, page 92 (vacation policy), it states "A staff member's vacation balance cannot exceed 352 hours at the end of each fiscal year." Therefore, I am to assume that there will be an adjustment only once a year (July 1) for any administrative staff members who has a balance over 352. The article in the September 13 Monitor could be misunderstood as to when that adjustment takes place. On behalf of the Administrative Staff Council, I am asking you to have a correction made in the Monitor.

Thank you for your September 7 memo regarding the Mercer Report. While the ASC Executive Committee is on record to supporting this concept, I would like to see if any progress has been made regarding the five recommendations made to the Administrative Council in our May 19 memo, which you received a copy. This entire project is a very complex and sensitive topic. I hope that, before any contracts are signed, there will be an opportunity for discussion and agreement upon the various roles your staff and administrative staff will play, as well as a clear indication regarding the implementation of the report.

Thank you for your attention in these matters.

pc:       ASC Executive Committee
MEMORANDUM

September 16, 1993

TO: ASC Committee Chairs
    or Committee Contact/Person

FROM: Greg Jordan, Chair
        Administrative Staff Council

RE: Committee Charge and Budget Information

You will find attached the 1993-94 Goals of ASC as approved at the
September 2 meeting. At the September 14 Executive Committee meeting,
the primary and initial work for each goal was discussed and referred to
the appropriate committee. Listed below is that information. I am asking
that the committee include work on the listed goal as soon as possible.

The Executive Committee also discussed the need for information
from each committee regarding a budget request for anticipated expenses,
such as duplication, materials, etc.. I would like to have that kind of
information if at all possible by our October ASC meeting.

Finally, as we have done in recent years, I will ask each
committee to give a detailed report at our December ASC meeting.

1993-94 ASC Goals--Committee Assignment

Goals Continued from 1992-93:
1. Ad-hoc Committee--Melissa Firestone, representative
2. Salary Committee
3. Executive Committee
4. Ad-hoc Succession Planning Committee
5. Executive Committee
6. Executive Committee

New Goals for 1993-94
1. Scholarship Committee
2. Executive Committee
3. Executive Committee
4. Ad-hoc Internal Affairs, External Affairs, Succession Planning
5. Executive Committee
6. Executive Committee
7. Personnel/Welfare Committee
8. Ad-hoc Internal Affairs
9. Ad-hoc Internal Affairs
10. Personnel/Welfare Committee
11. Personnel/Welfare Committee
ADMINISTRATIVE STAFF COUNCIL
1993-94 GOALS

GOALS CONTINUED FROM 1992-93

1. Establish child/dependent care as a high institutional priority. Work with all other constituent groups to develop a realistic proposal to be forwarded to the Administrative Council.

2. Secure an overall salary and benefit package that ranks BGSU's administrative staff in the number four position, or higher, statewide among public universities. Continue to address the issue of salary inequities base and gender. Work to develop an adequate market adjustment pool for Administrative Staff.

3. Due to numerous vacancies not filled, continue to address the issue of excessive workloads for administrative staff, as well as the consistent application of policies and procedures across Vice-Presidential areas.

4. Appoint an ad hoc committee to study and develop an appropriate philosophy and procedures for succession planning.

5. Seek additional operational budget funding for basic services provided by ASC.

6. Seek additional professional development funds in order to assist administrative staff to have the ability to participate in worthwhile professional development opportunities.

NEW FOR 1993-94

1. Conduct a fund-raising effort in order to increase the corpus of the Administrative Staff Scholarship to $35,000.

2. Assist Personnel Services and an outside consultant in the design and implementation of a compensation and job classification study.

3. Participate in a state wide network of administrative staff from other universities.

4. Review the status of the three ad hoc committees currently operating within ASC.

5. Review and forward recommendations regarding ASC representation on the financial exigency committee.

6. Discuss, develop recommendations and procedures for a grievance procedure for non-renewal of contract.
7. Recommend and encourage that appropriate committees and departments inform employees about the changes in the university health care system.

8. Develop clear procedures within ASC regarding the development, approval and forwarding process of policies and recommendations.

9. Encourage and increase participation and communication among all administrative staff and the ASC.

10. Review and make recommendations on distribution of salary pool dollars via the merit system. Factors in this process include the combination of the past three fiscal years without any merit consideration with the current fiscal year.

11. Develop policies and procedures which would foster opportunities for internal promotion of administrative staff.

Approved by ASC: 9-2-93
October 12, 1993

MEMORANDUM

TO: Amy O'Donnell, Chair
ASC Ad Hoc Internal Affairs Committee

FROM: Beverly Stearns, Secretary
ASC

RE: New ASC Members/ASC Orientation Handbook

Recently, Christopher Smitherman resigned from Administrative Staff Council and Jacque Daley, Prevention Center, agreed to replace him as a representative from Student Affairs. Jacque's term will expire in 1995. Also, Jacque agreed to serve on the Ad Hoc Internal Affairs Committee in Christopher's place. I took the liberty of sending her a copy of the committee charge, but I could not remember how frequently you meet.

Please send a hearty welcome along with a copy of the *ASC Orientation Handbook* to Jacque.

Thanks!

c: G. Jordan, Chair
November 1, 1993

MEMORANDUM

TO: Rich Zera, Director of Administrative Computer Services
    Computer Services

FROM: Beverly Stearns, Secretary
      Administrative Staff Council

RE: Attendance Policy for Administrative Staff Council Meetings

As Secretary of Administrative Staff Council, it is my responsibility to call to your attention Article I, section 6 of the ASC Bylaws:

Administrative Staff Council members will select a designated alternate who may substitute for said ASC member a maximum of 3 times per fiscal year. An ASC member who is absent in excess of these 3 regular meetings shall be designated by the Executive Committee as absentee.

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

According to my records, you have been absent two times this year. The Executive Committee feels that it is very important for those individuals who have been elected to attend and actively participate in Council business in order to be able to report back to and give input to their constituents.

The remaining meeting dates for ASC are highlighted on the enclosed list. Please contact me if my records are in error or you wish to discuss this further.

c: Chair
   Chair-Elect

enclosure
MEMORANDUM

TO: Dave Stanford, Assistant Director
   Cooperative Education

FROM: Beverly Stearns, Secretary
       Administrative Staff Council

RE: Attendance Policy for Administrative Staff Council Meetings

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c: Chair
   Chair-Elect

enclosure
MEMORANDUM

TO: Daniel Parratt, Director
    Environmental Services

FROM: Beverly Stearns, Secretary
         Administrative Staff Council

RE: Attendance Policy for Administrative Staff Council Meetings

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c: Chair
   Chair-Elect

enclosure
November 1, 1993

MEMORANDUM

TO:  Steve Barr, Sports Information Director
     Intercollegiate Athletics

FROM: Beverly Stearns, Secretary
       Administrative Staff Council

RE: Attendance Policy for Administrative Staff Council Meetings

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member a maximum of 3 times per fiscal year. An ASC
member who is absent in excess of these 3 regular meetings
shall be designated by the Executive Committee as absentee.

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

According to my records, you have been absent two times this year. The Executive
Committee feels that it is very important for those individuals who have been elected to
attend and actively participate in Council business in order to be able to report back to and
give input to their constituents.

The remaining meeting dates for ASC are highlighted on the enclosed list. Please
contact me if my records are in error or you wish to discuss this further.

c: Chair
   Chair-Elect

enclosure
November 4, 1993

MEMORANDUM

TO: Greg Jordan, Chair
Administrative Staff Council

FROM: Rich Zera, Director
Administrative Computer Services

SUBJECT: Membership on ASC

I received a letter today from Beverly Stearns, ASC Secretary, informing me that I have sent two substitutes to ASC meetings thus far this fiscal year, and the ASC limit is three substitutions before a member is declared "absentee". It is also my understanding that once declared absentee, a member may be brought up before the council for a vote to decide if they can continue on ASC due to poor attendance.

I will not be in attendance at the ASC meeting scheduled for this afternoon, since I have a schedule conflict with the Project-90 Steering Committee (for which I did not establish the meeting time). In addition, there are numerous Project-90 systems (STAR Registration, Student Accounts, Records, etc.) which require tremendous amounts of my time during the implementation cycles, often without advanced notice. This is not an atypical situation in the world of Project-90 implementations. While one set of "go live" dates will be passed by the end of this calendar year, a considerable amount of deferred Project-90 implementations will continue for at least the first half of calendar year 1994.

The bottom line is that while I have enjoyed serving on council, it seems clear that my primary position at the University as Director of Administrative Computer Services does not permit me the time necessary to attend meetings as would best serve my constituents. While it is possible that I would miss very few meetings for the balance of the fiscal year, I cannot guarantee that the "crisis management" mode we are in would not necessitate that I would miss all of the upcoming meetings. It therefore seems that since my primary position is of most importance to me, my staff, our users, and the University in general, the responsible thing to do is to resign from ASC. Through this action, it is my hope that a replacement member can be selected who would have the time to better serve the needs of his/her constituents.

Thank you.

pc: R. Conrad

---

11-5
Bev- please replace Rich for normal procedure.
The replacement will need to be on the Ferrini award committee. Thanks.

[Signature]

---

Bou - please replace Rich for normal procedure.

November 22, 1993

MEMORANDUM

TO: Gary Swegan
Assistant Director
Admissions

FROM: Beverly Steams, Secretary
Administrative Staff Council

RE: Welcome to ASC

On behalf of the Administrative Staff Council, I would like to welcome and congratulate you on your recent appointment to the Administrative Staff Council (ASC). ASC represents the members of administrative staff by promoting their general welfare, seeking professional development opportunities, maintaining communication among staff members and with the administration, and participating in a wide variety of processes that help formulate institutional policies.

Enclosed you will find the materials we discussed during our recent phone conversation. The ASC Charter and Bylaws are included in the Administrative Staff Handbook. I have notified the Ad Hoc Internal Affairs Committee of your appointment. The Chair of that committee should be sending you additional materials relative to ASC.

Again, welcome. If you have any questions, or are in need of assistance, I encourage you to contact me at the Jerome Library Dean’s Office (372-2856).

enclosures

c: Greg Jordan, Chair ASC
December 1, 1993

Memorandum

To: John Moore  
Personnel Services

From: Pat Green  
Chair Elect, ASC

Re: ASC Comments on Child care Survey

Following are the results of the Executive Committee of ASC discussion of the child care survey:

- There definitely is a need for a child care facility on campus
- People who use the facility should be the ones to pay for it
- Before and after school drop-off is a perceived need
- Sick children should not be included
- Weekend use does not appear to be needed
- The price should be moderate
- What are some alternatives for a joint university/community child care center

ASC looks forward to helping in the next steps of making a child care facility a reality.

cc: Greg Jordan  
ASC Executive Committee
December 2, 1993

Memorandum

To: Members of ASC

From: Pat Green
Chair-Elect

Re: Child Care Survey

Representatives of all constituent groups met on November 30 to share the analysis of the child care survey. I attended the meeting for Greg as the representative for ASC. The constituent groups agreed that the survey indicated the need for a child care facility on campus. Most of the conclusions from each group were very similar. Following is a compilation of the results from the groups:

Graduate Student Senate

- 191 indicated they would take advantage of the facility
- The need is for age range 18 months to 12 years with the biggest needs in the 4 to 12 year category
- There is no weekend need
- Facilities should address issues of special needs
- Average amount people are willing to pay is $65
- Hours should be 6 am to 10 pm
- Needs change in summer and should be addressed according to university schedule
- Conclusion is a need for care that is low cost with easy entry and exit
- Should try for 3 years and scrap if doesn't work
- Check out private firms that might want to set up a facility on campus

Classified Staff

- 18 months to 12 years
- 78% of respondents in favor of facility
- $60-$75 is the range per week
- Care of sick children would add to the cost
- Need to start small with facility and then expand as needed
- Should be evening hours

ASC Executive Committee

- There definitely is a need for facility
- People who use it should pay
- Need for before and after school drop-off
- Should be evening hours
- No weekend need
- Moderate price
- Explore opportunities for joint community/university venture
USG

- Ages 18 months to 12 years
- People who use should pay
- Should be full day through evening until 9 or 10 pm
- Monday through Friday, possibly Saturday
- Look into volunteers such as senior citizens, groups on campus, Big Brothers or Sisters
- Have facilities for disabled
- Users should pay
- Average cost $62.50 per week
- Care for sick children
- Summer reflect academic change
- Perhaps an hourly pay option for those who do not need all day
- Child care facility would help in recruiting faculty, staff and students to BG
- Should be a state-of-the-art facility that provides everything possible

Faculty

- Survey shows support for children of all ages
- Average pay $60-$80
- Should be paid for by users
- Use resources in Department of Applied Human Ecology
- Explore all possible sources for start up funds from state, federal etc.
- Perhaps there could be a referral service from the facility to assist families at time the facility is not open - i.e. coordinate with student employment

John Moore and committee in Personnel Services

- 474 in ages 18 months to 6 years are interested
- 198 in ages 7-12
- About 200 would actually use facility
- Special needs would be costly
- Have to get legal opinion about compliance with ADA
- $67-$73.50 is average cost
- There is a need for ages 4 weeks to 6 years
- Ages 7-12 should be considered
- A facility for 200 should be built
- With 200 children and 35 square feet per child the building would be 7,000 square feet not including administrative offices
- Cost of facility would be about $1 million
- Income would be about $700,000 per year
- The university should start looking for grants right away
- The facility would be a plus for recruitment and retention

John is taking the combined results from the survey to AD Council on Monday, December 6, with the recommendation that a new committee be formed to examine the numbers and come up with a plan. He would like the committee to start work right away and develop a plan for a basic child care facility that could be added onto in future years. He hopes to have a plan that will be approved at the April trustees meeting.
December 6, 1993

MEMORANDUM

TO: John Moore  
   Executive Director of Personnel Services

FROM: Norma J. Stickler  
       Director of Academic Services

SUBJECT: Administrative Staff Handbook

I have reviewed the Handbook with Beverly Stearns who chaired last year's handbook subcommittee of Personnel Welfare Committee.

In the version of the handbook that was reviewed by Barbara Weadock (Exhibit 1), we accept all of the changes, except as crossed out by green pen. Globally, we do not accept her changes to remove the capital letters from the names of committees, e.g., Executive Committee. We ask that the capital letters be retained. In addition, we have added some additional changes to Exhibit 1. Among the changes sent to your office last year was a new policy statement on internal searches. This was not added to the handbook and should be.

We assume that you will insert a new Benefits in Brief. When this is done, please note the following changes that were recommended by PWC.

"Benefits in Brief, Retirement. Change University contribution for PERS to 13.31%. Delete references to STRS and University and Employee Contribution for STRS (which is also inaccurate). **EXCEPTION to statement regarding enrollment in PERS is inaccurate. Should read: A member of STRS who transfers directly from a faculty position at BGSU to an administrative staff position at BGSU retains membership in both STRS and PERS. Membership is determined by current position status."

Please place all policies relating to leaves in the same section of the Handbook, identified in the index as follows:

Leaves

Leaves without Pay
Long-term Leaves  
Personal Leave  
Short-term Leave  
Special Leave

Two other global changes still need to be made.  
Changing "Administrative Staff Personnel Services" to "Personnel Services" and changing "Director of Administrative Staff Personnel Services" to Executive Director of Personnel Services." This can be done by a global replace on the computer.

Marcia should ask the Faculty Senate Office (Diane Whitmire) for a copy of the latest version of the Role and Mission Statement on disk so that it can be incorporated into our handbook as it now stands.

To our dismay, we found that there are typographical errors in the "new" version of the Handbook, Exhibit 2, that did not occur in the same words in Exhibit 1. Further, we found that on some pages, some of the errors we identified last year were changed but other typos on the same page were not changed. This is extremely distressing, since our Committee and Ms. Weadock spent so much time going through every word of the Handbook. I do not feel that it should be our responsibility to check the new Handbook again for such errors, as they can be detected by using the computer's spell check and by a careful proofreading.

Thank you for your valuable assistance.

xc: Beverly Stearns  
    Greg Jordan
December 21, 1993

MEMORANDUM

TO: Dave Stanford
    Associate Director
    Cooperative Education

FROM: Beverly Steams, Secretary
      Administrative Staff Council

RE: Welcome to ASC Executive Committee

On behalf of the Administrative Staff Council Executive Committee, I would like to welcome and congratulate you on your recent appointment to the Executive Committee. Enclosed you will find the meeting schedule we discussed during our recent phone conversation.

Again, welcome. If you have additional questions, please contact me at the Jerome Library Dean’s Office (372-2856). See you at the January 11 meeting.

enclosure

c: Greg Jordan, Chair ASC
TO: Cindy Colvin, Associate Director
    Academic Enhancement/Pre-Major Advising
FROM: Greg Jordan, Chair
       Administrative Staff Council
RE: ASC Executive Committee
DATE: December 28, 1993

It is with regret that I accept your resignation from the 1993-94
ASC Executive Committee. However, since we have discussed your schedule
conflict and your concern for your obligation to those who elected you, I
understand your position and respect you for it.

For your information, Dave Stanford has filled the vacancy. Also,
please send at least $5 to me for the snide remark fund for comments you
would have made through the second half of the year.

On behalf of the Executive Committee, I would like to thank you
for your service to the ASC Executive Committee this year. Your comments
were timely and added insight into the topic in hand. We look forward to
continuing to work with you as a representative to ASC.
MEMORANDUM

TO: Greg Jordan, Chair
    Administrative Staff Council

FROM: Cindy C. Colvin, Associate Director
    Academic Enhancement/Pre-Major Advising

RE: ASC Exec

December 9, 1993

Greg, please accept this memo as my resignation from the ASC Executive Committee. Since I was unable to attend four exec meetings this fall and cannot attend the meeting on the 14th (due to Freshman Pre-Reg), I do not feel that the Academic Affairs area is being adequately represented. I also have other job related commitments during scheduled meetings in January and March. Sorry for the inconvenience.

CCC/nm
December 21, 1993

MEMORANDUM

TO: Dave Stanford
    Associate Director
    Cooperative Education

FROM: Beverly Stearns, Secretary
      Administrative Staff Council

RE: Welcome to ASC Executive Committee

On behalf of the Administrative Staff Council Executive Committee, I would like to welcome and congratulate you on your recent appointment to the Executive Committee. Enclosed you will find the meeting schedule we discussed during our recent phone conversation.

Again, welcome. If you have additional questions, please contact me at the Jerome Library Dean’s Office (372-2856). See you at the January 11 meeting.

enclosure

c: Greg Jordan, Chair ASC
January 10, 1994

MEMORANDUM

TO:          John Moore, Executive Director
             Personnel Services

FROM:        Beverly Stearns
             Assistant to the Dean, Libraries & Learning Resources

RE:          Administrative Staff Handbook Changes

This is to follow up relative to the December 6, 1993 memorandum you received from Norma Stickler about revisions to the Administrative Staff Handbook. Since I chaired the handbook subcommittee of the Personnel Welfare Committee last year, I agreed to review the 1993-94 changes to the Handbook distributed earlier this year.

In addition to the items addressed by Ms. Stickler, I recently noticed that the amendments to the Bylaws approved by the Administrative Staff Council on June 3, 1993, were not included in the 1993-94 changes to the Handbook. I have enclosed a copy of the "Suggested Bylaws Changes" as approved for amendment in case your office was not in receipt of them for inclusion with the 1993-94 changes.

Thank you for assisting us with this process. I will be happy to answer any questions you may have regarding this matter.

c: N. Stickler
   G. Jordan
January 10, 1994

MEMORANDUM

TO: ASC Amendments Committee Members:
   Brad Browning
   Pat Kania

FROM: Beverly Stearns  
   Chair

RE: January 13 Meeting/Review of Bylaws

This is to confirm our meeting on Thursday, January 13, at 11:00 a.m. to discuss suggestions for amending the Bylaws of the Administrative Staff Council. The meeting will be held in Brad Browning's office (park along fence on east side of stadium, walk through main gate area, go through orange door marked Marketing and Promotion).

I received the following two suggestions for changes to the Bylaws: 1) Article 2, Section 2 "ASC Standing Committees...Chairs shall be elected by the committees unless otherwise stated." to "The Chair of ASC shall appoint standing committee chairs." 2) Add an attendance policy statement for the Executive Committee.

Please review the Bylaws prior to our meeting to determine whether there may be additional possibilities for amendments. Enclosed for your use you will find a document entitled "Suggested By Laws Changes." All suggestions except Article 2, Section 2, B were approved as amendments to the Bylaws last year. These amendments were not included in the recently distributed 1993-94 revisions to the Handbook, and you should refer to them where appropriate instead of what is printed in the Handbook.

Thanks for agreeing to meet this week! See you on Thursday.

enclosure
January 24, 1994

MEMORANDUM

TO: Administrative Staff Council Members

FROM: ASC Amendments Committee
Beverly Stearns, Chair
Brad Browning
Patricia Kania

RE: Proposed Amendment to the Bylaws

Because some ASC standing committees have experienced difficulty electing a chair in the past, the ASC Amendments Committee proposes that the following amendment be made to the Bylaws in the interest of alleviating committees of this responsibility. An additional benefit of this proposal is that the appointment of chairs could occur at the same time committees are appointed which would facilitate the entire process and expedite initial committee meetings.

ARTICLE 2: Committees
Section 2: ASC Standing Committees

Change the text in uppercase from:

The members of ASC standing committees will be ASC members and will be appointed by the Chair. ASC members may be nominated or may volunteer to serve on ASC standing committees. Membership on these committees will be for one year. Members are eligible for reappointment. Standing committees may appoint subcommittees whose members need not be ASC representatives. CHAIRS SHALL BE ELECTED BY THE COMMITTEES UNLESS STATED OTHERWISE. Each chair shall submit in May a yearly report of the committee's activities to the Executive Committee. The duties and responsibilities of the following ASC standing committees are: ...

to:

...THE CHAIR OF ASC SHALL APPOINT A CHAIR FOR EACH STANDING COMMITTEE. ...
TO: Dr. J Christopher Dalton  
Vice-President for Planning & Budgeting  
FROM: Administrative Staff Council Executive Committee  
RE: University Travel Reimbursement Policy  
DATE: January 24, 1994

It was brought to the attention of Administrative Staff Council during the January 6, 1994 meeting that the Internal Revenue Service recently raised the tax-deductible mileage rate for business travel to $0.29 per mile. Since the last adjustment in the BGSU travel reimbursement policy was made well over eight years ago, a suggestion was made to encourage the administration to review this out-dated policy. The matter was referred to the ASC Executive Committee for review.

After obtaining information and discussing the matter, the ASC Executive Committee requests the following:

1. It is our belief that when a University employee travels on behalf of this institution, there should be no out-of-pocket expenses for travel, meals and lodging paid by the employee. We request that the Administrative Council adopt this basic philosophy. There must be some limitations in place to safeguard against abuse; however, current rates of reimbursement need to be revisited (for example, the mileage rate should meet federal guidelines, lodging and meal rates should be increase, both in and out-of-state and the limits within the 50 mile radius should be review, especially in cases where over night or all day travel is required).

2. We have observed an apparent inconsistency in the manner in which travel expenses are funded, perhaps attributable to the funding source from which travel is paid. For those areas with non-educational dollars available, either the entire amount is reimbursed or the difference is made up. In some cases, expenses not allowed through educational dollars are allowed through non-educational dollars. We request consistent application of the reimbursement policy, regardless of the source of the money to be used for reimbursement.

The Administrative Staff Council Executive Committee believes these requests for increases in travel reimbursement rates to be reasonable and comparable with other Ohio state assisted universities. We welcome the opportunity to work with you toward an equitable solution.

pc: P. Olscamp  
R. Martin  
E. Clark  
L. Barber  
P. Hutchinson  
J. Moore  
P. Mason  
G. Finn  
R. Zwierlein
February 10, 1994

MEMORANDUM

TO: President Olscamp
    Vice Presidents

FROM: Greg Jordan, Chair
       Administrative Staff Council
       John Moore, Executive Director
       Personnel Services

The Personnel Welfare Committee recently surveyed a random sample of approximately half of the administrative staff of the University asking for recommendations on the timeframe that should be used for evaluation when merit increases are next awarded. The consensus was that only the previous year's performance should be considered unless there was a fair and objective method of awarding merit based on more than one year's accomplishments.

We would like to draw to your attention several other findings from that survey and propose an approach to resolving the problems identified.

1. Although annual evaluations are called for in the Administrative Staff Handbook, they are not being done. Records in the Personnel Services Office confirm this fact. Annual evaluations and reassessment of the job description should be occurring, irrespective of evaluations for merit increases.

2. The Handbook sets forth three basic criteria by which an Administrative Staff member should be evaluated, with options for additional criteria. These options have been implemented in such a manner that there is no longer sufficient basic similarity among the many evaluation forms being used; consequently, the very definition of merit is so various across campus that it leads to frustration.
We propose that a committee be established with representation from each of the Vice Presidential areas, the President's area, and the Administrative Staff Council that will be charged with:

1. Developing a plan to assure there is an annual evaluation of all administrative staff and an annual assessment of goals and expectations, whether there are merit dollars or not.

2. Develop a common definition of merit to be used across all vice presidential areas.

3. Develop a component of evaluation forms that would be common across all vice presidential areas. Preferably this common component will be written in such a way that it will serve as a guide to supervisors as well as to staff.

4. Make further recommendations on evaluation forms.
February 21, 1994

MEMORANDUM

TO: Melissa Firestone, Editor  
   Monitor

FROM: Beverly Stearns, Secretary  
     Administrative Staff Council

RE: News Release: Nominations for ASC

Please include the following notice in the February 28 issue of the Monitor:

ASC Seeking Nominees

Ballots have been sent to all administrative staff members soliciting nominations for membership on Administrative Staff Council. ASC represents administrative staff members by promoting their general welfare, seeking professional development opportunities, maintaining communication among staff members and reviewing, initiating and making recommendations on institutional policies. Council members are elected to serve three-year terms.

Representatives will be elected to fill ten vacant seats in the following areas: Academic Affairs (4); Firelands (1); Operations (2); Planning & Budgeting (1); President's area (1); and University Relations (1). Nomination ballots should be returned to Beverly Stearns, ASC Secretary, Jerome Library Dean's Office 204 by Friday, March 4.

Thanks!
Mr. Tom Noe  
Numismatic Investments of Ohio  
5577 Monroe Street  
Sylvania, OH 43560  

February 23, 1994

Dear Mr. Noe,

On behalf of the Administrative Staff Council, I am writing you today concerning the process by which the next President of Bowling Green State University will be selected. It is my understanding that Trustees Connally, Laskey and yourself have been named as a committee to explore the process by which the selection will take place. I am well aware of the importance of developing a sound plan that will take leadership of BGSU into the next century.

The purpose of this letter is to share with you the desire of ASC to be involved in the selection process through representation on the selection committee. We feel as one of the five constituent groups involved in the governance of BGSU that an appointed/elected representative could provide the feedback and input of the administrative staff in a timely, accurate manner.

I would be more than willing to discuss this matter further. I am thanking you in advance for your attention and understanding in this matter.

Sincerely,

Greg Jordan, Chair  
Administrative Staff Council
*** Comments from MSIMMON - MICHELLE SIMMONS; 02/28/94 09:30:
thank you for following up on my note. it took laura years
to get on a committee, and after awhile, suzanne and i gave up
adding our names to a list. even though my job keeps me close to
the office, i would like to make a contribution, and would make time
to do so. i appreciate your comments.

Re: Difficulty getting to serve on Univ. Committees.
Want to contribute as ad stf. member but
can never seem to get elected to serve on a
univ. committee. asked for suggestions.

responded 3/1/94

will bring up at next
Exec Ctte mtg. also
will forward concern
to A.O'Donnell, Chair
ad hoc Internal Affairs
Ctte.
Hi Michelle:

Your concern/question is shared by others who serve on ASC. I have forwarded it to the chair of the ad hoc Internal Affairs Committee. This committee is currently investigating ways to enhance the effectiveness of ASC and is reviewing the Bylaws in the process. I think your question ties in with the election process—election to University committees. Hopefully, they will come up with some suggestions and present them to the Council this year. The secretary of ASC (me) also serves as chair of the Elections Committee. I have made notes to next year's secretary to pursue ways to improve the election process regarding University committees. This year I am initiating including brief bios of all ASC officer candidates with the ballots. Perhaps we could do this for committee elections next year.

Well, just a few thoughts. Thanks very much for bringing this to my attention!

-Beverly

Cc: Amy O'Donnell
Chair, Ad Hoc Internal Affairs Ctte.
NOMINATION BALLOT: PLANNING & BUDGETING

Listed below are administrative staff in the Planning & Budgeting area who are eligible for election to Administrative Staff Council. Those individuals who receive at least two votes will be placed on the final ballot. Please carefully CIRCLE the name of ONE staff member whom you wish to nominate and return this ballot to Beverly Stearns, Jerome Library Dean's Office 204 by 5:00 p.m. on Friday, March 4, 1994.

- Neal Allen
- Cecilia Born
- Russell Burron
- Kerry Foldenauer
- Thomas Garcia
- Thomas Glick
- Kathleen Sanford
- Clarence Terry
- Linda Hamilton
- Timothy King
- Joe Martini
- Sandra Miesner
- Tawn Williams-Nell
- Dave Hoehner
- Carl Lipp
- Lori Schumacher
- Judith Ehren
- Marjorie Hufford
- Becky McOmber
- Gene Palmer
- Laura Waggoner
- John Gruber
- Steven Herber
- James Hoy
- Kenneth Kutz
- Joseph Luthman
- Ron Reazin
- Dale Schroeder
- Kent Strickland
- Ron Thompson
- Philip Wilkin
- Jerome Ameling
- Deb Clink
- Michael Failor
- Elaine Gerwin
- William Gerwin
- Susan Gruber
- Richard Kasch
- Phyllis Short
- Sue Tomor
- Lori Hogrefe
- Richard Peper
- Gaylyn Finn
- Trish Jenkins
- Ilse Thomas
- James Litwin
- Richard Conrad
- Dick Zolman

If my memory serves me well, all of the current "OL" were from Intelligence.

Also I think there were 2 people there really does not represent "OL"... seems one or the other might be eliminated from our area.

Since there of course is suggested that

Joe Manton, 1/30/94
SMART11
MEMORANDUM

TO: Ben Muego, Chair
    Faculty Senate

          Greg Jordan, Chair
          Administrative Staff Council

FROM: Bob Kreienkamp, Chair
      Classified Staff Council

RE: BGSU Racial and Ethnic Harassment Statement

March 3, 1994

I received a request from the People for Racial Justice committee that Classified Staff Council consider endorsing a stronger statement concerning the Racial and Ethnic Harassment policy. I assume both the Faculty Senate and Administrative Staff Council have received the same.

Do each of you feel this is an issue we should discuss collectively instead of separately? If so, I would like to suggest, since this is an issue covering all three groups, that we as chairs of the three groups meet to discuss this issue. We may also want to consider inviting the leaders of USG and GSS to the meeting.

The week of March 28 looks good presently, or sometime thereafter, depending on your schedules. Before then I have a fairly tight schedule.
March 4, 1994

MEMORANDUM

TO: Greg Jordan, Chair
    Administrative Staff Council

FROM: Richard L. Conrad
      University Computer Services/
      Telecommunication Services

SUBJECT: Please Save Trees

I am sure that you spend a significant amount of money and staff time in copying and distributing Administrative Staff Council Minutes. Why not save trees and use electronic mail. It is quicker, saves staff time and saves paper. I think that you might be surprised at how many administrative staff actually use e-mail. For those who do not have e-mail capabilities or do not want to receive e-mail copies, you could continue to send paper, but consider giving them the option.

A second option to using e-mail is to use GOPHER. This morning I looked at the BGSU GOPHER and found the January 11, 1994 Faculty Senate Minutes posted. This was great. In talking to John Hasley, University Computer Services, I understand that the process is fairly simple. Of course, the postings should be kept current. I believe that this could be a very valuable service. For information on e-mail or posting the Administrative Staff Council Minutes to GOPHER contact John Hasley at 2-9989.

Please let me know if you have any questions or need additional information.

Thank you.

pc: C. Dalton
      J. Gruber
      J. Hasley
      D. Schroeder

[Signature]
1. At June ASC meeting, outgoing chair presides, at end of meeting turns gavel over to new chair and that is when the transfer of authority takes place. When notifying president, etc of new officers, let them know that the new chair takes office after this June meeting. Might be appropriate to meet with Les Barber. Let Deb Magrum know of change so that new name plate can be made for next Board of Trustees meeting. (Ann will be doing this along with writing appropriate acknowledgments/thank-yous to Les, Board of Trustees members, Chairs of Faculty Senate and Classified Staff Council, etc.)

2. During summer months: Executive Committee and Council may continue to meet and work on:
   a. Set goals
   b. Set meeting dates
   c. Appoint committees and chairs
   d. Work on Fall reception (make sure Norma Stickler receives name of Ferrari Award winner to have check ready) DATE FOR THIS SHOULD BE CHANGED TO LATER IN THE WEEK??
   e. Call President’s Office—set meeting for officers with president for sometime in September (do this by the end of July)  NOTE, this past year (1992/93), he did not want to meet separately with the officers; instead, just met with Council in October.
   f. Orientation for new members; I think perhaps the best way is to have a separate meeting for new Council members—work with ad hoc Committee on Internal Affairs
   g. Network—review and revise
   h. Make sure all university standing committees have ASC rep.
   i. Meet with John Moore as officers and as executive committee to discuss goals, etc. or new Assistant Director.
   j. Send meeting schedule and greetings to Faculty Senate Chair and CSC Chair
   k. Change mailing name for financial reports to chair-elect and also renew charge card
   l. Establish ad hoc committee on succession planning—see Pat Green

2. During the year
   a. Have a "required to speak" good of the order in November and March
   b. Have Les Barber to Exe Committee meeting soon in Fall to go over goals and concerns
   c. Have standard letter from chair or use ad hoc committee on internal affairs to write letter of welcome to new administrative staff members. (will receive notification from Marcia Buckenmyer)
March 4, 1994

MEMORANDUM

TO: Greg Jordan, Chair
   Administrative Staff Council

FROM: Joe Martini (M)
   Bursar's Office

RE: Representative for Planning and Budgeting

Sometime ago I expressed a concern that most if not all of the "P & B" "reps" to ASC were from University Computing Service. In my opinion, this is not good or equitable representation.

Therefore, I am wondering what has been done to correct this situation.

Please let me know.

JM/kjm
March 25, 1994

MEMORANDUM

TO: Greg Jordan, Chair, Administrative Staff Council
FROM: Jill Carr, Director, On-Campus Housing
RE: Council Position

It is with a great amount of regret that I must submit my resignation from the Administrative Staff Council. After a great deal of thought, I have come to the conclusion that I must resign from the remainder of my term. I have not been able to meet the expectations of a Council member and therefore have not been adequately serving my constituents. I must step down in order for someone else to have the opportunity to serve administrative staff constituents in Student Affairs.

I think you know that ASC has been every important to me over the years. I have dedicated many hours to this organization and I firmly believe in its value and need on this campus. I hope that my current situation will be temporary and that in future, if elected, I will be able to serve on Council again.

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

Thank you!

cc: Bev Stearns
MEMORANDUM

TO: Greg Jordan, Chair
    Administrative Staff Council

FROM: Norma J. Stickler
      Chair, Personnel Welfare Committee

SUBJECT: Salary increases

March 28, 1994

The Personnel Welfare Committee has met regarding the motions that were tabled at the last full ASC meeting. Based on the discussion at the ASC meeting and the results of the survey conducted earlier by the PWC, we recommend the following:

1. In cooperation with Personnel Services, establish as soon as possible the committee composed of representatives from all vice presidential and president’s area to 1) develop a plan to assure there is an annual evaluation of all administrative staff and an annual assessment of goals and expectations, 2) develop a common definition of merit to be used across all areas, 3) develop a component of evaluation forms that would be common across all vice presidential areas, and 4) make further recommendations on evaluation forms.

2. In the meantime, keep the distribution split between across-the-board and merit at 60/40 and use evaluation procedures and policies in place in each of the vice presidential areas. PWC does recommend, however, that the vice presidents be consistent in determining how many years of performance will be evaluated for merit.

3. Consistent with the Salary Committee’s standing recommendation, merit should be considered only if the total percentage increase is higher than the cost of living.

Just as there seemed to be no consensus following the discussion at the last ASC meeting, the survey of half of the total administrative staff members revealed that there is no strong consensus for a change in the across-the-board/merit split and there is no strong agreement on whether merit should be awarded based on the last year or the last three years. There was a slight majority favoring the changes recommended in the motions presented at the March meeting; however, because there is at the same time agreement that evaluation procedures are too often unfair, inconsistent, uneven, and sporadic, it seems best to await a further study of merit and evaluation policies and procedures.

xc: PWC
March 28, 1994

MEMORANDUM

TO: Greg Jordan, Chair
    Administrative Staff Council

FROM: Norma J. Stickley
      Chair, ASC Personnel Welfare Committee

At recent meetings PWC has discussed several issues, and our recommendations are noted below.

Family and Medical Leave Act
The Family and Medical Leave Act took effect in August, 1993. The attached summary statement will be included in the Administrative Staff Handbook, and staff members wishing to use the provisions of the Act will be given a full set of guidelines by the Personnel Services Office. These guidelines are currently being written and will comply with the Act. PWC should review these guidelines when they are ready.

Staff Awards
A question has been posed about whether part-time staff members should be eligible for staff awards based on their service being pro-rated or whether their years of service should be inclusive from the date of hire. It is PWC's recommendation that part-time staff service be recognized based on inclusive dates, e.g., a staff member hired in 1974 who is still working here should be recognized for 20 years of service to BGSU. We further recommend that this change be retroactive so that records of all administrative staff be checked now and adjustments made for part-time service.
April 1, 1994

MEMORANDUM

TO: Richard Hughes
   Associate Director
   On-Campus Housing

FROM: Beverly Stearns, Secretary
      Administrative Staff Council

RE: Welcome to ASC

On behalf of the Administrative Staff Council, I would like to welcome and congratulate you on your recent appointment to the Administrative Staff Council (ASC). ASC represents the members of administrative staff by promoting their general welfare, seeking professional development opportunities, maintaining communication among staff members and with the administration, and participating in a wide variety of processes that help formulate institutional policies.

Enclosed you will find the agenda for the next ASC meeting. The ASC Charter and Bylaws are included in the Administrative Staff Handbook. Also enclosed are an ASC meeting schedule and an ASC committee list. The chair of the Ad Hoc Internal Affairs Committee, Amy O'Donnell will provide you with an Orientation to Administrative Staff Council packet.

Again, welcome. If you have any questions, or are in need of assistance, I encourage you to contact me at the Jerome Library Dean's Office (372-7891).

enclosures

c: Greg Jordan, Chair ASC
   Amy O'Donnell, Chair ASC Ad Hoc Internal Affairs Committee
MEMORANDUM

TO: Greg Jordan, Chair
    Administrative Staff Council
FROM: Personnel Welfare Committee
SUBJECT: Stipends

The Personnel Welfare Committee has discussed a question referred to us concerning stipends and compensation for acting and interim appointments. We recommend that when a staff member is asked to assume a full-time interim or acting position, he or she be given a stipend equal to at least ten percent of his or her current salary. If this appointment results in distribution of the interim person's previous work to another individual, that person should also receive a ten percent stipend. If the work is distributed to more than one person, an attempt should also be made to compensate those individuals on a pro-rata basis, using ten percent as the base. For example, a person handling one-half of the work should receive a five percent stipend. If there is no full-time interim appointment and the work is distributed, those receiving extra duties should be compensated in like fashion. It is recognized, however, that a point is reached at which it will be difficult to measure the amount of work that is distributed and when it will not be possible to make a fair determination of extra compensation.
MEMORANDUM

TO: Gregg Jordan  
   Chairperson  
   Administrative Staff Council

FROM: Dan Parratt, Director  
   Environmental Health and Safety

SUBJECT: Resignation

DATE: April 7, 1994

I am writing to resign as a member of the Administrative Staff Council. I value the work of the committee, and find that I cannot participate fully in the Council's decisions. Nor can I adequately represent Operations constituents. My daily schedule changes without warning when safety problems or other situations occur that I do not control. There is often no opportunity to ask another administrative staff employee to represent me in Council meetings. This has always been the nature of the job, but staffing reductions and the new OSHA mandate have exacerbated the situation.

I wish to continue to assist Administrative Staff Council by volunteering for special projects or ad hoc groups that are assembled for a particular assignment. I will also continue to serve on the Council until such a time that you can find my replacement.

Internet address: dparrat@andy.bgsu.edu
April 11, 1994

MEMORANDUM

TO: Administrative Staff Council
    Executive Committee

FROM: Beverly Stearns
      Secretary, ASC

RE: Review of Salary Committee Recommendations

This information was requested by chair-elect Pat Green for discussion during the April 12 ASC Executive Committee meeting. During the April 7 meeting of the Administrative Staff Council, the 1994-1995 Administrative Staff Salary Recommendations were amended to read:

1. From:
The committee recommends that the emphasis for ALL INCREASED MONIES should go towards increases in salaries.

To:
The committee recommends that the emphasis for UNIVERSITY BUDGET INCREASES should go towards increases in salaries.

2. (no change) The committee recommends that the salary increases should be distributed on a 60/40 percent split between across the board and merit. If the 60 percent does not meet the projected rate of inflation (3 percent in 1994), then more than 60 percent should be used to bring the across the board salary increases up to the projected rate of inflation. (excluded the three examples given in original recommendation)

3. From:
The committee recommends that merit raises be distributed to individuals according to standard and consistent work evaluations AS BEING RECOMMENDED BY THE PERSONNEL WELFARE [PERFORMANCE EVALUATION] COMMITTEE. (THE SALARY COMMITTEE ALSO RECOMMENDS THAT MERIT MONIES WILL BE DISTRIBUTED TO DEPARTMENTS ACROSS THE BOARD.) ALSO, SALARY INCREASES FOR MERIT SHOULD BE ANNOUNCED AS A DOLLAR FIGURE AND NOT A PERCENTAGE INCREASE.

(over)
To:

3. The committee recommends that merit raises be distributed to individuals according to standard and consistent work evaluations.

and

4. The Salary Committee also recommends that merit monies will be distributed to departments across the board. Also, salary increases for merit should be announced as a dollar figure and not a percentage increase.

5. (formerly #4--no change to text.) A separate pool of money should be established, reviewed and maintained yearly to allow for market adjustments and salary differences by gender.
April 18, 1994

MEMORANDUM

TO: Melissa Peper Firestone
    Monitor Editor

FROM: Beverly Stearns
      Secretary, Administrative Staff Council

RE: Thank You!

I don't know how, but you managed to squeeze time and room for the article regarding Administrative Staff Council officer nominations. That you took my request after deadline so cheerfully is a clear indication of your patience and good will.

Thanks, Melissa. I really appreciate your extra effort! And, from now on, I will rely on human courier rather than high-tech FAX to meet the deadline.

cc: G. Jordan, Chair ASC
MEMORANDUM

TO: Steve Barr, Sports Information Director
    Intercollegiate Athletics

FROM: Beverly Stearns, Secretary
       Administrative Staff Council

RE: Attendance Policy for Administrative Staff Council Meetings

As Secretary of Administrative Staff Council, it is my responsibility to call to your attention Article I, section 6 of the ASC Bylaws:

Administrative Staff Council members will select a designated alternate who may substitute for said ASC member a maximum of 3 times per fiscal year. An ASC member who is absent in excess of these 3 regular meetings shall be designated by the Executive Committee as absent.

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

According to ASC records, you have been absent three times this year. The Executive Committee feels that it is very important for those individuals who have been elected to attend and actively participate in Council business in order to be able to report back to and give input to their constituents.

The remaining meeting dates for ASC are highlighted on the enclosed list. Please contact me if my records are in error or you wish to discuss this further.

cc: G. Jordan, Chair
    P. Green, Chair-Elect

enclosure
April 18, 1994

MEMORANDUM

TO: Tonia Stewart, Director
    Off-Campus Housing

FROM: Beverly Stearns, Secretary
      Administrative Staff Council

RE: Attendance Policy for Administrative Staff Council Meetings

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Administrative Staff Council members will select a designated alternate who may substitute for said ASC member a maximum of 3 times per fiscal year. An ASC member who is absent in excess of these 3 regular meetings shall be designated by the Executive Committee as absentee.

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According to ASC records, you have been absent three times this year. The Executive Committee feels that it is very important for those individuals who have been elected to attend and actively participate in Council business in order to be able to report back to and give input to their constituents.

The remaining meeting dates for ASC are highlighted on the enclosed list. Please contact me if my records are in error or you wish to discuss this further.

c: G. Jordan, Chair
    P. Green, Chair-Elect

enclosure
MEMORANDUM

April 21, 1994

To: ASC Executive Committee

From: Greg Jordan

Re: April 26 Meeting

Enclosed you will find a copy of a memo sent to VP Martin regarding the budget and a copy of a memo from PWC regarding stipends. We can discuss these items, as well as finalize the May agenda, elections, and other topics on Tuesday. I would also like to receive suggestions on items to share with the Trustees at the May dinner meeting.

The remainder of our schedule is outlined below:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 26</td>
<td>Exec @ Canal</td>
</tr>
<tr>
<td>May 5</td>
<td>ASC @ Library</td>
</tr>
<tr>
<td>May 10</td>
<td>Exec @ Library or TBA</td>
</tr>
<tr>
<td>May 24</td>
<td>Exec @ Library of TBA</td>
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<tr>
<td>June 2</td>
<td>ASC @ Library</td>
</tr>
<tr>
<td>June 14</td>
<td>Exec @ Firelands</td>
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</table>

See you Tuesday!!

- President - Panel 2nd Chart Room

Les Barber
MEMORANDUM

April 20, 1994

To: Bob Martin
   Vice-President for Operations

From: Greg Jordan, Chair
   Administrative Staff Council

Re: 1994-95 Operating and Professional Development Budgets

As the budget process draws closer to a conclusion for the 1994-95 fiscal year, on behalf of the Administrative Staff Council I would like to take this opportunity to once again raise the topic and our concern over the potential increase to the operating budget of ASC. As indicated to you in a March 25, 1993 memo, as well as followed up in a July 6, 1993 memo, we are seeking an increase in funding of our operations budget to levels previously approved. We feel that the funds are necessary in order to provide basic services and communication to our constituents.

We also feel that it is imperative to once again finds funding for the Professional Development fund. Numerous administrative staff members have benefited from the opportunity to participate in professional development opportunities when funds were available. Strong consideration should be given to finding one time allocation type dollars for this program.

We hope that some progress may be made in this area within the current budget process. We would be more than willing to discuss this matter further or provide additional support documentation if needed.

Thank you for your attention in this matter. We look forward to your response.

pc: ASC Executive Committee
   C. Dalton
   P. Olscamp
March 25, 1993

MEMORANDUM

TO: Bob Martin
   Vice-President for Operations

FROM: Ann Bowers, Chair
      Greg Jordan, Chair-elect
      Administrative Staff Council

RE: 1993-94 Budget Request for Operating and Professional Development

At the suggestion of Chris Dalton, we are pleased to submit to you for your consideration the following two recommendations for budget authorization for next year's Administrative Staff Council operating and professional development fund:

1. The operating budget should be authorized back to the funding level of the 91-92 fiscal year. That original budget was $1,581.00. Having received both a 5% and 12% reduction it has been increasingly difficult to conduct the basic business of ASC due to such inadequate funding. ASC and its officers have reduced expenditures in order to keep within the reduced budget but it has been at the expense of the departments in which the officers work. ASC as a recognized governance body should be allocated enough funds to conduct its business. Restoring funding to a previously authorized level would enhance ASC's ability to meet the needs of the constituents we serve.

2. The funds allocated to the ASC Professional Development fund have been distributed to administrative staff members in support of special needs through the Professional Development Committee. Applications have increased this past year and the funds have been depleted. The Professional Development Committee has wisely allocated these funds in support of professional development activities which will directly benefit the university as well as the staff member. For example, we provided substantial support for Rob Cunningham to attend a national Learning Disability Conference. We recommend that $5,000 be once again allocated to this fund so that support for the development of administrative staff and the entire university community continues.

If you are in need of additional support information, please let us know. We would be glad to supply it in a timely manner. Thank you for your consideration in this important matter.

Copy: Chris Dalton
MEMORANDUM

July 6, 1993

TO: Bob Martin
Vice-President for Operations

FROM: Greg Jordan, Chair
Administrative Staff Council

RE: 1993-94 Budgets

With the action of the Board of Trustees at the June 25 meeting regarding the authorization of the 1993-94 budgets, I would like to take this opportunity to initiate an inquiry concerning the status of the operating and professional development budgets for the Administrative Staff Council.

As mentioned in a March 25, 1993 memo to you regarding this topic, we hope that additional dollars would be available so that ASC would have the chance to better serve our constituents.

If a meeting would be appropriate to discuss this matter further, I would be happy to arrange one at your convenience. I look forward to hearing from you regarding the status of the budgets.

Thank you for your attention in this matter.

pc: C. Dalton
MEMORANDUM

TO: Greg Jordan, Chair
    Administrative Staff Council

FROM: Norma J. Stickler
       Chair, Personnel Welfare Committee

SUBJECT: Stipends

The Personnel Welfare Committee has discussed a question referred to us concerning stipends and compensation for acting and interim appointments. We recommend that when a staff member is asked to assume a full-time interim or acting position, he or she be given a stipend equal to ten percent of his or her current salary. If this appointment results in distribution of the interim person’s previous work to another individual, that person should also receive a ten percent stipend. If the work is distributed to more than one person, an attempt should also be made to compensate those individuals on a pro-rata basis, using ten percent as the base. For example, a person handling one-half of the work should receive a five percent stipend. If there is no full-time interim appointment and the work is distributed, those receiving extra duties should be compensated in like fashion. It is recognized, however, that a point is reached at which it will be difficult to measure the amount of work that is distributed and when it will not be possible to make a fair determination of extra compensation.
MEMORANDUM

May 13, 1994

To: Bryan Benner
   Physical Plant

From: Greg Jordan, Chair
       ASC

Re: Elections

On behalf of the administrative staff, I would like to take this opportunity to congratulate you on your election as the 1994-95 chair-elect!! I am confident that you will provide excellent leadership for ASC and all of the administrative staff.

I would be more than happy to discuss any topics that might help you become familiar with or give insight to the inner workings of ASC. I look forward to serving on the executive committee with you next year!!

Again, congratulations and best of luck!!
MEMORANDUM

To: Marcia Latta
Development

From: Greg Jordan, Chair
ASC

Re: Elections

May 13, 1994

On behalf of the administrative staff, I would like to take this opportunity to thank you for your willingness to serve as a candidate to serve ASC as chair-elect. It is very important to the overall operation of ASC that individuals participate in a wide variety of capacities. I encourage you to continue to be active in committee work and representing your constituents in university relations.

See you at the June meeting!!
MEMORANDUM

To: Rich Hughes
   On Campus Housing

From: Greg Jordan, Chair
       ASC

Re: Elections

May 13, 1994

On behalf of the administrative staff, I would like to take this opportunity to thank you for your willingness to serve as a candidate to serve ASC as chair-elect. It is very important to the overall operation of ASC that individuals participate in a wide variety of capacities. I encourage you to continue to be active in committee work and representing your constituents in student affairs.

See you at the June meeting!!
MEMORANDUM

To: Barb Keeley
    College of Health and Human Service

From: Greg Jordan, Chair
    ASC

Re: Elections

May 13, 1994

On behalf of the administrative staff, I would like to take this opportunity to congratulate you on your election as the 1994-95 secretary!! I am confident that you will provide excellent leadership for ASC and all of the administrative staff.

I know from experience that the second time around as secretary will be a little easier for you. I also look forward to serving on executive committee again with you next year.

Again, congratulations and best of luck!!
May 20, 1994

MEMORANDUM

TO: Mary Beth Zachary
   Access Services
   Libraries & Learning Resources

FROM: Beverly Stearns, Secretary
      Administrative Staff Council

RE: Welcome to Administrative Staff Council

On behalf of the Council members, I would like to welcome and congratulate you on your recent election to the Administrative Staff Council (ASC). ASC represents the administrative staff by promoting their general welfare, seeking professional development opportunities, maintaining communication among staff members and with the administration, and participating in a wide variety of processes that help formulate institutional policies.

You are invited to attend the next ASC meeting on June 2, 1994, at 1:30 p.m. in the Jerome Library Conference Room 150A. Enclosed you will find the agenda and attachment for discussion during the meeting. The ASC Charter and Bylaws are included in the Administrative Staff Handbook. The chair of the Ad Hoc Internal Affairs Committee will provide you with an Orientation to Administrative Staff Council packet.

Again, welcome. If you have any questions, or are in need of assistance, I encourage you to contact me at the Jerome Library Dean's Office (372-7891).

enclosures

c: Greg Jordan, Chair
    Pat Green, Chair-Elect
    Amy O'Donnell, Chair ASC Ad Hoc Internal Affairs Committee
MEMORANDUM

TO: Administrative Staff Council Members

FROM: ASC Amendments Committee
        Beverly Stearns, Chair
        Brad Browning
        Patricia Kania

RE: Proposed Amendment to the Bylaws

The Bylaws Article 2: Committees, Section 4: Ad Hoc Committees states that "after two years, an ASC ad hoc committee shall either cease to function or shall request to be made a standing committee through the Amendments Committee." The chairs of the Ad Hoc External Affairs and Ad Hoc Internal Affairs Committees have requested that each ad hoc committee be made a standing committee.

In accordance with Article 10 Amendments of the Bylaws, this is to propose an amendment to the Bylaws whereby both the Ad Hoc External and Internal Affairs Committees be made standing committees and that they shall be listed as ASC Standing Committees in Article 2, Section 2 as follows:

**External Affairs Committee:** This committee shall develop ideas and assist in organizing community projects involving administrative staff and shall develop ways to enhance public relations with other on- and off-campus groups and with the media.

**Internal Affairs Committee:** This committee shall be responsible for the orientation program/materials for new administrative staff members as well as for members of ASC and shall investigate and recommend ways for improving the overall effectiveness of ASC.
MEMORANDUM

To: Les Barber
Office of the President

From: Greg Jordan, Chair
Administrative Staff Council

Re: Representation to the Board of Trustee Meetings

May 13, 1994

I would like to take this opportunity to explore with you the possibility of changing ASC representation at the Board of Trustee committee meetings.

At the last board meeting, I sat in the Personnel/Facilities committee meeting, while Bob Kreienkamp sat in the Finance committee meeting. In both meetings, agenda items of interest to each of the constituent groups were discussed. However, the topic of most interest to the administrative staff was discussed in the Finance committee and the topics of most interest to the classified staff were discussed at the Personnel/Facilities committee. I believe it was noted by one of the trustees in the Personnel/Facilities committee that it was too bad that the classified staff was not present to provide input. I know that in past meetings we have attempted to place the right group in the right meeting, but that is not always possible.

On behalf of ASC, I would like to propose that both the chair and chair-elect attend the Board of Trustee meetings in an official capacity. I feel that this would serve two functions. First, as mentioned, there would be representation in both committee meetings. Second, this would provide an opportunity for the chair-elect to become familiar with the inner workings of the meetings so that he/she could be up to speed when the chair position is assumed.

I thank you in advance for your consideration of this matter. I would be more than willing to discuss this further at your convenience.

pc: P. Green
April 28, 1994

MEMORANDUM

TO: Greg Jordan, Chair
   Administrative Staff Council

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

RE: Operating and Professional Development Budgets

I share with you the desire to improve the level of funding for professional development of administrative staff. I am forwarding your request for one-time funds to the University Budget Committee for their consideration as you suggested.

I would like to suggest an alternative that ASC might consider. I have already shared with my staff my support for personal development, and have provided supplemental funds for that purpose on a matching-fund basis. I propose to you the same arrangement. Should any of the administrative staff in Operations be successful in obtaining use of ASC professional development funds, I will provide a 50-50 match for that event. Perhaps you could approach other Vice Presidents, Deans, etc. to make similar commitments. This could double the effectiveness of the funds you have available.

If you are interested in such an arrangement, please let me know.

xc: Directors' Council
    Administrative Council

js
MEMORANDUM

TO: Bob Martin  
Vice-President for Operations

FROM: Ann Bowers, Chair  
Greg Jordan, Chair-elect  
Administrative Staff Council

RE: 1993-94 Budget Request for Operating and Professional Development

DATE: March 25, 1993

At the suggestion of Chris Dalton, we are pleased to submit to you for your consideration the following two recommendations for budget authorization for next year's Administrative Staff Council operating and professional development fund:

1. The operating budget should be authorized back to the funding level of the 91-92 fiscal year. That original budget was $1,581.00. Having received both a 5% and 12% reduction it has been increasingly difficult to conduct the basic business of ASC due to such inadequate funding. ASC and its officers have reduced expenditures in order to keep within the reduced budget but it has been at the expense of the departments in which the officers work. ASC as a recognized governance body should be allocated enough funds to conduct its business. Restoring funding to a previously authorized level would enhance ASC's ability to meet the needs of the constituents we serve.

2. The funds allocated to the ASC Professional Development fund have been distributed to administrative staff members in support of special needs through the Professional Development Committee. Applications have increased this past year and the funds have been depleted. The Professional Development Committee has wisely allocated these funds in support of professional development activities which will directly benefit the university as well as the staff member. For example, we provided substantial support for Rob Cunningham to attend a national Learning Disability Conference. We recommend that $5,000 be once again allocated to this fund so that continued support for the development of administrative staff and the entire university community.

If you are in need of additional support information, please let us know. We would be glad to supply it in a timely manner.

Thank you for your consideration in this important matter.

pc: C. Dalton
March 25, 1994

MEMORANDUM

TO: Greg Jordan, Chair
    Administrative Staff Council

FROM: Lester E. Barber
    Secretary to the Board of Trustees

RE: Opportunity to Address the Board of Trustees

The Chair of Classified Staff Council has made a request to give remarks (5-10 minutes) about Council accomplishments during its 15 years of existence. We have arranged for them to do so after the Thursday dinner on May 5.

Since you serve in a similar capacity for administrative staff, I would like to offer you the same opportunity. Please let me know if you wish to give a brief presentation on ASC achievements after the May 5 dinner.

dmm

xc: President Olscamp
    Chair Mahaney
Greg Jordan, Chair
Administrative Staff Council
Bowling Green State University
Bowling Green, Ohio 43403-0373

Dear Greg:

Thank you for your letter of February 23rd regarding the forthcoming presidential search process at Bowling Green State University. The selection of a president is the most important task that is designated to the Board of trustees. It is a task that the board takes very seriously and is dedicated to conducting in a manner that provides input for all constituent groups.

It is important for you to understand that we are in the very early stages of the process. The initial planning is just beginning. You can rest assured that the Administrative Staff Council will be included at the appropriate time. The Board is currently working with the Association of Governing Bodies, so that we will be assured that the search will be conducted in a thorough and proper manner.

If you would like to discuss this with me further, please feel free to contact me by E-Mail at C.CONNALLY@GENIE.GEIS.COM.

Very truly yours,

C. Ellen Connally
Vice-Chairperson
Board of Trustees

CEC: kb
TO: Dr. J Christopher Dalton  
Vice-President for Planning & Budgeting

FROM: Administrative Staff Council Executive Committee

RE: University Travel Reimbursement Policy

DATE: January 24, 1994

It was brought to the attention of Administrative Staff Council during the January 6, 1994 meeting that the Internal Revenue Service recently raised the tax-deductible mileage rate for business travel to $0.29 per mile. Since the last adjustment in the BGSU travel reimbursement policy was made well over eight years ago, a suggestion was made to encourage the administration to review this out-dated policy. The matter was referred to the ASC Executive Committee for review.

After obtaining information and discussing the matter, the ASC Executive Committee requests the following:

1. It is our belief that when a University employee travels on behalf of this institution, there should be no out-of-pocket expenses for travel, meals and lodging paid by the employee. We request that the Administrative Council adopt this basic philosophy. There must be some limitations in place to safeguard against abuse; however, current rates of reimbursement need to be revisited (for example, the mileage rate should meet federal guidelines, lodging and meal rates should be increase, both in and out-of-state and the limits within the 50 mile radius should be review, especially in cases where overnight or all day travel is required).

2. We have observed an apparent inconsistency in the manner in which travel expenses are funded, perhaps attributable to the funding source from which travel is paid. For those areas with non-educational dollars available, either the entire amount is reimbursed or the difference is made up. In some cases, expenses not allowed through educational dollars are allowed through non-educational dollars. We request consistent application of the reimbursement policy, regardless of the source of the money to be used for reimbursement.

The Administrative Staff Council Executive Committee believes these requests for increases in travel reimbursement rates to be reasonable and comparable with other Ohio state assisted universities. We welcome the opportunity to work with you toward an equitable solution.

pc: P. Olscamp     L. Barber     P. Mason
     R. Marón     P. Hutchinson     G. Finn
     E. Clark     J. Moore     R. Zwierlein
January 27, 1994

MEMORANDUM

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

FROM: Gaylyn J. Finn, Treasurer and Assistant
       Vice President of Planning and Budgeting

RE: Travel Policy -- In-state Lodging

Recognizing the increasing costs of lodging within the State of Ohio and after comparing Bowling Green State University's in-state lodging reimbursement rates with other state universities, I am recommending that a proposal be presented to the University's Board of Trustees to increase the rate for in-state lodging from a maximum of $55 plus tax to $75 plus tax or the standard convention rate when applicable.

In addition to the in-state lodging rate increase noted above, I am also recommending, that in recognition of the general rise in travel costs for University travelers and to reimburse at a more comparable rate with other IUC universities, the following rate adjustments:

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<thead>
<tr>
<th>From</th>
<th>To</th>
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<tbody>
<tr>
<td>Mileage (per mile)</td>
<td>$0.20 to $0.27</td>
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<tr>
<td>Lodging -- In-State</td>
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<td>Lodging -- Out-of-State</td>
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<td>Daily Maximum</td>
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<tr>
<td>Daily Maximum</td>
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Since universities were given the authority to establish their own travel reimbursement rates in 1985 and BGSU established its own rates (October 1985), no changes have been made to our reimbursement rates. It is without question, that since that time, travel costs have increased for all phases of travel. As indicated by the attached exhibit, the travel reimbursement rates at Bowling Green State University are now at or below the other IUC universities in nearly all reimbursement areas. The recommendation that in-state conference lodging charges above $75 be fully reimbursed is intended to allow individuals to attend conferences within Ohio and be reimbursed on the same basis as if that conference were out-of-state. Continuation of the out-of-state override by vice presidents and non-overrideable feature of in-state lodging, as established...
January 24, 1994

MEMORANDUM

TO: Administrative Staff Council Members
FROM: ASC Amendments Committee
        Beverly Stearns, Chair
        Brad Browning
        Patricia Kania
RE: Proposed Amendment to the Bylaws

Because some ASC standing committees have experienced difficulty electing a chair in the past, the ASC Amendments Committee proposes that the following amendment be made to the Bylaws in the interest of alleviating committees of this responsibility. An additional benefit of this proposal is that the appointment of chairs could occur at the same time committees are appointed which would facilitate the entire process and expedite initial committee meetings.

ARTICLE 2: Committees
Section 2: ASC Standing Committees

Change the text in uppercase from:

The members of ASC standing committees will be ASC members and will be appointed by the Chair. ASC members may be nominated or may volunteer to serve on ASC standing committees. Membership on these committees will be for one year. Members are eligible for reappointment. Standing committees may appoint subcommittees whose members need not be ASC representatives. CHAIRS SHALL BE ELECTED BY THE COMMITTEES UNLESS STATED OTHERWISE. Each chair shall submit in May a yearly report of the committee's activities to the Executive Committee. The duties and responsibilities of the following ASC standing committees are: ...

to:

...THE CHAIR OF ASC SHALL APPOINT A CHAIR FOR EACH STANDING COMMITTEE. ...
TO:        Dr. Ron Zwierlein  
           Interim Vice-President for Student Affairs

FROM:      Greg Jordan, Chair  
           Administrative Staff Council

RE:        ASC Representation to ACGFA

DATE:      February 23, 1994

To follow up on our telephone conversation, let me first extend to you my apologies on behalf of ASC in the 11th hour resignation of Fran Voll, our elected representative to ACGFA from ASC. He contacted me via voice mail on Thursday, February 17 to inform me of his inability to carry out his elected duties. I made a decision that it was too late in the process to obtain an alternate to make the time commitment to this important process.

Please let me indicate to you that ASC appreciates the opportunity for input in the ACGFA process. We are currently conducting elections for the 1994-95 year. I will be taking steps to make sure the representative elected to ACGFA will understand to commit to this process.

Thank you for your attention and understanding.

pc:        P. Green
Dear Judge Connally,

On behalf of the Administrative Staff Council, I am writing you today concerning the process by which the next President of Bowling Green State University will be selected. It is my understanding that Trustees Noe, Laskey and yourself have been named as a committee to explore the process by which the selection will take place. I am well aware of the importance of developing a sound plan that will take leadership of BGSU into the next century.

The purpose of this letter is to share with you the desire of ASC to be involved in the selection process through representation on the selection committee. We feel as one of the five constituent groups involved in the governance of BGSU that an appointed/elected representative could provide the feedback and input of the administrative staff in a timely, accurate manner.

I would be more than willing to discuss this matter further. I am thanking you in advance for your attention and understanding in this matter.

Sincerely,

Greg Jordan, Chair
Administrative Staff Council
Mr. John Laskey  
23867 River Road  
Perrysburg, OH 43551

February 23, 1994

Dear Mr. Laskey,

On behalf of the Administrative Staff Council, I am writing you today concerning the process by which the next President of Bowling Green State University will be selected. It is my understanding that Trustees Noe, Connally and yourself have been named as a committee to explore the process by which the selection will take place. I am well aware of the importance of developing a sound plan that will take leadership of BG SU into the next century.

The purpose of this letter is to share with you the desire of ASC to be involved in the selection process through representation on the selection committee. We feel as one of the five constituent groups involved in the governance of BG SU that an appointed/elected representative could provide the feedback and input of the administrative staff in a timely, accurate manner.

I would be more than willing to discuss this matter further. I am thanking you in advance for your attention and understanding in this matter.

Sincerely,

Greg Jordan, Chair  
Administrative Staff Council
<table>
<thead>
<tr>
<th>Name</th>
<th>Year</th>
<th>Address</th>
<th>Occupation/Position</th>
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<td>David A. Bryan</td>
<td>1994</td>
<td>2301 Pemberton Dr., Toledo, OH 43606-3148</td>
<td>Partner</td>
<td>Wasserman, Bryan, Landry &amp; Horold</td>
<td>Home: (419) 535-7710 Office: (419) 243-1239</td>
</tr>
<tr>
<td>C. Ellen Connally</td>
<td>Honorable</td>
<td>13507 Cormera Avenue, Cleveland, OH 44120-1523</td>
<td>Judge</td>
<td>Cleveland Municipal Court</td>
<td>Home: (216) 932-3871 Office: (216) 664-4972</td>
</tr>
<tr>
<td>Anthony Fluellen</td>
<td>1994</td>
<td>4900 Woodman Park Dr., #7 Dayton, OH 45432</td>
<td>(same as home address)</td>
<td>(same as home address)</td>
<td>Home: (513) 252-0593</td>
</tr>
<tr>
<td>Jason T. Jackson</td>
<td>1993</td>
<td>7503 Granby Way, West Chester, OH 45069</td>
<td>President</td>
<td>Undergraduate Student Government</td>
<td>Home: (513) 777-6009 Office: (419) 372-6026 (419) 372-8116</td>
</tr>
<tr>
<td>John A. Laskey</td>
<td>1998</td>
<td>23867 West River Road Perrysburg, OH 43551</td>
<td>Chair and President</td>
<td>The Port Lawrence Tite &amp; Trust Co.</td>
<td>Home: (419) 378-7342 Office: (419) 244-4605 (800) 824-1125</td>
</tr>
<tr>
<td>Delbert L. Latta</td>
<td>2001</td>
<td>516 Hillcrest Drive Bowling Green, OH 43402</td>
<td>(same as home address)</td>
<td>(same as home address)</td>
<td>Home: (419) 352-8627</td>
</tr>
<tr>
<td>John C. Mahaney, Jr.</td>
<td>1996</td>
<td>4280 Llanfair Court Columbus, OH 43221</td>
<td>President</td>
<td>Ohio Council of Retail Merchants</td>
<td>Home: (614) 777-5094 Office: (614) 221-7833</td>
</tr>
<tr>
<td>G. Ray Medlin, Jr.</td>
<td>1999</td>
<td>6012 Villamar Street Toledo, OH 43611</td>
<td>Executive Secretary Treasurer/</td>
<td>Business Manager N.W. Ohio District Council of Carpenters</td>
<td>Home: (419) 729-4529 Office: (419) 244-9801</td>
</tr>
<tr>
<td>Valerie L. Newell</td>
<td>1995</td>
<td>3434 Manor Hill Dr. Cincinnati, OH 45220-1523</td>
<td>Vice President/Senior Portfolio Manager</td>
<td>Scudder, Stevens &amp; Clark</td>
<td>Home: (513) 961-3279 Office: (513) 621-2733</td>
</tr>
<tr>
<td>Thomas W. Noe</td>
<td>2000</td>
<td></td>
<td>President</td>
<td>Numismatic Investments of Ohio</td>
<td>Home: (419) 829-6629 Office: (419) 885-4236</td>
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<tr>
<td>Virginia B. Platt (Dr.)</td>
<td>1993</td>
<td>c/o President's Office Bowling Green State University</td>
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**Officer of the Board - 1992-1993:**
- President - John C. Mahaney, Jr.
- Vice President - C. Ellen Connally
- Secretary - Lester E. Barber
December 28, 1993

TO: Bob Martin
   Vice President for Operations

FROM: Greg Jordan, Chair
       Administrative Staff Council

RE: Parking Appeals Committee

Thank you for your memo of November 18 regarding the ASC representative to the Parking Appeals Committee. Through our annual election process last March, Shirley Colaner was elected to the committee for a three year term.

Having contacted both Shirley and Jim Treeger, they indicated that the "change-over" occurred July 1, 1993 and that Shirley has been a very active participant through out the summer and fall semester. Therefore, the suggestion of Jim continuing through June 1994 will not work.

I have two suggestions that might help in this situation. First, it is my understanding that the faculty representative has yet to be selected. Might it be a good idea to stagger that appointment through June 1994? Second, Shirley has indicated that she would be willing to serve through June, 1997 if you wish to stagger the ASC appointment.

Please let me know how you wish to proceed in this matter.
November 18, 1993

MEMORANDUM

TO: Greg Jordan, Chair
   Administrative Staff Council

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

RE: Parking Appeals Committee

At the present time, the terms of several members of the Parking Appeals Committee (PAC) expire at the same time. In order that we may stagger terms on the Parking Appeals Committee, I am requesting that the Administrative Staff Council adjust their committee member’s term, which ended June 1993, and extend the term to June 94. Perhaps Jim Treeger who served on the committee until June 1993 would consider continuing his membership until June 94. At that time, the Administrative Staff Council Parking Appeals representative will serve a three-year term, July 94 through June 97.

Thanks for your help.

has
TO: John Moore, Director
Personnel Support Services

FROM: Greg Jordan, Chair
Administrative Staff Council

RE: Severe Weather Policy

In conjunction with the concern expressed by Classified Staff Council, Administrative Staff Council is also wishing clarification of the procedures regarding the severe weather policy. The points outlined in the CSC December 13 memo to you are valid question that are confusing our constituents.

I have also been informed that most vice presidential areas do not have a list of designated employees who are expected to report for work. In addition, how should we handle other facilities, such as the SRC, University Fieldhouse, Ice Arena, etc. that remain open in order to provide an important outlet to those students who suddenly have a lot of free time and energy on their hands.

I know that last time we discussed this matter, you were going to have this topic on the Ad Council agenda. Please advise me of the results of the discussion. I would be more than happy to provide you with additional information and support material.

Thank you for your attention in this matter.

pc: CSC
MEMORANDUM

TO: John Moore, Director
   Personnel Support Services

FROM: Bob Kreienkamp, Chair
   Classified Staff Council

RE: Severe Weather Policy

Once again we approach the winter weather season and, unfortunately, once again we inquire about the official university policy concerning severe weather and closing of the university.

This past year (winter of 92-93) we were under the impression that the official policy had been changed from the old policy (attachment) of:

"Though classes may be cancelled, all University employees are expected to report to their job assignments unless a specific announcement cancelling work schedules is made. Employees should not be confused by media reports of the University closing."

to the new policy (attachment) as outlined by Vice President Martin in February that states:

"Under the new directive, if weather or other conditions warrant limiting University activities, a decision will be made to either operate classes and offices normally or close them both."

This directive seems very straightforward and to the point. However, when Melissa Firestone, editor of the Monitor, contacted Personnel to do an updated story of the University policy to remind employees, she noted the policy in the handbook (attachment) that was sent to her was not so clear and straightforward. It states:

"The University closes only in times of emergency. If any emergency is declared necessitating a closing of the university, only designated employees are expected to report to or remain at work."

This does not address questions like, "Does the University only cancel classes in times of emergency?" and, "If classes are cancelled without an emergency situation being declared, would this also close offices that are non-emergency areas?" If this is the case, then it would seem we are back to the old policy that caused so much confusion.

The fact that the old policy is still printed in the University telephone directories does not make these questions any easier for most employees or supervisors. We would appreciate this being cleared up and printed on the appropriate handbook page. Since the deadline for handbook changes is January 7, 1994 and the deadline for the first major snowstorm or severe weather is not known at this time, we would appreciate your immediate attention to this matter and response to us.

cc: Ad Council
    Walter Montenegro
    Greg Jordan, ASC

Attachments
Academic Calendar

1992 Fall Semester
August 26, Wednesday
September 7, Monday
November 25, Wednesday
November 30, Monday
December 11, Friday
December 14, Monday
December 18, Friday
December 19, Saturday

1993 Spring Semester
January 11, Monday
January 18, Monday
March 20, Saturday
March 29, Monday
April 30, Friday
May 3, Monday
May 7, Friday
May 8, Saturday

Classes begin 7:30 a.m.
Labor Day-No classes
Thanksgiving recess begins 7:30 a.m.
Classes resume 7:30 a.m.
Classes and 10 p.m.
Examinations begin
Fall semester ends
Commencement

Cancellation of Classes
Faculty, staff and students are reminded that the decision to cancel classes in the event of severe weather rests with the University’s central administration.

Any decision to cancel classes will be communicated to faculty, staff and students by the Office of Public Relations which will notify Campus Fax Line (372-2445), WBGU-FM (88.1), WFAL-AM (680) and radio stations WFCB, WVOH, WSPD, WCWA, WLOR-FM, WRQN-FM, WGE-FM and WFHN. Also, WBGU-TV (Channel 27) and four Toledo television stations, channels 11, 13, 24 and 38, will be notified.

Every effort will be made to notify these media by 7 a.m. the day of any cancellation. If a later storm necessitates the cancellation of afternoon or evening classes, the Public Relations Office will notify the above-named media as soon as possible and before 5 p.m.

Though classes may be cancelled, all University employees are expected to report to their job assignments unless a specific announcement cancelling work schedules is made. Also, employees should not become confused by media reports of the University “closing.” They often say Bowling Green is closed rather than the correct “classes are cancelled at Bowling Green.”

The University closes only in times of state emergency.

Class Attendance for Weather Emergencies

If in the case of severe weather an official agency such as the State Highway Patrol reports that hazardous driving conditions exist and that travel is not advised, then students who must commute to Bowling Green will be excused from classes without penalty. Upon return to each affected class, the student should inform the faculty member of his or her inability to travel due to hazardous driving conditions.

Board of Trustees

John C. Mahaney Jr., President, Columbus
G.O. Herbert Moorehead Jr., Vice President, Detroit, Michigan
C. Ellen Connally, Cleveland
Jason T. Jackson, Bowling Green
John A. Laskey, Perrysburg
Debar L. Latte, Bowling Green
G. Ray Medlin Jr., Toledo
Nick J. Millet, Rome, Italy
Thomas W. Noe, Sylvania
Virginia B. Piatt, Bowling Green

The 1992-93 Bowling Green State University Telephone Directory is published by the Office of Public Relations.
Editorial Director, Deborah McLaughlin
Cover Design, Cheryl Takata
Cover Photograph, Jeff Hall
Advertising, University Directories, Chapel Hill, NC
MEMORANDUM

TO: Directors' Council

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

RE: Emergency Employees

The University has recently revised its Severe Weather Policy. Under this new directive, if weather or other conditions warrant limiting University activities, a decision will be made to either operate classes and offices normally or close them both. If closure is determined, only designated emergency personnel will be required to report to work. The determination of such employees will be only the minimum number required to serve in an emergency, residents, students, and protect University resources.

If you have not prepared your emergency employee lists, please do so and send to me not later than February 15th.
SEVERE WEATHER POLICY AND PROCEDURE

On occasion weather conditions develop which may cause employees to experience difficulty in getting to work on time. Extreme weather conditions may also cause the University to be closed. Even when situations such as these occur, many essential functions at Bowling Green State University must continue to operate. These include the preparation and serving of meals to the student, the provision of lighting and heating to university buildings, law enforcement and public safety, snow removal from parking areas and sidewalks, and other activities.

In the event of severe weather, any decision to close the University will be communicated by the Office of Public Relations, which will notify the University Fact Line (372-2445), WBGU-FA (88.1), WFAL-AM (680), WFOB, WOHO, WCGA, WLQR-FM, WRON-FM, WFIN, and WGTE. In addition, WBGU-TV (Channel 27) and three Toledo television stations (Channels 11, 13, and 24) will also be notified.

Every effort will be made to notify these media by 7:00 a.m. on the day of closing.

The University closes only in times of emergency. If any emergency is declared necessitating a closing of the University, only designated emergency employees are expected to report to work or remain at their jobs. Designated emergency employees are those individuals who have been issued ID cards identifying them as such. Classified staff specifically advised in advance or called in specifically for the emergency will be paid two-and-one-half (2-1/2) times their hourly rate of pay for all hours worked during the emergency. Administrative staff will receive time off at the rate of 2 hours off for each hour worked.

During periods of severe weather when no emergency is declared, employees who report to work at a reasonable time during their work day will be compensated for the entire day. For example, an employee who normally works from 8:00 a.m. to 5:00 p.m. and reports to work at 10:00 a.m. will be paid for the entire workday. An employee who reports to work at 1:00 p.m. will be paid for half the workday. Those employees unable to report to work may use accrued but unused vacation, compensatory time, or personal leave for that day to complete a full 40-hour workweek, or the day may be accounted for as leave without pay.

If an emergency is declared during regular work hours, caused by events such as tornadoes, severe snow storms, disruptions, power failures, explosions, etc., employees may be dismissed only after an announcement by each area vice president or his/her designee. Individual areas or departments cannot dismiss employees without authorization.

If an early release announcement by the area VP/designee is made during the working day, University employees on the job released from work will be paid for the remainder of the work shift. Employees who desire to leave work before an early release announcement is made may request this from their immediate supervisor. If approved, these employees may use accrued but unused vacation, compensatory time, personal leave, or leave without pay to complete the working day.

Employees who are required to work beyond their normal shift during an emergency will be paid accordingly. Time spent in non-duty status, such as sleep, will not be compensated.

A summary of attendance pay policies in severe weather situations is included as part of this policy and procedure.
MEMORANDUM

TO: Dr. Paul J. Olscamp, President
    Bowling Green State University

FROM: Greg Jordan, Chair
       Administrative Staff Council

RE: BGSU's Smoking Policy

Thank you for your October 21 memorandum regarding the request of USG to explore and develop policies regarding the penalties for those employees who violate the BGSU smoking policy. The ASC Executive Committee met with John Moore on October 26 and this topic was addressed.

There is a smoking policy in the current Administrative Staff Handbook. However, the policy needs to be updated with the changes that has been made. However, we believe that the penalty portion has not changed. John indicated that the classified staff handbook lists clear procedures for dealing with this topic. Since we feel that the smoking policy enforcement should be the same for all employees on campus, John was going to draft a proposal for ASC to review.

Upon completion of the development of a proposal, I will forward it to you and the Administrative Council for your action. Thank you for your attention in this matter.

pc: J. Moore
MEMORANDUM

TO:
Mr. Greg Jordan  
Chair, Administrative Staff Council  

Mr. Robert Kreienkamp  
Chair, Classified Staff Council  

Dr. Benjamin N. Muego  
Chair, Faculty Senate

FROM:  
Paul J. Olscamp  
President

It has been brought to my attention by the Undergraduate Student Government that although there are penalties in the Student Code for the violations of the smoking policies, there are no similar regulations for Administrative Staff, Classified Staff, and Faculty. Since this is a non-smoking campus, and since there are regulations for the enforcement of the non-smoking policy for students, it seems only fair that there be similar policies in place for the other segments of our University community. The Undergraduate Student Government has asked me to contact you to request that such policies be created, if they do not already exist, and I am happy to agree with their request.

Thank you.

[Signature]
MEMORANDUM

TO: Mr. Robert Kreienkamp, WBGU-TV
    Mr. Greg Jordan, Recreational Sports
    Dr. Benjamin N. Muego, Faculty Senate

FROM: Paul J. Olscamp, President

I have studied the program for the seminar on "Health Care Cost Containment" in the Doral Resort and Country Club in Miami, and decided after discussion with Trustee Medlin that one part of the discussion which will be presented there probably will not be discussed at the Toledo meeting. Therefore, I have asked Don Boren, Joyce Hyslop, and Josh Kaplan to attend the conference in Florida. I have chosen these individuals because they represent the Faculty, the Classified Staff and the Administrative Staff, and because of the obvious medical knowledge of Dr. Kaplan, and the necessity to represent women's as well as men's health issues. I trust the committee will benefit from their knowledge. I still think it is a wise idea for members from the committee to attend the Health Care Cost Containment seminars to be held in this region as well.

Many thanks.
October 13, 1993

MEMORANDUM

TO: Members of the President's Panel
FROM: Paul J. Olscamp
       President

I am writing to confirm the Fall Semester meeting of the President's Panel for Thurs., Oct. 21, 1993 at 2:30 p.m. in the Chart Room of McFall Center.

I invite you to submit items for the agenda by calling the President's Office. Please submit your agenda items as soon as possible. I have also attached a copy of the membership roster for your convenience.

Attachment

mk
MEMBERSHIP ROSTER - PRESIDENT'S PANEL (1993-94)

President Paul J. Olscamp 2-2211

Dr. Eloise Clark
Vice President for Academic Affairs 2-2915

Administrator Designated by President

Dr. Ron Zwierlein 2-2147
Interim Vice President for Student Affairs

Administrative Staff Advisory Council Representative

Greg Jordan, Chair 2-7481
Recreational Sports
Student Recreation Center

Classified Staff Advisory Council Representative

Bob Kreienkamp, Chair 2-7129
WBGU TV
Troup Street

Faculty Senate Representative

Dr. Benjamin N. Muego, Chair 2-2751
Dr. Dorothy Behling, Vice Chair 2-2751
Dr. Veronica Gold, Secretary 2-2751
Dr. Marv Kumler, Faculty Representative 2-8238

Graduate Student Representative

Anupam Trivedi, President 2-2426
Graduate Student Senate

Undergraduate Student Representative

Jason Jackson, President, USG 2-8116
Chad Luckner, Vice President, USG 2-8116
Philip Wentzel, Senator, USG 2-8116
MEMORANDUM

October 4, 1993

TO: Dr. Paul J. Olscamp, President
Bowling Green State University

FROM: Greg Jordan, Chair
Administrative Staff Council

RE: The October 7 ASC Meeting

Thank you for making yourself available to address the Administrative Staff Council at our October 7 meeting. We are looking forward to your comments.

The meeting begins at 1:30 PM in the Alumni Room of the University Union. As we have done in the past, after introducing you, I will turn the floor over to you for any general comments you wish to make. We hope that your schedule would allow time for you to answer any questions that members might have (please note: Josh Kaplan is no longer on council, nor is Gregg DeCrane, so there will be no questions regarding the snow emergency policy!)

At our Executive Committee meeting last week, a few topics that you might consider touching on were identified, including an update on the collective bargaining process, the state budget picture, prospect for 1994-95 salary increase and possible method for distribution, a day care facility proposal and the administrative staff classification and compensation study.

Please feel free to take as much time in the meeting as necessary and that your schedule permits. As always, you would be more than welcome to stay for the entire meeting after you have completed your comments.

If you have any questions prior to Thursday, please feel free to contact me. See you Thursday!!
MEMORANDUM

September 7, 1993

TO: Dr. Paul J. Olscamp, President
    Bowling Green State University

FROM: Greg Jordan, Chair
       Administrative Staff Council

RE: 1993-94 Goals and Objectives; An Invitation to Address ASC

As mentioned in previous correspondence to you, you will find attached a copy of the goal and objectives for the Administrative Staff Council for 1993-94. Some goals remain from previous years. The new goals certainly provide an opportunity for administrative staff to make contributions for the overall benefit of the entire university community. Please feel free to contact me regarding any of the goals for this year.

I would also like to take this opportunity to invite you to address the Administrative Staff Council, as you have for a number of years, at either the October 7 or November 4 meeting. These are both Thursday afternoons beginning at 1:30 PM in the Alumni Room of the University Union.

Thank you for your consideration and attention in these matters. I look forward to hearing from you regarding your availability in either October or November.
ADMINISTRATIVE STAFF COUNCIL
1993-94 GOALS

GOALS CONTINUED FROM 1992-93

1. Establish child/dependent care as a high institutional priority. Work with all other constituent groups to develop a realistic proposal to be forwarded to the Administrative Council.

2. Secure an overall salary and benefit package that ranks BGSU's administrative staff in the number four position, or higher, statewide among public universities. Continue to address the issue of salary inequities base and gender. Work to develop an adequate market adjustment pool for Administrative Staff.

3. Due to numerous vacancies not filled, continue to address the issue of excessive workloads for administrative staff, as well as the consistent application of policies and procedures across Vice-Presidential areas.

4. Appoint an ad hoc committee to study and develop an appropriate philosophy and procedures for succession planning.

5. Seek additional operational budget funding for basic services provided by ASC.

6. Seek additional professional development funds in order to assist administrative staff to have the ability to participate in worthwhile professional development opportunities.

NEW FOR 1993-94

1. Conduct a fund-raising effort in order to increase the corpus of the Administrative Staff Scholarship to $35,000.

2. Assist Personnel Services and an outside consultant in the design and implementation of a compensation and job classification study.

3. Participate in a state wide network of administrative staff from other universities.

4. Review the status of the three ad hoc committees currently operating within ASC.

5. Review and forward recommendations regarding ASC representation on the financial exigency committee.

6. Discuss, develop recommendations and procedures for a grievance procedure for non-renewal of contract.
7. Recommend and encourage that appropriate committees and departments inform employees about the changes in the university health care system.

8. Develop clear procedures within ASC regarding the development, approval and forwarding process of policies and recommendations.

9. Encourage and increase participation and communication among all administrative staff and the ASC.

10. Review and make recommendations on distribution of salary pool dollars via the merit system. Factors in this process include the combination of the past three fiscal years without any merit consideration with the current fiscal year.

11. Develop policies and procedures which would foster opportunities for internal promotion of administrative staff.

Approved by ASC: 9-2-93
MEMORANDUM

TO: Paul J. Olscamp
President

FROM: Bob Kreienkamp, Chair, Classified Staff Council
Greg Jordan, Chair, Administrative Staff Council
Benjamin N. Muego, Chair, Faculty Senate

Following a meeting of the chairs of the University's three constituency groups on August 3, 1993, we are in agreement that the Health Task Force must continue to remain active in its quest for health care cost containment. We believe the committee must be kept up-to-date on national and regional developments in any health care reform plans.

To do this effectively we are requesting that members of the Task Force attend a Health Care Cost Management Conference to be held in Miami, Florida on November 1-3, 1993. We suggest that two members from each constituent group participate in this conference designed to help understand the complex health care issues, work through the problems, and implement the most effective programs for maintaining our health care benefits at BGSU at the lowest possible cost to the University and the individuals.

We feel it imperative that the Task Force be as well educated as possible to address the health care problems here at BGSU. You asked the committee to make an additional two-year commitment to the Task Force and we believe it would be in the best interest of the University for a commitment from the administration to educate members of the Task Force to do the best possible job for the University during the next two years.

Enclosed is a copy of the conference agenda. We are available to discuss the details of this request at your earliest convenience.

cc: G. Ray Medlin, Jr., chair, Personnel & Facilities, BGSU Board of Trustees
Bob Martin, Vice President Operations
Eloise Clark, Vice President Academic Affairs
Don Boren, chair, Health Care Task Force

Enclosure
MEMORANDUM

TO: Dr. Paul J. Olscamp, President
Bowling Green State University

FROM: Greg Jordan, Chair
Administrative Staff Council

DATE: August 11, 1993

RE: Annual Fall Administrative Staff Reception

During the summer meetings of the ASC Executive Committee, the topic of our annual Fall Reception was discussed in great detail. In an effort to reach out to as many administrative staff as possible, we felt it would be appropriate to change the date of the reception, to one week later. We felt that there are just too many conflicts for so many of our constituents, in that the traditional opening day is filled with meeting the needs of students who are just arriving on campus.

On behalf of all administrative staff, I would like to take this opportunity to invite you to our annual Fall Reception. We also hope that you would be able to make a few brief comments during the program. The reception will be on Monday, August 30, 1993, from 3:00-5:00 PM. The program will begin at 4:00 PM.

Thank you for your attention in this matter. I sincerely hope that you will be able to join us.
MEMORANDUM

July 6, 1993

TO: Bob Martin
Vice-President for Operations

FROM: Greg Jordan, Chair
Administrative Staff Council

RE: 1993-94 Budgets

With the action of the Board of Trustees at the June 25 meeting regarding the authorization of the 1993-94 budgets, I would like to take this opportunity to initiate an inquiry concerning the status of the operating and professional development budgets for the Administrative Staff Council.

As mentioned in a March 25, 1993 memo to you regarding this topic, we hope that additional dollars would be available so that ASC would have the chance to better serve our constituents.

If a meeting would be appropriate to discuss this matter further, I would be happy to arrange one at your convenience. I look forward to hearing from you regarding the status of the budgets.

Thank you for your attention in this matter.

pc: C. Dalton
MEMORANDUM

TO: President's Panel Members
FROM: Marianne Kolbe
Secretary
SUBJ: Membership Roster (1993-94)

Please find attached, a completed president's panel membership roster for the 1993-94 school year. If you should have any questions regarding the roster, please feel free to give me a call.

Attachment
MEMBERSHIP ROSTER - PRESIDENT'S PANEL (1993-94)

President Paul J. Olscamp 2-2211

Dr. Eloise Clark
Vice President for Academic Affairs 2-2915

Administrator Designated by President

Dr. Bob Arrowsmith 2-2147
Interim Vice President for Student Affairs

Administrative Staff Advisory Council Representative

Greg Jordan, Chair 2-7481
Recreational Sports
Student Recreation Center

Classified Staff Advisory Council Representative

Bob Kreienkamp, Chair 2-7129
WBGU TV
Troup Street

Faculty Senate Representative

Dr. Benjamin N. Muego, Chair 2-2751
Dr. Dorothy Behling, Vice Chair 2-2751
Dr. Veronica Gold, Secretary 2-2751
Dr. Marv Kumler, Faculty Representative 2-8238

Graduate Student Representative

Anapum Trivedi, President 2-2426
Graduate Student Senate

Undergraduate Student Representative

Jason Jackson, President, USG 2-8116
Chad Luckner, Vice President, USG 2-8116
Philip Wentzel, Senator, USG 2-8116
June 18, 1993

Mr. Greg Jordan, Chair
Administrative Staff Council
Recreational Sports
Student Recreation Center

Dear Greg:

I am writing to invite you to serve on the President's Panel as the representative for the Administrative Staff Council during the 1993-94 academic year. I'm enclosing an excerpt from the Academic Charter relative to the purpose and function of the panel, along with a copy of the (draft) Faculty Senate Calendar showing the dates in which the panel will meet.

Please contact my office to indicate your response, which I hope will be affirmative. Many thanks.

Sincerely,

Paul J. Olscamp
President

Enclosures
ARTICLE III: THE PRESIDENT OF THE UNIVERSITY

SECTION A: PRESIDENTIAL RESPONSIBILITIES

The President of the University shall be the chief executive officer of the University. The authority, responsibilities, and duties of the President, as well as the procedures for the selection and evaluation of the President, shall be specified in Article IV, Bylaws of the Board of Trustees. IV.C, XIII.C and D, and Bylaws of the Faculty Senate, Bylaw E.4.

SECTION B: THE PRESIDENT'S PANEL

The President's Panel shall be composed of the President, VPAA, the Chair or appointee of the ASC, the Chair or appointee of the CSC, and one other administrator appointed by the President; the Chair, Vice-Chair, and Secretary of the Faculty Senate, and one other faculty member elected by the Faculty Senate from a list of nominees submitted to it by the SEC; three undergraduate students appointed by the USG, and one graduate student appointed by the GSS. The President's Panel shall be advisory to the President on matters concerning the welfare of the University and of the members of the University Community.

The President shall preside at the meetings of the President's Panel, which shall meet at the call of the President. The Panel shall meet with the President at least once each semester during the academic year. The President also shall convene special meetings of the Panel within ten class days after receiving a request to do so from a majority of the Panel. The Secretary of the Faculty Senate shall serve as Secretary of the President's Panel, shall keep and circulate minutes, and shall deposit them for permanent storage in the Office of the President upon their approval by the Panel. IV.D.2.a)(3).
1993-1994 Official Faculty Senate Calendar
Bowling Green State University

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Senate
Senate On-Call
Senate Executive Committee
Senate Executive Committee On-Call
SEC/VPAA
Holidays and Breaks
President's Panel
† Commencement
Board of Trustees
* Oct. 5 Senate Meeting at Firelands College

All meetings begin at 2:30 p.m. except commencement and Board of Trustees.
MEMBERSHIP ROSTER - PRESIDENT'S PANEL (1993-94)

President Paul J. Olscamp 2-2211
Dr. Eloise Clark
Vice President for Academic Affairs 2-2915

Administrator Designated by President
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Graduate Student Representative
Anapum Trivedi, President 2-2426
Graduate Student Senate

Undergraduate Student Representative
Jason Jackson, President, USG 2-8116
__________, Vice President, USG 2-8116
__________, Senator, USG 2-8116
MEMORANDUM

June 1, 1993

TO: Carl Peschel
Foundation

FROM: Greg Jordan, Chair
Administrative Staff Council

RE: Change in ASC Budget Administrator

Please be advised that, effective immediately, Pat Green, Photochemical Sciences, is the budget administrator for ASC (ADM 121, 142, 314) for the 1993-94 fiscal year. Please make appropriate changes so that the budget print-outs will be sent to her.

If you are in need of any additional information, please advise. Thank you for your attention in this matter.

pc: P. Green
    R. Martin
MEMORANDUM

June 1, 1993

TO: Carl Lipp
   Business Office

FROM: Greg Jordan, Chair
       Administrative Staff Council

RE: Change in ASC Budget Administrator

Please be advised that, effective immediately, Pat Green, Photochemical Sciences, is the budget administrator for ASC (500-3031, 3032) for the 1993-94 fiscal year. Please make appropriate changes so that the budget print-outs will be sent to her.

If you are in need of any additional information, please advise. Thank you for your attention in this matter.

pc: P. Green
    R. Martin
MEMORANDUM

June 1, 1993

TO: Dr. Paul J. Olscamp, President
Bowling Green State University

FROM: Greg Jordan, Chair
Administrative Staff Council

RE: 1993-94 ASC Executive Committee

For your information, please find listed below the recently elected individuals who will comprise the 1993-94 Administrative Staff Council Executive Committee. We will be meeting over the summer to organize and develop goals for next year. We will forward those goals to you once they have been completed.

On behalf of the Executive Committee, we look forward to continue to work with you and the Administrative Council on the wide variety of projects, issues and concerns that will challenge Bowling Green State University during the 1993-94 fiscal year. We recognize and appreciate your commitment to and the opportunity to participate in a shared governance philosophy. Please feel free to contact myself, or any other member of the Executive Committee, as needed, to discuss any matter relating to administrative staff.

1993-94 ADMINISTRATIVE STAFF COUNCIL EXECUTIVE COMMITTEE

<table>
<thead>
<tr>
<th>Chair</th>
<th>Greg Jordan, Student Recreation Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair-Elect</td>
<td>Pat Green, Photochemical Science</td>
</tr>
<tr>
<td>Secretary</td>
<td>Bev Stearns, Library</td>
</tr>
<tr>
<td>Past-Chair</td>
<td>Ann Bowers, Archival Collections</td>
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Vice-Presidential Area Representatives

<table>
<thead>
<tr>
<th>Academic Affairs</th>
<th>Norma Stiekler, VPAA Office</th>
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<tr>
<td>Operations</td>
<td>Cindy Colvin, Academic Enhancement</td>
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<tr>
<td>Planning &amp; Budgeting</td>
<td>Bob Waddle, Capital Planning</td>
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<tr>
<td>President's Area</td>
<td>Teresa McLove, Computer Service</td>
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<td>Student Affairs</td>
<td>Scot Bressler, Athletics</td>
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<tr>
<td>University Relations</td>
<td>Amy O'Donnell, Career Planning &amp; Placement</td>
</tr>
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<td>pc:</td>
<td>Pat Koehler, WBGU-TV</td>
</tr>
<tr>
<td>Vice Presidents</td>
<td>Les Barber</td>
</tr>
</tbody>
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MEMORANDUM

TO: Ann Bowers  
Administrative Staff Council

FROM: Marcia Buckenmyer  
Personnel Services

DATE: 6/8/93

RE: New Administrative Staff Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Title &amp; Department</th>
<th>Date of Hire</th>
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<tbody>
<tr>
<td>ACADEMIC AFFAIRS</td>
<td></td>
<td></td>
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<tr>
<td>Linda Santiago</td>
<td>Polygraph Technician, Psychology Department</td>
<td>June 2, 1993</td>
</tr>
</tbody>
</table>

xc: Bob Martin  
Melissa Firestone  
Ron Zwierlein  
Jim Clemens  
Brad Browning  
Barb Keeley  
Lois George  
Ed O'Donnell  
Shirley Agen
MEMORANDUM

TO: Greg Jordan
Administrative Staff Council

FROM: Marcia Buckenmyer
Personnel Services

DATE: 8/13/93

RE: New Administrative Staff Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Title &amp; Department</th>
<th>Date of Hire</th>
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<tbody>
<tr>
<td><strong>ACADEMIC AFFAIRS</strong></td>
<td></td>
<td></td>
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<tr>
<td>Daniel J. Walker</td>
<td>Research Assistant, Biological Sciences</td>
<td>August 9, 1993</td>
</tr>
<tr>
<td>Stanley Lewis</td>
<td>Director of Adult Learner Services and Evening Programs, Continuing Education</td>
<td>July 26, 1993</td>
</tr>
<tr>
<td>Lori Pakulski</td>
<td>PT Clinical Instructor/Supervisor, Communication Disorders</td>
<td>August 2, 1993</td>
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<tr>
<td>Darryl Coleman</td>
<td>Coordinator, Career Services, Firelands College</td>
<td>July 19, 1993</td>
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<td><strong>OPERATIONS</strong></td>
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<td>Patricia Patton</td>
<td>Assistant Director, Personnel Services</td>
<td>July 12, 1993</td>
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<td><strong>PLANNING &amp; BUDGETING</strong></td>
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<tr>
<td>Neal Allen</td>
<td>PT Admissions Officer, Admissions</td>
<td>July 12, 1993</td>
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<tr>
<td>Kathleen Sanford</td>
<td>PT Regional Admission Counselor, Admissions</td>
<td>August 1, 1993</td>
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<td><strong>STUDENT AFFAIRS</strong></td>
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<tr>
<td>Jason Buck</td>
<td>Hall Director, Residential Services</td>
<td>July 23, 1993</td>
</tr>
<tr>
<td>Lisa McHugh</td>
<td>Complex Coordinator, Residential Services</td>
<td>July 23, 1993</td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
<td>Date</td>
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<tr>
<td>Stephanie Dunn</td>
<td>Hall Director Residential Services</td>
<td>July 23, 1993</td>
</tr>
<tr>
<td>M. Kathleen Shanahan</td>
<td>Assistant Director of Small Group Housing and Greek Life</td>
<td>July 14, 1993</td>
</tr>
<tr>
<td>Linda Fahrbach</td>
<td>PT Business Manager, WBGU-TV</td>
<td>August 2, 1993</td>
</tr>
<tr>
<td>Bob Waddle</td>
<td>Director, Capital Planning</td>
<td>August 1, 1993</td>
</tr>
</tbody>
</table>

xc: Bob Martin
    Melissa Firestone
    Ron Zwierlein
    Jim Clemens
    Brad Browning
    Bev Stearns
    Lois George
    Ed O'Donnell
    Shirley Agen
August 9, 1993

Memorandum

To: John Moore

From: Greg Jordan, Chair
      Pat Green, Chair Elect

The ASC Executive Committee is concerned about the number of administrative staff members who have left Bowling Green in the past year and would like some information from you.

First, we would like a list of those in the last year who resigned from the University, what their positions were, where they went and why (if available). Also we would like to know if there was a replacement authorized and if that has been filled.

We would also like to know what new positions have been created in the past year and if those positions have been filled and by whom.

Third, we would like to know the names of administrative staff members who are taking advantage of ERIP, what positions they held (held), and which positions have been approved to date for replacement.

Also can you please tell us how many administrative staff members are currently employed on campus.

Thank you for the information. We are hopeful that we may be able to pick up some trends and provide some resources for administrative staff during a time of increased workloads and transitions.
MEMORANDUM

TO: John Moore and Pat Patton
Personnel Support Service

FROM: Greg Jordan
Chair

RE: The September 2 ASC meeting

DATE: August 10, 1993

To follow up on our telephone conversation today, please let this memo serve as confirmation that both of you will be able to address the ASC at our first meeting of the year on Thursday, September 2, at 1:30 pm in the University Union Alumni Room. Please allow for 30 minutes for a brief introduction, general remarks and question/answer period.

Thank you for being so willing to communicate with our constituent group. The Executive Committee feels that this will provide an opportunity to start our year off on a positive note!!

I will contact on September 1 to re-confirm and answer any questions you might have.
MEMORANDUM

TO:  Greg Jordan
     Administrative Staff Council

FROM:  Shirley Colaner
        Personnel Services

DATE:  11/15/93

RE:  New Administrative Staff Members

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>ACADEMIC AFFAIRS</td>
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<tr>
<td>Jennifer Greenwood</td>
<td>Lab Technician  Biological Sciences</td>
<td>10-25-93</td>
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<tr>
<td>OPERATIONS</td>
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<tr>
<td>Janice Ruffner</td>
<td>Director Purchasing (Formerly Full-Time Classified Employee)</td>
<td>11-01-93</td>
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<tr>
<td>PRESIDENT'S AREA</td>
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<tr>
<td>Rachel Miller</td>
<td>Head Softball Coach Intercollegiate Athletics</td>
<td>10-15-93</td>
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<td>CHANGES IN ASSIGNMENT</td>
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<tr>
<td>Craig Wittig</td>
<td>Recycling Coordinator Physical Plant (Formerly Interim Recycling Coordinator)</td>
<td>11-01-93</td>
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xc:  Bob Martin
     Melissa Firestone
     Ron Zwierlein
     Jim Clemens
     Brad Browning
     Bev Stearns
     Lois George
     Ed O'Donnell
     Shirley Agen
     Joann Gillian
     Susan Dunn
March 8, 1994

MEMORANDUM

TO:        Greg Jordan
            Chair, Administrative Staff Council

                Bob Kreienkamp
                Chair, Classified Staff Council

FROM:      Walt Montenegro
            Personnel Services

SUBJECT:   Staff Awards Survey Results - Part Time Employees

A survey was recently conducted among the state-supported colleges and universities to determine how they recognized part-time employees for staff awards purposes. Attached are the individual responses from each school. A summary of survey results is as follows:

- Nine of the fourteen schools recognize part-time employees in the same manner as full-time employees by using inclusive dates of hire to determine years of service.

- Four of the fourteen schools do not recognize part-time employees at all. Only full-time employment is counted toward staff awards or other recognition purposes.

- Only Bowling Green State University pro-rates part-time service on the basis of 2,080 hours of work equal one year of service for staff awards purposes.

Based on the above, you are requested to review the survey results with your membership and constituency to determine if a change is needed in the way service is counted for staff award purposes. If you feel that a change is warranted, a recommendation should be made to Administrative Council for consideration.

If a decision is made to change the way part-time service is counted towards staff awards recognition, it will require that all personnel records, both administrative and classified, be manually checked to ascertain inclusive dates for each period of employment and to determine service. This process is very time consuming and will need to be done well before the end of this calendar year. Because of this, you are requested to provide a recommendation, if your council wishes to change the manner in which part-time service is recognized, to Administrative Council no later than April 30, 1994.

Please contact me if you have any questions regarding this.

ljg

xc: John C. Moore
<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>REMARKS</th>
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<tbody>
<tr>
<td>AKRON</td>
<td>Only full-time employment counts toward staff awards. Part-time employees and part-time employment are not eligible.</td>
</tr>
<tr>
<td>BOWLING GREEN</td>
<td>Permanent part-time employees are granted staff awards based on 2,080 hours in a paid status equal one year of service.</td>
</tr>
<tr>
<td>CENTRAL STATE</td>
<td>Only full-time service counts toward staff awards. No part-time service is used.</td>
</tr>
<tr>
<td>CINCINNATI</td>
<td>Full-time employees only are granted staff awards and service is based on inclusive dates of hire.</td>
</tr>
<tr>
<td>CLEVELAND</td>
<td>Part-time and full-time employees receive staff awards based on inclusive dates of hire. Part-time employees are not pro-rated based on work hours or any other criteria.</td>
</tr>
<tr>
<td>KENT STATE</td>
<td>Permanent part-time and full-time employees receive staff awards based on inclusive dates of hire. There is no pro-rating of part-time service.</td>
</tr>
<tr>
<td>MEDICAL COLLEGE</td>
<td>Permanent part-time and full-time employees receive staff awards based on inclusive dates of hire to determine years of service.</td>
</tr>
<tr>
<td>MIAMI</td>
<td>Permanent part-time and full-time employees receive staff awards based on inclusive dates of employment to determine years of service.</td>
</tr>
<tr>
<td>OHIO STATE</td>
<td>Only full-time employees are eligible for staff awards. Part-time employees are not eligible and this service is not included in the computation.</td>
</tr>
<tr>
<td>OHIO UNIVERSITY</td>
<td>Permanent part-time and full-time employees receive staff awards based on inclusive dates of hire to determine years of service.</td>
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<td>SHAWNEE STATE</td>
<td>Permanent part-time and full-time employees receive staff awards based on inclusive dates of hire to determine years of service.</td>
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<td>TOLEDO</td>
<td>Permanent part-time and full-time employees receive staff awards based on inclusive dates of hire to determine years of service.</td>
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<td>WRIGHT STATE</td>
<td>Permanent part-time and full-time employees receive staff awards based on inclusive dates of hire to determine years of service.</td>
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<tr>
<td>YOUNGSTOWN</td>
<td>Permanent part-time and full-time employees receive staff awards based on inclusive dates of hire to determine years of service.</td>
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