Executive Committee Minutes August 1987-April 1988

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Notes

1. Colored Paper
2. Colored Ink
3. Photocopies
4. Post-It Notes
ADMINISTRATIVE STAFF COUNCIL
Executive Committee
1987-88

Sue Crawford, Chair
Pat Fitzgerald, Chair Elect
Norma Stickler, Secretary
Paul Yon, Past Chair
Sally Blair, University Relations
Ann Bowers, Academic Affairs
John Buckenmyer, Operations
Pat Cleveland, President's Area
Dick Conrad, Planning & Budgeting
Rich Hughes, Student Affairs

Continuing Education
WBGU-TV
Academic Affairs
Center for Archival Collections
WBGU-TV
Center for Archival Collections
University Bookstore
Intercollegiate Athletics
University Computer Services
Housing

0367
ASC Executive Committee Meetings
1987-88
12:00 Noon, Canal Room

August 11, 1987
August 25, 1987
September 8, 1987
September 22, 1987
October 13, 1987
October 27, 1987
November 10, 1987
November 24, 1987
December 8, 1987
December 22, 1987
January 12, 1988
January 26, 1988
February 9, 1988
February 23, 1988
March 8, 1988
March 22, 1988
April 12, 1988
April 26, 1988
May 10, 1988
May 24, 1988
APPLICATION FOR USE OF FACILITIES—BOWLING GREEN STATE UNIVERSITY

NAME OF PERSON REQUESTING THE USE OF FACILITIES: Deb Neisen
ORGANIZATION: Instructive Staff Council

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>SPACE REQUESTED</th>
<th>TIME FROM</th>
<th>TIME TO</th>
<th>TYPE OF EVENT</th>
<th>ESTIMATED ATTENDANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1CV.</td>
<td>1v.</td>
<td>Union-Faculty Ctr</td>
<td>12:30</td>
<td>1:30</td>
<td>Meeting</td>
<td>50</td>
</tr>
</tbody>
</table>

I AGREE TO THE TERMS AND CONDITIONS GOVERNING THE USE OF UNIVERSITY FACILITIES

1. The Lessee requesting the space shall be held financially responsible for any charges and/or damages resulting to buildings and/or equipment as a result of maliciousness and/or negligence on the part of any officer of the organization or participant.

2. If this request is granted, it should be understood by the Lessee filing such request that the University reserves the right to rescind its action if it should be determined subsequent to the approval of the request that the facilities involved are needed by Bowling Green State University. An attempt will be made on the part of the University to avoid such a condition.

3. Food is allowed only in those areas approved by the Director of Auxiliary Support Services or his Designee. Food and beverages for private parties should be provided only by the University Food Services Department.

4. The Lessee agrees to enforce or notify the University Police of offenses regarding the University regulations.

5. The Lessee agrees to cancel reservations as soon as possible if plans are changed, so that the space will be available for other groups. (A cancellation penalty may be charged if your reservation is cancelled too late for another group to plan and schedule an event in the space reserved).

6. Clean-up — The Lessee understands that it is responsible for the Clean-up of the facility used by the time specified above.

7. In signing the above request the Lessee agrees to all terms and conditions set forth above and to furnish any additional information if requested by the University.

8. Non-payment of charges and/or assessments will result in further requests for space being denied. University Disciplinary Action and regrss in civil court will be sought for violations of this agreement.

APPROVED BY
COORDINATOR OF SPACE ASSIGNMENTS
ASSISTANT VICE PROVOST FOR STUDENT ACTIVITIES

SIGNED

ADDRESS
CITY & STATE
PHONE
I AGREE TO THE TERMS AND CONDITIONS GOVERNING THE USE OF UNIVERSITY FACILITIES

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APPROVED BY

COORDINATOR OR SPACE ASSIGNMENTS

ASSISTANT VICE PROVOST FOR STUDENT ACTIVITIES

SIGNED

ADDRESS

CITY & STATE

PHONE

STUDENT COPY
ADMINISTRATIVE STAFF COUNCIL
EXECUTIVE COMMITTEE

4 August 1987
AGENDA

1. FALL OPENING
2. COMMITTEE APPOINTMENTS
   COMMITTEE REPORTS
   1. PERSONNEL WELFARE
   2. FERRARI AWARD
   3. SCHOLARSHIP COMMITTEE
4. PROFESSIONAL DEVELOPMENT: SUGGESTIONS
   OFFICERS REPORTS
   SECRETARY
   CHAIR-ELECT
   CHAIR

OTHER
ASC Executive Committee Minutes
August 4, 1987

PRESENT: Blair, Bowers, Crawford, Fitzgerald, Hughes, Stickler, Yon
ABSENT: Buckenmyer, Cleveland, Conrad

1. No meeting of the full ASC on August 6.

2. Fall Meeting on August 24
   The meeting will be held from 3:30 to 6:00. Recognition will be given to
   administrative staff who have been at the University 15, 20, 25, 30 years
   (Stickler will obtain names and send invitation). Small plaques will be
   given to previous Ferrari Award winners (Blair will contact them and will
   present the plaques). Fitzgerald will ask Gregg DeCrane to present the
   award to the 1987 recipient. Blair will call the 1987 recipient to be sure
   that he/she is in attendance. Stickler will send invitation to all
   administrative staff members. Agreed that a $2 donation will be asked for
   and that the invitation will urge people to bring new administrative staff
   members.

3. Committees
   Committee membership is set as discussed at the June 30 meeting of
   Executive Committee. Charles Schultz will be a member of the Personnel
   Welfare Committee representing Planning and Budgeting.

   Several topics were suggested for consideration by the Professional
   Development Committee: stress management, personal finance,
   employer/employee relations, motivation techniques, dealing with difficult
   people.

   Hughes reported that the following topics were suggested for consideration
   this year by the Personnel Welfare Committee: Salary/benefits package,
   benefits for part-time employees, grievance, professional leaves for
   administrative staff. Another topic--teaching by administrative
   staff--was suggested for consideration.

   Crawford will check on whether there is to be an administrative response
   to February, 1987 recommendations from the Personnel Welfare Committee.

4. Plans for the year
   Crawford will invite Annmarie Heldt, the new director of Administrative
   Staff Personnel Services, to attend the August 25 Exec. Committee Meeting

   Suggestions were made for speakers and guests for the year--Olscamp,
   Moorshead, Spengler, Dalton, Wolfe.

   Crawford will check on status of ASC's request to be represented at the
   Thursday meetings of the Board of Trustees.

   Agreement that the ASC representative to the Insurance Committee should
   come from the Personnel Welfare Committee.

   Crawford reported that there is now $11,365 in the Scholarship Fund.

   Crawford wrote to C. Dalton to express thanks for the ERIP approval and to
   request use of released funds to replace administrative staff.

   Crawford will attend the Faculty Senate meetings.
INSURANCE COMMITTEE MEETING MINUTES
McFall Center - Chart Room
June 10, 1987
1:30 p.m.

MEMBERS PRESENT:
Sharon Franklin  Sandy LaGro
Ellen Wachs  Gaylyn Finn
Bea Spriggs  Dave Mohler
Barbara Swain

MEMBERS ABSENT:
Ron Stoner  Phil Alkire

The meeting was called to order at 1:40 p.m. Spriggs made a motion, seconded by Franklin, to approve the minutes of the April 29 meeting. The Committee unanimously approved.

LaGro told the members that the Professional Liability program currently thru Cardinal Casualty will not be available this fall. Cardinal Casualty is not renewing because of high losses and the reduction in enrollment. Richard White, the program administrator, has been in contact with several insurance carriers who have expressed an interest in writing the coverage. Mr. White is confident that the program will be continued. The current program will cover those employees enrolled in the plan thru September 5. There could be a problem in the student teaching area if the program is not continued. She will keep the committee advised as to the progress in finding a new carrier who will provide the plan at a reasonable cost.

Sandy handed out a listing of the various health benefits that have been requested by the constituent groups and forwarded to the Budget Committees for consideration. The Insurance Committee will be reviewing the various requests and will make recommendations to the Budget Committees for the 1987-88 academic year.

LaGro then introduced the new Group Insurance Benefits Manager, Dave Mohler, to the members. He gave them a description of the program that his former employer had implemented concerning a physical assessment plan. Also information concerning a wellness program was given to members. This is similar to the information being looked into by various University groups. The wellness program would help to control escalating costs by doing physical exams (not necessarily on an annual basis) as well as promoting screening services (blood pressure checks, etc). Mohler also noted that ICM is being used by many employers. This is a technique used to help the employee and his physician identify opportunities to utilize alternate treatment settings. It provides quality care in a less stressful environment and in a more cost effective manner. This is used most effectively in stroke, alcoholism, and mental/nervous disorder cases. It's a "step beyond" claim utilization review. A more detailed write
up of an ICM program is attached.

Mohler then gave the members information concerning legislation unveiled recently mandating employers to offer group health insurance coverage to their employees. The legislation is now being reviewed by the Labor and Human Resources Committee for possible approval in July.

The next item of business discussed was concerning the direction that the Insurance Committee should take regarding health benefits on a long-range basis at a reasonable cost to the individual and the University. The Committee indicated that they would like to know how much the University's premium for health coverage is costing and also how much premium the employee contributes thru payroll, etc. Mohler told the members about a strategic plan he has been working on from the administration and employee viewpoint. He indicated he would share that information with the Committee and welcome their views and suggestions. Committee members in attendance agreed that a Mission Statement and Strategic Plan would be of considerable benefit to the Committee.

Franzlin asked Mohler his opinion regarding the BGSU health care program. He indicated that our plan is quite adequate in that it contains many first dollar payment benefits (hospitalization, surgical, diagnostic). The dollar deductible is used by industry extensively rather than a first dollar program.

Mohler then advised the members of the claim delays recently occurring at BPRM. The computer was broken down three full weeks in March and this created a large backlog of claims. BPRM is still trying to recover from the backlog by putting on extra help but claims are still approximately 4 to 5 weeks behind in payment. Mohler is to meet with BPRM next week to rectify the situation.

The next meeting will be held on Wednesday, July 22nd at 10:30 a.m. in the Chart Room.

Diana Shamp
Secretary

xc: Paul Yon, ASC
Chris Esparza, CSC
Richard Hebein, Faculty Senate
Hazel Meeker, Faculty Senate
Karl Vogt, V.P. Operations
INDIVIDUAL CASE MANAGEMENT

Many hospitalized patients face extended periods of care and treatment which can be accomplished in an alternate treatment setting such as a Convalescent Facility, Home Health Care, Birthing Centers, and Hospice Care. These settings may offer advantages for the patient and family, along with substantial cost savings. Your Health Care Plan provides a program called Individual Case Management (ICM) which is designed to help you and your physician identify opportunities to utilize alternate treatment settings. The objective of ICM is to arrange for quality care in a less stressful environment and in a more cost-effective manner.

Once a potential ICM case has been identified and approved, the carrier will work closely with the patient, family, physician, and the Company to identify quality alternate care that can be covered under the Health Care Plan. With an approved ICM case this could include expenditures for special medical equipment, nurses, attendants, and training for the family.

Early identification of situations that have a potential for ICM is very important. If you or a member of your family needs prolonged care, talk to your Personnel Representative or HEALTHLINE using the toll free number. The earlier the carrier is informed of a potential case, the greater the chance that you may benefit from Individual Case Management. A motivated family, an agreeable physician, and your involvement are what it takes to have a successful ICM program.
MEMORANDUM

TO:       Dr. Paul J. Olscamp, President
FROM:     Sandy LaGro, Chair, Insurance Committee
SUBJECT:  Task Force - Preventive Medicine Program

The University Insurance Committee has been informed that Faculty Senate is recommending a task force be established to review a preventive medicine program (health promotion center) for Bowling Green State University.

The Insurance Committee heartily endorses such a program and would like to request representation on the task force. If this is acceptable, the Committee would like to appoint Sandy LaGro as the representative.

Thank you for your consideration of this request.

1

c: Insurance Committee Members
August 17, 1987

MEMORANDUM

TO: Administrative Staff Council Members

FROM: Norma J. Stickler
Secretary, Administrative Staff Council

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

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

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

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

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

skg

enclosures
AGENDA

1. Committee Appointments
2. Review of fall opening
3. Committee reports
   Personnel welfare
   Scholarship Committee
   Ferrarri Award Committee
4. Officers Reports
5. Introduction of Ann Marie with time for a few words.
ASC Executive Committee Minutes
August 25, 1987

PRESENT: Bowens, Buckenmyer, Conrad, Crawford, Fitzgerald, Hughes, Stickler, Yon

ABSENT: Blair, Cleveland

GUEST: Annmarie Heldt

1. Committees
   A replacement will be selected for Larry Weiss on the Bookstore Advisory Committee. Agreed that Margaret Weinberger be asked to serve on the Insurance Appeals Committee.

2. Opening Day Meeting
   Attendance was 103 plus those who did not sign the roster. Agreement that everything went well. Suggestion that next time the new staff members in attendance be introduced. A total of $170 was collected for the refreshments.

3. Personnel Welfare Committee
   R. Hughes will check on poor attendance. Ed O'Donnell will chair the fringe benefits subcommittee. RH will ask someone to serve as chair of the salary subcommittee. The committee's membership will not be expanded at this time.

   \textbf{Ferrari Committee}
   Congratulations to Sally Blair for a job well done.

   \textbf{Amendments and Bylaws}
   Firelands' administrative staff have requested a separate representative on the Council. An appropriate amendment to the Charter will be drafted.

4. \textbf{PERS/ERIP}
   In some areas on campus, it is now being reported by supervisors that "because of the ERIP program" a 20% cut in replacement salary pool is necessary. Sue Crawford will check and will invite G. Dalton to attend the next ASC meeting to update status of PERS/ERIP.

5. \textbf{Agenda for September meeting}
   Committee reports, pending issues for agenda consideration during the year, PERS status report, network, introduce Annmarie Heldt.

6. \textbf{Introduction of Annmarie Heldt}
   Discussion of ways in which the ASPS Office can be of assistance to ASC and ways in which the ASPS Office and the ASC can work together.

\textbf{NOTE TO ASC EXECUTIVE COMMITTEE:}
Sue Crawford has class until 12:30 this semester. We will continue to gather at 12:00 and will begin our formal meeting at 12:30.

\textbf{Norma J. Stickler, ASC Secretary}
Administrative Staff Council

Executive Committee

8 September 1987

I. Committee Appointments Continuing

II. Review of the Council meeting

III. Committee Reports

IV. Officer Reports

V. Other Business
ASC Executive Committee Minutes
September 8, 1987

PRESENT: Bowers, Buckenmyer, Cleveland, Conrad, Crawford, Fitzgerald, Hughes, Stickler, Yon

ABSENT: Blair

1. Insurance Committee still needs an administrative staff appointee for a one-year term.

2. Discussion of items raised at full ASC meeting for consideration this year. There was consensus that there is no need to investigate the insurance coverage for administrative staff members whose spouses are also employed on campus. The issue of life insurance premiums for singles is a concern, but in order for the University to obtain affordable rates, it is necessary that all employees participate equally. Thus we cannot have a "cafeteria style" benefits package without everyone paying higher rates. Agreement to work with CSC and FWC to develop a general harassment policy. Rich Hughes will work with Annmarie Heldt to obtain handbooks from other institutions, particularly to obtain their grievance and contract renewal policies. Agreement that it might be best to work on a flex-time policy rather than radically change the compensatory time policy.

3. Paul Yon will represent ASC at the CSC meetings.

4. Agreement that Annmarie Heldt should be invited to attend the Personnel Welfare Committee meetings and should be invited to attend the full ASC meetings as her schedule permits.

5. Sue Crawford will check with Phil Mason regarding status of ASC's request for representation at the Thursday afternoon Trustee committee meetings.

6. Review of a proposed Charter revision to allow Firelands to have its own representative on the Council. The revision was tabled until a formal request is received from Firelands.

7. Discussion of agenda items for future meetings. Pat Fitzgerald will determine if one of the Trustees (Moorehead, Mileti, Spengler) could attend the November meeting if the ASC meeting time is changed to the second week. Vice President Vogt will be invited to attend the October meeting.

Norma J. Stickler
Secretary of ASC
Section III - Membership of the Administrative Staff Council

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

The civil service of the state and the several counties, cities, civil service townships, city health districts, general health districts, and city school districts thereof shall be divided into the unclassified service and the classified service.

(A) The unclassified service shall comprise the following positions, which shall not be included in the classified service, and which shall be exempt from all examinations required by this chapter:

1. All officers elected by the popular vote or persons appointed to fill vacancies in such offices;

2. All election officers and the employees appointed by boards of elections;

3. The members of all boards and commissions, and heads of principal departments, boards, and commissions appointed by the governor or by and with his consent; and the members of all boards and commissions and all heads of departments appointed by the mayor, or, if there is no mayor such other similar chief appointing authority of any city or city school district; except as otherwise provided in division (A)(17) or (C) of this section, this chapter does not exempt the chiefs of police departments and chiefs of fire departments of cities or civil service townships from the competitive classified service;

4. The members of county or district licensing boards or commissions and boards of revision, and deputy county auditors;

5. All officers and employees elected or appointed by either or both branches of the general assembly, and such employees of the city legislative authority as are engaged in legislative duties;

6. All commissioned and noncommissioned officers and enlisted men in the military service of the state including military appointees in the office of the adjutant general;

7. (A) All presidents, business managers, administrative officers, superintendents, assistant superintendents, principals, deans, assistant deans, instructors, teachers, and such employees as are engaged in educational or research duties connected with the public school system, colleges, and universities, as determined by the governing body of said public school system, colleges, and universities;

(b) The library staff of any library in the state supported wholly or in part at public expense.

8. Three secretaries, assistants, or clerks and one personal stenographer for each of the elective state officers; and two secretaries, assistants, or clerks and one personal stenographer for other elective officers and each of the principal appointive executive officers, boards, or commissions, except civil service commissions, authorized to appoint such secretary, assistant, or clerk and stenographer;

9. The deputies and assistants of elective or principal executive officers authorized to act for and in the place of their principals, or holding a fiduciary relation to such principals and those persons employed by and directly responsible to elected county officials and holding a fiduciary or administrative relationship to such elected county officials, and the employees of such county officials whose fitness would be impracticable to determine by competitive examination, provided, that this subdivision shall not affect those persons in county employment in the classified service as of September 19, 1961. Nothing in this subdivision applies to any position in a county department of human services created pursuant to sections 329.01 to 329.10 of the Revised Code.

10. Bailiffs, constables, official stenographers, and commissioners of courts of record; deputies of clerks of the courts of common pleas who supervise, or who handle public moneys or secured documents, and such officers and employees of courts of record and such deputies of clerks of the courts of common pleas as the director of administrative services finds it impracticable to determine their fitness by competitive examination;

11. Assistants to the attorney general, special counsel appointed or employed by the attorney general, assistants to county prosecuting attorneys, and assistant to city directors of law;

12. Such teachers and employees in the agricultural experiment stations; such student employees in normal schools, colleges, and universities of the state; and such unskilled labor positions as the director of administrative services or any municipal civil service commission may find impracticable to include in the competitive classified service; provided such exemptions shall be by order of the commission or the director, duly entered on the record of the commission or the director with the reasons for each such exemption;
AGENDA ADMINISTRATIVE STAFF COUNCIL EXECUTIVE COMM.

September 22, 1987

2. Speaker for October meeting
3. Firelands
4. Other - Evaluation
ASC Executive Committee Minutes  
September 22, 1987

PRESENT: Blair, Bowers, Buckenmyer, Conrad, Crawford, Fitzgerald, Hughes, Stickler, Yon
ABSENT: Cleveland

1. Charter Amendment to Allow Separate Firelands Representative
   Review of Charter amendment as presented from the Bylaws Committee. It was moved by Sally Blair and seconded by Rich Hughes to endorse having a separate representative from the Firelands College. Motion carried. If, in a couple years, it appears that the Firelands representative has an unfair advantage in the elections for Executive Committee, the election process for area representatives to the Executive Committee will be re-examined.

2. Professional Development
   D. Weinandy has met with Anmarie Heldt to begin developing programs. One may be the National Narrowcast program. Dick Conrad is having a seminar for his staff on November 24 on How to Deal with Difficult People. Invitations will be extended to the Administrative Staff in general at a cost of about $20.

3. Welfare Committee
   S. Bressler has resigned from the Committee. A replacement will be sought from other ASC members in the President's Area. Charles Schultz will be on the Insurance Committee. The committee is investigating status of benefits for part-time employees. A survey of the part-time staff will be conducted relative to insurance benefits in particular. Other institutions' policies will be examined on the issue of part-time benefits and non-renewal of contract. S. Crawford will check with the insurance office about the delay in implementation of family insurance coverage. R. Hughes will report to the full ASC at the October meeting.

4. Scholarship Committee
   Financial Aids Office will be able to assist with the scholarship planning.

5. CSC meeting
   P. Yon attended the last CSC meeting. The issue of 309 was discussed.

6. Computing Council
   A replacement for Duane Whitmire will be arranged.

7. S. Crawford will follow up on issue of an ASC representative at the Trustee meetings on Thursdays.

Norma J. Stickler  
ASC Secretary
ADDITIONS/CHANGES TO COMMUNICATIONS NETWORK
9/25/87

Bob Arrowsmith
delete: Lawrence Newbree
Paula Wright
add: Denise Melvin, Student Health Services

Sandra George
add: Charlene Kemp, Minority Affairs

Kathy Hart
add: Sandra McKenzie, Academic Enhancement
Laura Paris, Theatre
Dan Payne, Academic Enhancement

Jim Hoy
add: Kenneth Kutz, University Computer Services

Rich Hughes
add: Rich Rocheleau, Residential Services
Norman Pytel, Residential Services
Kathleen Branch, Residential Services
Valerie Kern, Residential Services
Tom Huelsbeck, Residential Services
Chuck Johnson, Residential Services
Jacqueline Scott, Residential Services
Kim Page, Residential Services

Jim Litwin
add: Lisa Rudd, International Programs

Gail McRoberts
add: Mark Wellman, Graduate Studies in Business Administration

Diane Regan
add: Jacqueline Reisig, Biological Sciences

Tonia Stewart
add: Amy Kose, Student Health Services

Fran Voll
add: Sheila Chiricosta, Intercollegiate Athletics
Cynthia Bareis, Intercollegiate Athletics
Martha Leyshon, Intercollegiate Athletics
Mel Mahler, Intercollegiate Athletics
Stephen Whitmyer, Intercollegiate Athletics

David Wu
add: William Jenkins, Alumni and Development
Richard Simington, Alumni and Development
ADMINISTRATIVE STAFF EXEC COMMITTEE

AGENDA Oct. 13, 1987

1. Grievance Policy
2. Priority rankings for goals and mission
3. Vacancies on committees: legal aid, AGPA, security
4. Nov. meeting
5. Committee reports
6. Other
ASC Executive Committee Minutes  
October 13, 1987

PRESENT: Blair, Bowers, Cleveland, Conrad, Crawford, Fitzgerald, Stickler, Yon  
ABSENT: Buckenmyer, Hughes

1. Sue Crawford reported on meeting with Phil Mason regarding grievance process and non-renewal. Consensus is to go ahead with plans to revise policy, keeping changes simple.

2. Priority ranking of Role and Mission goals was discussed. Sue will check with Denise Trauth, Chair of Committee on Academic Affairs, to determine if ASC input would be effective.

3. Committee assignments were agreed upon: Sally Blair to Safety Committee, Jim Litwin to Student Legal Services, Barbara Keller to ACGPA. Sue will contact Jim and Barbara to determine if they are willing to serve.

Faculty Senate has added a faculty member to the insurance committee without consulting with the committee. The committee chair will be advised to protest on behalf of the committee.

4. November agenda. Pat Fitzgerald has arranged for Ralph Wolfe to be a guest at the meeting. Questions for Dr. Wolfe will be formulated. The Charter change to allow for Firelands representation will also be on the agenda.

5. Paul Yon will be chairing the Personnel Welfare Committee’s subcommittee on salaries. Annmarie is gathering data for the committee. The Administrative Staff handbook policy on evaluation needs to be revised to include a provision for the person being evaluated to sign off on the evaluation before it is placed in the personnel file.

6. Sally Blair read a letter of thanks from Dr. Michael Ferrari regarding the Ferrari Award for 1987.

7. Discussion of inviting a federal mediator to speak.

Norma J. Stickler  
ASC Secretary
Administrative Staff Executive Committee
October 27, 1987

1. Agenda for ASC meeting
2. Report of committee staffing and other matters
3. Report of committees
4. Reports of officers
5. Other
ASC Executive Committee Minutes
October 27, 1987

PRESENT: Bowers, Buckenmyer, Cleveland, Conrad, Crawford, Fitzgerald, Hughes, Stickler

ABSENT: Blair, Yon

1. J. Litwin is unable to be representative to Student Legal Services Committee. Linda Katzner will be contacted.

2. Louise Paradis presented a resolution on divestment. Agreement that ASC should draft its own resolution. Additional facts about the University's investments will be sought. The resolution will be presented at the November meeting of Council, with any action delayed until December.

3. SEC memos. Sue Crawford reported on recent initiatives by the Senate Executive Committee which could be construed as interfering with the internal workings of ASC and University committees. Sue will attempt to meet with SEC to work out differences. Failing that, a memo will be sent. The memorandum was read and endorsed.

4. Agenda for November meeting: Ralph Wolfe, action on Firelands Representative resolution, divestment resolution, committee reports. Discussion of questions for Dr. Wolfe.

5. Report of Personnel Welfare Committee. Part-time benefits may be legislatively mandated by Congress. Other benefits that are being discussed include revisions to the vacation policy to allow some vacation to be considered a personal day, health care testing by the University, rebates for Rec Center use (tied to assumption that physically fit individuals require less health care), flextime, grievance/non-renewal. The mandatory insurance contribution is being investigated.

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

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

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

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

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

Yours sincerely,

Disraeli Hutton
DIVESTMENT RESOLUTION

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

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

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

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

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

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

ORGANIZATION

SIGNATURE OF REPRESENTATIVE

ADDRESS

DATE
ASC Executive Committee Agenda
November 10, 1987

I. Review of Wolfe's talk
II. Committee reports
IV. Officer reports
V. Report of meeting with SEC officers
III. Agenda for next meeting

TO DO: market adjustments - Committee.
ASC Executive Committee Minutes
November 10, 1987

PRESENT: Blair, Bowers, Buckenmyer, Cleveland, Crawford, Fitzgerald, Hughes, Stickler, Yon

ABSENT: Conrad

1. Discussion of Sue Crawford's meeting with the SEC officers. Meeting dealt with issues such as telecommunications committee, insurance committee, areas of mutual concern, search committee. Sue and Norma will draft opinion letter to Monitor regarding recent issues being discussed by the SEC. The draft will be circulated to the Executive Committee in the next few days.

2. There is growing evidence that increases in compensation for classified staff have put their salaries at or near the same level as many administrative staff. Market adjustments for administrative staff will be checked.

3. Director Survey is being requested—as required by the Department of Labor. Old forms are on file and may be used. Sue will check with Miguel Ornelas about procedures and timetable and will see if a notice can be placed in the Monitor regarding the use of the old forms.

4. Ann-Marie Lancaster will be contacted regarding input to the VPAA evaluation committee from the administrative staff in the academic affairs area.

5. Dwight Burlingame will be invited to attend the December meeting for the divestment discussion.

6. The personnel welfare committee is gathering CUPA reports and other pertinent data for salary comparisons.

7. Decision that next lunch meeting (November 24) will be at Kaufman's.

[Norma J. Stickler]
ASC Secretary
At Most Academic Institutions, Administrators and Professors Seem to Be at War

By Peter B. Earle

The Chronicle of Higher Education
August 5, 1987

Page 28

LETTERS TO THE EDITOR

Opinion

Letters submitted for publication must be typed double-spaced and signed. Please include your full name, institutional affiliation, and telephone number. The Chronicle reserves the right to edit letters for clarity and space.

Mona E. K. and Eunice Y. A. of Stanford University write:

It is more effective to attract rather than to alienate.

Some readers have pointed out that our suggestion to attract rather than to alienate is not always effective in practice. We would like to clarify our position. In our view, attracting faculty members is more effective than alienating them. Alienating faculty members can lead to animosity and demotivation, which can be harmful to the institution's long-term success.

In contrast, attracting faculty members can foster a positive and collaborative environment. When faculty members feel valued and appreciated, they are more likely to stay and contribute to the institution. This can lead to a more vibrant and successful academic community.

We believe that our suggestion is not only effective but also ethical.

The Chronicle welcomes letters from readers and encourages a diverse range of perspectives. Please submit your letter to letters@chronicle.com.
beyond contractual agreement and for which they are paid as consultants; concern was expressed re purpose of the memo as well as strength of the language. Stang expressed long-standing efforts to resolve lack of consistency with respect to various definitions used within the University and confusion that has resulted.

The Chair will forward the list of questions identified to the VPAA so that relevant information can be gathered and that the item will be returned to a SEC/VPAA agenda as well as consideration of the importance of clearing up the practice of actions being taken by the Administrative Staff which governs faculty as well without such going through Senate action. Brennan reported on meeting with Chair of Administrative Council where the topic was considered and expressed hope there will be some regularity to such action.

Possible topics identified for the November 12th SEC/VPAA meeting included the hold-over topics from the October 15th meeting: consideration of placement of policies in the Charter, Chairs/Directors; Procedures for Ranking Goals of Role & Mission Statement; Definition of Employee; the role of Senate Officers in Summer Term. Wolfe commented that since the Role of Senate Officers is now in the hands of a committee that perhaps that topic would not need to be on the agenda.

Robinson asked that the Cultural Diversity proposal be included on the agenda. Wolfe reported this is in the hands of committee. Brennan indicated the proposal had been referred to Undergraduate Council that a committee (chairied by Champion) has been established and Council has been directed to bring the proposal back to Senate within a two-year period. Brennan reported on a conversation with Champion who estimated they would be ready to bring it back in approximately a year so that it meets the request of Senate in terms of documentation, etc.

Robinson reported that at the recent forum on racism a number of students expressed interest in speeding up the process. Robinson said he'd like to talk to some group about the proposal. Wolfe suggested he contact Champion for further information on status of the process. Robinson indicated he would still like to have the topic placed on the SEC/VPAA agenda.

Wolfe reported the VPAA would be limited to meeting only until 4:00 p.m. Wolfe indicated it will be necessary to decide Nov. 12th whether there will be a December Senate meeting. Stang reported that FWC would be meeting at 5:30 Nov. 5th with Clark and Dalton to consider their response to Senate's proposal to re-implement the ERIF but that she doubted that there would be time for FWC to develop a recommendation in time for submission to SEC by November 10th, the last date available for a SEC meeting prior to the December Senate meeting.

Wolfe reported that he had met recently with the Administrative Staff Council and that he had assured them that he would relay their concern regarding use of the term administrator in that some of the administrative staff are indeed administrators, that they do not have faculty titles in addition to the administrative roles such as a Dean might have. Wolfe reported that some of them take offense at the use of the term administrator in the minutes. Wolfe indicated he told them the term "administrator" was used to refer to Deans and Vice-Presidents. He questioned what word should be used. Consideration was given to "academic administrators" and Wolfe suggested this, too, might refer to administrative staff. Reference was made to the definitions given in the Charter as the ones being used in the minutes, Article II, Sec. 3 and 5.

Respectfully submitted,

Genevieve Stang
Secretary of Faculty Senate

The meeting adjourned at 4:30 p.m.
Administrative Staff Executive Committee

November 24, 1987

I. Letters - Call Norman by N-30

II. Appointments

III. Committee Reports

IV. Officer Reports

V. Good of the council

Ann Marie, re: Salary
ASC Executive Committee Minutes
November 24, 1987

PRESENT: Bowers, Cleveland, Conrad, Crawford, Fitzgerald, Hughes, Stickler, Yon
ABSENT: Blair, Buckenmyer

1. Distribution and discussion of draft letter to Ralph Wolfe. Executive Committee members are to call Norma or Sue by Monday with any suggested changes. The letter to the Monitor will be held in abeyance.

2. Personnel Welfare Committee is working on general harassment policy, flex time proposal and recreation center proposal.

3. Paul gave a brief report on the Classified Staff meeting.

4. Agreement on agenda for December meeting: President Olscamp, Divestment Resolution, Committee Reports.

5. Linda Katzner will be the ASC representative to the Legal Services Committee

[Signature]
Norma J. Stickler
ASC Secretary
TO: Ralph H. Wolfe, Chair of the Faculty Senate
FROM: Administrative Staff Executive Committee
RE: Concerns

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

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

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

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

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

The November 10 issue of the Senate Executive minutes describes what appears to be an attempt by the SEC to control the editorial policy of the Monitor in order that there be more attention given to those who are speaking in opposition to the administration. We all have our occasional (or perhaps ongoing) differences of opinion with the central administration, but can these not be resolved through our existing channels of communication? Is the voice of opposition to the central administration the majority voice?
People of intelligence and good will should be able to disagree with each other without resorting to battles that lead only to deadlock. Too many issues are given prolonged debate when a simple phone call could resolve the problem or answer the question (e.g., the administrative staff handbook question). It appears to us that minor problems are debated at length while major concerns are not resolved. As members of the Administrative Staff Council and the BGCU community, we are troubled by the Senate Executive Committee's pattern of devisiveness which we believe the larger faculty, classified, and administrative staff communities deplore. We continue to express interest in working with not against the classified staff and faculty. We hope that you will be willing to take seriously the concerns expressed in this memo and to recognize that the members of the classified and administrative staff play a vital role in the smooth functioning of the University. We are all here to serve the educational needs of students and society. Let us keep that uppermost in mind.

xc: SEC members

President Olscamp
William Spengler
To the Monitor

In the past few weeks, much attention has been devoted to issues that, in our opinion, potentially divide the constituent groups of the campus community. Assertions on several controversial issues have been given wide publicity. The impression left is that the University is in disarray and that the vast majority of the campus community is in total agreement with the negative opinions being expressed. Yet we are not sure that in many cases these voices are speaking for the majority of their own constituency nor are they speaking for other campus groups. If that is true, then are there not other voices—those that will indicate that BGSU is a fine institution. It is a University with flaws, as are all institutions. By their nature, institutions are finally the people who are a part of them, and people make mistakes, people are frail, and people are not of the same mind on issues. These characteristics need not be the weaknesses of our University; they can become its strength.

We are concerned that as a group certain considerations have not been a part of the fall's agenda. The first of these is the ability of an institution to respond to a financial picture which shows minimal growth while still responding to the need to maintain the quality programs which have been developed. A second issue is the position of BGSU within the region of northwest Ohio. We are concerned about its reputation as an institution of outreach and its ability to meet educational and technical needs, its ability to respond to constituencies which look to it for resources, and its accessibility to populations of potential students. A third concern is intra-institutional—the ability of various governance groups to work cooperatively toward the goals and the mission of the University. We are under the impression that university-wide committees should incorporate all the various constituent groups who would be encompassed by the recommendations of that committee. This fall, we have the impression that the Faculty Senate Executive Committee is speaking about campus-wide issues from its own parochial point of view, but hoping that this view would encompass the other governance groups. We may be wrong, but this is the impression that has been created.
We look at the campus as a series of cooperative ventures which seek to
donate the environments in which all of us who work here can achieve our
potential in order that the students can maximize theirs. We are not pleased
with the impressions that seem to be forthcoming this fall.

Let us concentrate on the impressions and issues that unite us and that
will contribute to the growth of an improved learning environment for the
students (and for the faculty and staff). Can we soften the clamor over
oppression, salaries, fringe benefits, staff vs. administration vs. faculty
and heighten the debate about how we provide a better educational experience
for our students and how we make BGSU a University that is known for its
quality.
Management has come a long way in higher education. Budgets are not to be found on the backs of envelopes, and few strategic plans are lodged solely in the president's head. Modern management techniques have made colleges and universities more cost-effective, more efficient, and more conscious of their existence as organizations. We have productively invested in the management development of our administrators and have benefited from their expertise in running our institutions.

But along with more sophisticated management has come the growing specialization of administrative areas such as admissions, fund-raising, and business affairs. Each has developed its own professional identity, required expertise, and administrative vocabulary. Although specialized knowledge and management skills are essential in our increasingly complex academic universe, specialization has exacted a price.

We have produced more administrative specialists and fewer generalists, and a by-product has been isolation and protectionism of the various specialties. Administrators expert in their own areas often have little opportunity to reflect the totality of the academic enterprise. It has become too easy for administrators to lose sight of the purpose of the institution and of how the parts relate to the whole and to each other. In short, specialization can lead to tunnel vision.

Intense specialization of administrative functions has also widened the gulf between those members of the campus community involved in instruction—the academic side of the house—and those who support instruction—what we unfortunately call the "nonacademic" side. The fact is that at most colleges and universities there are more people who are not faculty than people who are, and they are essential to the academic enterprise. They live in a world different from that of the academics, and are often seen as lesser citizens of the community.

Consider, for example, the rigid patterns of career mobility of the nonacademics. Faculty and academic administrators are recruited nationally; administrative managers, with the exception of senior administrators, are generally "locals." Another feature of career patterns that contributes to the isolation of administrators is their inability to move into different areas. Each field—business office, financial aid office, student affairs, physical plant, development registrar, housing, and others—is self-contained, offering little possibility of lateral mobility. Tradition precludes upward mobility except within the narrow constraints of each organizational box, and the limits in each career line are clear. The predictable result is a series of high walls.

Immobility causes people to feel dead-ended in their careers. Where do ambitious and talented affirmative action officers, admissions officers, or financial aid officers look for their next challenge? And as observers of organizational behavior have noted: the more "stuck" an individual feels, the more likely he or she is to protect turf and draw institutional battle lines.

The system as we know it is depriving the academy of the benefits of unlinked talent.

What is to be done? First, we must recognize that building a sense of shared community is a leadership task. Presidents must acknowledge in word and deed that the contributions of those who do not hold faculty appointments are as important to the total academic enterprise as those of faculty members. Our institutions could not function without managers. There are many ways to recognize the importance of these individuals, ranging from salary increases and promotions to invitations to parties.

Leaders can also foster cooperation across turf lines. Most presidents are aware of the importance of the "senior management team" and the need for cooperation among senior officers. But collaboration should not be restricted to the highest levels; to be really effective, it must permeate the institution. The more administrators are exposed to each other's operations and participate in projects and decisions in other areas, and the more faculty and nonacademic administrators work together in meaningful ways, the more they will all feel invested in a shared goal. These partnerships will be productive and enriching for all involved.

Second, we must live by our own stated philosophies about educating people. Educators profess to value lifelong learning and continued professional development. But we are often unwilling to follow our own advice. We must see to it that our institutions foster the personal and professional development of all our faculty and staff. When "people costs" consume as much as 80 percent of a budget, the need to invest in developing those human resources should be self-evident. Leaders have an obligation to identify and nurture new leadership. That means identifying and grooming talent all around us and encouraging others to do so.

Third, we must develop career opportunities to enrich the job of staff and administrators and to increase their lateral and upward mobility. We must also think as creatively as we can about faculty careers as we face the coming of mandatory retirement. The development of leadership on campus will both enrich individual careers and enrich the institution.

Career development is especially
High Court Limits Denial of Visas to Foreigners

The U.S. Supreme Court recently let stand a lower court's ruling that foreigners cannot be denied entry into the United States because they belong to communit-affiliated organizations.

The Supreme Court's 6-3 tie vote in Reardon v. Abezvak upheld a ruling by the U.S. Court of Appeals for the District of Columbia Circuit prohibiting the State Department from barring visitors to the United States simply because of their affiliations with controversial groups.

The case was prompted, in part, by the denial of visas to some foreigners, such as members of the Federation of Cuban Women, who had been invited to speak at three U.S. universities.

The American Association of University Professors (AAUP) filed a friend-of-the-court brief in the case, arguing that denying visas to foreigners violated the Constitution's guarantee of free speech. "The whole area has been a particular problem for higher education," Ann Franke, attorney for AAUP, said.

Opinion

(continued from page 7)

important for women and minorities. A considerable pool of talent exists in the middle and lower echelons of administrative and academic support units. It is well known that affirmative action officers, for example, have no clear path into the mainstream and that many talented women and minorities are trapped in that position. The same is true for librarians and those in developmental education and academic services. Identifying capable individuals in these areas and giving them opportunities to develop skills in other areas would be a sure contribution to affirmative action and the expansion of our talent pool.

Finally, we must open up the search and hiring process so that we don't perpetuate the conventions that keep people in their career boxes. The strong conviction of campus leaders that relevant qualifications and experience can be defined broadly would send powerful messages to a search or screening committee or an administrator hiring a new person. The catch-22 that an individual has to already have done the job to get the job won't help us broaden the talent pool.

The American Council on Education believes that the development of people—our most important resource—should be high on the agenda of all college presidents and trustees. Our institutions can only be as dynamic and creative as the people who work in them.
### Senate Executive Committee

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<tr>
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<td>Ja Fran Jones</td>
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<tr>
<td>Marvin Kumler</td>
<td>Psychology</td>
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<td>Harold Lunde</td>
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<td>Benjamin Huego</td>
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<td>EDFI</td>
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### Academic Affairs

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<td>Raj Padmaraj*</td>
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### Amendments and Bylaws

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### Faculty Senate Budget Committee

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<td>Bonnie Greenberg</td>
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### Committee on Committees

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<td>Tom Anderson</td>
<td>Geography</td>
<td>2-7247</td>
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<tr>
<td>Bartley Brennan</td>
<td>Senate Vice Chair</td>
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ADMINISTRATIVE STAFF COUNCIL

DIVESTMENT RESOLUTION

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

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

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

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

And Whereas many Administrative staff members contribute to its endowed Administrative Staff Council scholarship fund as well as make other contributions to the Foundation in support of BGSU and its programs.

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

"The University's present 5.6 million portfolio includes about $700,000 in stocks and bonds of firms doing business in South Africa."

In May, the University divested 5 of 40 companies doing business in South Africa. Dwight Burlingame "said he is '99 per cent sure' the money divested was not reinvested into other companies doing business in South Africa."

BG NEWS editorial criticizes partial divestment as inadequate and supports full divestment. The University's criteria for selecting companies to be divested is also criticized in light of the Rev. Leon Sullivan's withdrawal on June 3, 1987 of his principles guiding investment decisions.

President Paul Olscamp reiterates his opinion in favor of full divestment in a Letter to the Editor printed in the October 2, 1987 issue of the BG NEWS.

At a People for Racial Justice meeting on October 14, 1987, President Olscamp again announced his pro-divestment position and promised to write a letter to the Foundation Board encouraging full divestment.

The Ethnic Studies and Sociology departments have adopted resolutions supporting full divestment. The following University groups have also adopted resolutions calling for full divestment: Black Student Union, Women for Women, Third World Graduate Association, Caribbean Student Association, Central America Support Association, Human Relations Commission and the Latino Student Union.

Divestment Action of U.S. Colleges and Universities from 1977 through mid-December 1986:

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<th>Overall Total</th>
<th>125 Schools</th>
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<td>Total Divestment</td>
<td>55 Schools</td>
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<td>Partial Divestment</td>
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Divestment Actions of U.S. Colleges and Universities from April 1985 through mid-December 1986:

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<td>Partial Divestment</td>
<td>32 Schools</td>
<td>349,153,145</td>
</tr>
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"My view is that disinvestment could initially have far more psychological impact than material impact. I would be a blow to the confidence of those who are perpetrating this vicious system. While we cannot guarantee that it will push them to the negotiating table with authentic leaders of every section in the community, it is our last chance. It is a risk worth
"There are various other forms of fighting in our struggle, [but] disinvestment is one of the greatest weapons. If, in fact...the West had listened to our pleas to divest, pleas for sanctions against this country, for embargoes against arms to this country, we would be very far in our struggle today. The West and those countries that have trade links with South Africa are those who are prolonging our struggle. They are prolonging our suffering."

Winnie Mandela, Africa News, November 29, 1982. Wife of imprisoned ANC leader Nelson Mandela, she has been banned and banished for her political activities.

"We...ask all men of good will to take action against apartheid in the following manner: Don't buy South Africa's products; Don't trade or invest in South Africa."


"We must reject so-called "constructive engagement" as the basis of our relations with South Africa. We must stop all economic investment until there is an end to apartheid."


"U.S. firms and corporations should withdraw all personnel and investments from South Africa, and as rapidly as they can. In commerce and foreign policy alike, we must treat [the] South African government as the pariah is long ago chose to become."


"We are pleased...[to propose] a City Council bill to prohibit city deposits in banks that provide services for the South African government and to restrict city purchases from certain companies that do business in South Africa.... This bill would make New York City the first city in the country to enact effective restrictions on public purchasing based on a company's activities in South Africa and Namibia.... We believe that our action will speed the dawning of justice in South Africa without impairing the fiscal or other interests of the city."

Statement by Mayor Edward I. Koch, City Council President Carol Bellamy, Comptroller Harrison J. Goldin, Stanley Hill, Associate Director of District 37, AFSCME, at a press conference in support of a divestment bill, February 7, 1985. It was passed on March 15, 1985.

"We here in Massachusetts are proud to have been the first state in the nation to vote to sell from our public pension fund portfolio all those investments in firms doing business in South Africa. It has been our experience that divestiture has proven to have had no significant impact on our pension earnings.... Timely and careful divestiture can result in net increases in pension earnings."

Michael S. Dukakis, Governor of Massachusetts "Make it in Massachusetts," ACOA, New York, 1983.
ADMINISTRATIVE STAFF EXECUTIVE COUNCIL 12/8/87

AGENDA

I. Reflections on ASC memo
II. Committee Reports
III. Reflections on President's comments
IV. Officer reports
V. Holiday lunch

Director's Survey
ASC Executive Committee Minutes
December 8, 1987

PRESENT: Blair, Bowers, Buckenmyer, Cleveland, Conrad, Crawford, Fitzgerald, Hughes, Stickler, Yon

1. Sue Cerny was elected to the Monitor committee.

2. Sue Crawford indicated that some SEC members have suggested that SEC and ASC Executive Committee meet to discuss a mutually agreed upon agenda.

3. Rich Hughes reported on topics under consideration by the welfare committee. It was agreed to submit, with minor revisions, the same proposal for non-renewal of contract and suspension as was submitted two years ago. A final draft will be prepared prior to the next Executive Committee meeting. It was noted that the evaluation policy should be revised to make evaluations mandatory and to include a provision for the person being evaluated to sign the evaluation form indicating knowledge of it. Other proposals being discussed include flex time, wellness, a general harassment policy, and a survey on fringe benefits.

4. Ann Bowers reported that Laura Emch has reviewed the scholarship application regarding the determination of financial need and has suggested changes. A new form will be developed.

5. Paul Yon reported that he has looked at the Classification Study files. The data will probably not be of use in salary comparisons, but may help in examining career paths and position descriptions.

6. January agenda for ASC: Contract non-renewal/suspension, reports from insurance committee representative, welfare committee. Pat will check on having Roman Carek report on Retention Committee's discussions.

7. It was suggested that ASC should discuss specific ways of replacing the monies that might be lost from corporations if the Foundation does follow the recommendation for total divestment.

8. Sue will write note of thanks to PJO for his visit and will contact Chris Dalton to determine when ASC's salary recommendation should be in.

NEXT MEETING: Tuesday, December 22 at Kaufman's at 12 noon.

Norma J. Stickler
ASC Secretary
Administrative Council Executive Committee

December 22, 1987

Harassment Policy
Appointments
Memo responses
Officers reports
Committee Reports
ASC Executive Committee Minutes
January 12, 1988

PRESENT: Blair, Bowers, Buckenmyer, Conrad, Crawford, Fitzgerald, Hughes, Stickler

1. Review of activities of the Welfare Committee. The general harassment policy was discussed, with agreement to present it as a part of the standards of conduct rather than as a policy with set procedures. The statement would apply only to administrative staff. The flex time statement was reviewed and revised. Sue Crawford will check with W. Balzer in Psychology regarding his knowledge of flex time practices. The Welfare Committee will be meeting to finalize its recommendations on the above policies and on fringe benefits and salary.

2. February's ASC agenda will include consideration of the Welfare Committee's reports on salary, fringe benefits, general harassment, and flex time.

3. Next meeting, 12:00 noon January 26, Canal Room, BYOL.

Norma J. Stickler
ASC Secretary
Agenda January 26, 1988

Administrative Staff

Executive Committee

I. Welfare committee

2. Officer reports

3. Good of the order
ASC Executive Committee Minutes  
January 26, 1988

PRESENT: Blair, Bowers, Buckenmyer, Cleveland, Conrad, Crawford, Fitzgerald, Hughes, O'Donnell, Regan, Schultz, Stickler, Swaisgood, Yon

Review of proposals from the Personnel Welfare Committee relative to salary increase recommendation and fringe benefit recommendation. The salary recommendation will be for a 6% increase. The fringe benefit requests will be based on the results of the questionnaire distributed by the PWC. The salary and fringe benefit proposals will be placed on the February 4 ASC agenda. The flex-time policy will be given further review by PWC.

In the course of the discussion, several points were raised that will be brought to Annmarie Heldt's attention for future follow-up: promotion pools, promotion definition, supervisor training and "education" about the Administrative Staff Handbook policies, market adjustment to avoid salary compression with classified staff.

Norma J. Stickler  
ASC Secretary
ADMINISTRATIVE STAFF SALARY INCREASE REQUEST
1988-89

The issue of salary increases for Administrative Staff for the 1988-89 fiscal year was difficult for the Administrative Staff Council to resolve. On one side of the issue is the desire of the Administrative Staff to request a large salary percentage increase which would accurately reflect their value and contribution to the University. On the other side is the University's reportedly bleak budgetary outlook for the 1988-89 fiscal year. After much consideration and weighing heavily both sides of the issue, the Administrative Staff Council feels a salary increase which is sensitive to and favors the latter side of the issue is most appropriate at this time. Recognizing that all areas and constituent groups within the University must work cooperatively toward reducing the impact of budgetary constraints, the Administrative Staff Council is willing, for the 1988-89 fiscal year, to forgo the request of a substantial salary percentage increase in the interest of assisting the University in its budgetary crisis.

Therefore, the Administrative Staff Council requests a salary increase for the 1988-89 fiscal year equal to the average of salary percentage increases for all other IUU institutions. Furthermore, in the spirit of advancing a cooperative effort among all employee groups and in the interest of maintaining unity among the university community, the Administrative Staff Council respectfully requests that all university employees, regardless of classification, receive the same salary increase for the 1988-89 fiscal year.
### OHIO SALARY STUDY
#### 1983-1987

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*Average added*
OHIO SALARY STUDY

1983-1987

5 YEAR AVERAGE

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

BOWLING GREEN RANKS SIXTH OF ELEVEN POSITIONS.
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20% TILE 50% TILE 70% TILE 90% TILE 20% TILE

L 2%) + .2% + .6% + 1.4% [.85%]

.15% DIF. OVER 5 YEARS.

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

**1986-87**

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

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

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

---

#### MEAN ANALYSIS

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<td>5+ 12-</td>
<td>16+ 36-</td>
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<td>29% 71%</td>
<td>31% 69%</td>
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<td>86-87</td>
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<td>9+ 7-</td>
<td>25+ 27-</td>
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<td>56% 44%</td>
<td>48% 52%</td>
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</table>
The policy of Bowling Green State University is that general harassment will not be condoned. Moreover, the University will use its influence to encourage the community-at-large to treat its students, faculty and staff and affiliated visitors in a manner keeping with the principles of this policy. (The policy is in keeping with the spirit and intent of federal, state, municipal and University guidelines governing harassment.)

I. Definition

General Harassment constitutes any physical or verbal behavior that subjects an individual to an intimidating, hostile or offensive education, employment or living environment and which falls outside the confines of the racial and ethnic harassment policy and the sexual harassment policy. Such harassment:

A) denigrates or stereotypes an individual.

B) demeans or slurs an individual through pictorial illustrations, graffiti or written documents or material.

C) makes unwarranted and disparaging references or innuendos regarding an individual’s personal conduct, habit or lifestyle.

II. Regulations

A) It is a violation of University policy and the Student Code for any member of the faculty, administrative and classified staff or student body to engage in general harassment, as defined in Section I.

B) It a violation of University policy to retaliate against anyone bringing forth an honestly perceived complaint of general harassment.

III. Responsibilities

A) On a University-wide basis, the Affirmative Action Office is responsible for the coordination and implementation of Bowling Green State University's General Harassment Policy. This office will serve as the resource with regard to all matters of this nature.

B) Each dean, director, department chair, and administrative head of an operational unit is responsible for the dissemination and implementation of this policy within his or her area of responsibility. Persons at this level are also responsible for referring reported unresolved incidents of general harassment to the Affirmative Action Office.

C) As a University policy, it is the responsibility of each faculty member, administrative staff member and classified staff member to ensure adherence to this policy within his or her area of responsibility.
D) It is the responsibility of all members of the University community to discourage general harassment, report such incidents and cooperate in any investigation which might result.

IV. Grievance Procedures

The procedures outlined below are designed to provide sufficient flexibility in which to deal with allegations of general harassment. They are intended to be responsive to particular situations and to be as formal or informal as allegations dictate.

A) Procedure of the Complainant

1. Any individual who believes that he or she has been generally harassed should contact the Affirmative Action Office. Staff in this office initially will discuss the matter with the complainant to ascertain, as fully as possible, the validity of the charges and the scope of the problem. At this time, it will be determined if there is a basis for investigation.

2. Initial discussions with staff in the Affirmative Action Office should not make reference to the name of any accused person unless the complainant is ready to file a formal complaint and proceed with an investigation.

3. Before the Office can begin its investigation, the allegation must be submitted, in writing, to the Director of Affirmative Action. Until this occurs, the matter will not be discussed with anyone other than the complainant.

4. An investigation will be conducted by a staff person in the Affirmative Action Office only if the complainant has filed a formal, written complaint.

5. The role of the Administrative Action Office in the processing of the complaint will include, but is not limited to the following:
   a. consultation with the complainant,
   b. discussion with appropriate persons suggested by the complainant who may have knowledge of the situation and can be of assistance in establishing the fact of the complaint,
   c. preparing a complete investigative report of the complaint. This report will include recommendations for resolution. It will be submitted, in writing, to the appropriate Vice President for administrative action. A copy will also be sent to the complainant and the respondent.

6. If the complainant is not satisfied with the action taken by the Vice President, he or she may appeal, in writing, to the
President of the University. The appeal must be filed within seven (7) calendar days of notification of the appropriate Vice President's action. The president will review the appeal and respond, in writing to all parties—respondent, complainant, Director of Affirmative Action, and the Vice President—concerning his or her disposition of the appeal. This must be done within ten (10) calendar days after receiving the appeal.

B) Procedure for the Respondent

1. Investigations regarding alleged instances of general harassment will be conducted by staff in the Affirmative Action Office only if a formal, written complaint has been filed with the Director of Affirmative Action.

2. The role of the Affirmative Action Office in the processing of the complaint will include, but is not limited to the following:

   a. consultation with the respondent,

   b. discussion with appropriate persons suggested by the respondent who may have knowledge of the situation and can be of assistance in establishing the fact of the complaint,

   c. preparing a complete investigative report of the complaint. This report will include recommendations for resolution. It will be submitted, in writing, to the Vice President for appropriate administrative action. A copy will also be sent to the complainant and the respondent.

3. If the respondent is not satisfied with the action by the Vice President, he or she may appeal, in writing, to the President of the University. The appeal must be filed within seven (7) calendar days of the notification of the Vice President's action. The president will review the appeal and respond, in writing to all parties—respondent, complainant, Director of Affirmative Action, and the Vice President—concerning his or her disposition of the appeal. This must be done within ten (10) calendar days after receiving the appeal.

C) Principles

In investigating complaints of general harassment, the following principles will be adhered to:

1. Each complaint will be handled on an individual, case-by-case basis, considering the complete record and all relevant circumstances.
2. Investigation will be conducted as fairly and expeditiously as possible.

3. In investigating complaints of general harassment, complete confidentiality will be maintained in consideration of both the complainant and the respondent.

4. An individual bringing forth a complaint of general harassment will not suffer any type of retaliation regardless of the outcome of the complaint.

5. The complaint will be resolved in a manner which is consistent with this policy and also fair and equitable to all parties concerned.

6. Nothing in this policy should be interpreted as interfering with the practice of academic freedom at Bowling Green State University.

7. The purpose of this policy is to end general harassment, and therefore it may not be used by a complainant to achieve personal goals not in conformity with the purpose of this policy.
Administrative Staff Executive Committee

February 9, 1988

1. Review of the welfare items
2. Recognition banquet
3. Monitor item
4. Meeting with Ralph Wolfe
5. Officers reports
6. March agenda
ASC Executive Committee Minutes
February 9, 1988

PRESENT: Bowers, Crawford, Fitzgerald, Hughes, Stickler, Yon

1. Report on meeting with VP Dalton on February 5.

2. Sue will work the D. Rehmer to gain a higher visibility for administrative staff at the staff awards banquet.

3. An article about Administrative Staff will appear in an upcoming issue of the Monitor.

4. Sue has met with Ralph Wolfe about a joint meeting of the SEC and the ASC Executive Committee. A meeting will be planned for March or April.

5. March agenda: Report from FSBC (Pat will check to see if Bentley is available.); Handbook changes; flex time; insurance appeals

6. A social gathering for ASC will be planned for early spring.

7. Paul, Norma, and Rich volunteered to work with Annmarie Heldt on some of long-term concerns of the administrative staff.

8. Executive Committee members are asked to consider some suggestions for streamlining the election process.

9. It was suggested that the PWC should continue working during the summer so that the fringe benefit package request could be ready in the fall. It was agreed that a survey will not need to be taken again next year.

Norma J. Stickler
ASC Secretary
FLEXIBLE WORK SCHEDULES

In certain circumstances it may be appropriate for full-time administrative staff members to adopt a flexible work schedule. Such a flexible work schedule must be arranged in advance and must be mutually agreed upon between the administrative staff member and his or her immediate supervisor. Normal business hours for each office must be maintained. In addition, a periodic review of an administrative staff member's flexible work schedule will be conducted by his or her immediate supervisor to determine whether the flexible work schedule should continue.
I. Weinberger's report
II. Personnel/welfare committee
III. Officers reports
IV. March meeting
V. Senate/ASG
VI. Other
ASC Procedures

1. When ASC members resign during their term (either during or at the end of a fiscal year) they will be replaced by the staff member in that area who received the next highest number of votes in the previous election. Cases of ties are determined by lot. The replacement member finishes out the term of the ASC member who resigned. (Bylaws, page 55 of Handbook except that underlined section not specifically stated)

2. Replacements who complete the term of an ASC member are eligible to stand for election at the end of the term if they have served less than one year as a replacement.

3. Administrative staff members must receive at least 2 votes on the nomination ballot in order to have their names on the election ballot.

4. Should part-time staff members be counted as full count when determining the number of representatives from each area?

\( \text{full time count} \)
### ADMINISTRATIVE STAFF COUNCIL REPRESENTATION

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*Underlined names = term expires June 1988*

* = Resigning from the ASC June 1988*

2/88
### Administrative Staff Representatives to University Committees

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<td>Bookstore</td>
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<td>3 year</td>
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<td>Strategic Planning</td>
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INSURANCE APPEALS COMMITTEE - APPEAL PROCESS

I. Anonymity:

1. All communication between an appellant and the Committee will pass through the insurance office.

2. In all documents the Committee receives, the appellant's name will be deleted, and he/she will be identified by a code of the form 87A, 87B, etc.

II. Filing Procedure:

1. Appeals may be filed only after the claim has been reviewed and denied by the Plan Supervisor.

2. Appeals must be filed in writing with the Plan Supervisor within 60 days of receipt of the written review decision.

3. The appeal must include the reason(s) for the appeal, and may include any additional documents felt to be relevant.

4. The appeal must include signed permission for the insurance office to release to the Committee and to the President all documents relating to the claim.

III. Appeal Review Procedure:

1. The Plan Supervisor will provide copies of the appeal and all relevant documents (with the appellant's name replaced by code) to the Committee Chair.

2. The Committee will meet within thirty days of the appeal to read and discuss the appeal. At this meeting the Committee may decide to obtain additional information from the appellant, Plan Supervisor, Benefit Plans Risk Management or the stop/loss insurance carrier.

3. Within ninety days of the appeal being filed a hearing will be held. The appellant will receive at least four weeks notice in writing of the hearing date. The appellant may attend or send a representative to the hearing. At the hearing, the Committee will make a recommendation to the President. The recommendation and a copy of all the appeal documents will be sent to the President. A copy of the recommendation will be sent to the appellant.
APPEALING A CLAIM

A. If your claim is denied in whole or in part, you will receive written notification delivered in the same fashion as reimbursement for a claim. A claim work sheet will be provided by the Plan Supervisor showing the calculation of the total amount payable, charges not payable, and the reason. If additional information is needed for payment of a claim, the Plan Supervisor will request same.

B. You may request a review by filing a written application with the Insurance Office of Bowling Green State University. On receipt of written request for review of a claim, the Plan Supervisor will review the claim and furnish copies of all documents and all reasons and facts relating to the decision. You or your authorized representative may examine pertinent documents (except as information may be contained therein which the "physician" does not wish made known to the claimant) which the Plan Sponsor has and may submit your opinion of what are the issues and your comments in writing.

C. Requests for review must be filed within 120 days after denial is received; however, it is suggested that it be filed promptly whenever possible. A decision by the Plan Supervisor will be made promptly within 60 days unless special circumstances require extension. This decision will also be delivered to you in writing setting forth specific reasons for the decision and specific references to the pertinent Plan provisions upon which the decision is based.

D. If the Plan Supervisor's decision is finally to deny in the review decision, the employee may appeal this decision to the Insurance Appeals Committee, comprised of elected faculty, administrative staff and classified personnel. This appeal must be made within 60 days after the Plan Supervisor's decision or the Plan Supervisor's decision will be final. The Insurance Appeals Committee reviews appeals anonymously, unless the appellant wishes otherwise.

E. An appeal to the Insurance Appeals Committee is made in writing to the Insurance Office and should include the reasons for the appeal and any additional documents thought to be relevant. The Insurance Appeals Committee will meet and make a recommendation to the President within 90 days of the appeal. The appellant will receive four weeks notice of the meeting and my attend or send an appointed representative.
ASC Executive Committee Minutes
February 24, 1988

PRESENT: Blair, Bowers, Conrad, Crawford, Fitzgerald, Hughes, Stickler, Yon

1. Insurance Appeals Committee. Margaret Weinberger attended the meeting to discuss the committee's appeal process. Agreement to report to the committee opinion that the process was too long. Margaret will ask the Committee if the filing time might be shortened to 30 days and if the review committee's role could be shortened.

2. Review of a film on flex time. Agreement to place the current version of the flex time proposal on the March agenda. If approved, the statement would become a part of the Handbook.

3. Review of handbook changes. The entire packet of changes will be on March ASC agenda.

4. Review and approval of procedures for elections. ASC members resigning at the end of a fiscal year will be replaced by runners up from previous election, replacements are eligible for re-election if they have served less than one year as a replacement, two nomination votes will be necessary to have name on election ballot, part-time employees will be counted as one-half in ascertaining the number of ASC representatives to come from each area.

5. Sue Crawford has been asked to serve on a university committee that is studying commencements.

6. Paul Yon reported that 309 will again be a major focus of the Classified Staff Advisory Committee.

7. March agenda. John Bentley, flexible work schedule, Handbook changes, Committee reports.

xc: Annmarie Heldt

Norma J. Stickler
ASC Secretary
WHEREAS the Faculty Senate of Bowling Green State University has been established for twenty-five years, and

WHEREAS during that time, the Faculty Senate has provided a voice for the faculty in governance issues and has contributed to the betterment of the University through its concerns for the welfare of students and faculty, its attention to academic policies, and its regard for informed debate,

NOW THEREFORE BE IT RESOLVED, that the Executive Committee of the Administrative Staff Council extends congratulations to the Faculty Senate on the occasion of its twenty-fifth anniversary and expresses its hope that a spirit of mutual cooperation among all members of the University community will continue in the years ahead as we all strive to improve the excellence of Bowling Green State University.
Administrative Staff Executive Committee

March 8, 1988

I. Review of changes to handbook.

II. Committee reports

III. Celebration of Faculty Senate

IV. Elections

V. Party for ASC

VI. Agenda for April meeting

VII. Officers reports

2:30-4:30 6th March 15
ASC Executive Committee Minutes
March 8, 1988

PRESENT: Bowers, Buckenmyer, Conrad, Crawford, Fitzgerald, Hughes, Stickler, Yon

1. Resolution 88:15 was approved honoring Faculty Senate on the occasion of its 25th anniversary.

2. Plans were discussed for a lunch meeting of ASC. Dick Conrad will handle details.

3. This year's recipient of the Administrative Staff scholarship, Elizabeth Anne Hammann, will be invited to the May meeting, and arrangements will be made for a photo to be taken. Fund raising packets for the scholarship will be ready by May. There was agreement that the requirement for extracurricular involvement for the scholarships could include community as well as campus activities, particularly because some applicants are non-traditional students.

4. March 22 Executive Committee meeting will be at Kaufman's downtown.

5. The May 24 meeting will be held at Firelands.

xc: Annmarie Heldt

Norma J. Stickler
ASC Secretary
Administrative Staff Executive Committee

March 22, 1988

Agenda

I. Meeting in April 12:00 p.m.
II. Officers reports
III. Committee mtg. with Ann Marie Held
IV. New Business
V. Other
Administrative Staff Council

Executive Committee Agenda

April 12, 1988

I. Officers reports

II. Special meeting: April 28 at 1:30 p.m.

III. Ferrari award nominations

IV. Announcements for the council

V. Short term disability
ASC Executive Committee Minutes
April 12, 1988

PRESENT: Blair, Bowers, Cleveland, Conrad, Crawford, Fitzgerald, Hughes, Stickler, Yon

1. Short-time disability insurance proposal was distributed. The Welfare Committee will review, and it will be placed on the agenda of the next ASC meeting.

2. Next Meeting of ASC will be April 28 at 1:15 in the Alumni Room. Dr. Olscamp will attend.

3. ASC Executive Committee will meet with SEC on May 19 at 2:30 in the Chart Room.

4. It has been pointed out that half of the ASC has terms expiring in 1990. Agreement to adjust as members resign.

5. Election results distributed and reminder to submit nominations for Chair Elect and Secretary.

[Signature]
Norma J. Stickler
ASC Secretary

xc: Annmarie Heldt
OVERVIEW OF OPTIONAL SHORT-TERM DISABILITY INCOME COVERAGE FOR CONTRACT AND CLASSIFIED EMPLOYEES OF B.G.S.U.

Contract and Classified employees of BGSU currently have access to one of two disability plans offered to them by Educators Mutual. Both are on a purely optional basis, with the employee paying all of the premium. Neither plan is coordinated with the University's sick leave, Worker's Compensation or Group Long-Term Disability benefits.

Contract personnel who are in their 1st year of employment have access to a plan which pays benefits for up to 12 months.

After the initial year of employment, Contract personnel have a 6-month benefit plan available as they are insurable under the John Hancock Group Long-Term Disability plan after one year of employment.

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Under either plan, the employee is given three choices as to the date benefits would commence. Amounts of monthly benefit can be selected up to a maximum of $800.00 per month. An Accidental Death & Dismemberment benefit is also included, with the amount equal to 10 times the monthly disability benefit. Thus, an individual insured for the maximum amount under the current program could receive $800.00 per month disability benefits and a maximum $8,000.00 Accidental Death & Dismemberment benefit.

Due to deteriorating claims experience, Educators Mutual notified this office that they would not be able to renew the existing program as of May 10, 1988. A summary of the premiums and claims paid for the previous five years is attached.

During a meeting with the Director of Risk Selection and the Vice President of Sales and Marketing for Educators Mutual, a proposed replacement plan was reviewed which retains many of the favorable features of the existing plans while correcting many of the shortcomings of the existing plans.

A comparison of the existing and the proposed plans is attached.
## Bowling Green State University
### Group Policy #OTK-528

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### PREMIUM RATES

The rates for Contract employees under the proposed plan range from 7% to 18% less than the current premium rates depending on the optional benefit commencement date selected. The rates for Classified employees would increase from 3% to 15% depending on the optional benefit commencement date selected. A comparison of monthly premiums for the options available is given below.

#### Contract Employees - Class A.

<table>
<thead>
<tr>
<th>Benefit Commencement Date</th>
<th>$500 Per Month</th>
<th>$800 Per Month</th>
<th>$1000 Per Month</th>
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<td>8th day</td>
<td>($13.22)*</td>
<td>($21.14)*</td>
<td>$21.80</td>
<td>$26.16</td>
<td>$32.70</td>
<td>$39.24</td>
<td>$43.60</td>
</tr>
<tr>
<td>15th day</td>
<td>($10.16)*</td>
<td>($16.24)*</td>
<td>$18.90</td>
<td>$22.68</td>
<td>$28.34</td>
<td>$34.02</td>
<td>$37.80</td>
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<tr>
<td>31st day</td>
<td>($8.46)*</td>
<td>($13.54)*</td>
<td>$14.80</td>
<td>$17.76</td>
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<td>8th day</td>
<td>($14.92)*</td>
<td>($23.86)*</td>
<td>$30.80</td>
<td>$36.96</td>
<td>$46.20</td>
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<td>15th day</td>
<td>($11.64)*</td>
<td>($18.62)*</td>
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*Rates for indicated coverage under the current disability plans offered*
ACCIDENTAL DEATH &

DISMEMBERMENT COVERAGE

An Accidental Death & Dismemberment benefit of $1,000 for each $100.00 of monthly benefit is included in the above rates. If this benefit were not included, the rates quoted would be reduced by $.10 per $100.00 of monthly benefit elected.
April 12, 1988

MEMORANDUM

TO: Administrative Staff Council

FROM: Norma J. Stickler
Secretary, Administrative Staff Council

The next meeting of the Administrative Staff Council will be Thursday, April 28 at 1:15 in the Alumni Room of the Union. The agenda will include the following.

1:15 1. ASC Scholarship

1:20 2. Consideration of short-term disability insurance proposal (attached)

1:30 3. President Paul J. Olscamp

Because of Dr. Olscamp's attendance, we hope that you will be able to attend, or to send a substitute.

This meeting will replace the meeting scheduled for May 5.

REMINDER: If you wish to nominate Council members for chair elect and secretary for 1988-89, contact me or any other member of the Executive Committee.

skg

attachment
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<td>B</td>
<td>Classified Employees - Hourly</td>
<td>Same as above</td>
</tr>
</tbody>
</table>

PREMIUM RATES

The rates for Contract employees under the proposed plan range from 7% to 18% less than the current premium rates depending on the optional benefit commencement date selected. The rates for Classified employees would increase from 3% to 15% depending on the optional benefit commencement date selected. A comparison of monthly premiums for the options available is given below.

Contract Employees - Class A.

<table>
<thead>
<tr>
<th>Benefit Commencement Date</th>
<th>$500 Per Month</th>
<th>$800 Per Month</th>
<th>$1000 Per Month</th>
<th>$1200 Per Month</th>
<th>$1500 Per Month</th>
<th>$1800 Per Month</th>
<th>$2000 Per Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>8th day</td>
<td>($13.22)*</td>
<td>($21.14)*</td>
<td>$10.90</td>
<td>$17.44</td>
<td>$21.80</td>
<td>$26.16</td>
<td>$32.70</td>
</tr>
<tr>
<td>15th day</td>
<td>($10.16)*</td>
<td>($16.24)*</td>
<td>$ 9.45</td>
<td>$15.12</td>
<td>$18.90</td>
<td>$22.68</td>
<td>$28.34</td>
</tr>
<tr>
<td>31st day</td>
<td>($ 8.46)*</td>
<td>($13.54)*</td>
<td>$ 7.40</td>
<td>$11.84</td>
<td>$14.80</td>
<td>$17.76</td>
<td>$22.20</td>
</tr>
</tbody>
</table>

Classified Employees - Class B.

<table>
<thead>
<tr>
<th>Benefit Commencement Date</th>
<th>$500 Per Month</th>
<th>$800 Per Month</th>
<th>$1000 Per Month</th>
<th>$1200 Per Month</th>
<th>$1500 Per Month</th>
<th>$1800 Per Month</th>
<th>$2000 Per Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>8th day</td>
<td>($14.92)*</td>
<td>($23.86)*</td>
<td>$15.40</td>
<td>$24.64</td>
<td>$30.80</td>
<td>$36.96</td>
<td>$46.20</td>
</tr>
<tr>
<td>15th day</td>
<td>($11.64)*</td>
<td>($18.62)*</td>
<td>$13.35</td>
<td>$21.36</td>
<td>$26.70</td>
<td>$31.04</td>
<td>$40.05</td>
</tr>
<tr>
<td>31st day</td>
<td>($ 9.54)*</td>
<td>($15.26)*</td>
<td>$10.45</td>
<td>$16.72</td>
<td>$20.90</td>
<td>$25.08</td>
<td>$31.35</td>
</tr>
</tbody>
</table>

*Rates for indicated coverage under the current disability plans offered
ACCIDENTAL DEATH &
DISMEMBERMENT COVERAGE

An Accidental Death & Dismemberment benefit of $1,000 for each $100.00 of monthly benefit is included in the above rates. If this benefit were not included, the rates quoted would be reduced by $.10 per $100.00 of monthly benefit elected.
MEMORANDUM

Administrative Staff Executive Committee

April 26, 1988

I. Revisions to ASC handbook

II. CSC softball game (contact Joyce Hyslop)

III. Officers reports

IV. Firelands outing

V. Other
ADMINISTRATIVE STAFF PERSONNEL SERVICES

The Office of Administrative Staff Personnel Services provides assistance to administrative staff members on employment-related matters. Among the services provided are explaining and interpreting policies and benefits; new employee orientation and processing; exit interviews; retirement counseling; position reviews; counseling staff on personnel matters; maintaining and updating personnel records; and coordinating training and professional development opportunities. Discussions with administrative staff members about employment matters are kept strictly confidential.

Administrative Staff Personnel Services maintains THE OFFICIAL personnel file on every administrative staff member, except those with faculty rank. Included in the file is information pertaining to the staff member's employment at Bowling Green State University, including contract information and evaluations. Staff members are encouraged to update their files when any change occurs in employment, education, or professional development. In addition, the office is also available to assist departments with recruitment efforts if requested.

Questions about employment matters related to administrative staff members should be addressed to Administrative Staff Personnel Services, Room 910 Administration Building. Questions about insurance benefits are handled by the Insurance Office, Room 10 Shatzel Hall.

Revisions to the Handbook

The Administrative Staff Handbook is revised each year to include current, accurate information about policies, procedures and benefits affecting administrative staff members. The revisions are made effective with the start of each fiscal year.

Only pages with revisions or additions are updated each year. Pages are numbered consecutively throughout the book with the most recent effective date (month and year) in the lower outside corner. If a page must be revised, the new page will have the same page number as the one it replaces. The effective date (month & year) in the lower outside corner will differentiate the old page from the new one.

Exemple:

- 5 - 7-85

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AFFIRMATIVE ACTION POLICY

Bowling Green State University affirms its policy of equal employment opportunity, equal educational opportunity, and nondiscrimination in the provision of educational and other services to the public. The University will not discriminate against any person because of race, religion, color, national origin, sex, marital status, age, handicap, or veteran status, and it will not knowingly cooperate with, support, or employ the services of organizations which do not adhere to this policy.

The Affirmative Action Plan of Bowling Green State University is designed to establish the actions of the University in providing equal opportunity to all persons, and in acting affirmatively in instances where such opportunity may be limited. This meets both the spirit and intent of rules and regulations governing affirmative action.

Concerns related to discriminatory practices or the Affirmative Action Plan should be directed to the Office of Affirmative Action, Bowling Green State University.

CODE OF STANDARDS AND RESPONSIBILITIES FOR ADMINISTRATIVE STAFF

All members of the University community share the responsibility of sustaining the highest principles of professional behavior. Those persons appointed to administrative assignments have the responsibility of promoting a healthy climate for learning and professional growth and of asserting the leadership and support essential to enhancing the University's programs and services. Effective administration promotes an institutional reputation of academic and professional excellence as well as the sound management of institutional resources.

The University follows a participatory model of governance in which numerous administrative decisions are made following consultation with faculty, students, and staff. Administrative behavior that represents dedication to service, openness to disagreement, truth and candor in communication, acceptance of human error in the quest for excellence, tolerance for variations of style, compassion as an essential quality, and reconciliation as an honorable process are all integral to the functioning of a mature university.

It is within this context that a code of standards and responsibilities has been developed. The following statements apply to all persons who hold full-time or part-time administrative assignments or other professional, non-teaching administrative staff appointments:

Responsibilities to the University Community

1. Employment as an administrator ADMINISTRATIVE STAFF at the University should entail the understanding and support of the provisions in the Ohio Revised Code, which set forth the legal bases for the University and for all governance documents and basic
institutional policies approved by the Board of Trustees. Also, administrators-- ADMINISTRATIVE STAFF should protect the legal and financial interests of the University and the State of Ohio through the implementation and monitoring of policies approved by the Board of Trustees, councils, and agencies of the University and the State of Ohio.

2. Administrators-- ADMINISTRATIVE STAFF should perform their professional responsibilities fairly and impartially.

3. Administrators-- ADMINISTRATIVE STAFF should not engage in conduct that is dishonest or fraudulent nor should they accept duties, obligations, gifts, or favors of monetary value or engage in private business or professional activities which conflict with the interests and policies of Bowling Green State University and the State of Ohio. The Ohio Ethics Law prohibits exploitation of authority of a University position for personal monetary gain.

4. In public, administrators ADMINISTRATIVE STAFF should clearly distinguish personal opinions from statements reflecting the University's positions and policies.

5. In keeping with the University's Affirmative Action Plan as approved by the Board of Trustees on April 14, 1977, administrators-- ADMINISTRATIVE STAFF should not discriminate against individuals because of race, color, religion, age, physical impairment, sex, or national origin, and they also should be responsible for eliminating discrimination when it occurs and for establishment of policies to prevent its recurrence.

6. Administrators-- ADMINISTRATIVE STAFF should maintain the confidentiality of written and oral reports or records transmitted in a confidential context. Such information is to be shared only when required by law or with persons of proper authority.

7. Administrators-- ADMINISTRATIVE STAFF should be sensitive to the social norms and moral expectations of the community in which they live and should work with an awareness that the public implicitly identifies the University's staff with the institution itself.

Responsibilities to Students

1. Administrators-- ADMINISTRATIVE STAFF should at all times respect and promote the welfare of students and refrain from relationships that might be perceived as acts that exploit students.

2. Administrators-- ADMINISTRATIVE STAFF, when interacting with students, should recognize them as developing persons who possess dignity and the potential for self-direction.

3. Administrators-- ADMINISTRATIVE STAFF should promote and enrich the University's learning environment in response to the academic needs of students and of society-at-large.
Responsibilities to Faculty

1. *Administrative Staff* -- ADMINISTRATIVE STAFF should protect academic freedom and the general right of faculty to discuss controversial ideas of academic concern.

2. *Administrative Staff* -- ADMINISTRATIVE STAFF should consult faculty through recognized channels in decision-making.

3. *Administrative Staff* -- ADMINISTRATIVE STAFF should provide faculty with the support services and resources essential to a learning environment of excellent quality.

4. *Administrative Staff* -- ADMINISTRATIVE STAFF should implement policies fairly and impartially and with due regard for the dignity and rights of the individual faculty member.

5. *Administrative Staff* -- ADMINISTRATIVE STAFF should be available to communicate with faculty on matters of academic and general institutional concern.

Responsibilities to Administrative Colleagues

1. *Administrative Staff* -- ADMINISTRATIVE STAFF should treat staff members with dignity and impartiality and use neither coercion nor preferential treatment in decision-making.

2. *Administrative Staff* -- ADMINISTRATIVE STAFF should inform members of their staff of goals and objectives while promoting a spirit of cooperation.

3. *Administrative Staff* -- ADMINISTRATIVE STAFF should communicate with the officers to whom they report if they are active candidates for other professional positions.

4. *Administrative Staff* -- ADMINISTRATIVE STAFF should seek professional advice from other administrative staff when such counsel can improve decision-making.

Responsibilities to Self

1. *Administrative Staff* -- ADMINISTRATIVE STAFF should actively participate in professional associations for self-development and for the promotion of the interests of the University.

2. *Administrative Staff* -- ADMINISTRATIVE STAFF should maintain a commitment to their own professional development.

3. *Administrative Staff* -- ADMINISTRATIVE STAFF should maintain their physical and mental well-being through a healthy lifestyle.  

(Board of Trustees, 11/13/80)
CONTRACT INFORMATION

Appointment Information

Administrative staff members shall be advised in writing at the time of initial appointment of the primary responsibility of the position including title, salary, and pay period.

Obligation to the University

An administrative staff member may not accept employment from outside the University that will adversely affect fulfillment of the responsibilities and duties of the assigned position/title.

Continuance/Termination/Release

A. Continuance

Appointments to full-time administrative staff positions will be subject to renewal or non-renewal annually, on a fiscal year basis. It is assumed that a full-time administrative staff member will receive successive annual contracts unless:

1. The contract states the contrary.

2. The University has made the decision not to continue employment and has given timely notification as follows:

   a. not later than March 1 of the first, second and third years of contract service if appointment is to expire at the end of one of those fiscal years.

   b. not later than January 1 of any subsequent fiscal year of contract service.

Recommendations for non-renewal (which will include supportive information) will be made by area heads to the appropriate contracting supervisor whether President, appropriate Vice President or Dean.

B. Termination

Termination of the appointment and contract before the end of any contracted term of service shall be referred to as "Termination for Cause" or "Release."

1. Termination for Cause

   a. An administrative staff member may be terminated for cause during the contract year for the following reasons:

      1) conviction of a felony;

      11) if credentials are proved to be fraudulent;
iii) failure to perform duties and services (as identified in the appointed position or title and/or as may be assigned or changed) to the satisfaction of the staff member's immediate supervisor.

2. Dismissal or Suspension

Recommendations for termination for cause noted above shall be sent to the President or appropriate Vice President with appropriate documentation. After a decision for dismissal or suspension is made, written notice shall be given to the staff member involved stating all provisions relating to that notice.

The President or appropriate Vice President may dismiss or suspend the staff member immediately. In the event of a dismissal or suspension, the staff member shall be continued on the payroll for fourteen (14) calendar days following the date of dismissal or suspension. The President or appropriate Vice President may continue the staff member on suspended status with pay through temporary assignment to other job responsibilities until the suspension is resolved. In the event the dismissal or suspension is resolved in the staff member's favor, the staff member shall be entitled to full back pay and benefits if the staff member had been dismissed or suspended without pay.

7. Release

Release may be effected in case of financial exigency, or bona fide discontinuance of a program or departmental/divisional area, and the staff member concerned will be given a minimum of three months written notice; except for the release of persons funded by external grants which shall be contingent upon the availability of said grant funds.

A notice for termination for cause or release is not affected by Section A (Continuance).
EVALUATION PROCEDURE

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

2. Each Vice President should establish a committee composed of all the administrative staff council representatives of that area to develop a format for written evaluations for the area. Each Vice President and administrative staff council representatives should agree to the format. All formats for written evaluation will include the criteria listed in item (1) above.

3. Within each department or area, a staff member may be evaluated on additional criteria appropriate to the position and agreed to in advance by the staff member and the supervisor. These criteria may include, but are not limited to:

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

4. The evaluation process should occur in two steps.

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

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

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

      The staff member and supervisor will confirm the job description, goals and evaluation criteria in writing.
B. Before the beginning of the next contract period, the supervisor will provide the staff member with a written evaluation based on the previous agreements and will discuss the evaluation with the staff member. The evaluation shall be signed by the evaluator and then by the administrative staff member. The administrative staff member's signature does not acknowledge agreement with the evaluation. The employee may respond in writing to the evaluation, and this reply will become part of the evaluation.

5. The supervisor will send copies of the signed written evaluation to the staff member and to the contracting officer for review and forwarding to the Office of Administrative Staff Personnel Services.
who might be helpful in establishing the facts of the case. In all instances, the administrative staff member or anyone providing information on behalf of that person will be assured that no reprisal will occur at any stage as a result of the complaint.

If the complainant is not satisfied with the results of the investigation by the Office of Affirmative Action, a request for a grievance hearing may be made. In the event that the complainant is not satisfied with the results of the hearing, an appeal may be made to the President of the University. The decision of the President is final.

For specific information regarding the University's affirmative action grievance procedures, you may contact the Office of Affirmative Action or refer to Bowling Green State University's Affirmative Action Plan.

GRIEVANCE AND HEARING PROCEDURES

I. Grievance Procedure

A. Purpose

The purpose of the grievance procedure is to ensure the prompt resolution of complaints by administrative staff members regarding the terms and conditions of employment, salary, benefits, or other job-related concerns. The decision not to continue the contract of an administrative staff member is not grievable, and, therefore, not subject to this procedure. NON-RENEWAL OF CONTRACT FOR AN ADMINISTRATIVE STAFF MEMBER OF THREE OR MORE YEARS STANDING MUST BE REVIEWED AND AUTHORIZED BY THE PRESIDENT. (Revised: 98)

Complaints dealing with alleged discrimination will be processed according to the provisions of the University's affirmative action plan.

B. Area review committee

The President (or designee) and each vice president will establish a three-member committee to assist in resolving grievances within the vice-presidential area. Committee members will serve for three years except initial appointments which will be staggered one, two, and three years.

The President (or designee) and each vice president will be responsible for establishing procedures for appointing a chair and for designating the time period for serving in this capacity.

C. Initial review and transmittal of grievance

When a complaint arises, the administrative staff member should first attempt to resolve the issue with the immediate supervisor. Efforts in this direction should be documented. If the grievance is not resolved to the staff member's satisfaction, that person may present the
grievance, in writing, to the chair of the area review committee WITH A COPY TO THE RESPONDENT. This must occur within seven calendar days after the immediate supervisor has rendered a decision as to the resolution of the complaint.

Should the complainant be a member of the hearing panel or should a particular case indicate the potential for a conflict of interest, the appropriate vice president will select a new person to hear the case in question.

The Area Review committee will investigate the grievance, and within fourteen calendar days after its receipt, submit a written recommendation for resolution to the President (or designee) or appropriate vice president. The President (or designee) or Vice President will present a written decision to the staff member within seven calendar days after receipt of the Area Review Committee's report. A copy of the Review Committee's report will also be forwarded to the staff member.

If the complainant identified the potential for a conflict of interest with the vice president, the duties herein delegated to that position will be reassigned as directed by the President.

II. Hearing Procedure

A. Purpose

The purpose of the hearing procedure is to provide for the further review of complaints by administrative staff members regarding the terms and conditions of employment, salary, benefits, or other job-related concerns. This procedure will be used if resolution of the problem has been unsuccessful at prior levels.

B. Request for hearing

1. If the administrative staff member is not satisfied with the decision rendered at the area review committee level, that person may request that a hearing panel be convened. This request must be made within seven calendar days after receipt of the written decision of the President (or designee) or vice president. The request must be submitted in writing to the President (or designee) or vice president and include the name of one BGSU employee selected by the complainant, who is willing and available to serve as a member of the hearing panel.

2. Within three calendar days after receipt of a request for a hearing, the President (or designee) or vice president will notify the Director of Affirmative Action. Within fourteen calendar days after notification, the Director of Affirmative
The Director of Affirmative Action will facilitate the process for resolution of the complaint and will ensure that the appropriate administrator makes a decision in a timely manner.

F. Appeal

The recommendation of the hearing panel and the decision of the appropriate administrator may be appealed in writing within seven calendar days of the decision, to the President of the University. The President (or designee) will respond in writing to all parties--complainant, respondent, chair of the hearing panel, Director of Affirmative Action, and the appropriate vice president--concerning final disposition of the appeal within fourteen calendar days after receiving the appeal. The President's (or designee's) decision is final.

MERIT PAY AND MERIT EVALUATION

Bowling Green State University implements a split salary increase procedure. Sixty percent of the increase percentage approved annually by the Board of Trustees is an across the board increase. Forty percent of the approved amount is awarded on the basis of meritorious performance. The merit evaluation and awarding procedure is determined by the presidential or vice presidential area. Administrative staff members are encouraged to be aware of the procedures incorporated within their area. For detailed information contact your vice president.

MERIT AND ACROSS-THE-BOARD INCREASES FOR ADMINISTRATIVE STAFF

Each year salary increases for university-funded administrative staff include merit and across-the-board increase components. Continuing university-funded full-time and part-time staff members on fiscal or academic year contracts with more than one calendar year of service are eligible for consideration for both an across-the-board percentage increase and a merit increase. Those staff members employed for one calendar year or less will be considered for increases as follows:

1. Staff members employed by December 31 are eligible for consideration for both across-the-board and merit increases for the next year.

2. Staff members employed after December 31 are eligible for consideration for an across-the-board increase for the next year on a pro-rated basis. For example, a staff member hired on March 1 would be eligible for consideration for four-twelfths of the annual across-the-board percentage increase. Staff employed after December 31 are not eligible for merit increases for the next year.

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NEPOTISM

In keeping with good personnel management procedures and to guarantee equal employment opportunities to all, applicants may not be hired for or promoted into positions in which they would supervise or be subject to the immediate supervision of a member of their immediate family. This policy will be upheld regardless of the sex of the relatives involved and will be equally applied to both males and females.

For more specific information relative to nepotism, you may contact the Office of Affirmative Action.

THE OHIO ETHICS LAW (General Assembly of Ohio, 1973)

The Ohio Ethics Law was enacted in 1973 by the General Assembly to insure the integrity of government and to improve public confidence in government officials and employees. The following 11 points describe the major provisions of the law:
The policy of Bowling Green State University is that racial and ethnic harassment will not be condoned. Moreover, the University will use its influence to encourage the community-at-large to treat its students, faculty and staff and affiliated visitors consistent with the principles of this policy. The policy is in keeping with the spirit and intent of federal, state, municipal and university guidelines governing racial discrimination. A copy of the Racial and Ethnic Harassment Policy is included in as Appendix B.

RESIGNATIONS AND EXIT INTERVIEWS

A. An administrative staff member who resigns from the University should:

1) Give the immediate supervisor a minimum of one-month written notice before the effective date of resignation; a copy of the notice should be sent to Administrative Staff Personnel Services.

2) Leave a forwarding address with the Office of Administrative Staff Personnel Services. This information would be used only in the event that it would be necessary to contact the employee subsequent to resignation.

3) Schedule an exit interview with the Office of Administrative Staff Personnel Services.

4) SCHEDULE AN EXIT INTERVIEW WITH THE OFFICE OF INSURANCE/BENEFITS.

Staff members who are retiring should also follow this procedure.

B. The exit interview conducted by a staff member in Administrative Staff Personnel Services includes a review of the status of insurance, retirement, and other benefits upon termination, and instructions about the return of identification cards, parking decals, keys, and other property belonging to Bowling Green State University.

A fee may be deducted from the staff member's last payroll check in the event that University identification cards, keys, and parking decals are not returned. Failure to return other University property will be dealt with on a case-by-case basis (See also Key Regulations).

C. It is the responsibility of the staff member's immediate supervisor to verify the unused sick leave balance for the staff member at time of termination and forward that information to the Office of Administrative Staff Personnel Services. In addition, the supervisor should inform the President or appropriate Vice President or Dean of the date of termination and balance of unused vacation time to be paid to the staff member so that steps can be taken to remove the person from the payroll.

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When a leave of absence without pay is approved, the supervisor should inform the President, Vice President, or Dean of the area to initiate removal of the staff member from the payroll for the designated period of time. This notification should be in writing with a copy to the Office of Administrative Staff Personnel Services. No less than 10 days prior to the start of the leave of absence, the supervisor should notify the staff member in writing that the leave has been approved.

During a leave of absence, a full-time employee may maintain insurance coverage by personally assuming the financial obligation for a maximum period of one or two years (depending upon the type of insurance desired) with possible further extension if approved. Insurance coverage is provided by the University (according to the payment responsibilities detailed on page 26) to the end of the month in which the leave begins and is provided at the beginning of the month in which the staff member returns. The employee must assume the total premium cost for insurances for the intervening months of the leave. Additional insurance benefits may be available for a disability leave of absence. If a staff member decides not to return from a leave of absence, he/she should notify his supervisor not less than one month prior to the date of termination.

Questions about the policy should be addressed to Administrative Staff Personnel Services.

MATERNITY/PATERNITY/ADOPTION LEAVE

MATERNITY LEAVE

1. Female Staff members who give birth are eligible for maternity leave. The customary and usual maternity leave will be four months per pregnancy.

2. The four month maternity leave need not be taken as consecutive days if mutually agreeable to the administrative staff member and the immediate supervisor.

3. Accrued sick leave, accrued vacation credit and a leave of absence without pay can be used during this 4 month period. A female staff member may use any or all of her THE accrued vacation credit and/or accrued sick leave during her THE maternity leave before going on a leave of absence without pay.

4. A female staff member will notify, in writing, her THE supervisor and the Office of Administrative Staff Personnel Services, prior to the start of her THE maternity leave, as to the number of days to be taken as sick leave, the number of days to be taken as vacation and the number of days to be taken as a leave of absence without pay.
5. Should a female staff member decide not to return to the university following maternity leave, the female staff member must notify her supervisor, in writing, no later than 30 calendar days preceding her scheduled return to work.

6. Female staff members taking maternity leave are guaranteed their positions and job title upon return.

**Paternity/Adoption Leave**

Pregnancy, childbirth or adoption may require a temporary interruption in the way in which an administrative staff member meets customary contractual obligations. It is the responsibility of the staff member to notify the immediate supervisor of an anticipated birth or adoption which the administrative staff member expects will result in such an interruption. Moreover, it is the right of an administrative staff member to secure time to attend to pregnancy, childbirth, or adoption without affecting the terms or conditions of the staff member's employment.

Time needed for Paternity/Adoption Leave to attend to pregnancy, childbirth, or adoption is to be arranged on mutually acceptable written terms with the immediate supervisor. Specific details relative to the use of sick leave, leave of absence without pay, vacation time, or arrangements for modified work schedules must also be mutually agreeable to the administrative staff member and the immediate supervisor. Consideration should be given to the needs of the individual employee and to the concerns and interests of the affected unit and its employees. Administrative staff members should contact the office of Administrative Staff Personnel Services as early as possible prior to a leave of absence without pay to review benefits.

For explanation of these policies, contact the Office of Administrative Staff Personnel Services.
An annual vacation is important to the well-being of the staff member. Each staff member is encouraged to use all earned vacation annually and AREA SUPERVISORS are expected to accommodate such requests for vacation provided the needs of the area are not impaired. At the time approved by the area supervisor. It is expected, however, that no single vacation leave taken will exceed 22 consecutive working days unless approved in advance by the supervisor. A staff member's vacation balance cannot exceed 44 days at the end of each fiscal year (June 30 of each year).

For the convenience of scheduling vacations at the most appropriate time, area supervisors with the approval of the President, Dean, or a Vice President, may authorize vacation leave in advance of accumulated leave, provided that should the staff member terminate employment, the termination check shall be reduced by the amount of used but unearned vacation.

Vacation pay is not granted in lieu of vacation except at termination of employment and such terminal compensation will be paid in a lump sum. The maximum amount of terminal compensation will be forty four days. In case of death, unused vacation will be paid in accordance with Section 2113.04 of the Ohio Revised Code.

This policy excludes medical doctors, residence hall directors, unit directors, and employees whose contract period is for less than twelve months and who have time off with pay during academic recess between semesters, during breaks, holidays, or summer. Administrative staff members who are contracted for 12 months but who work only part of each week earn vacation on a prorated basis. For example, an employee contracted to work fifty-percent for 12 months and works part of each week, earns vacation at one-half the normal rate. Part-time 12-month administrative staff members who have completed the equivalent of one full year of service at Bowling Green State University are eligible to utilize earned vacation. At the time of separation from employment with the University, part-time administrative staff are not eligible for payment of unused vacation credit.

The President or Vice Presidents shall be responsible for implementing this policy, for authorizing modifications for unusual circumstances, and for establishing procedures for the maintenance of current vacation leave records.

At the end of each fiscal year, every staff member will submit to Administrative Staff Personnel Services a form approved by the immediate supervisor summarizing vacation use, accrual, and balance for July-December and January-June of that year. That form is placed in the staff member's personnel file located in the Office of Administrative Staff Personnel Services.

Questions about the vacation policy and procedures should be addressed to the Office of Administrative Staff Personnel Services.
If an emergency is declared necessitating a close-down of the entire University, only essential employees are expected to report to or remain at their jobs. ADMINISTRATIVE STAFF AFFECTED BY THIS POLICY WILL BE INFORMED ANNUALLY OF THEIR STATUS AS AN ESSENTIAL EMPLOYEE. This includes some food service and custodial personnel, telephone operators, public safety officers, power plant employees, snow removal crews, and some maintenance staff. Should this occur, special directions and announcements will be made at that time via local media and a campus communication network. Questions relating to a radio or television announcement concerning cancellations or closings can be clarified by calling the campus operator.

SMOKING REGULATIONS

"There shall be no smoking in any classroom, laboratory, or other instructional room in any University building at any time. All persons entering any classroom building or the Library shall confine their smoking to the areas in the respective buildings in which smoking is permitted as clearly indicated by official University signs posted in the building, and shall refrain from smoking in all other areas of such building." (Board of Trustees, 1959)

Substitute Senate Bill No. 96 adopted in 1976, Amending Section 3791.031 of the Ohio Revised Code, states in part:

"(B) For the purpose of separating persons who smoke from persons who do not smoke for the comfort and health of persons not smoking, in every place of public assembly there shall be an area where smoking is not permitted, which shall be designated a no smoking area...

A no smoking area may include the entire place of public assembly. Designations shall be made by the placement of signs that are clearly visible and that state "no smoking." No person shall remove signs from areas designated as no smoking areas.

(C) No person shall smoke in any area designated as a no smoking area in accordance with Division (B) of this section.

(D) Whoever violates this section is guilty of a minor misdemeanor." (Ohio Revised Code)

POSTING OF SMOKING AREAS

Academic Buildings: There shall be no smoking in classrooms, laboratories, or other instructional rooms at any time. Smoking in academic buildings shall be confined to offices, hallways or restrooms.
Office Buildings: There shall be no smoking in offices and meeting rooms designated no smoking areas. Receptacles will be provided in offices/areas where smoking is permitted; however, smokers will be encouraged to confine smoking to hallways, lobbies and restrooms.

Residence Halls: Smoking is permitted in dining rooms, cafeterias, or other rooms used primarily for the service of food; however, smokers should be aware that tobacco smoke may be offensive to non-smokers.

Theaters, Arenas, etc.: In enclosed theaters, opera houses, auditoriums, arenas, and gymnasiums smoking will be confined to hallways, lobbies, restrooms where receptacles will be provided.

Libraries: Smoking by Library patrons is permitted only in the smoking and restrooms. Areas for staff smoking are at the discretion of library departments.

Health Center: There shall be no smoking in public areas of the Health Center by patients or employees.

University Union/Offenhauer Conference Area: Smoking will be permitted in those areas used primarily for the service of food plus the bowling area. Meeting rooms (including 11th Floor Offenhauer) will be designated as no smoking areas unless an individual sponsor specifies with the Conference and Arrangements Office to designate a portion of a specific meeting room for smoking.

Elevators: There shall be no smoking in any elevator in any University building.

Public Vehicles: Smoking will be confined to the rear of busses. Smokers are encouraged not to smoke in small vehicles.

SOLICITATION POLICY

The Solicitation Policy has been established to ensure that employees have the ability to perform their duties free from intrusions and that the mission of the University shall proceed unhampered. A copy of the Solicitation Policy is included as Appendix E.
TRAVEL

Off-campus travel on University business and to professional meetings may be reimbursed in part or in full depending upon departmental policies and available funds. All reimbursement is subject to University policy, a copy of which may be obtained from the Business Office. Transportation fares through travel agencies and registrations in excess of $50.00 can be paid in advance.

Each administrative unit budget supervisor is responsible for approving travel expenses for individual departments. The administrative unit supervisor must seek approval for personal travel reimbursement from the next level administrator. The completed copy of the "BGSU Travel Expense Report" should be submitted to the Business Office for reimbursement.

VOTING TIME

Administrative staff members are encouraged to vote in local, state, and national elections before and after regular hours or during the lunch break. When this is not possible, a staff member may be excused for one hour to vote with the approval of the immediate supervisor.

WORK SCHEDULE

IN CERTAIN CIRCUMSTANCES IT MAY BE APPROPRIATE FOR FULL-TIME ADMINISTRATIVE STAFF MEMBERS TO ADOPT A FLEXIBLE WORK SCHEDULE. SUCH A FLEXIBLE WORK SCHEDULE MUST BE ARRANGED IN ADVANCE AND MUST BE MUTUALLY AGREED UPON BETWEEN THE ADMINISTRATIVE STAFF MEMBERS AND HIS OR HER IMMEDIATE SUPERVISOR. NORMAL BUSINESS HOURS FOR EACH OFFICE ARE EXPECTED TO BE MAINTAINED. IN ADDITION, PERIODIC REVIEW OF AN ADMINISTRATIVE STAFF MEMBER'S FLEXIBLE WORK SCHEDULE WILL BE CONDUCTED BY HIS OR HER IMMEDIATE SUPERVISOR TO DETERMINE WHETHER THE FLEXIBLE WORK SCHEDULE SHOULD CONTINUE.
B. Professional Development Committee - This four-member committee is charged with aiding and encouraging the professional growth and development of administrative staff. It shall study and recommend action with regard to professional leaves, continuing education and recognition of professional achievement.

C. Personnel/Welfare - This committee shall be composed of SIX members who will annually review the administrative staff handbook. The committee shall also review, study and recommend council action on matters involving salary, benefits, performance, evaluation and policies and procedures which affect the functioning of administrative staff in their positions.

D. Finance - This committee of two members, one of whom will be the Chair-Elect, shall prepare annually the ASC budget and submit it to the ASC for approval prior to its submission to the university budget committee.

E. Scholarship - This committee shall be composed of three members. The responsibility of the committee shall be to administer all aspects of the administrative staff scholarship program.

F. Amendments - This committee shall be comprised of two members. It shall both initiate and receive proposed amendments to the charter or By-Laws and shall report to the ASC on all proposed amendments.

G. Ferrari Award - This committee shall handle all responsibilities associated with the advertisement, selection, and presentation of the annual Ferrari Award.

Section 3: University Standing Committees

Those administrative staff elected to university standing committees need not be ASC representatives and shall be elected by the entire administrative staff. In the event of an unanticipated request for an administrative staff representative to a committee, agency, panel, or other such body, the Executive Committee may appoint an administrative staff member for the first term only. Subsequent representatives shall be elected. Each elected representative shall serve for the term designated by the particular committee. In the event that no length of service is set by the individual committee, the term shall last one year.

Section 4: Ad Hoc Committees

ASC ad hoc committees shall be created by the Executive Committee which will appoint members who need not be ASC representatives. The Executive Committee shall also appoint representatives of the administrative staff to university ad hoc committees. 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.
April 29, 1988

MEMORANDUM

TO: Administrative Staff Members

FROM: Executive Committee of Administrative Staff Council

It is a pleasure to announce the results of the elections for membership on the 1988-89 Administrative Staff Council and on committees. On the back of this memorandum you will find the full membership of next year's council. Those whose terms expire in 1991 are the newly elected members. Our congratulations to these new council members and to the following individuals who were elected to committees.

Insurance Committee, Annmarie Heldt
Bookstore Advisory Committee, Jane Wood
Student Legal Services Committee, Don Passmore
Safety Committee, Gregg DeCrane
Advisory Committee on General Fee Allocations, Ron Zwirelein

Enclosed with this memorandum you will find a ballot to select your area's representative to the Executive Committee. We received several nominations for chair elect and secretary, but only one person agreed to run for each office. To formalize their elections, their names are also included on the enclosed ballot.

skg

enclosure
ADMINISTRATIVE STAFF COUNCIL
1988-89

Academic Affairs
Sue Pastor (1989) Finishing Kathleen Hart's term
Barbara Yeiley (1989) Finishing Karen Bunting's term
Timothy King (1990) Finishing Katrina Meyer's term
Joyce Kepke (1990)
James Litwin (1990)
Diane Regan (1990)
Norma Stickler (1990)
Margaret Weinberger (1990)
David Stanford (1991)
Kathryn Thiede (1991)
Jane Wood (1991)

Firelands
Dennis Horan (1989)

Operations
Ed O'Donnell (1989)
Sam Ramirez (1990)
Jane Schimpf (1990)
Rebecca Heyman (1991)

Planning and Budgeting
Linda Hamilton (1989)
Charles Schultz (1989)
Jim Hoy (1990)
Richard Peper (1990) Finishing Sue Cerny's term
Richard Zolman (1991)

President's Area
Scott Bressler (1990)
William Jones (1990)
Randy Sokoll (1990)
Fran Voll (1990)
Greg Jordan (1991)

Student Affairs
Richard Hughes (1989)
Bob Arrowsmith (1990)
Laura Emch (1990)
Sandra George (1990)
Louise Paradis (1990)
Jill Carr (1991)
Gregory DeCrane (1991)
Joshua Kaplan (1991)

University Relations
Linda Swaisgood (1989)
Patrick Fitzgerald (1990) CHAIR
Melissa Firestone (1991)
Marcia Latta (1991)
MEMORANDUM

Administrative Staff Executive Committee

April 26, 1988

I. Revisions to ASC handbook

II. CSC softball game (contact Joyce Hyslop)

III. Officers reports

IV. Firelands outing

V. Other
ADMINISTRATIVE STAFF PERSONNEL SERVICES

The Office of Administrative Staff Personnel Services provides assistance to administrative staff members on employment-related matters. Among the services provided are explaining and interpreting policies and benefits; new employee orientation and processing; exit interviews; retirement counseling; position reviews; counselling staff on personnel matters; maintaining and updating personnel records; and coordinating training and professional development opportunities. Discussions with administrative staff members about employment matters are kept strictly confidential.

Administrative Staff Personnel Services maintains THE OFFICIAL personnel file on every administrative staff member, except those with faculty rank. Included in the file is information pertaining to the staff member's employment at Bowling Green State University, including contract information and evaluations. Staff members are encouraged to update their files when any change occurs in employment, education, or professional development. In addition, the office is also available to assist departments with recruitment efforts if requested.

Questions about employment matters related to administrative staff members should be addressed to Administrative Staff Personnel Services, Room 910 Administration Building. Questions about insurance benefits are handled by the Insurance Office, Room 10 Shatzel Hall.

Revisions to the Handbook

The Administrative Staff Handbook is revised each year to include current, accurate information about policies, procedures and benefits affecting administrative staff members. The revisions are made effective with the start of each fiscal year.

Only pages with revisions or additions are updated each year. Pages are numbered consecutively throughout the book with the most recent effective date (month and year) in the lower outside corner. If a page must be revised, the new page will have the same page number as the one it replaces. The effective date (month & year) in the lower outside corner will differentiate the old page from the new one.

Example:

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AFFIRMATIVE ACTION POLICY

Bowling Green State University affirms its policy of equal employment opportunity, equal educational opportunity, and nondiscrimination in the provision of educational and other services to the public. The University will not discriminate against any person because of race, religion, color, national origin, sex, marital status, age, handicap, or veteran status, and it will not knowingly cooperate with, support, or employ the services of organizations which do not adhere to this policy.

The Affirmative Action Plan of Bowling Green State University is designed to establish the actions of the University in providing equal opportunity to all persons, and in acting affirmatively in instances where such opportunity may be limited. This meets both the spirit and intent of rules and regulations governing affirmative action.

Concerns related to discriminatory practices or the Affirmative Action Plan should be directed to the Office of Affirmative Action, Bowling Green State University.

CODE OF STANDARDS AND RESPONSIBILITIES FOR ADMINISTRATIVE STAFF

All members of the University community share the responsibility of sustaining the highest principles of professional behavior. Those persons appointed to administrative assignments have the responsibility of promoting a healthy climate for learning and professional growth and of asserting the leadership and support essential to enhancing the University's programs and services. Effective administration promotes an institutional reputation of academic and professional excellence as well as the sound management of institutional resources.

The University follows a participatory model of governance in which numerous administrative decisions are made following consultation with faculty, students, and staff. Administrative behavior that represents dedication to service, openness to disagreement, truth and candor in communication, acceptance of human error in the quest for excellence, tolerance for variations of style, compassion as an essential quality, and reconciliation as an honorable process are all integral to the functioning of a mature university.

It is within this context that a code of standards and responsibilities has been developed. The following statements apply to all persons who hold full-time or part-time administrative assignments or other professional, non-teaching administrative staff appointments:

Responsibilities to the University Community

1. Employment as an administrator ADMINISTRATIVE STAFF at the University should entail the understanding and support of the provisions in the Ohio Revised Code, which set forth the legal bases for the University and for all governance documents and basic
in institutional policies approved by the Board of Trustees. Also, administrators—ADMINISTRATIVE STAFF should protect the legal and financial interests of the University and the State of Ohio through the implementation and monitoring of policies approved by the Board of Trustees, councils, and agencies of the University and the State of Ohio.

2. **Administrators**—ADMINISTRATIVE STAFF should perform their professional responsibilities fairly and impartially.

3. **Administrators**—ADMINISTRATIVE STAFF should not engage in conduct that is dishonest or fraudulent nor should they accept duties, obligations, gifts, or favors of monetary value or engage in private business or professional activities which conflict with the interests and policies of Bowling Green State University and the State of Ohio. The Ohio Ethics Law prohibits exploitation of authority of a University position for personal monetary gain.

4. In public, administrators ADMINISTRATIVE STAFF should clearly distinguish personal opinions from statements reflecting the University's positions and policies.

5. In keeping with the University's Affirmative Action Plan as approved by the Board of Trustees on April 14, 1977, administrators—ADMINISTRATIVE STAFF should not discriminate against individuals because of race, color, religion, age, physical impairment, sex, or national origin, and they also should be responsible for eliminating discrimination when it occurs and for establishment of policies to prevent its recurrence.

6. **Administrators**—ADMINISTRATIVE STAFF should maintain the confidentiality of written and oral reports or records transmitted in a confidential context. Such information is to be shared only when required by law or with persons of proper authority.

7. **Administrators**—ADMINISTRATIVE STAFF should be sensitive to the social norms and moral expectations of the community in which they live and should work with an awareness that the public implicitly identifies the University's staff with the institution itself.

**Responsibilities to Students**

1. **Administrators**—ADMINISTRATIVE STAFF should at all times respect and promote the welfare of students and refrain from relationships that might be perceived as acts that exploit students.

2. **Administrators**—ADMINISTRATIVE STAFF, when interacting with students, should recognize them as developing persons who possess dignity and the potential for self-direction.

3. **Administrators**—ADMINISTRATIVE STAFF should promote and enrich the University's learning environment in response to the academic needs of students and of society-at-large.

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4. **Administrators**—ADMINISTRATIVE STAFF should adhere to the spirit and intent of policies describing the role and rights of students and encourage and assist them in the use of established procedures to resolve complaints and grievances.

Responsibilities to Faculty

1. **Administrators**—ADMINISTRATIVE STAFF should protect academic freedom and the general right of faculty to discuss controversial ideas of academic concern.

2. **Administrators**—ADMINISTRATIVE STAFF should consult faculty through recognized channels in decision-making.

3. **Administrators**—ADMINISTRATIVE STAFF should provide faculty with the support services and resources essential to a learning environment of excellent quality.

4. **Administrators**—ADMINISTRATIVE STAFF should implement policies fairly and impartially and with due regard for the dignity and rights of the individual faculty member.

5. **Administrators**—ADMINISTRATIVE STAFF should be available to communicate with faculty on matters of academic and general institutional concern.

Responsibilities to Administrative Colleagues

1. **Administrators**—ADMINISTRATIVE STAFF should treat staff members with dignity and impartiality and use neither coercion nor preferential treatment in decision-making.

2. **Administrators**—ADMINISTRATIVE STAFF should inform members of their staff of goals and objectives while promoting a spirit of cooperation.

3. **Administrators**—ADMINISTRATIVE STAFF should communicate with the officers to whom they report if they are active candidates for other professional positions.

4. **Administrators**—ADMINISTRATIVE STAFF should seek professional advice from other administrators—ADMINISTRATIVE STAFF when such counsel can improve decision-making.

Responsibilities to Self

1. **Administrators**—ADMINISTRATIVE STAFF should actively participate in professional associations for self-development and for the promotion of the interests of the University.

2. **Administrators**—ADMINISTRATIVE STAFF should maintain a commitment to their own professional development.

3. **Administrators**—ADMINISTRATIVE STAFF should maintain their physical and mental well-being through a healthy lifestyle.

(Board of Trustees, 11/13/80)
CONTRACT INFORMATION

Appointment Information

Administrative staff members shall be advised in writing at the time of initial appointment of the primary responsibility of the position including title, salary, and pay period.

Obligation to the University

An administrative staff member may not accept employment from outside the University that will adversely affect fulfillment of the responsibilities and duties of the assigned position/title.

Continuance/Termination/Release

A. Continuance

Appointments to full-time administrative staff positions will be subject to renewal or non-renewal annually, on a fiscal year basis. It is assumed that a full-time administrative staff member will receive successive annual contracts unless:

1. The contract states the contrary.

2. The University has made the decision not to continue employment and has given timely notification as follows:

   a. not later than March 1 of the first, second and third years of contract service if appointment is to expire at the end of one of those fiscal years.

   b. not later than January 1 of any subsequent fiscal year of contract service.

Recommendations for non-renewal (which will include supportive information) will be made by area heads to the appropriate contracting supervisor whether President, appropriate Vice President or Dean.

B. Termination

Termination of the appointment and contract before the end of any contracted term of service shall be referred to as "Termination for Cause" or "Release."

1. Termination for Cause

   a. An administrative staff member may be terminated for cause during the contract year for the following reasons:

      i) conviction of a felony;

      ii) if credentials are proved to be fraudulent;
iii) failure to perform duties and services (as identified in the appointed position or title and/or as may be assigned or changed) to the satisfaction of the staff member's immediate supervisor.

2. Dismissal or Suspension

Recommendations for termination for cause noted above shall be sent to the President or appropriate Vice President with appropriate documentation. After a decision for dismissal or suspension is made, written notice shall be given to the staff member involved stating all provisions relating to that notice.

The President or appropriate Vice President may dismiss or suspend the staff member immediately. In the event of a dismissal or suspension, the staff member shall be continued on the payroll for fourteen (14) calendar days following the date of dismissal or suspension. The President or appropriate Vice President may continue the staff member on suspended status with pay through temporary assignment to other job responsibilities until the suspension is resolved. In the event the dismissal or suspension is resolved in the staff member's favor, the staff member shall be entitled to full back pay and benefits if the staff member had been dismissed or suspended without pay.

C. Release

Release may be effected in case of financial exigency, or bona fide discontinuance of a program or departmental/divisional area, and the staff member concerned will be given a minimum of three months written notice; except for the release of persons funded by external grants which shall be contingent upon the availability of said grant funds.

A notice for termination for cause or release is not affected by Section A (Continuance).
EVALUATION PROCEDURE

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

2. Each Vice President should establish a committee composed of all the administrative staff council representatives of that area to develop a format for written evaluations for the area. Each Vice President and administrative staff council representatives should agree to the format. All formats for written evaluation will include the criteria listed in item (1) above.

3. Within each department or area, a staff member may be evaluated on additional criteria appropriate to the position and agreed to in advance by the staff member and the supervisor. These criteria may include, but are not limited to:
   - supervisory skills
   - learning new skills
   - innovations
   - University and professional service
   - professional development
   - peer relationships
   - interpersonal development
   - counseling
   - research/publications/presentations
   - awards/honors
   - communication skills
   - teaching
   - student evaluations
   - service on governance bodies
   - facility management
   - peer relationships
   - learning new skills
   - University and professional service
   - professional development
   - interpersonal relationships
   - counseling
   - research/publications/presentations
   - awards/honors
   - communication skills
   - student evaluations
   - facility management

4. The evaluation process should occur in two steps.

A. The staff member and supervisor should meet and accomplish the following:
   - Review and determine staff member's job description and goals for the next contract period and make any necessary changes to the basic job description.
   - Based on the above agreements, determine evaluation criteria that will be used to assess the staff member's performance.
   - The staff member and supervisor will confirm the job description, goals and evaluation criteria in writing.
B. Before the beginning of the next contract period, the supervisor will provide the staff member with a written evaluation based on the previous agreements and will discuss the evaluation with the staff member. THE EVALUATION SHALL BE SIGNED BY THE EVALUATOR AND THEN BY THE ADMINISTRATIVE STAFF MEMBER. THE ADMINISTRATIVE STAFF MEMBER'S SIGNATURE DOES NOT ACKNOWLEDGE AGREEMENT WITH THE EVALUATION. The employee may respond in writing to the evaluation, and this reply will become part of the evaluation.

5. The supervisor will send copies of the SIGNED written evaluation TO THE STAFF MEMBER AND TO THE CONTRACTING OFFICER FOR REVIEW AND FORWARDING to the Office of Administrative Staff Personnel Services.
who might be helpful in establishing the facts of the case. In all instances, the administrative staff member or anyone providing information on behalf of that person will be assured that no reprisal will occur at any stage as a result of the complaint.

If the complainant is not satisfied with the results of the investigation by the Office of Affirmative Action, a request for a grievance hearing may be made. In the event that the complainant is not satisfied with the results of the hearing, an appeal may be made to the President of the University. The decision of the President is final.

For specific information regarding the University's affirmative action grievance procedures, you may contact the Office of Affirmative Action or refer to Bowling Green State University's Affirmative Action Plan.

GRIEVANCE AND HEARING PROCEDURES

I. Grievance Procedure

A. Purpose

The purpose of the grievance procedure is to ensure the prompt resolution of complaints by administrative staff members regarding the terms and conditions of employment, salary, benefits, or other job-related concerns. The decision not to continue the contract of an administrative staff member is not grievable, and, therefore, not subject to this procedure. NON-RENEWAL OF CONTRACT FOR AN ADMINISTRATIVE STAFF MEMBER OF THREE OR MORE YEARS STANDING MUST BE REVIEWED AND AUTHORIZED BY THE PRESIDENT. Appointments which will be staggered one, two, and three years.

Complaints dealing with alleged discrimination will be processed according to the provisions of the University's affirmative action plan.

B. Area review committee

The President (or designee) and each vice president will establish a three-member committee to assist in resolving grievances within the vice-presidential area. Committee members will serve for three years except initial appointments which will be staggered one, two, and three years.

The President (or designee) and each vice president will be responsible for establishing procedures for appointing a chair and for designating the time period for serving in this capacity.

C. Initial review and transmittal of grievance

When a complaint arises, the administrative staff member should first attempt to resolve the issue with the immediate supervisor. Efforts in this direction should be documented. If the grievance is not resolved to the staff member's satisfaction, that person may present the
grievance, in writing, to the chair of the area review committee WITH A COPY TO THE RESPONDENT. This must occur within seven calendar days after the immediate supervisor has rendered a decision as to the resolution of the complaint.

Should the complainant be a member of the hearing panel or should a particular case indicate the potential for a conflict of interest, the appropriate vice president will select a new person to hear the case in question.

The Area Review committee will investigate the grievance, and within fourteen calendar days after its receipt, submit a written recommendation for resolution to the President (or designee) or appropriate vice president. The President (or designee) or Vice President will present a written decision to the staff member within seven calendar days after receipt of the Area Review Committee's report. A copy of the Review Committee's report will also be forwarded to the staff member.

If the complainant identified the potential for a conflict of interest with the vice president, the duties herein delegated to that position will be reassigned as directed by the President.

II. Hearing Procedure

A. Purpose

The purpose of the hearing procedure is to provide for the further review of complaints by administrative staff members regarding the terms and conditions of employment, salary, benefits, or other job-related concerns. This procedure will be used if resolution of the problem has been unsuccessful at prior levels.

B. Request for hearing

1. If the administrative staff member is not satisfied with the decision rendered at the area review committee level, that person may request that a hearing panel be convened. This request must be made within seven calendar days after receipt of the written decision of the President (or designee) or vice president. The request must be submitted in writing to the President (or designee) or vice president and include the name of one BGSU employee selected by the complainant, who is willing and available to serve as a member of the hearing panel.

2. Within three calendar days after receipt of a request for a hearing, the President (or designee) or vice president will notify the Director of Affirmative Action. Within fourteen calendar days after notification, the Director of Affirmative
The Director of Affirmative Action will facilitate the process for resolution of the complaint and will insure that the appropriate administrator makes a decision in a timely manner.

F. Appeal

The recommendation of the hearing panel and the decision of the appropriate administrator may be appealed in writing within seven calendar days of the decision, to the President of the University. The President (or designee) will respond in writing to all parties—complainant, respondent, chair of the hearing panel, Director of Affirmative Action, and the appropriate vice president—concerning final disposition of the appeal within fourteen calendar days after receiving the appeal. The President’s (or designee’s) decision is final.

MERIT PAY AND MERIT EVALUATION

Bowling Green State University implements a split salary increase procedure. Sixty percent of the increase percentage approved annually by the Board of Trustees is an across-the-board increase. Forty percent of the approved amount is awarded on the basis of meritorious performance. The merit evaluation and awarding procedure is determined by the presidential or vice presidential area. Administrative staff members are encouraged to be aware of the procedures incorporated within their area. For detailed information contact your vice president.

MERIT AND ACROSS-THE BOARD INCREASES FOR ADMINISTRATIVE STAFF

Each year salary increases for university-funded administrative staff include merit and across-the-board increase components. Continuing university-funded full-time and part-time staff members on fiscal or academic year contracts with more than one calendar year of service are eligible for consideration for both an across-the-board percentage increase and a merit increase. Those staff members employed for one calendar year or less will be considered for increases as follows:

1. Staff members employed by December 31 are eligible for consideration for both across-the-board and merit increases for the next year.

2. Staff members employed after December 31 are eligible for consideration for an across-the-board increase for the next year on a pro-rated basis. For example, a staff member hired on March 1 would be eligible for consideration for four-twelfths of the annual across-the-board percentage increase. Staff employed after December 31 are not eligible for merit increases for the next year.

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NEPOTISM

In keeping with good personnel management procedures and to guarantee equal employment opportunities to all, applicants may not be hired for or promoted into positions in which they would supervise or be subject to the immediate supervision of a member of their immediate family. This policy will be upheld regardless of the sex of the relatives involved and will be equally applied to both males and females.

For more specific information relative to nepotism, you may contact the Office of Affirmative Action.

THE OHIO ETHICS LAW (General Assembly of Ohio, 1973)

The Ohio Ethics Law was enacted in 1973 by the General Assembly to insure the integrity of government and to improve public confidence in government officials and employees. The following 11 points describe the major provisions of the law:
RACIAL AND ETHNIC HARASSMENT POLICY

The policy of Bowling Green State University is that racial and ethnic harassment will not be condoned. Moreover, the University will use its influence to encourage the community-at-large to treat its students, faculty and staff and affiliated visitors consistent with the principles of this policy. The policy is in keeping with the spirit and intent of federal, state, municipal and university guidelines governing racial discrimination. A copy of the Racial and Ethnic Harassment Policy is included in as Appendix B.

RESIGNATIONS AND EXIT INTERVIEWS

A. An administrative staff member who resigns from the University should:

1) Give the immediate supervisor a minimum of one-month written notice before the effective date of resignation; a copy of the notice should be sent to Administrative Staff Personnel Services.

2) Leave a forwarding address with the Office of Administrative Staff Personnel Services. This information would be used only in the event that it would be necessary to contact the employee subsequent to resignation.

3) Schedule an exit interview with the Office of Administrative Staff Personnel Services.

4) SCHEDULE AN EXIT INTERVIEW WITH THE OFFICE OF INSURANCE/BENEFITS.

Staff members who are retiring should also follow this procedure.

B. The exit interview conducted by a staff member in Administrative Staff Personnel Services includes a review of the status of insurance, retirement, and other benefits upon termination, and instructions about the return of identification cards, parking decals, keys, and other property belonging to Bowling Green State University.

A fee may be deducted from the staff member's last payroll check in the event that University identification cards, keys, and parking decals are not returned. Failure to return other University property will be dealt with on a case-by-case basis (See also Key Property Regulations).

C. It is the responsibility of the staff member's immediate supervisor to verify the unused sick leave balance for the staff member at time of termination and forward that information to the Office of Administrative Staff Personnel Services. In addition, the supervisor should inform the President or appropriate vice president or dean of the date of termination and balance of unused vacation time to be paid to the staff member so that steps can be taken to remove the person from the payroll.

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When a leave of absence without pay is approved, the supervisor should inform the President, Vice President, or Dean of the area to initiate removal of the staff member from the payroll for the designated period of time. This notification should be in writing with a copy to the Office of Administrative Staff Personnel Services. No less than 10 days prior to the start of the leave of absence, the supervisor should notify the staff member in writing that the leave has been approved.

During a leave of absence, a full-time employee may maintain insurance coverage by personally assuming the financial obligation for a maximum period of one or two years (depending upon the type of insurance desired) with possible further extension if approved. Insurance coverage is provided by the University (according to the payment responsibilities detailed on page 26) to the end of the month in which the leave begins and is provided at the beginning of the month in which the staff member returns. The employee must assume the total premium cost for insurances for the intervening months of the leave. Additional insurance benefits may be available for a disability leave of absence. If a staff member decides not to return from a leave of absence, he/she should notify the supervisor not less than one month prior to the date of termination.

Questions about the policy should be addressed to Administrative Staff Personnel Services.

MATERNITY/PATERNITY/ADOPTION LEAVE

MATERNITY LEAVE

1. Female—Staff members who give birth are eligible for maternity leave. The customary and usual maternity leave will be four months per pregnancy.

2. The four month maternity leave need not be taken as consecutive days if mutually agreeable to the administrative staff member and the immediate supervisor.

3. Accrued sick leave, accrued vacation credit and a leave of absence without pay can be used during this 4 month period. A female staff member may use any of or all of her THE accrued vacation credit and/or accrued sick leave during her THE maternity leave before going on a leave of absence without pay.

4. A female staff member will notify, in writing, her THE supervisor and the Office of Administrative Staff Personnel Services, prior to the start of her THE maternity leave, as to the number of days to be taken as sick leave, the number of days to be taken as vacation and the number of days to be taken as a leave of absence without pay.

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5. Should a female staff member decide not to return to the university following maternity leave, the female staff member must notify THE supervisor, in writing, no later than 30 calendar days preceding THE scheduled return to work.

6. Female staff members taking maternity leave are guaranteed their positions and job title upon return.

PATERNITY/ADOPTION LEAVE

Pregnancy, childbirth or adoption may require a temporary interruption in the way in which an administrative staff member meets customary contractual obligations. It is the responsibility of the staff member to notify the immediate supervisor of an anticipated birth or adoption which the administrative staff member expects will result in such an interruption. Moreover, it is the right of an administrative staff member to secure time to attend to pregnancy, childbirth, or adoption without affecting the terms or conditions of the staff member's employment.

Time needed FOR PATERNITY/ADOPTION LEAVE to attend to pregnancy, childbirth, or adoption is to be arranged on mutually acceptable written terms with the immediate supervisor. Specific details relative to the use of sick leave, leave OF ABSENCE without pay, vacation time, or arrangements for modified work schedules must also be mutually agreeable to the administrative staff member and the immediate supervisor. Consideration should be given to the needs of the individual employee and to the concerns and interests of the affected unit and its employees. Administrative staff members should contact the office of Administrative Staff Personnel Services as early as possible prior to a leave OF ABSENCE without pay to review benefits.

FOR EXPLANATION OF THESE POLICIES, CONTACT THE OFFICE OF ADMINISTRATIVE STAFF PERSONNEL SERVICES.
An annual vacation is important to the well-being of the staff member. Each staff member is encouraged to use all earned vacation annually and AREA SUPERVISORS ARE EXPECTED TO ACCOMMODATE SUCH REQUESTS FOR VACATION PROVIDED THE NEEDS OF THE AREA ARE NOT IMPAIRED, at a time approved by the supervisor. It is expected, however, that no single vacation leave taken will exceed 22 consecutive working days unless approved in advance by the supervisor. A staff member's vacation balance cannot exceed 44 days at the end of each fiscal year (June 30 of each year).

For the convenience of scheduling vacations at the most appropriate time, area supervisors with the approval of the President, Dean, or a Vice President, may authorize vacation leave in advance of accumulated leave, provided that should the staff member terminate employment, the termination check shall be reduced by the amount of used but unearned vacation.

Vacation pay is not granted in lieu of vacation except at termination of employment and such terminal compensation will be paid in a lump sum. The maximum amount of terminal compensation will be forty four days. In case of death, unused vacation will be paid in accordance with Section 2113.04 of the Ohio Revised Code.

This policy excludes medical doctors, residence hall directors, unit directors, and employees whose contract period is for less than twelve months and who have time off with pay during academic recess between semesters, during breaks, holidays, or summer. Administrative staff members who are contracted for 12 months but who work only part of each week earn vacation on a prorated basis. For example, an employee contracted to work fifty-percent for 12 months and works part of each week, earns vacation at one-half the normal rate. Part-time 12-month administrative staff members who have completed the equivalent of one full year of service at Bowling Green State University are eligible to utilize earned vacation. At the time of separation from employment with the University, part-time administrative staff are not eligible for payment of unused vacation credit.

The President or Vice Presidents shall be responsible for implementing this policy, for authorizing modifications for unusual circumstances, and for establishing procedures for the maintenance of current vacation leave records.

At the end of each fiscal year, every staff member will submit to Administrative Staff Personnel Services a form approved by the immediate supervisor summarizing vacation use, accrual, and balance for July-December and January-June of that year. That form is placed in the staff member's personnel file located in the Office of Administrative Staff Personnel Services.

Questions about the vacation policy and procedures should be addressed to the Office of Administrative Staff Personnel Services.
If an emergency is declared necessitating a close-down of the entire University, only essential employees are expected to report to or remain at their jobs. ADMINISTRATIVE STAFF AFFECTED BY THIS POLICY WILL BE INFORMED ANNUALLY OF THEIR STATUS AS AN ESSENTIAL EMPLOYEE. This includes: food service and custodial personnel, telephone operators, public safety officers, power plant employees, snow removal crews, and some maintenance staff. Should this occur, Special directions and announcements will be made at that time via local media and a campus communication network.

Questions relating to a radio or television announcement concerning cancellations or closings can be clarified by calling the campus operator.

SMOKING REGULATIONS

"There shall be no smoking in any classroom, laboratory, or other instructional room in any University building at any time. . . . All persons entering any classroom building or the Library shall confine their smoking to the areas in the respective buildings in which smoking is permitted as clearly indicated by official University signs posted in the building, and shall refrain from smoking in all other areas of such building." (Board of Trustees, 1959)

Substitute Senate Bill No. 96 adopted in 1976, Amending Section 3791.031 of the Ohio Revised Code, states in part:

"(B) For the purpose of separating persons who smoke from persons who do not smoke for the comfort and health of persons not smoking, in every place of public assembly there shall be an area where smoking is not permitted, which shall be designated a no smoking area...

A no smoking area may include the entire place of public assembly. Designations shall be made by the placement of signs that are clearly visible and that state "no smoking." No person shall remove signs from areas designated as no smoking areas.

(C) No person shall smoke in any area designated as a no smoking area in accordance with Division (B) of this section.

(D) Whoever violates this section is guilty of a minor misdemeanor." (Ohio Revised Code)

POSTING OF SMOKING AREAS

Academic Buildings: There shall be no smoking in classrooms, laboratories, or other instructional rooms at any time. Smoking in academic buildings shall be confined to offices, hallways or restrooms.
Office Buildings: There shall be no smoking in offices and meeting rooms designated no smoking areas. Receptacles will be provided in offices/areas where smoking is permitted; however, smokers will be encouraged to confine smoking to hallways, lobbies and restrooms.

Residence Halls: Smoking is permitted in dining rooms, cafeterias, or other rooms used primarily for the service of food; however, smokers should be aware that tobacco smoke may be offensive to non-smokers.

Theaters, Arenas, etc.: In enclosed theaters, opera houses, auditoriums, arenas, and gymnasiums smoking will be confined to hallways, lobbies, restrooms where receptacles will be provided.

Libraries: Smoking by library patrons is permitted only in the dining rooms, areas for staff smoking is ARE at the discretion of library departments.

Health Center: There shall be no smoking in public areas of the Health Center by patients or employees.

University Union/Offenhauer Conference Area: Smoking will be permitted in those areas used primarily for the service of food plus the bowling area. Meeting rooms (including 11th Floor Offenhauer) will be designated as no smoking areas unless an individual sponsor specifies with the Conference and Arrangements Office to designate a portion of a specific meeting room for smoking.

Elevators: There shall be no smoking in any elevator in any University building.

Public Vehicles: Smoking will be confined to the rear of busses. Smokers are encouraged not to smoke in small vehicles.

SOLICITATION POLICY

The Solicitation Policy has been established to ensure that employees have the ability to perform their duties free from intrusions and that the mission of the University shall proceed unhampered. A copy of the Solicitation Policy is included as Appendix E.
TRAVEL

Off-campus travel on University business and to professional meetings may be reimbursed in part or in full depending upon departmental policies and available funds. All reimbursement is subject to University policy, a copy of which may be obtained from the Business Office. Transportation fares through travel agencies and registrations in excess of $50.00 can be paid in advance.

Each administrative unit budget supervisor is responsible for approving travel expenses for individual departments. The administrative unit supervisor must seek approval for personal travel reimbursement from the next level administrator. The completed copy of the "BGSU Travel Expense Report" should be submitted to the Business Office for reimbursement.

VOTING TIME

Administrative staff members are encouraged to vote in local, state, and national elections before and after regular hours or during the lunch break. When this is not possible, a staff member may be excused for one hour to vote with the approval of the immediate supervisor.

WORK SCHEDULE

IN CERTAIN CIRCUMSTANCES IT MAY BE APPROPRIATE FOR FULL-TIME ADMINISTRATIVE STAFF MEMBERS TO ADOPT A FLEXIBLE WORK SCHEDULE. SUCH A FLEXIBLE WORK SCHEDULE MUST BE ARRANGED IN ADVANCE AND MUST BE MUTUALLY AGREED UPON BETWEEN THE ADMINISTRATIVE STAFF MEMBERS AND HIS OR HER IMMEDIATE SUPERVISOR. NORMAL BUSINESS HOURS FOR EACH OFFICE ARE EXPECTED TO BE MAINTAINED. IN ADDITION, PERIODIC REVIEW OF AN ADMINISTRATIVE STAFF MEMBER'S FLEXIBLE WORK SCHEDULE WILL BE CONDUCTED BY HIS OR HER IMMEDIATE SUPERVISOR TO DETERMINE WHETHER THE FLEXIBLE WORK SCHEDULE SHOULD CONTINUE.
B. Professional Development Committee - This four-member committee is charged with aiding and encouraging the professional growth and development of administrative staff. It shall study and recommend action with regard to professional leaves, continuing education and recognition of professional achievement.

C. Personnel/Welfare - This committee shall be composed of SIX four members who will annually review the administrative staff handbook. The committee shall also review, study and recommend council action on matters involving salary, benefits, performance, evaluation and policies and procedures which affect the functioning of administrative staff in their positions.

D. Finance - This committee of two members, one of whom will be the Chair-Elect, shall prepare annually the ASC budget and submit it to the ASC for approval prior to its submission to the university budget committee.

E. Scholarship - This committee shall be composed of three members. The responsibility of the committee shall be to administer all aspects of the administrative staff scholarship program.

F. Amendments - This committee shall be comprised of two members. It shall both initiate and receive proposed amendments to the charter or By-Laws and shall report to the ASC on all proposed amendments.

G. Ferrari Award - This committee shall handle all responsibilities associated with the advertisement, selection, and presentation of the annual Ferrari Award.

Section 3: University Standing Committees

Those administrative staff elected to university standing committees need not be ASC representatives and shall be elected by the entire administrative staff. In the event of an unanticipated request for an administrative staff representative to a committee, agency, panel, or other such body, the Executive Committee may appoint an administrative staff member for the first term only. Subsequent representatives shall be elected. Each elected representative shall serve for the term designated by the particular committee. In the event that no length of service is set by the individual committee, the term shall last one year.

Section 4: Ad Hoc Committees

ASC ad hoc committees shall be created by the Executive Committee which will appoint members who need not be ASC representatives. The Executive Committee shall also appoint representatives of the administrative staff to university ad hoc committees. 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.

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CONTRACT INFORMATION

Appointment Information

At the time of initial appointment, the administrative staff member shall receive from the contracting officer a contract and a letter of appointment which shall include the job description and other terms of employment such as title, salary, and pay periods.

A record of changes in an employee's contract status will be maintained in the employee's personnel file located in the Administrative Staff Personnel Office.

Renewal

A. Continuance of Contract

Appointments to full-time administrative staff positions will be subject to renewal or non-renewal annually, on a fiscal year basis. It is assumed that a full-time administrative staff member will receive successive annual contracts unless:

1. The contract states the contrary.

2. The University has made the decision not to renew the contract (see NON-RENEWAL OF CONTRACT below) and has given timely written notification to the administrative staff member as follows:

   a. not later than March 1 of the first, second and third years of contract service if appointment is to expire at the end of one of those fiscal years.

   b. not later than January 1 of any subsequent fiscal year of contract service.

Note: For administrative staff members whose contracts do not begin on July 1, the above dates will be adjusted to four months prior to the end of the contract for persons in first, second and third years and to six months prior to the end of the contract for persons in subsequent contract years of service.
B. **Non-Renewal of Contract**

Recommendation for non-renewal shall be made in writing to the contracting officer and shall include appropriate written documentation. For example, in the case of non-renewal because of performance, appropriate written documentation shall include copies of past performance evaluations where available.

C. **Termination of Contract**

Termination of the appointment and contract before the end of any contracted term of service shall be referred to as "Termination for Cause." An administrative staff member may be terminated for cause during the contract year for the following reasons:

1. conviction of a felony
2. proof of fraudulent credentials
3. documented significant failure to perform duties and services (as identified in the appointed position or title and/or as may be assigned or changed) to the satisfaction of the staff member's immediate supervisor.
4. documented failure to accept reasonable changes in the job description as required by evolving technology or by changes in university organization, priorities, or resources.
5. documented gross failure to comply with the code of standards and responsibilities for administrators (see page 1).

Recommendations for termination shall originate with the immediate supervisor and shall be sent to the contracting officer via appropriate area or department heads. If the immediate supervisor is a contracting officer, the recommendation is sent to the area vice president or to the President, whichever is appropriate. The final decision to terminate an administrative staff member immediately is made by the contracting officer (or by the vice president or President if the contracting officer is the immediate supervisor). The office of Administrative Staff Personnel Services shall be advised of recommendations and decisions concerning termination. In the event of termination, the staff member shall receive 10 working days pay upon dismissal.
D. Suspension

There are two types of suspension. The first type of suspension is an "interim step toward termination." The second type of suspension is "disciplinary suspension." Upon the recommendation of the supervisor, the contracting officer may suspend except where the supervisor is the contracting officer in which case the decision shall be made by the area vice president or the President, whichever is appropriate.

1. Suspension as an interim step to termination

Suspension can be invoked during the period in which an employee is being considered for termination. Suspension as an interim step toward termination will include:

- 10 working days pay and pay for unused vacation;

- an opportunity for the suspended employee to continue university health care insurance, at the employee’s expense from the first day of the month following the date of the suspension through the resolution of the suspension.

All pay and benefits will be accrued and held in escrow by the university until the termination issue is resolved. In the event the suspension is resolved to the staff member’s favor, the staff member shall be entitled to full back pay and benefits, including restoration of vacation days, and records of the suspension shall be removed from the employee’s files.

2. Disciplinary Suspension

Suspension up to 30 calendar days may be used as a disciplinary procedure either in lieu of termination or as a means of dealing with less serious or temporary problems. Such suspension shall be without pay. Vacation cannot be used or earned. All other benefits will continue as usual.

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E. Release

Release may be effected in the case of financial exigency, or a bona fide discontinuance of a program or departmental/divisional area.

- In the case of release because of financial exigency, the staff member concerned will be given a minimum of three months notice.

- In the case of release because of a bona fide discontinuance of a program or departmental/divisional area, the staff member in the first three years of employment will be given a minimum of four months notice; the staff member with more than three years of employment will be given a minimum of six months notice.

- The release of persons funded by external grants shall be contingent upon the availability of said grant funds.
GRIEVANCE AND HEARING PROCEDURES

I. Grievance Procedure

A. Purpose

The purpose of the grievance procedure is to ensure the prompt resolution of complaints by administrative staff members regarding the terms and conditions of employment, salary, benefits, or other job-related concerns. The decision not to continue the contract of an administrative staff member in the first three years of employment is not grievable, and, therefore not subject to this procedure.

Complaints dealing with alleged discrimination will be processed according to the provisions of the University’s affirmative action plan.

B. Area review committee

The President (or designee) and each vice president will establish a three-member committee to assist in resolving grievances within the vice-presidential area. Committee members will serve for three years except initial appointments which will be staggered one, two, and three years.

The President (or designee) and each vice president will be responsible for establishing procedures for appointing a chair and for designating the time period for serving in this capacity.

C. Initial review and transmittal of grievance

When a complaint arises, the administrative staff member should first attempt to resolve the issue with the immediate supervisor. Efforts in this direction should be documented. If the grievance is not resolved to the staff members’s satisfaction, that person may present the . . .