1989

Executive Committee Minutes August 1988-June 1989

Bowling Green State University. Administrative Staff Council

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2. Photocopies
3. Post-It Notes
ASG Executive Committee Notes
August 9, 1988

PRESENT: Carr, Crawford, Fitzgerald, Kaplan, Regan, Schultz, Stickler, Swaisgood

1. Discussion of Opening Day afternoon activities. Program will include
greetings from President Olscamp, recognition of 15/20/25 year
administrative staff, recognition of past president, Ferrari Award. All
Ferrari Award nominees will be announced.

2. Softball game August 14 at 2:00. Kaplan, Bressler, Keeley, Yon, and
Ramirez will represent ASC.

3. Committees. Ron Thompson will continue on the Human Subjects Review
Board. Jane Schimpf will take Sue Cerny's place on the Monitor Advisory
Board.

4. Agendas. Discussion of potential guests. Agreement that for September
we will try to have Mary Edmonds, followed by Dick Bowers and Louis
Johnson.

5. Joint meetings with SEC. PF will check with Bartley Brennan about
having one meeting per semester and about involving CSC.

6. Sue Crawford will attend Faculty Senate Meetings for ASC.

7. Diane Regan gave an update on the Welfare Committee. Salaries will be
the committee's primary focus this year. CUPA data are being ordered
and analyzed.

Norma J. Stickler
ASC Secretary

xc: Annmarie Heldt
ADMINISTRATIVE STAFF COUNCIL
EXECUTIVE COMMITTEE MEETING
August 9, 1988

AGENDUM:

1. August 22nd Administrative Staff Reception
   - schedule
   - collection agent(s)?
   - recognition of Ferrari Award nominees

2. CSC/ASC vs WTV3/13 softball game -- Aug. 14th

3. Committee appointments:
   - Monitor Advisory Board: ASC member
   - Human Subjects Review Board
   - others

4. Program for September ASC meeting
   - guests for year:

5. Plan for meetings with SBC and ASC
   - format?
   - frequency?

6. Welfare committee report:

7. Reports from members:
ADMINISTRATIVE STAFF COUNCIL

EXECUTIVE COMMITTEE MEETING

August 23, 1988

AGENDUM:

1. August 22nd Administrative Staff Reception
   - evaluation

2. CSC/ASC vs WIVG/13 softball game -- report - Josh

3. Committee appointments:
   - Ferrari Committee chair for next year

4. Program for September ASC meeting:
   - ASC network
   - guests for Sept. - Jill

5. Welfare Committee report

6. Reports from members:
ASC Executive Committee Notes
August 22, 1988

PRESENT: Fitzgerald, Jordan, Kaplan, Regan, Stickler,

1. Review of Opening Day reception. Good reports. Attendance over 125. Bill for wine totaled $138; $171 was collected. The balance will be deposited to ASC Foundation Account. The existence of our Foundation Account will be publicized.

2. Rich Hughes will be invited to attend Executive Committee meetings.

3. Stickler and Crawford will investigate local refreshment possibilities.

4. Stickler will contact Bob Arrowsmith about next year's Ferrari Committee.

5. September agenda:

   Mary Edmonds (tentative)
   Richard Bowers (Jill Carr is still checking)
   Report from the Personnel Welfare Committee
   Communications Network
   Issues that should become future agenda items

   [Signature]
   Norma J. Stickler
   ASC Secretary

xc: Annmarie Heldt
Executive Committee Meeting

September 13, 1982

1. Representative to CSC meetings
2. Joint meeting welfare - Jeff Jackson.
3. Welfare Committee Report
4. Personnel Office Combination
5. Scholarship Committee Additions - [Handwritten]
7. Martini: picture id's for staff
8. Sam Ramires: employee assistance program
9. new business:
ASC Executive Committee Notes  
September 13, 1988

PRESENT: Carr, Crawford, Fitzgerald, Heyman, Jordan, Kaplan, Regan, Schultz, Stickler, Swaisgood

1. Melissa Firestone will be asked to be the ASC liaison to CSC.

2. A joint meeting between the welfare committees of ASC and CSC will be arranged. Rich Hughes will contact Jeff Jackson.

3. Personnel Welfare Committee reported on insurance discussion. No progress made on salary study. Chris Dalton will be invited to PWC meeting in the near future.

4. A new law that could require all employees working over 17.5 hours to receive prorated benefits was discussed.

5. Pat Fitzgerald spoke with the President regarding plans for a joint personnel office. No definite plans have been established, but Dr. Olscamp said that ASC would be represented in the decision.

6. Greg Jordan will be granted time to make a presentation about United Way at the October meeting.

7. Joe Martini has asked for ASC support in the plan to have picture ID's for all faculty and staff. It is hoped that these ID cards will cut down on the abuse that currently takes place.

8. Sam Ramirez asked that consideration be given to including a statement about Employee Assistance Program in the Administrative Staff Handbook.

9. Norma Stickler, Sue Crawford, and Deb McLaughlin will serve as a subcommittee to review the configuration of the Administrative Staff Handbook. NS will convene.

10. There was brief discussion of better ways to handle staff awards for those who have been here 15 or more years.

11. A subcommittee report was given by Sue Crawford on potential for drinks or high tea at Kaufman's. Agreed to begin October 6 with weekly gatherings of all Administrative Staff. SC will make the arrangements with Kaufman's.

12. Josh Kaplan gave a brief report on Wellness Committee.

_xc: Annmarie Heldt_
ASC Executive Committee Notes  
September 27, 1988

PRESENT: Carr, Fitzgerald, Heyman, Hughes, Kaplan, Regan, Schultz, Stickler, Swaisgood

1. Discussion of October 6 agenda.

2. Report from Personnel Welfare Committee
   One meeting has been held. The Committee will split into two groups to deal with salary and fringe benefits. Salary deliberations will involve 3 major goals: data base for salary recommendations, recommendation on procedures for market adjustments, and study of internal vs. external positions. Comparisons will be made with industry and business for those areas that cannot recruit from other than universities. The recommendations of the Wellness Committee will be incorporated into ASC's fringe benefit request. Chris Dalton will be invited to attend a meeting of the PWC.

3. GASP (Gathering of Administrative Staff Personnel) was organized and named, will begin Thursday.

[Signature]
Norma J. Stickler
ASC Secretary

xc: Annmarie Heldt
Rich Hughes
ASC

Executive Committee Meeting

September 27, 1983

1. Agenda for October 6th ASC meeting
2. Request from Sam Ramires for time
3. Welfare Committee Report?
4. Handbook review committee
5. Name and promotion for staff High Tea Happy Hour
6. New business
ASC Executive Committee Meeting

October 11, 1983

1. October ASC meeting review
2. Welfare Committee Report
3. Guest for Nov. Meeting
4. Future GASP
5. joint meeting with Senate Exec. (Pat will coordinate)
6. Other matters
ABC Executive Meeting:
October 25th, 1993

1. Agenda items for November meeting:
   - Cholesterol screening available by departments
     - Barb Millay/ rec center

2. Chris Dalton:
   - budget planning
   - policies changes that don't have direct budget implications
   - insurance issues

3. Ad hoc subcommittees:
   Barb Faller, HRIP

4. President's Panel: items?

5. Questions for Pro. Glaeser: Nov meeting
ADMINISTRATIVE STAFF COUNCIL
FRINGE BENEFIT REQUEST
1988-89

Based on the results of the recent Administrative Staff Fringe Benefit Survey, the Administrative Staff Council hereby recommends the following additions/changes to the Administrative Staff fringe benefit package effective July 1, 1988. Although our additions/changes are ranked in priority order, we request that all items be given full consideration.

1. In order to support the concept of preventive medicine as a means to the ultimate reduction of long term, high cost medical treatment, the Administrative Staff requests that the University cover the Reasonable Customary Cost of a preventive physical examination every two (2) years exclusive of diagnostic tests and the laboratory cost of an annual pap smear.

2. Administrative Staff throughout the campus feel strongly, and request frequently, that the employee contribution to the cost of family health insurance benefits be eliminated. We understand that the plan to raise the University's contribution toward family health insurance benefits to 92% beginning January 1, 1988 has been deferred due to budget constraints. We request that the University's contribution toward family health insurance benefits be increased to 100%.

3. The Administrative Staff requests that the University provide full coverage of family dental/vision benefits. Again this would assist with the desire to remain competitive with other state colleges and universities and area employers.

4. The Administrative Staff requests that all benefits provided for full-time Administrative Staff be available to part-time Administrative Staff on a prorated basis.

5. In an effort to promote both a healthy lifestyle and preventative health measures, and to hold the cost of medical payments paid by the University to a minimum, the Administrative Staff requests that Administrative Staff who join the Student Recreation Center and participate in the FITWELL program, maintaining a designated level of participation, be provided each semester thereafter, as a benefit, a Student Recreation Center Lift pass. This pass would be provided so long as an individual maintained the designated level of participation. The staff member would be permitted to pay the difference for a regular membership.

6. The Administrative Staff requests that two days of annually accrued sick leave be considered personal days with unconditional usage.
ASC Executive Committee Meeting

November 8, 1933

Agenda:

1. Handbook revision - Norma
2. SEC meeting - Fitz include ASC
3. Plans for December ASC meeting
4. Welfare committee report
5. Day care
6. Professional leave
7. Other matters

(Signed)
ASC Executive Committee

November 22, 1933

Thanksgiving Meeting: Kaufman's

1. Meeting with SEC Officers: Fitz
   Insurance
   Day Care

2. Guests for December Meeting: Jill
   Jean Carroll

   shower breaks

   Time for additional
   comes from
   Charter

5. Early retirement

6. Day care:

7. Other matters
   signatures
ASC Exec Committee Meeting:
Tuesday, December 20, 1989: Noon
Kaufman's at the Lodge

Agenda:

1. Report on meeting with Faculty and CSC officers:

2. Release Time for physical fitness proposal: Rich Hughes

3. January meeting agenda


5. Welfare committee report

6. Other business:

Report from poetry C.

[Handwritten notes:
Jan 3 - Community Room!
Effiniy, 10 2 =
ASC meeting change by 1 week!
2 sick leaves due as policy change.

Flowers]
MEMORANDUM

TO: Members of the ASC Executive Committee
FROM: Rich Hughes, On-Campus Housing
RE: Release time for physical fitness

The fringe benefit subcommittee met yesterday to draft the first version of our proposed policy regarding release time for physical fitness. Enclosed is the policy. I am planning on bringing the policy before the Executive Committee on Tuesday, December 20th for your comments and review. Please review the policy and share with me any questions, comments or criticisms you may have at the Executive Committee meeting.

RH/jkm
Release Time for Physical Fitness

Release time for physical fitness is designed to provide an administrative staff member with the opportunity to participate in a routine program of physical exercise. An administrative staff member who is a member of the Student Recreation Center is eligible for release time for physical fitness.

The following guidelines must be observed when using release time for physical fitness:

1. Three non-contiguous 30 minute time periods per work week will be permitted for release time for physical fitness. Only one 30 minute time period may be used per day in conjunction with the following times:
   a. the start of the work day
   b. immediately prior to lunch
   c. immediately following lunch
   d. the end of the work day

2. Release time for physical fitness cannot be accrued.

3. Release time for physical fitness can only be used at the Student Recreation Center or facilities supported by the Student Recreation Center.

4. Supervisors may request verification of proper use of release time for physical fitness.

It is recommended that, prior to any physical activity, administrative staff members seek the supervision of their personal physician and/or participate in the Fitwell Assessment program.
TO: MICHAEL FITZPATRICK, CHAIR
ADMINISTRATIVE STAFF COUNCIL
ROBERT KREIENKAMP, CHAIR
CLASSIFIED STAFF COUNCIL

FROM: BARTLEY A. BRENNAN
CHAIR

DATE: DECEMBER 7, 1988

RE: JOINT MEETING OF OFFICERS OF GOVERNANCE BODIES

As a follow-up to our telephone conversation, Officers of the three governance bodies will meet on Monday, December 19th at 11:30 a.m. in the Senate Conference Room, 140 McFall Center.

This will, as we agreed, be an informal meeting with no minutes to explore some issues that are of mutual concern to all of us. Everyone should feel free to bring lunch.

I am attaching a draft agenda which includes four items we have thought of. If any of the Officers wish to add more, they can do so by calling Linda Canady in the Faculty Senate Office.

I look forward to meeting with all.

Best regards.

lje

pc: Ann-Marie Lancaster, Vice-Chair
Bonita Renee Greenberg, Senate Secretary
AGENDA

1. DAY CARE CENTER
2. INSURANCE
3. PERSONNEL OFFICE
4. TOXIC WASTE
Administrative Staff Council
Executive Committee Meeting

January 10, 1989: Noon

University Union, Canal Room

Agenda:

1. FWC - salary report and recommendation: Jill Carr approved.
2. Agenda for Jan 12 ASC meeting
3. Legal Services Committee replacement for Don Passmore

Agenda: making campus awareness.

Check # 3-4-87
Bob Martin, mktg.
ADMINISTRATIVE STAFF COUNCIL EXECUTIVE COMMITTEE

MEETING AGENDA: JANUARY 24, 1939

1. Review of ASC meeting -- January 13, 1938


3. Guidelines needed for membership on search committees.

4. Permanent guidelines for distribution of market adjustment pools. 60/40 split - done and undone?

5. Agenda for next ASC meeting: time for a guest? Board member?

6. GASP meeting with Bob Martin; make sure we have a welcome committee at Kaufman's

7. Other business.

ERIP - equal plans,
Laurene; Can quickly understandably say they won't participate in your opinios. Are we not reinforcing inferior staff?
CSC Executive Meeting

February 14, 1989
Union: 12 — noon

AGENDA:

*** Guest: Bob Martin, Vice President for Operations

1. Length of ASC terms on University Committees — Norma
2. Replacement for Bill Jones? — ASC
3. Draft: University Policy on a Drug-Free Workplace
4. Update on Preventive Medicine Detection Examination.
5. March ASC meeting — Lawrence Cross
6. Report on meeting with Bob Freiermuth and Bart Brannan
   — personnel committee
   — future meeting date for joint committees
7. Parking Committee Update — Linda
8. Other matters:

   ASC budget
TO: Norma Stickler, Secretary
Administrative Staff Council

FROM: Linda J. Canady
Secretary

DATE: February 6, 1989

RE: Administrative Staff Positions for University Standing Committees

Enclosed is a list of administrative staff positions for university standing committees which are handled through the Administrative Staff Council. Please indicate any corrections on the list and send a copy back to the Faculty Senate office for update. If you have any questions, please do not hesitate to call me at 2-2751.

Thank you.

lJC

Attachment
Administrative Staff Positions
University Standing Committees
2/4/89

Bookstore Advisory
Administrative Staff, Appointed by: Administrative Staff Council, 1 year term

Computing Council
Administrative Staff, Appointed by: Administrative Staff Council, 3 year term

Equal Opportunity Compliance
Administrative Staff, Elected by: Administrative Staff, 3 year term
Administrative Staff, Elected by: Administrative Staff, 3 year term

Insurance
Administrative Staff, Appointed by: Administrative Staff Council, 2 year term

Insurance Appeals
Administrative Staff, Elected by: Administrative Staff Council, 3 year term

Library Advisory
Administrative Staff (Lib & Learn Pcc), Appointed by: Administrative Staff Council, 3 year term

Strategic Planning
Administrative Staff at BG > 4 yrs, Elected by: Administrative Staff, 3 year term

Telecommunications Advisory
Administrative Staff, Appointed by: Administrative Staff Council, 3 year term

University Union Advisory
Administrative Staff, Elected by: Administrative Staff, 1 year term
UNIVERSITY POLICY ON A DRUG-FREE WORKPLACE

A. It is the policy of Bowling Green State University to provide and maintain a drug-free workplace. To this end, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance by University employees on University premises or University-related premises is prohibited.

B. To assist in providing and maintaining a drug-free workplace, the University has established a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace. In addition, it is the intent of the University to require employees who violate this policy to participate in designated drug rehabilitative programs as provided in section D of this policy.

C. An employee charged with a violation of section A of this policy will be provided with a hearing consistent with established University hearing procedures.

D. Any employee found in violation of section A of this policy is subject to the following action:

1. For a first offense involving the unlawful use or possession of a controlled substance, the employee shall be required to participate and complete a drug counseling rehabilitative program designated by the University. Failure of the employee to participate in and complete the designated drug counseling rehabilitative program will result in suspension without pay for a period not to exceed 90 days during which time the employee must participate in and complete the designated drug counseling rehabilitative program. Failure to participate in and complete the designated drug counseling rehabilitative program within the 90 days will result in termination of employment.

2. For a first offense involving the unlawful manufacture, distribution or dispensation of a controlled substance, the employee will be terminated.

3. For a second offense involving the unlawful use or possession of a controlled substance, the employee may be subject to the conditions specified in section D 1 of this policy or may be terminated from employment. Action under this section will depend upon various conditions, including but not limited, to the following: elapsed time between offenses, prior criminal convictions for drug-related offenses, the quantity of the controlled substance used or possessed and recommendations of professional drug counseling rehabilitation personnel and/or supervisors.

E. The University will distribute to all employees a copy of this policy.
F. The following provisions apply when an employee is employed under a federal grant.

1. As a condition of employment, the employee agreed to abide by the terms of this policy.

2. As a condition of employment, the employee agrees to notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

3. The University (employer) will notify the granting agency within 10 days after receiving notice of a conviction under section F2 of this policy from an employee or otherwise receiving actual notice of such conviction.
CONGRESSIONAL RECORD — HOUSE

October 21, 1988

H 11146

public housing agencies (including Indian housing authorities) for use in eliminating drug-related crime in public housing.

SEC. 103. AUTHORIZATION OF APPROPRIATIONS.

There are authorized to be appropriated to carry out this chapter $1,000,000 for Federal grants to public housing agencies for drug-related crime prevention activities, which shall be available for the fiscal year 1989.

SEC. 104. STATEMENT OF PURPOSE.

This chapter may be cited as the "Drug-Free Public Housing Act of 1988."
the contractor has failed to make a good faith effort to provide a drug-free workplace as required by subsection (a).

(2) Contracting officer determines, in writing, that cause for suspension of payments, termination, or suspension or debarment proceedings, an appropriate contract action will be initiated by the contracting officer of the agency, to be conducted by the agency concerned in accordance with the Federal Acquisition Regulation and applicable agency procedures.

(B) The Federal Acquisition Regulation shall be revised to include rules for conducting suspension or debarment proceedings under this subsection, including rules providing notice, opportunity to respond in writing or in person, and such other procedures as may be necessary to provide a full and fair proceeding to a contractor or individual in such proceeding.

(3) Effect of Debarment. Upon issuance of any final decision under this subsection requiring debarment of a contractor or individual, such contractor or individual shall be ineligible for award of any contract by any Federal agency until the issuance of any future procurement by any Federal agency, for a period specified in the decision, not to exceed 5 years.

SEC. 512. DRUG-FREE WORKPLACE REQUIREMENTS FOR FEDERAL GRANT RECIPIENTS.

(a) Drug-Free Workplace Requirement. -

(1) For the purposes of this section:

(A) No person, other than an individual, shall receive a grant from any Federal agency unless such person has certified to the granting agency that it will provide a drug-free workplace by -

(A) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violations of such prohibition;

(B) establishing a drug-free awareness program to inform employees about -

(i) the dangers of drug abuse in the workplace;

(ii) the grantee's policy of maintaining a drug-free workplace;

(iii) the availability of drug counseling, rehabilitation, and employee assistance programs; and

(iv) the penalties that may be imposed upon employees for drug abuse violations;

(C) making it a requirement that each employee to be engaged in the performance of such grant be given a copy of the statement required by subparagraph (A);

(D) notifying the employee in the statement required by subparagraph (A), that as a condition of employment in such grant, the employee will -

(i) abide by the terms of the statement; and

(ii) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction;

(2) Granting agency within 10 days after receiving notice of a conviction under subparagraph (D)(II) from an employee or otherwise receiving actual notice of such conviction.

(F) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program established by any employee who is so convicted, as required by section 5114; and

(G) making a good faith effort to continue to maintain a drug-free workplace through implementation of subparagraphs (A), (B), (C), (D), (E), and (F).

(2) Individuals. - No Federal agency shall make a grant to any individual unless such individual certifies to the agency as a condition of such grant that he will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in conducting any activity with such grant.

(B) Suspension, Termination, or Debarment of the Contractor. -

(1) Growth of Suspension, Termination, or debarment actions. - Each grant awarded by a Federal agency shall be subject to suspension of payments under the grant or termination of the grant, or both, and the grantee thereunder shall be subject to suspension or debarment, in accordance with the requirements of this section if the agency head of the granting agency or his designee determines, in writing, that -

(A) the grantee has made a false certification under subsection (a);

(B) the grantee violates such certification by failing to carry out the requirements of subsection (a), (b), (c), (d), (e), or (f) of this section; or

(C) such a number of employees of such grantee have been convicted of violations of criminal drug statutes for violations occurring in the workplace as to indicate that the grantee has failed to make a good faith effort to provide a drug-free workplace as required by subsection (a).

(2) Conviction or debarment. - Suspension, Termination, and Debarment Proceedings. - A suspension of payments, termination, or suspension or debarment proceeding subject to this subsection shall be conducted in accordance with applicable law, including Executive Order 12549 or any superseding Executive order and any regulations promulgated to implement such order.

(3) Effect of Debarment. Upon issuance of any final decision under this subsection requiring debarment of a grantee, such grantee shall be ineligible for award of any grant from any Federal agency and for participation in any future grant from any Federal agency for a period specified in the decision, not to exceed 5 years.

SEC. 513. EMPLOYEE SANCTIONS AND REMEDIES.

A grantee or contractor shall within 30 days after receiving notice from an employee of the debarment of a contractor under section 5123 or 5125 shall -

(1) take appropriate personnel action against such employee up to and including termination or

(2) require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

SEC. 514. WAIVER.

(a) In General. - A termination, suspension of payments, or suspension or debarment under this section may be waived by the head of the agency that entered into the contract or, in the case of a grant, by the granting agency.

(b) Application for Waiver. - A written application for a waiver shall be submitted to the agency that entered into the contract or, in the case of a grant, to the granting agency.

(c) Consideration of Application. - The granting agency shall determine whether the waiver is warranted.

SEC. 515. REPEAL OF LIMITATION ON USE OF FUNDS.

Section 628 of Public Law 100-440 (relating to restrictions on the use of certain appropriated amounts) is amended -

(1) by striking "(c)" and "(d)" in Sec. 628; and

(2) by striking subsection (b).

SEC. 516. EFFECTIVE DATE.

Subsection (d) of section 5115 and this section shall be effective 120 days after the date of the enactment of this subtitle.

Subtitle F-Presidential Commission on Alcohol and Drug Abuse Prevention

SEC. 517. AUTHORIZATION OF APPROPRIATIONS FOR PRESIDENT'S MEDIA WORKSHOP ON ALCOHOL AND DRUG ABUSE PREVENTION.

There are authorized to be appropriated for the President's Media Commission on Alcohol and Drug Abuse Prevention -

(1) $350,000 for the fiscal year ending September 30, 1987.

The President's Media Commission on Alcohol and Drug Abuse Prevention shall be responsible for the administration of the funds appropriated by this section.
MEMORANDUM

TO: Pat, Jill, Norma
FROM: Linda Swaisgood
RE: Attached on Parking Appeals Committee

The attached was approved by the University Parking Committee at its meeting on Jan. 27. I attended that meeting representing Parking Appeals.

This is a revision of what ASC saw before, and the Parking Committee is now asking for ASC endorsement. I believe most, if not all, of our previous concerns have been satisfactorily addressed, but the fact remains that the Parking Committee has NO jurisdiction over Parking Appeals so the recommendation really carries no weight.

Kevin Work, who chairs the Parking Committee, intends to carry this recommendation forward for endorsement by Faculty Senate and Classified Staff Council, and then take it to Bob Martin to whom the Parking Appeals Committee reports.

Perhaps we can discuss this at the next ASC Executive Committee meeting. I have obtained further information on the reasons why the Parking Committee decided to make these recommendations. There seem to be a few power hungry individuals on that committee and I have some concerns about their flexing their muscle in what might be an inappropriate direction.
Revised
Recommendations for Parking Appeals Committee
by the University Parking Committee
January 27, 1989

The University Parking Committee has been asked by several persons and
groups on campus to find a way to improve the present parking appeals
process for faculty, staff, and graduate assistants at BGCU. It must be made
clear at this time that the University Parking Committee has no jurisdiction
over the Parking Appeals Committee at this time (the University Parking
Committee is under the Committee on Committees of the Faculty Senate and
the Parking Appeals Committee is presently under the VP for Operations)
and that the following are merely our recommendations for improving the
process. We stress, however, that we feel that the recommendations are
strong ones and that the present situation should be changed as soon as
possible.

A. MEMBERSHIP OF PARKING APPEALS COMMITTEE

The membership of the Parking Appeals Committee shall consist of four
positions:

1 Faculty member, one of elected for a three-year term.

1 Administrative Staff member, elected for a three-year term.

1 Classified Staff member, elected for a three-year term.

1 Graduate Assistant, who shall serve a one-year term.

We would also wish to see the following become policy for the Parking
Appeals Committee:

1) One member of the Parking Appeals Committee shall also serve
   on the University Parking Committee to ensure communication
   between the two bodies.

2) Each member should designate an alternate member, subject to
   approval by the Parking Appeals Chair, who shall attend meetings
   in the member’s absence.

3) Three members present at a meeting shall constitute a quorum.
4) The Chair should have served on the committee for at least one year previous to becoming Chair of the Parking Appeals Committee.

5) No one shall serve as Chair for more than three years consecutively.

6) Members can be reelected to a new term on the Parking Appeals Committee immediately following the completion of their term.

7) The Chair shall be elected for a one year term.

B. Reappeals

1) The University Parking Committee shall be the body that rules on second appeals, if the Chair of the University Parking Committee deems that an appeal merits a second consideration.

C. MEETINGS OF PARKING APPEALS COMMITTEE

At present, the Parking Appeals Committee vote on the appeals without discussion among the members of the committee. The University Parking Committee recommends the following:

1) Committee meetings shall be held every two weeks at a set time and in a designated location.

2) The Parking Appeals Committee should discuss all appeals prior to voting.

3) The Parking Appeals Committee shall decide on appeals by a simple majority vote. The Chair shall vote only in the case of a tie.

4) The Parking Appeals Committee will meet in closed session.

D. PROCEDURAL CHANGES

1) Any person wishing to appeal a parking citation must file their appeal within 10 calendar days of the date of issuance of the citation.

2) A decision must be made on every appeal within 21 days of the initial filing. This rule will not apply to any second appeals, nor
will it apply to first appeals during BG5U break or holiday periods when an additional 10 day adjudication grace period shall be in effect.

3) A Compliance Officer appointed by the Parking Appeals Committee (preferably, a member of the Parking Appeals Committee) shall rule on appeals during Christmas break.

4) In order to better facilitate communication and accountability, we recommend that a three-part parking appeals form should be adopted and used.

5) Given the high volume of paperwork and correspondence that is necessarily generated by this committee, we recommend that some clerical support should be given to them.
ASC Executive Meeting

February 28th, 1989

1. CSC request for joint sponsorship of golf outing: June 9th or 16th

2. Meeting agenda for Thursday: March 2, 1989
   - questions for Murray

3. Drug free workplace policy
   - does the CSC have a policy or should we develop one?

4. Joint meeting date with SEC and CSC

5. Policy for merit raises across the board
   - cost of living and remainder for merit

6. Report on meeting with Dr. Dalton

7. Other matters
Drug Free Workplace Act of 1988 - This Act requires most federal government contractors, as well as recipients of federal grants, to take specific steps to ensure a drug-free workplace, beginning March 18, 1989. One of the Act’s central provisions requires employers to prepare and distribute an anti-drug policy statement prohibiting any drug related activity in the workplace.

Bowling Green State University Drug Free Work Place Policy

It is the intent and obligation of Bowling Green State University to provide a drug-free work environment.

Employees must, as a condition of employment, abide by the terms of the policy and report any conviction under a criminal drug statute for violations occurring on or off university premises while conducting university business. A report of a conviction must be made within five (5) days after the conviction. (This requirement is mandated by the Drug-Free Workplace Act of 1988.)

Violations of this policy may result in disciplinary actions as listed in the appropriate University Handbooks.
ASC EXECUTIVE COMMITTEE:

March 14th, 1969 — Union — 12 noon

1. Lisa Palmer — AD Club — Drug Free Campus
   355-4649  4/50

2. Amendments & by-laws — Norma
   April

3. Separate committee for salary?
   Salney Comm. — Communication?

4. Guest for April meeting?
   Any deletions?

5. Budget proposal for next year: professional development line

6. Joint meeting with CSC and SEC: March 29th or 30th.
   WR

7. Response needed to Bart Brennan’s trustee comments?

8. Letter to Chris concerning second opinion.

9. Draft guidelines

   April Mtg:

   Below:
   Martin?

Return re salary data w/s Central State
5.26% below avg.

7 5.31%
below avg.

Look out! Present rate still no equivalent at other schools.
MEMORANDUM:

DATE: March 14, 1989

TO: Christopher Dalton, Vice President
Planning and Budgeting

FROM: Pat Fitzgerald, Chair
Administrative Staff Council

RE: Mandatory second opinion for surgery

The Personnel Welfare Committee of the Administrative Staff Council has asked me to write to you expressing their concern about the potential dropping of the mandatory second opinion provision of the cost containment plan.

It is felt that such a cost containment plan is in the best interests of the University and would prevent some unnecessary surgeries and expenses. There is presently an Insurance Appeals Committee that is capable of handling disputes in applying the mandatory second opinion for plan participants.

In order to keep medical costs contained in a self-funded program it is important that measures such as the second opinion be applied universally to the employee group as long as each employee is participating equally in the plan. If we adopt a "cafeteria" or self-selecting plan in the future, then perhaps the option of second opinions can be explored. An employee who would choose not to have a plan with required second opinion might in that case have a higher deductible or pay additional premiums.
ASC Executive Committee Meeting
Canal Room -- Union
Noon--March 28th, 1989

1. Drug free ads -- AWW Club Lisa Palmer

2. Scholarship fund drive -- April meeting -- Laura Ench

3. Two ASC or AS members for committee to develop "Drug Free Workplace" implementation.
   Bob Downey
   Rick Heggan

4. Rep to work with ASC for June golf outing.
   Charlie Salley

5. Meeting with SEU/CSC -- April 12--noon &...

6. Election update -- Norma

7. Welfare -- report -- Rich

8. Exec Meeting at Finelands?

Agenda:

1. Scholarship
2. Pot Meeting
3. Screening Committee Statement
ASC Executive Committee Meeting
Canal Room -- Union
Noon--April 11th, 1989

1. Drug free ads -- Ad Club Lisa Palmar

2. "Due process" problem as presented in the Handbook changes
   Added to ATT.

3. Council election report -- Norma

4. President's panel -- topics

5. Nominations for ASC officers -- 89-90.


7. Board Meeting at Firelands:

   [Signatures]
MEMORANDUM

TO: ASC Executive Committee
FROM: Annmarie Heldt
RE: Handbook

It has been brought to my attention that some question remains relating to the suggested change in the Administrative Staff Handbook in the section "Grievance and Hearing Procedures." Specifically, the question raised relates to the grounds for petition of grievance as:

"A. Failure to observe due process at the unit level."

It appears that the concept of due process can be misunderstood by competent attorneys and/or judges. Should an administrative staff member in a supervisory position be responsible for an interpretation of a concept few people understand? Please let me know how you wish to proceed.

AH: mmb
A. Matters of interpretation or application of University policy or of the provisions of the Administrative Staff Handbook.
SECTION 5: FACULTY GRIEVANCE PROCEDURES

Procedure for handling of faculty grievances by the Faculty Senate's Faculty Personnel and Conciliation Committee (FPCC).

A. Types of Grievances to be Considered1

1. Nature of Grievance:
   - non-renewal of probationary contract or denial of tenure;
   - denial of promotion;
   - inequitable treatment regarding salary, departmental responsibilities or other professional assignments;
   - termination of a probationary tenured appointment for cause. Some of the procedures regarding this type of grievance are different from procedures for grievances in a, b, and c above;
   - all other cases set forth in Article IV.6.D.

2. Grounds for petition may be any or all of the following allegations:
   - failure to observe due process in decisions at the departmental, school, college or higher administrative level (including failure to meet Charter provisions for evaluation of probationary faculty or other failure to meet formal professional commitments);
   - denial of academic freedom;
   - inadequate or inequitable consideration of professional competence;
   - unlawful discrimination because of race, creed, color, national origin, sex, age, or handicap;
   - inadequate cause for termination of tenured or probationary appointment.

B. The Appeal Petition

The appeal petition shall include the following:

1. Specific statement of the nature of the grievance and the grounds for the grievance, including all available supporting evidence deemed relevant by the appellant. (The

1See also Termination of Appointment for Cause (University Policy on Faculty Appointment and Tenure, B-1.3.1).
ASC Executive Committee

April 25, 1999 -- 12 noon

1. Report on elections -- Norma

2. Ferrari committee report -- Jill

3. Welfare

4. Agenda Items for May meeting

5. Firelands: May 23rd or June 13th

6. Other matters
ASC Executive Committee

May 9th, 1989

BG Country Club- Noon

1. Election report
2. Market adjustment guidelines
3. Market application guidelines
4. other matters

May 19 - [Signature]

May 30 - [Signature]
Market Adjustments for Administrative Staff

1. Requests for market adjustments may be formulated by the staff member's supervisor and/or contracting officer or by the administrative staff member.

2. All requests for market adjustments should be reviewed by the Director of Administrative Staff Personnel Services who will make a comparative study using local, state, and national data on administrative staff salaries in comparable positions.

3. The minimum adjustment range should be $750 to $1000. Market adjustments in the range of $100 to $500 should be avoided.

4. On the assumption that new staff members are hired at salaries close to the market, priority for market adjustments should be given to staff members who have been at BGSU for a longer period of time and may have fallen below the market—assuming that their performance is meritorious.

5. Adjustments for administrative staff at the lower end of the pay scale may be more critical than for those at the upper end of the pay scale.

6. Staff members who have received market adjustments in the past five years should be given lower priority for another market adjustment.

7. Market adjustments are to be given only to individuals whose performance has been demonstrated to be meritorious. A market adjustment is not to be used as an alternate way of obtaining additional merit money.
ASC Executive Committee Meeting

May 30th, 1989

Firelands College

1. Establish teleconference with Diane Regan
2. Thank Dennis Horan and Dean Debard for hospitality
3. Review recommendations of Welfare Committee re market adjustments
4. Discuss and make recommendations concerning retired staff benefits for tuition waivers to conform to faculty and classified staff.
5. Ferrari Committee report - Jill
6. Final election report - Norma
7. Agenda items for ASC meeting for June

#3 - Bring up in the fall.

Policy: Should we take something forward that she doesn't endorse.

Check why.

Grant funded positions?

To major discrepancies.

#4. Agree to change 3 to drop 5 by restriction
MEMORANDUM

TO: Administrative Staff Council Executive Committee
FROM: Norma J. Stickler
Secretary of Administrative Staff Council

RE: Meetings of May 30 and June 13

Summary of May 30 meeting:

Agreement to place original market adjustment procedures statement on the June 1 agenda of ASC. The "Arrowsmith" revision will not be sent forward.

Agreement that action on the distribution guidelines for market adjustments will be postponed until early in the fall semester. The guidelines as approved by the Executive Committee on May 9, 1989 have been sent to Dr. Dalton and will be used for this year's distribution.

The Personnel Welfare Committee reports that it found no serious discrepancies in the levels of grant funded salaries.

It was agreed to forward a recommendation to Annmarie Heldt requesting that dependent fee waivers be extended to retired administrative staff on the same basis as they are for faculty (see attached).

The Executive Committee will meet on June 13 in the Canal Room of the Union.

Enclosed, from Pat Fitzgerald, is an article of interest about second opinions.

ww
enclosures
MEMORANDUM

To: Annemarie Heldt, Director
    Administrative Staff Personnel Services

From: Patrick T. Fitzgerald, Chair
    Administrative Staff Council

Date: May 31, 1989

Re: Retirement Benefits

The Administrative Staff Executive Committee at their meeting on May 30th, 1989 requested that I write to you concerning the discrepancy in retirement benefits between faculty and administrative staff.

On April 18th, the Faculty Senate passed Charter revisions that have no such time limitations on fee waivers for dependents. It is further believed that our present policy unfairly discriminates against those who have chosen to marry or have children at an older age.

We are requesting that in order for retirement benefits for spouse and dependents to be equal, the five year limitation should be omitted from our handbook on page 35 (V. B.) and page 33 (no. 6). Please include these changes in the handbook revisions that are to go forward this year to eliminate the present five year limitation on fee waivers for retiree dependents.

Thank you.

XC: ASC Executive Committee

Inclusion with
Committee minutes
Companies Find Such Programs Fail to Cut Costs

By James R. Schiffer
Staff Reporter of The Wall Street Journal

Employers are having second thoughts on second opinions.

Over the past decade, corporations increasingly turned to health-care programs that required second opinions for surgery, with the idea that a second look may find costly treatment unnecessary.

It didn't work that way. Instead, second opinions almost always confirm the first—meaning companies have to pay for the surgery and the second opinion. Even when surgery costs do decline, the savings are often too small to offset the cost of the second opinions.

As a result, many companies are testing their second-opinion programs to see how they're doing and have decided to change their approach. For instance, PepsiCo Inc. redesigned its plan to make second opinions voluntary except when a reviewing panel decides another doctor's opinion is necessary. That's a significant change from a second-opinion program entirely voluntary. GTE Inc. dropped its second-opinion plan completely.

"Initially, everybody thought the second opinion was going to be the answer to everyone's problems," says Victor Portman, Borden's manager, employee benefits administration. "All it was doing was antagonizing people, and it wasn't working.

"Unhappy Doctors"

What went wrong? Insurers pin the blame on doctors. They cite recent studies suggesting some procedures on second-opinion plans—heart bypass surgery and an operation to undo blind clogged arteries, for example—are performed appropriately at an alarming rate. Yet, insurers say, doctors are uneasy about contributing to each other. A doctor's reputation can be at stake, and a reputation as a contrarian could result in a main source of patients drying up. At the same time, physicians giving contrary second opinions also face excruciating lawsuits if a patient suffers because surgery isn't performed.

For more than a decade, the doctors most often referred for second opinion are surgeons, and they aren't inclined to recommend alternatives to the bill. "Surgeons are trained to do surgery and they can. That's how they keep their livelihood," says Dr. Richard Ayer, a physician and healthcare consultant in Framingham, Mass.

Doctors say they agree with such explanations, of course. The American Medical Association says that second-opinion general should be available and be more common among physicians about what is appropriate. Moreover, whether showing high rates of inappropriate procedures are lifted as data from the 1980s and early 1990s and probably are out of date, according to an A.M.A. spokesperson.

Whatever the reason, most insurers agree that the mandatory second-opinion programs haven't been worth the effort and cost. So many are now looking for ways to phase in the program, while keeping the principle intact.

One thing they are doing is making it voluntary. That's an approach favored by the A.M.A. and by consumer advocate Borden.

"There are people out there who wish to have that second opinion," says Borden's Ms. Padovan. "We are trying to educate our employees (that you don't have to be in) on the first opinion, but we don't want to penalize those if they elect to get a second opinion.

In January, Pepsi dropped making second opinions to cut it to a mostly voluntary review system, after finding a high completion rate in its second opinions. But in that program, a doctor's refusal to perform the operation that the patient's plan is making second opinions for doesn't cut out the cost. At the very least, it's reduced to an appeal system, after finding a high completion rate in its second opinions.

First, the company paid for second opinions and averaged to a mostly voluntary review system, after finding a high completion rate in its second opinions. But in that program, a doctor's refusal to perform the operation that the patient's plan is making second opinions for doesn't cut out the cost. At the very least, it's reduced to an appeal system, after finding a high completion rate in its second opinions.

"It's not worth it"

Some companies, however, have decided that second-opinion programs aren't worth it, in any form. Environ-Brite canceled its plan last year after discovering that up to 95% of second opinions confirmed the first. Says Mr. Howey, the company's manager of benefits and compensation. Instead, the company instituted a program under which only hospital stays must be approved by the insurer in advance. Mr. Thome says the new plan saves money because it pressures doctors to obtain the amount of time patients are hospitalized.

Still, there are those who believe that the way to cut health-care costs is not to make second-opinion programs more flexible but to include non-surgical treatments and diagnostic testing.

"Companies Fail to Cut Costs"