1989

Executive Committee Minutes August 1988-June 1989

Bowling Green State University. Administrative Staff Council

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Notes

1. Pencil
2. Photocopies
3. Post-It Notes
ASC 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 WVG/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

xc: Annmarie Heldt

[Signature]
Norma J. Stickler
ASC Secretary
Executive Committee Meeting

September 13, 1983

1. Representative to CSC meetings
2. Joint meeting welfare - Jeff Jackson.
3. Welfare Committee Report
4. Personnel Office Combination
5. Scholarship Committee Additions - Bank Meeting
7. Martini: picture id's for staff
8. Sam Ramirez: 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.

Norma J. Stickler  
ASC Secretary

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, 1933

1. Agenda for October 6th ASC meeting
2. Request from Sam Ramirez 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, 1988

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
5. Create a new project: Design

4. Prepare a report: Journal

3. Band meeting: Write

2. Insurance issues

- Policy changes that don’t have direct budget implications

- Budget planning

1. Chris Dalton: Process

- Email: Chris Dalton
- Requested: Chris Dalton

1. January issues for January meeting:

- Consider 2023, 1993
- Next Executive 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 3, 1933

Agenda:

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

[Signatures]
ASC Executive Committee

November 22, 1988

Thanksgiving Meeting: Kaufman's

1. Meeting with SEC Officers: Fitz
   Insurance
   Day Care

2. Guests for December Meeting: Jill
   Jean Harrell

   Jane Jones
   Time for action

   Comes from: Charter

5. Early retirement

6. Day care:

7. Other matters
ASC Exec Committee Meeting:
Tuesday, December 20, 1939: 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 Jeff C.

Jan 36: Community Room!
24th Mtg. 10 27
ASC meeting change by 1 week!
I wish loans dept.
as policy change

[Handwritten notes]
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

That is, T. Reread.
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
DRAFT

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

*Signature*

Agenda

Meeting commence

Check: 1

Rob Martin noted.
ADMINISTRATIVE STAFF COUNCIL EXECUTIVE COMMITTEE

MEETING AGENDA: JANUARY 24, 1989

1. Review of ASC meeting -- January 12, 1989


3. Guidelines needed for membership on search committees.

4. Permanent guidelines for distribution of market adjustment pools. 60/40 split - lease aid?

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.

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[Handwritten notes]

- ESP - equal plans
- Insurance:
  - Can faculty voluntarily say they won't participate in health insurance?
  - Are we not under-insuring insecure 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, Mary S. Chappell
6. Report on meeting with Bob Freierlump 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 Pcs), Appointed by: Administrative Staff Council, 2 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:

- **Conviction**
  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 rehabilitation program. Failure to participate in and complete the designated drug counseling rehabilitation program within the 90 days will result in termination of employment.

- **Conviction**
  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.
public housing agencies (including Indian housing authorities) for use in eliminating drug-related crimes in public housing projects.

SEC. 311. ELIGIBLE ACTIVITIES.

A public housing agency may use a grant under this chapter for-
(1) the development of security personnel in public housing projects;
(2) reimbursement of local law enforce-
ment agencies for additional security services for public housing projects;
(3) improvements in public housing pro-
jects which are specifically designed to reduce drug use or drug-related crime;
(4) the employment of 1 or more individ-
uals-
(a) to investigate drug-related crimes or
about the real property containing any
public housing project and
(b) to provide evidence relating to any
such crime in any administrative or judicial pro-
ceedings.
(5) the provision of training, communica-
tions equipment, and other related equip-
ment for use by voluntary public housing special law enforcement organizations;
(6) innovative programs designed to
reduce use of drugs in and around public hous-
ing projects;
(7) providing funding to nonprofit public
housing resident management corporations and
tenant councils to develop security and
drug crime prevention programs involving
site residents.

SEC. 312. APPLICATIONS.

(a) IN GENERAL. To receive a grant under
this chapter, a public housing agency shall
submit a written application to the Secretary
at such time, in such manner, and accompa-
nied by such additional information as the
Secretary shall require. Each application shall
include a plan for addressing the
problem of drug-related crime on the
premises of public housing projects adminis-
tered by the public housing agency.

(b) CONTENTS. The application shall
be completed within 30 days after the
receipt of the application submitted by the
Secretary.

(c) CONTENTS. The application shall
include a plan for addressing the problem
of drug-related crime on the
premises of public housing projects adminis-
tered by the public housing agency.

(d) CONTENTS. The application shall
include a plan for addressing the problem
of drug-related crime on the
premises of public housing projects adminis-
tered by the public housing agency.

SEC. 313. DEFINITIONS.

For purposes of this chapter:
(1) Controlled substance. The term "con-
tr"...
the contractor has failed to make a good faith effort to provide a drug-free workplace as required by subsection (k).

(2) CONTRACTOR DETERMINES, TERMINATION, AND DEBARMENT PROCEEDINGS.—(A) If a contracting officer determines, in writing, that cause for suspension of payments, termination, or suspension of the contract or any appropriation will not be in the best interest of the United States, the contractor shall be required to provide a drug-free workplace as required by subsection (k).

(B) The Federal Acquisition Regulation shall be revised to include rules for conducting suspension, termination, or suspension of the contract or any appropriation if a contracting officer of the agency, to be conducted by the agency concerned in accordance with the Federal Acquisition Regulation and applicable agency procedures.

(C) The Federal Acquisition Regulation shall be revised to include rules for conducting suspension, termination, or suspension of the contract or any appropriation if the Federal Acquisition Regulation and applicable agency procedures are as required by subsection (k).

(D) The Federal Acquisition Regulation shall be revised to include rules for conducting suspension, termination, or suspension of the contract or any appropriation if the Federal Acquisition Regulation and applicable agency procedures are as required by subsection (k).

SEC. 515. DRUG-FREE WORKPLACE REQUIREMENTS FOR FEDERAL GRANT RECIPIENTS.

(a) Drug-Free Workplace Requirement.—(1) Every agency or department shall prescribe the requirements necessary to ensure a drug-free workplace for all recipients of Federal funds. The Federal Acquisition Regulation shall be revised to include rules for conducting suspension, termination, or suspension of the contract or any appropriation if a 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, termination, or suspension of the contract or any appropriation if the Federal Acquisition Regulation and applicable agency procedures are as required by subsection (k).

(c) The Federal Acquisition Regulation shall be revised to include rules for conducting suspension, termination, or suspension of the contract or any appropriation if the Federal Acquisition Regulation and applicable agency procedures are as required by subsection (k).

SEC. 516. CRIMINAL VIOLATIONS AND REMEDIES.

A grantee shall be subject to criminal prosecution if it fails to take appropriate personnel action against anyone who violates the requirements of this section.

SEC. 517. PENALTIES.

The grantee shall be subject to criminal prosecution if it fails to take appropriate personnel action against anyone who violates the requirements of this section.

SEC. 518. WAIVER.

(a) In General.—A termination, suspension of payments, or suspension or debarment under this subtitle may be waived by the head of an agency if a particular contract or grant is—

(1) in the case of a waiver with respect to a contract, the head of the agency determines that suspension of payments, termination of the contract, or suspension of the grant would not be in the public interest;

(2) in the case of a waiver with respect to a grant, the head of the agency determines that suspension of payments, termination of the grant, or suspension or debarment of the grantee would not be in the public interest.

(b) Exclusive Authority.—The authority of the head of an agency under this section to waive a termination, suspension, or debarment shall not be delegated.

SEC. 519. CONSTRUCTION OF SUBTITLE.

Not later than 90 days after the date of enactment of this subtitle, the head of the Federal Acquisition Regulation shall be revised to include rules for conducting suspension, termination, or suspension of the contract or any appropriation if a contracting officer of the agency, to be conducted by the agency concerned in accordance with the Federal Acquisition Regulation and applicable agency procedures are as required by subsection (k).

SEC. 520. DEFINITIONS.

For purposes of this subtitle—

(1) the term "drug-free workplace" means a site for the performance of work done in connection with a specific grant or contract described in section 5123 or 5133 of an entity as which employees of such entity are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in accordance with the requirements of this Act;

(2) the term "employee" means the employee who is a grantee or contractor directly engaged in the performance of work pursuant to the provisions of the grant or contract described in section 5123 or 5133 of an entity as which employees of such entity are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in accordance with the requirements of this Act;

(3) the term " controlled substance" means a controlled substance in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 802);

(4) the term "Federal agency" means any department or agency of the United States that is described in section 512 or 513 of an entity as which employees of such entity are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in accordance with the requirements of this Act;

(5) the term "criminal drug statute" means a criminal statute involving manufacture, distribution, dispensing, possession, or use of any controlled substance; and

(6) the term "grantee" means the department, division, or other unit of a person responsible for the performance of the contract or grant; and

(7) the term "contractor" means the department, division, or other unit of a person responsible for the performance of the contract or grant.

SEC. 521. 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 "thereof" in subsection (a); and

(2) by striking subsection (b).

SEC. 522. DEFLATION EFFECTIVE DATE.

Sections 5123 and 5133 shall be effective 120 days after the date of the enactment of this subtitle.

Subtitle F—Presidential Media Commission on Alcohol and Drug Abuse Prevention

SEC. 523. AUTHORIZATION OF APPROPRIATIONS FOR PRESIDENT'S MEDIA COMMISSION 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) $500,000 for the fiscal year ending September 30, 1987.
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 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 a way that 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 FGCU. 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 should 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 should 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 EGSU 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
   
4. Joint meeting date with SEC and CSC

5. Policy for merit: across the board
   

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, 1989 -- Union - 12 noon

1. Lisa Palmer - AD Club - Drug Free Campus
   355-7649 4/30

2. Amendments & by-laws -- Norma
   April

3. Separate committee for salary?
   "Add salary line - Communication?"

4. guest for April meeting?
   "Why don't we?"

5. Budget proposal for next year: professional development line

6. Joint meeting with CSC and SDC: March 29th or 30th.
   W/R

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

8. Letter to Chris concerning second opinion.
   "This is a guideline
   April 14th"


Return on salary date 11/5 Central State
5.26% below avg.

"5.3% below avg."

"I feel out / lower / average, but 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. Should 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 — ABM 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 Brown
   Bill Kincaid

4. Rep to work with ASC for June golf outing.
   Charles Lechten

5. Meeting with SEI/ASC — April 12—noon et al.

6. Election update — Norma


8. Exec Meeting at Firlands?}

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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

3. Council election report — Norma

4. President's panel — topics

5. Nominations for ASC officers — 89-90


8. Board Meeting at Firelands:
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 Considered ¹

1. Nature of Grievance:
   a. non-renewal of probationary contract or denial of tenure;
   b. denial of promotion;
   c. inequitable treatment regarding salary, departmental responsibilities or other professional assignments;
   d. 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;
   e. all other cases set forth in Article IV.6.D.

2. Grounds for petition may be any or all of the following allegations:
   a. 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);
   b. denial of academic freedom;
   c. inadequate or inequitable consideration of professional competence;
   d. unlawful discrimination because of race, creed, color, national origin, sex, age, or handicap;
   e. 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-I.3.1).
ASC Executive Committee

April 25, 1989 -- 12 noon

1. Report on elections -- Norma

2. Ferrario 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 17 - Tele会议

May 30 - Firelands
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 Fejan
2. Thank Dennis Horan and Dean Dekard 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

#2 - Bring up in the fall.

Policy: Should we take something forward that we didn't endorse, check why laws.
For funded positions: no major discrepancies.

#4. Agree to change to drop 5 yr. restriction
June 7, 1989

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.

wv
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 25 (V. E.) 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
Revising Second-Opinion Health Plans

Companies Find Such Programs Fail to Cut Costs

By James R. Schifferman 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 a second opinion for surgery, with the idea that a second look may find costly treatment unnecessary.

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

As a result, many companies are rethinking their second-opinion programs to make them more effective or dropping them altogether.1

PacificCare Inc. redesigned its plan to make second opinions voluntary except when a reviewing panel decides another look is necessary. Healthmark, which offers a second-opinion program entirely voluntarily, dropped its second-opinion plan completely.

"Initially, everybody thought the second opinion would be the answer to everybody's problems," says Vichl Portman, a attorney for health-care companies.

Some companies, like Healthmark, believe a second opinion is really worth the effort.

One thing they do agree on is making it voluntary. That's an approach favored by the AMA and by consumers like Borden's Mr. Portman.

"There are people out there who wish to have that second opinion," says Borden's Mr. Portman. "We are trying to educate our employees that you don't have to always have a second opinion, but it's also important to make sure that it's not going to cost them a lot of money."

In January, PacificCare dropped requiring second opinions and switched to a monthly voluntary review system, after finding a high completion rate in its second-opinion plans. But, it also provided programs for patients who had already had surgery and for employees who want second opinions for other medical treatments.

Several insurers are also increasing the number of non-surgical treatments that patients can get second opinions for.

One such insurer is Medical Mutual of Ohio, which began offering second opinions for non-surgical treatments like surgery.

"We've had a lot of calls from patients who have been denied coverage for treatment elsewhere," says the company's medical director.

In January, it will still unclear which methods will yield the best results, and most companies say they are keeping a close watch and will make changes as necessary.

"It's almost like a walking, breathing, living experiment," says GTE's Mr. Portman. "We are trying to figure out what will work."