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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/L3 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:
AGENDA:

1. August 22nd Administrative Staff Reception - evaluation

2. CSC/ASC vs WTVG/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, 1983

1. Representative to CSC meetings
2. Joint meeting welfare - Jeff Jackson.
3. Welfare Committee Report
4. Personnel Office Combination
5. Scholarship Committee Additions - [Handwritten note: Back 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.

\[Signature\]

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, 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

Becky
Rick
Sue
Digi
Jock
Charles
Pat
N.S.
MJC Executive Meeting:
October 25th, 1979

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 Miller, EDP

4. President’s Panel: items?

5. Questions for Free. Camping: 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 3, 1933

Agenda:

1. Handbook revision - Norma
2. SEC meeting - Fitz include C.E.C.
3. Plans for December ASC meeting - Janice, bernard, work
4. Welfare committee report
5. Other matters
6. Professional leave
7. other matters
ASC Executive Committee

November 22, 1923

Thanksgiving Meeting: Kaufman’s

1. Meeting with SEC Officers: Fitz

2. Guests for December Meeting: Jill


5. Early retirement: Charter

6. Day care:

7. Other matters

[Signature]
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 Safety C.

Jan 3 Community Room!
Efficiency 10 12
ASC meeting change by 1 week!
A sick leave due as policy change.

Hammes
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

[Signatures]

[Handwritten notes:]

Agenda
Finishing campus renovation

Check # 325 Jeff
Rob Martin
mg
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 -- where would?

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.

   EAP - equal plans,
   Insurance:
   Can you absolutely say they went of participate in Board opinion -
   Are we still under duress of immediate 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.
6. Report on meeting with Bob Freisientamp 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 Fce), 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 rehabilitation 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.
public housing agencies (including Indian housing authorities) for use in eliminating drug-related crimes in public housing projects.

SEC. 211. 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 enforcement agencies for additional security and police services for public housing projects,
(3) physical improvements in public housing projects which are specifically designed to combat drug-related crime,
(4) the employment of 1 or more individuals:

(a) to investigate drug problems.

(b) to provide services for public housing projects.

(c) to provide evidence relating to the crime of drug-related crimes in public housing projects.

(5) the provision of training, communications equipment, and related equipment for use by voluntary public housing agencies to address drug-related crime in public housing projects.

(6) innovative programs designed to reduce the use of drugs in and around public housing projects.

(7) providing funding to nonprofit public housing agencies, corporations, and nonprofit organizations to develop and manage drug prevention programs involving local residents.

SEC. 212. APPLICATIONS.

(a) in general. To receive a grant under this chapter, a public housing agency shall submit an application to the Secretary, in such manner, and accompanied by such additional information as the Secretary may require. Such application shall include a plan for addressing the problem of drug-related crime and the premise of public housing projects administered by the public housing agency.

(b) certification. The Secretary shall, in such manner, and accompanied by such additional information as the Secretary may require, shall include a plan for addressing the problem of drug-related crime and the premise of public housing projects administered by the public housing agency.

SEC. 213. IMPLEMENTATION.

The Secretary shall issue regulations to implement this chapter within 60 days after the date of the enactment of this Act.

Subtitle D—Drug-Free Workplace Act of 1988

SEC. 2143. SHORT TITLE.

This subtitle may be cited as the "Drug-Free Workplace 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) CONTRACTOR TERMINATION, SUSPENSION, AND DEBARMENT PROCEEDINGS.—(A) If a contracting officer determines, in writing, that cause for suspension of payments, termination, or suspension of or debarment of an appropriate action shall 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.

The Federal Acquisition Regulation shall be revised to include rules for conducting suspension, termination, or 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, or participation in any future procurement by any Federal agency, for a period specified in the decision, not to exceed 5 years.

SEC. 111. DRUG-FREE WORKPLACE REQUIREMENTS FOR FEDERAL GRANT RECIPIENTS.

(a) DRUG-FREE WORKPLACE REQUIREMENT.—(1) For purposes of this section, "individual" means any person, other than an individual, who shall receive a grant from any Federal agency unless such person has certified to the grantee that it will provide a drug-free workplace for:

(i) 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;

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

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

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

(3) drug counseling, rehabilitation, and employee assistance programs; and

(4) the penalties that may be imposed upon employees for drug abuse violations.

(ii) 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);

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

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

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

(b) Grantee contracting agency within 10 days after receiving notice of a conviction under subparagraph (D)(ii) from an employer or otherwise receiving actual notice of such conviction.

(iii) imposing a sanction on, or requiring the satisfactory participation 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.

(iv) the term "waiver" means:

(1) in General.—A termination, suspension of payments, or suspension or debarment under this subsection may be waived by the head of the agency concerned with respect to a particular grant or contract if—

(1) in the case of a waiver with respect to a contract, the head of the agency determines under section 415(b)(1)(A) of the Controlled Substances Act (21 U.S.C. 841(b)(1)(A)) after the issuance of a final determination under section 415(b)(1)(C) of the Controlled Substances Act (21 U.S.C. 841(b)(1)(C)) that a grantee has failed to make a good faith effort to provide a drug-free workplace as required by subsection (a); and

(2) the term "grantee" means the contractor or contractor directly engaged in the performance of work pursuant to the provisions of the grant or contract described in section 5152 or 5153; and

(v) 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. 812);

(b) Violations of laws, regulations, or policies governing the receipt, possession, or disposition of the Federal or State criminal drug statutes:

(c) the term "substantially involved in the violations of the Federal or State criminal drug statutes; and

(d) the term "grantee" means the contractor, division, or other unit of a person responsible for the performance under the grant;

(7) the term "contractor" means the contractor, division, or other unit of a person responsible for the performance under the contract; and

(8) the term "Federal agency" means an agency that is listed in section 264 of title 5, United States Code.

SEC. 112. CONSTRUCTION OF SUBTITLE.

(a) Nothing in this subtitle shall be construed to require law enforcement agencies, if the head of the agency determines it to be inappropriate in connection with the agency's undercover operations, to comply with the provisions of this subtitle.

(b) REPEAL OF LIMITATION ON USE OF FUNDS.

Section 626 of Public Law 100-440 (relating to restrictions on the use of certain appropriated amounts) is amended—

(1) by striking "waiver" in subsection (b); and

(c) the term "waiver" means:

(1)(I) the terms "termination," "suspension of payments," or "suspension or debarment under this subsection may be waived by the head of the agency concerned with respect to a particular contract or grant if—

(2) in the case of a waiver with respect to a contract, the head of the agency determines under section 415(b)(1)(A) of the Controlled Substances Act (21 U.S.C. 841(b)(1)(A)) after the issuance of a final determination under section 415(b)(1)(C) of the Controlled Substances Act (21 U.S.C. 841(b)(1)(C)) that a grantee has failed to make a good faith effort to provide a drug-free workplace as required by subsection (a); and

(3) the term "grantee" means the contractor, division, or other unit of a person responsible for the performance under the grant;

(c) the term "contrac
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.

Feb. 8, 1989
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 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 15 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 FGCU 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 work place policy
   - are we to respond to a joint draft or develop our own?

4. Joint meeting date with SEC and CSC

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


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 28, 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
   355-4649  4/9

2. Amendments & by-laws -- Norma
   April

3. Separate committee for salary?  
   Maintain 
   Aid Salary Comm. - Communication?

4. guest for April meeting?
   May draw write?

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.

9. Report guidelines
   April 14th
   Before:
   Marty's?
   
---

Return on salary date 10/5 Central State
5.26% below avg.

Talk out 1 person $150,000 equivalent at other schools.
MEMORANDUM:

DATE: March 14, 1939

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 30th, 1989

1. Drug free ads -- AWI Club Lisa Palmer

1:30

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

3. Two ASC or AS members for committee to develop "Drug Free Workplace" implementation.
   Bob Brown
   Bill H"ageard

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

5. Meeting with SEU/CC -- April 12--noon 12:00

6. Election update-- Norma

7. Welfare -- report -- Rich

8. Exec Meeting at Pinelands?
   June

Agenda

Agenda
1. Scholarship
2. Pot Meetin
3. Screening Committee Statement
4. Comm
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 Addendum.

3. Council election report -- Norma

4. President's panel -- topics

5. Nominations for ASC officers -- 89-90. Also, Kaplan, Curran, McLaughlin

6. Welfare -- report -- Rick

8. 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 Considered

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

1 See also Termination of Appointment for Cause (University Policy on Faculty Appointment and Tenure, B-1.3.I).
ASC Executive Committee

April 25, 1983—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 - Conference

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.

[Market adjustments should be considered only for individuals whose salaries fall more than 10 percent below the average for comparable positions.]

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.

in current U. position for at least 3 yrs. at end of current fiscal yr.

all things being equal, priority to those who longest.
ASC Executive Committee Meeting

May 30th, 1989

Firelands College

1. Establish teleconference with Diane Regan
2. Thank Dennis Horan and Dean Deard 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 with laws.

Dent 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: Annnemarie Haldit, 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.

CC: ASC Executive Committee
Companies Find Such Programs Fail to Cut Costs

By JAMES R. SCHIFFMAN
Staff Reporter of THE WALL STREET JOURNAL

Companies are rethinking 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 make sure they are doing all they can to encourage them. Celanese Corp. redesigned its program to make second opinions voluntary except when a reviewing panel decides another look is necessary. The move has reduced the second-opinion program's overall voluntary rate.

Similarly, Enракти dropped its second-opinion plan completely.

"Initially, everybody thought the second-opinion plans were a great way to answer everybody's problems," says Burt Forman, a health-care consultant in Franklin, Tenn.

Few everyone agrees with such explanations, of course. The American Medical Association says that second opinions generally confirm the first largely because individuals in need have to find a greater consensus among physicians about what is appropriate. Moreover, the higher the rate of inappropriate procedures, the less likely many patients will be willing to pay for their own care, says an AMA spokesmen.

"Whatever the reason, most insurers agree that the mandatory second-opinion programs haven't been worth the investment and effort," says Forman.

One thing they are doing is making it voluntary. That's an approach favored by the AMA and by consumers like Borden.

"There are people out there who wish to have that second opinion," says Borden's Dr. Ponnampalam. "We are trying to educate our customers: if you don't have to be on the first opinion, but don't want to pay for that unless they elect to get a second opinion.

In January, PepsiCo stopped requiring second opinions and switched to a mostly voluntary review system, after finding a high continuation rate in its second-opinion program. But the insurance company is also giving employees more health-care decisions than they have to make: "We gave up the mandatory second opinions," says Dr. Richard Cooper, a physician and health-care consultant in Franklin, Tenn.

Both groups have restructured their programs with such explanations, of course. The American Medical Association says that second opinions generally confirm the first largely because individuals in need have to be on the same page about what is appropriate. Moreover, the higher the rate of inappropriate procedures, the less likely many patients will be willing to pay for their own care, says an AMA spokesmen.

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