Executive Committee Minutes July 1989-May 1990

Bowling Green State University. Administrative Staff Council

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Notes

1. Colored Ink
2. Photocopies
TO: 1989-90 ASC Executive Meeting
FROM: Greg Jordan, Secretary
RE: First Meeting
DATE: July 7, 1989

The first meeting of our new executive committee will be on Tuesday, July 25 at noon in the conference room of the Housing Office (room 436). If you think you'll be hungry, bring your own lunch. If you cannot attend please let Jill or me know.

See you there!

gr
ASC Executive Committee
July 25, 1989

Agenda

1. Introductions and SPF
2. Emphasis for the Year - COMMUNICATION
3. Meetings - 2nd Thu.
4. Review of Committees - Name & McRoberts
5. Opening Day Arrangements - 3:30-5:00
6. UCC Rep - Conrad McRoberts
7. Professional Development Fund - $5,000
8. Salary Increases 7%
9. Good of the Order
OPENING DAY PROGRAM

4:00 - Welcome from chair
4:10 - Comments from Dr. Olscamp
4:20 - Review of accomplishments and goals
4:30 - Recognition of officers
4:45 - Presentation of Ferrari Award

Nee - Nov 20, 1984

Vassar Typew.
ADMINISTRATIVE STAFF COUNCIL
EXECUTIVE COMMITTEE
AUGUST 8, 1989
AGENDA

1. Final plans for opening day program
2. Review of accomplishments from 1988-89
3. Review of major goals for 1989-90
4. Update on committees
5. Good of the Order

3.65 Student Employment

30
ASC EXECUTIVE COMMITTEE
AGENDA
SEPTEMBER 26, 1989

I. GUEST — BOE MARTIN, VICE-PRESIDENT FOR OPERATIONS
II. PMG — GUIDELINES FOR MARKET ADJUSTMENT
III. HEALTH PROMOTION TASK FORCE
IV. COMMUNICATION NETWORK
V. OCTOBER ASC AGENDA
   - Reg 90
   - Base Line-up
   - Edition
   - Market
   - HRTF

Note: Check with copy book assistant.
Changes made in operations area to improve its functionality

Effective July 1, the operations area underwent a reorganization in several positions and responsibilities designed to make offices more functional, said Robert Martin, vice president for operations.

"The major change was the consolidation of personnel offices, but we also made a few other minor changes and now we have a better mix of managers with professional expertise in each area," Martin said.

Martin, who began his duties as vice president in January, said he was asked shortly after arriving on campus by the president to analyze the existing structure and needs of the operations area. "I didn't want to make any decisions right away so I took the first six months to get a feel of how things functioned and to match the individual skills by looking at the strengths and weaknesses of people in the structure," he said.

In addition, he said he tried to group similar functions so they could be uniformly managed.

Consolidation of the administrative and classified personnel offices was being considered before Martin's arrival. The classified staff's personnel office was under the operations area, while the administrative staff's personnel office was under the planning and budgeting area. At the same time, faculty personnel needs are handled by the academic affairs area, while student personnel needs are supervised in the student affairs area.

"We really had a fragmented personnel function managed by four different vice presidential areas," Martin said. "We thought a lot could be gained by integrating some of these similar functions."

The position of executive director of personnel was created and will provide direct management to administrative and classified personnel services. The area will be located temporarily under operations. Annmarie Heldt currently is serving as interim director while a search is being conducted for a director. Martin said the position is expected to be filled by Jan. 1.

Other changes in operations include creation of the position of director of the physical plant (formerly plant operations and maintenance). Plant operations and maintenance used to fall under the supervision of Rudolf Engler, who also directs the architectural office. Martin said he split the two areas because they were too broad for one person to supervise.

"Under the old way, Engler was trying to direct the capital budget projects, which is construction of new facilities on campus with capital funding, plus oversee the present state of the campus," Martin said. "During the next 10 years there will be a lot of renovation taking place that will require more attention. Splitting the jobs will make them both more functional."

A search committee in Operations, the University Bookstore, the University Union, office services, purchasing and inventory control.

William Bess has been named executive director of the management services division and will oversee public safety, traffic and parking, environmental health and safety, the post office, transportation and the Visitor Information Center.

"We tried to put areas together that had the same interests, such as environmental services which deals with occupational and environmental safety, and public safety, which deals with personal and social safety," Martin said. "The Visitor Information Center is co-functional with parking and traffic interviewing candidates for the position of director of the physical plant.

James Corbitt was named the new executive director of the auxiliary services division and will oversee Food because it deals with parking, too."

In other areas, Sandy Lagro, manager of risk management, will be responsible for risk management, insurance and budgets. Robert McGrein, assistant vice president for capital planning, will handle capital planning, space management and project development.

The director of the physical plant will be responsible for building maintenance, utility operations, grounds maintenance, custodial services and energy management. The executive director of personnel will supervise personnel operations, employee relations, employment and training and development.
Proposed Distribution Guidelines for Market Adjustments for Administrative Staff

The Administrative Staff Council realizes that the "market" for any employee is not an absolute figure, but represents a range within which a staff member would expect to find employment elsewhere and within which the University might expect to pay a replacement staff member should a vacancy occur. For the purposes of making market adjustments, we recommend that a figure of plus or minus ten percent of the average salary for comparable positions be considered as being within "market" salary for an individual.

It is the firm belief of the Administrative Staff Council that the University has an obligation to make sure that all of its Administrative Staff are being paid a wage that is within a "market range" commensurate with required education, skills, experience, and responsibilities.

The Administrative Staff Council recommends that the following criteria be used in determining which adjustments are made:

1. Market adjustments should be made only for those whose salaries fall more than ten percent below the average for comparable positions. 

2. Of those who fall below market, highest priority should be given to those whose salary is the farthest percentage below market regardless of the actual dollar amount this represents.

3. Market adjustments should be available only to those who have been employed in their current University position for 3 years or more at the end of the current fiscal year.

4. Other criteria being equal, priority should be given to those who have served the University the longest in their current University position.

5. Market adjustment should be given in sufficient amount to assure that the staff member's resulting salary would at least be within market range, that is plus or minus five percent of an average of comparable positions. This adjustment might take more than one year.

* Market adjustments are not to be confused with changes in position or responsibility. Money for promotions and changes in responsibilities should be provided separate from the market adjustment criteria outlined here.

Approved by PWC 9/15/89
RESOLUTION ON UNIVERSITY-WIDE HEALTH PROMOTION POLICIES

WHEREAS the obvious linkages between lifestyle-induced morbidity, rising health care costs, the funds available for salaries and related benefits, and the overall quality and length of life call for strong institutional policies of health enhancement and disease prevention; and

WHEREAS Bowling Green State University is vitally concerned about the development and implementation of policies to promote the physical and mental health, moral, energy, productivity and general well-being of its faculty, employees, and their families; and

WHEREAS over two years ago, the Faculty Welfare Committee, after its own-research and deliberation urged the development of a strong university-wide health promotion program beginning with the creation of a task force of health experts and other representatives to the university community to research the matter further and to make recommendations to the President of the University, the Faculty Welfare Committee and the Faculty Senate; and

WHEREAS a university-wide Health Promotion Task Force has been created and, after extensive investigation and deliberation, has recommended the implementation of certain health promotion policies for Bowling Green State University in a document title "Health Promotion Task Force, Report to the President" which was reviewed and released by President Olscamp under the cover of a memorandum of Mary Edmonds, Vice President for Student Affairs and Chair of the Task Force, dated January 20, 1989.

THEREFORE, BE IT RESOLVED that the Faculty Senate endorse, in principle, a university-wide program of optional selective examinations for preventive medicine detection for faculty and staff covered by university health insurance benefits and recommend further exploration and implementation of coverages and costs so as to preclude an adverse impact on prospective wage and salary increases.

RESOLVED FURTHER that the Faculty Senate approve the development of the FITWELL Assessment/Counseling program for faculty and staff at an estimated cost of $32,340, as outlined in Recommendation B of the Health Promotion Task Force Report or a comparable program which would provide similar benefits.

RESOLVED FURTHER that the Faculty Senate oppose the establishment of a Health Promotion Office as outlined in Recommendation C of the Report of the Health Promotion Task Force.

RESOLVED FURTHER that the Faculty Senate endorse the movement toward a smoke-free campus at Bowling Green State University.

Approved by Faculty Welfare Committee on March 13, 1989
Amended by Senate Executive Committee on August 29, 1989
September 5, 1989
Minutes of the Meeting
Assembly Room
212 McFall Center

Senator Ralph H. Wolfe introduced an in memoriam resolution in honor of a former faculty colleague, the late Dr. Lowell Pond Leland, professor emeritus of English, who passed away on July 28, 1989. The resolution which was adopted unanimously, reads as follows:

WHEREAS, the Faculty Senate has learned of the death of Dr. Lowell Pond Leland, professor emeritus of English, on July 28, 1989; and

WHEREAS, Dr. Leland served continuously on the Bowling Green State University Faculty for thirty years, from 1946 until his retirement in 1976, during which time he performed outstanding service to the Department, the College, the University, especially in serving as departmental representative to the Jerome Library and in building the collection as it pertains to English, and to the community of Bowling Green, especially by serving as a member and as an officer in the Friends of the Wood County District Public Library; and

WHEREAS, Dr. Leland's excellent teaching was appreciated by his students and admired by his colleagues; and

WHEREAS, Dr. Leland's scholarship was demonstrated by his expertise in a wide range of classical, British, and American literatures;

THEREFORE, BE IT RESOLVED, that the Faculty Senate hereby expresses its profound regret at the death of Dr. Leland, and extends its deepest sympathy to his wife, Dr. Virginia E. Leland, and his two sons, Dr. John L. Leland, and Dr. Will E. Leland and his wife, Dr. Mary Palmer Leland; and

BE IT FURTHER RESOLVED, that this resolution be recorded in the official minutes of the Faculty Senate, and a copy be forwarded to Dr. Virginia E. Leland.

Senator A. Rolando Andrade introduced an in memoriam resolution in honor of a former faculty colleague, the late Dr. Miguel M. Ornelas, Director of Affirmative Action and Handicapped Services and Assistant Professor of Ethnic Studies, who passed away on August 24, 1989. The resolution which was adopted unanimously, reads as follows:

WHEREAS, the Faculty Senate has learned of the death of Miguel M. Ornelas, Director of Affirmative Action and Handicapped Services and Assistant Professor of Ethnic Studies, on August 24, 1989; and

WHEREAS, he had an exemplary commitment to the promotion of human understanding, the enhancement of Minorities and Women within the University, and a commitment to teaching and advising students, faculty, and staff; and

WHEREAS, he served well as Director of Affirmative Action and Handicapped Services and faithfully sought to make that office a reality in the lives of all students, faculty, and staff; and

WHEREAS, he was an active member of numerous human concern organizations as well as Director of La Raza Unida, and the Ohio Hispanic Institute of Opportunity; and

WHEREAS, his personal characteristics, his lifelong commitment to helping Minorities, to learning and his personal courage serves as a model for many others;

THEREFORE, BE IT RESOLVED, that the Faculty Senate hereby expresses its profound sense of loss in the death of Miguel M. Ornelas; and
BE IT FURTHER RESOLVED, that this resolution be recorded in the official minutes of the Faculty Senate and a copy be forwarded to his wife, Kriemhild Ornelas, of Bowling Green, Ohio, and his mother, Mrs. Maria Ornelas of Austin, Texas.

ANNOUNCEMENTS FROM CHAIR

Chair Lancaster announced: (1) that Professor Michael A. Maggjotto agreed to serve as Faculty Senate Parliamentarian for the current school year; (2) that Professor Bonita R. Greenberg is unable to continue as Faculty Senate Secretary; and (3) that Professor Benjamin N. Muego has agreed to serve as Faculty Senate Secretary on an interim basis. Lancaster also informed the body that the bulk of the Faculty Senate's recommendations on the disposal of hazardous substances and toxic wastes on campus had been implemented even as work on the remaining recommendations is continuing. On the matter of lighting on campus, Lancaster reported that additional lights are being installed, and will soon be operational. Lancaster indicated that she intends to invite VPO Martin to some future Faculty Senate meeting in order to give a progress report on both issues.

PRESIDENT'S REPORT

President Paul J. Ols camp congratulated the members of the Faculty Senate for the current school year. He also informed the body that: (1) Robert D. Cunningham will serve as acting director of Affirmative Action pending the search for a permanent replacement; (2) a recent article in the BG News on the university's capital budget was misleading in that it conveyed the impression that cuts to the capital budget were final; (3) so far, the number of assaults on campus is about the same as in past years; (4) a developer for the university's Research Park will be named on September 6, 1989; and (5) that henceforth, flags in the university will be flown at half mast for a 24-hour period whenever a member of the university community passes away.

USG

Undergraduate Student Government president Kevin Coughlin announced that beginning this year, USG representatives to various university and Faculty Senate committees will be working more closely with his cabinet and actively involved in decision-making on policy matters. He also indicated that on the basis of preliminary data that has come in to USG, there appear to be more students running for office this year compared to previous years.

FSBC

Chair Steve Chang gave a progress report on work done by the FSBC/UBC in June relative to the AY 1989-90 budget. The report cited twelve budget initiatives approved by the FSBC/UBC (for specific details, refer to committee minutes and annual report). The report's other highlights include: (1) a recommendation that the Athletic Director's salary and benefits be transferred from the educational budget to the inter-collegiate athletic budget currently under the general fee and related auxiliary budgets; (2) an agreement in principle that money released from the faculty SRP be used to fund faculty positions; and (3) a prediction that the financial picture for the 1990-91 budget will be "tighter" than this year's. Chang suggested that if expenditures increase at the same rate as in the 1989-90 budget, there may well be a $2-3 million budget shortfall.

FWC

Genevieve Stang, FWC chair, informed the body that Roger C. Anderson was elected vice-chair of FWC, John C. Holmes was designated FWC representative to the Faculty Development Committee, and that in addition to R. Anderson, the other new members of the FWC are Larry A. Dunning, Michael Locey, and Thomas D. Anderson, who has previously served in the committee.

OBOR

Ronald O. Stoner informed the body that he and Stuart Givens are scheduled to attend a meeting of the Ohio Board of Regents in October. Stoner urged the body to let him know in advance of the meeting if there are any specific issues or concerns that individual senators may wish him or Givens to convey to OBOR.

ELECTION

Nancy Kubasek, chair of the Committee on Committees, informed the body that while Benjamin N. Muego is the only nominee for the position of Faculty Secretary, the ballot that was about to be distributed included two spaces for write-in candidates. Ward moved, with Wood seconding, that Muego be elected by acclamation. The motion passed unanimously.
Lunde presented the draft resolution on "Faculty Retiree Concerns" by reviewing the genesis of the Ad Hoc Committee on Faculty Retiree Concerns that conducted the study, the methodology followed in the conduct of the study, and the various data sources tapped by the committee, e.g., comparative data from Ohio's other four-year institutions. Wood inquired if the resolution applies to the first group of SRP retirees. Milne, on the other hand, wanted to know if all retirees (ERIP and SRP) would be eligible to run for a seat in the Faculty Senate. Lunde explained that all faculty retirees would be eligible to run. Hebein commented that if the resolution is passed and is parlayed into university policy, the policy will in effect extend the term of retirees beyond limits authorized by the supplementary retirement program. Along similar lines, McQuaire suggested that the virtual indefinite extension of retirees' employment may have a negative impact on the active faculty and departmental resources. Schmidt wanted to know the extent of the faculty's involvement in the extension of a particular retiree's term should a given departmental chair wish to do so. Lunde explained that the intent of the resolution is to abide by, not disrupt, normal decision-making procedures at the departmental level. Chiarello raised the potential for unevenness in application given current discrepancies in departmental resources. Blinn stressed the need for a monitoring mechanism built into the draft resolution itself that would help insure its proper implementation while Schurr was concerned about the absence of any relevant financial data in support of the various recommendations outlined in the draft resolution. Schurr's concern was shared by President Olscamp who indicated that he would abstain on the resolution not because he is opposed to it but because no cost analysis of the program was undertaken by the ad hoc committee that conducted the study. Meanwhile, Attig and Schmidt expressed doubts about the feasibility of providing retirees adequate office space given the chronic shortage of office space in the university. After further discussion, Wolfe moved, with Wood seconding, that paragraph #4 in the draft resolution be amended to make faculty retirees eligible for teaching awards and that the eligibility rules for such teaching awards should be standardized. The motion passed. Newman moved, with Calderonello seconding, that paragraph #7 in the draft resolution be amended to read: The University, at its discretion on an individual basis, should allow the extension of teaching by retired faculty beyond the SRP. Such arrangements should be on terms mutually agreeable to the retired faculty member and the appropriate department. The Vice President for Academic Affairs is strongly urged to take steps to encourage the implementation of this policy. The motion passed. Newman moved, with Mancuso seconding, that paragraph #1 in the draft resolution be amended to delete the words whenever possible at the end of the sentence. Attig spoke against the proposed amendment. The motion failed. After further comments from Anderson, Blinn, Schmidt, and Schurr, Terwilliger moved, with Long seconding, that the draft resolution be recommitted to committee for further study as to long-range financial impact, practicability of implementation, and possible impact on the recruitment and hiring of new faculty. The motion passed.

Lunde presented a draft resolution on "University-Wide Health Promotion Policies" as amended by the SEC. Lunde pointed out that the language of the draft resolution, specifically that of the fourth resolutory paragraph, is at variance with the original language of the Health Promotion Task Force (HPTF) resolution approved by the Faculty Welfare Committee. Lunde explained that since the August 29, 1989, SEC meeting during which resolutory paragraph #4 was amended, the majority of FWC's members decided to move for the reinstatement of the original wording in the HPTF-initiated resolution. Lunde explained further that the FWC's decision to restore the original language of resolutory paragraph #4 was in no way motivated by a desire to ignore the rights of smokers nor to condone the use of what he called Gestapo tactics in the quest for a smoke-free campus. On Lunde's request, Dr. Joshua Kaplan elaborated on the concept of preventive medicine and how it can be cost-effective especially in the context of the spiralling cost of health care delivery. Kaplan also expressed disappointment at the FWC's opposition to the institution of a Health Promotion Office (HPO). Spinelli wanted to know why the FWC is opposed to the establishment of an HPO. Lunde indicated that FWC opposed the creation of an HPO because it is too costly. In response to a query from Blinn about where resolutions go after adoption, Lancaster indicated that in the case of the health promotion resolution, this will be forwarded to appropriate university offices and/or authorities for implementation or further study. Chiarello...
PROPOSED ACADEMIC CALENDAR

Chair Lancaster suggested that the order of the day be revised to enable the body to consider the proposed academic calendar ahead of the proposed charter amendments initiated by the FSBC. Since other than Stang's reminder that proposed charter amendments should take precedence over other matters, there were no objections, Chair Lancaster recognized R. Lancaster who was designated by the Academic Affairs Committee to present the case for the proposed academic calendar. R. Lancaster highlighted the main features of the proposed calendar, including a proposal to hold classes on Labor Day, a proposal to have a three-day weekend in mid-semester, and a modification of the Summer School calendar. R. Lancaster pointed out that if the new academic calendar is to be ready for the 1990 Summer School, a decision on the issue will have to be made at this meeting or at an on-call Faculty Senate meeting in September. Wolfe moved, with Chiarelli seconding, that any changes in the Summer School calendar be effective in 1991, not 1990. Long spoke against the motion, pointing out, among other things, that the body has had ample time to study the issue and must not postpone consideration any further. Speaking in favor of the motion, Wood argued that he has not had an opportunity to hear the "other side," and for that reason any vote he might cast will be unfair to his constituents. After the question was called, the motion passed. Chair Lancaster informed the body that R. Lancaster will continue his presentation in favor of the proposed academic calendar at the next Faculty Senate meeting.

ISSUES AND CONCERNS

Wolfe called attention to the fact that pharmacy cards for the faculty have not yet been distributed and is causing a great deal of inconvenience to some faculty members and their dependents. Chair Lancaster promised to look into the matter and see if the distribution of the pharmacy cards can be expedited. On another issue, Andrade pointed out that there is currently no minority faculty member in the Affirmative Action Committee. Agreeing with Andrade, Lancaster indicated that she will take up the matter with the Committee on Committees. Schmidt urged his fellow senators to help prioritize the wide variety of issues that traditionally come up before the Faculty Senate, while Blinn expressed concern about the apparent inability of the Faculty Senate to resolve the part-time faculty issue. Finally, Stang wanted to know if there was support for the idea of holding an on-call Faculty Senate meeting in September to deal with unfinished business. Chair Lancaster indicated that this would be up to the Senate Executive Committee.

The meeting was adjourned at 4:30 P.M.

Respectfully submitted:

Benjamin N. Muego
Faculty Senate Secretary
ADMINISTRATIVE STAFF MEETING MINUTES
September 7, 1989

The meeting was called to order by Jill Carr, Chair of ASC, at 1:30 in the Town Room of the University Union. Jill opened with a welcome to new members and indicated the agenda followed to the ASC. Each ASC member present introduced themselves and the office and vice president area they represented.

I. Chair's Report

A. Jill recognized Joyce Hyslop, Chair of Classified Staff Council. Joyce acknowledge the introduction and indicated a willingness of the CSC to work in harmony with ASC in the coming year on matters of mutual concern.

B. Jill mentioned that the goals of ASC for the coming year were presented at the ASC reception. Additionally, a listing was provided to each member today. Jill indicated that the primary thrust of the goals will be administrative staff communications at all levels.

C. The Gathering of Administrative Staff Personnel (GASP), will be held monthly this year, rather than weekly like last year. All members are encouraged to participate.

II. Communications Network

A. Each ASC member received a communications network roster prepared by Greg Jordan. Each member is requested to report any needed changes to Greg Jordan.

B. ASC members are encouraged to talk to their constituents weekly.

III. Committee Reports

A. Personnel-Welfare Committee, Norma Stickler, Chair, indicated their committee wishes to address the following: 1) Benefits programs cost containment, 2) erosion of benefits provided, 3) the drug-free workplace policy review, 4) review of the ASC Handbook, 5) review the policy proposal to allow one to borrow sick/vacation leave, 6) award dinner in the spring for Administrative and Classified personnel and 7) confirm the proposed salary market adjustment policy.

B. Salary Committee, Gregg DeCrane, Chair, indicated they want to upgrade the database of salary information and to establish a salary database for assistant director levels.

C. Professional Development Committee, Cindy Colvin, Chair. They will address health issues for future ASC seminars. They welcome your input for other topics to be offered.

D. Scholarship Committee, Laura Emch, Chair. Their committee will meet in December.

E. Bylaws Committee, Greg Jordan, Chair.

F. Ferrari Award Committee will meet later in the year.
IV. **Spring Meeting for All Administrative Staff**

Laura Emch is requesting input about having a spring, January, 1990, meeting for all administrative staff personnel as a social event to include the award of the Administrative Staff Scholarship. Comments received were to have a lunch meeting, afternoon meeting, meeting to include GSC and Faculty Senate members. Preference for afternoon meeting was indicated.

V. **Open Forum of Concerns/Issues for 1989-90**

The following issues were raised from an open floor as concerns for ASC to pursue this coming year.

A. The cost of our fringe benefits and benefit erosion
B. Comparison of benefits provided to administrative staff as compared to those held by University employees
C. What impact will the Consolidate Personnel Office have on administrative staff programs, i.e. professional development.
D. The use of "set-aside" funds for more aggressive hiring of minority administrative staff.
E. To have the ASC Handbook address flexible compensatory time for administrative staff.
F. Administrative staff should be given a paid sabbatical to enhance professional skills.
G. Two days of sick time should be converted to personal days for administrative staff.
H. ASC should request approval of reciprocal fee waivers for attendance of dependents at other state universities.
I. ASC needs to sponsor another program for the benefit of the University population similar to the Administrative Staff Scholarship fund.
J. Programs are needed to raise public awareness about the benefits brought to the University through the efforts of administrative staff.

The Chair responded that each of these requests and suggestions will be brought before the Executive Committee and will be acted upon during the coming year.

VI. **Good of the Order**

General comments were provided by members of ASC. GASP will be held today at Kaufman's Downtown at 5:00. In closing Jill Carr remembered the recent loss of a fellow administrative staff member, Miguel Ornelas, Director of Affirmative Actions. There has been a scholarship fund initiated in his memory.

With no further business, old or new, the meeting was adjourned.
NEW ORGANIZATION CHART
VICE PRESIDENT, OPERATIONS
BOWLING GREEN STATE UNIVERSITY

ROBERT MARTIN
VICE PRES., OPERATIONS
ASSOC VP, OPERATIONS
(Vacant)

SANDY LAGRO
MANAGER, RISK MANAGEMENT
RISK MANAGEMENT & BUDGET

ROLLIE ENGEL
UNIVERSITY ARCHITECT
ARCHITECTURAL SERVICES

ROBERT MCGEEIN
ASS'T VP, CAPITOL PLANNING
CAPITAL PLANNING DIV

HILLARY BESS
EXECUTIVE DIRECTOR,
MANAGEMENT SERVICES DIV

POST OFFICE
DIR..............JAMES CLEMENS

PARKING SERVICES
MANAGER........JEAN YARNELL

ENVIRON. HEALTH & SAFETY
DIR.............DR. DANIEL PARRATT

PUBLIC SAFETY
DIR.............(VACANT)

TRANSPORTATION
SUPERVISOR........CARL SHAW

VISITORS INFORMATION CTR

JIM CORBITT
EXECUTIVE DIRECTOR,
AUXILIARY SERVICES DIV

UNIVERSITY BOOKSTORE
DIR........JOHN BUCKNER

UNIVERSITY UNION
DIR.........DAVE CRUDDS

FOOD OPERATIONS
DIR.........JANE SCHIFF

PURCHASING
DIR.........RICHARD POWERS

OFFICE SERVICES
MANAGER..........INOGENE KRIFT

INVENTORY MANAGEMENT
MANAGER..........KATHY PHILLIPS

VACANT
DIRECTOR
ASSOC DIR........KEITH POGAN

PHYSICAL PLANT

JEAN WHELAN
DIRECTOR
ASSOC DIR........ROBERT HAYWARD

MAINTENANCE
CUSTODIAL AND GROUNDS
ENERGY SYSTEMS
MANAGER..........CHUCK COODING

SPECIAL PROJECTS
COORDINATOR, TIM BURNS

VACANT
EXECUTIVE DIRECTOR
PERSONNEL SERVICES DIV

ADMINISTRATIVE PERSONNEL
DIR........ANN MARIE HELDT

CLASSIFIED PERSONNEL
ACTING DIR........A.M. HELDT

EMPLOYEE RELATIONS
MANAGER...........(VACANT)

BENEFITS
MANAGER.........JIM MORRIS

TRAINING
COORDINATOR........RUTH FRIEND

EMPLOYMENT
MANAGER..........SALVADOR RAMIREZ
EXECUTIVE COMMITTEE AGENDA -- OCTOBER 10, 1989

I. Review Minutes (personnel office issue)
II. ERIP Ad Hoc Committee
III. PWC Items
IV. Questions for Dr. Olscamp's Nov. Address
V. Development Grant Guidelines
VI. Good of the Order
1989-90 ASC
OFFICER'S MEETING SCHEDULE

8:15 AM - JILL'S OFFICE

August 15, 29
September 5, 19
October 3, 17, 31
November 7, 21
December 5, 19
January 2, 16, 30
February 6, 20
March 6, 20
April 3, 17
May 1, 15, 29
June 12
ASC EXECUTIVE COMMITTEE AGENDA—OCTOBER 24, 1989

I. President's Panel-Report

II. Questions for Dr. Olscamp

III. PWC Concerns

IV. Funding for Professional Development Programs

V. Salary Committee

VI. Reminder on Communications —

VII. November Agenda Items

P.P. — Ed's Salary

Health Care

University Academic System
Personnel Considerations

Faculty/Staff Adjustment

Minority Fee/Staff Fee — Furman's work?
November 9, 1989

MEMORANDUM

TO: Josh Kaplan, Director, Student Health Service
FROM: Jill Carr, Chair, Administrative Staff Council
RE: Executive Committee Meeting

Just a reminder that Gaylyn Finn will meet with the ASC Executive Committee at noon on 11/14/89 in the University Union Canal Room. Your presence would also be greatly appreciated. We are very interested in hearing more about the 125 Plan and any other future directions for our benefit package.

Please give me a call if you have any questions. Bring your quarters for the SRF!

JC/jm

cc: Greg Jordan
   Gregg DeCrane
MEMORANDUM

TO: Gaylyn Finn, Treasurer
FROM: Jill Carr, Chair, Administrative Staff Council
RE: Meeting with ASC Executive Committee

November 9, 1989

Thank you for agreeing to meet with the ASC Executive Committee on Tuesday, November 14, 1989 at noon in the University Canal Room. We are looking forward to discussing our insurance benefit package, our third party administrator, and the outlook for the future regarding insurance benefits.

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

JC/jm

cc: Greg Jordan
    Gregg DeCrane
ASC EXECUTIVE COMMITTEE
AGENDA
November 14, 1989

I. Office Exchange
II. SRF Ad Hoc Committee
III. Committee Reports
IV. December Agenda and Guests
V. $5 SRF Contribution from Becky
VI. Guest: Gaylen Finn
VII. Space Committee Charge
VIII. Professional Development Allocation Committee
ASC Executive Committee
November 28, 1989

Agenda

1. Reception in January from 3-5 pm
2. Memo from Chris Dalton
3. Space Committee
4. Professional Development Application
5. Personnel Director Search
6. Agenda for December 7 Council Meeting

- University Committee report
- Vote on Handbook
- Reception
- redirection
- Committee Report
- Chair's Report
EXECUTIVE COMMITTEE AGENDA—DECEMBER 12, 1989

I. Jim Morris, Insurance Manager

II. Attendance Policy

III. Input to Affirmative Action Director Search

IV. University Standing Committee Issues

V. Good of the Order
December 18, 1989

MEMORANDUM

TO:  Greg Jordan, Secretary
      Administrative Staff Council

FROM:  Becky Heyman, Assistant Director
        University Union

RE:  Attendance at ASC Meetings

I understand that attendance at Administrative Staff Council meetings are important. If you recall, two of the meetings that I missed were because I was on sick leave because of surgery. I missed the December meeting because we were setting up for the Madrigal Dinners. My job is not a structured job that I know in advance whether I can attend a meeting. Also, as you know, things can go wrong in a moment's notice in the food service industry. My lunch hour is not the same as the rest of the administrative staff; therefore, I have trouble getting to the Executive meetings.

Under the circumstances, I would rather resign than be "removed," as I am sure that I will miss another meeting.

cc:  Jill Carr, Chair
     Gregg DeCrane, Chair Elect
TO:

FROM: Greg Jordan, Secretary

RE: Attendance Policy at ASC Meeting

I would like to call to your attention Article I, Section 6 of the ASC Bylaws:

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

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

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

Below are listed the remaining meeting dates of ASC. Please feel free to contact me if you wish to discuss this further.

January 11, 1990
February 1, 1990
March 1, 1990
April 5, 1990
May 3, 1990
June 7, 1990

cc: J. Carr, Chair
    G. DeCrane, Chair-elect

gr
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cc: J. Carr, Chair
    G. DeCrane, Chair-elect

g
Administrative Staff Council
Executive Committee
January 9, 1990

Agenda

1. Reception - Thanks to Laura Emch!
2. Committees - Memo from Litwin
   Future Direction
3. Attendance/New Council Members
4. Safety Issue - Memo from ASC Exec
5. President's Re-organization - Reactions, Direction
6. Promotion for Administrative Staff
7. Heating Plant Shutdown - Problems?
8. PWC Update
9. Salary Update
10. Scholarship Strategy for 1990
11. 1/11 Meeting -
12. 1/23 Meeting -

[Signature]

[Signature]
To: ASC Executive Committee
From: Greg Jordan, Secretary
Re: Change of Meeting

Just a reminder, as we discussed, the next Executive Committee will be on Tuesday, January 30, 1990 at noon in the Canal Room.

Jill asked me to encourage you to attend the Professional Development Committee program scheduled at noon on January 23.

gr
MEMORANDUM

TO: ASC Executive Committee Members
FROM: Jill Carr
RE: Attachment

Please carefully read the attached Faculty Senate resolution brought to the floor at the 1/16/90 meeting. The Senate voted to table the motion to approve this resolution. I assume the final vote will occur in February.

I am sure you will all agree that the impact of this resolution whether it is approved or not will be significant. Please call me with your comments and/or suggestions for our direction. We will discuss this on 1/31.

Thank you.

cc: Annmarie Heldt
Confidence Resolution
January 16, 1990

WHEREAS the Officers of the Faculty Senate have tried to work directly with President Olscamp; and

WHEREAS the Officers of the Faculty Senate spend the majority of their time responding to unilateral actions of the President; and

WHEREAS the Officers of the Faculty Senate have to project themselves repeatedly into the decision-making processes in order to insure that faculty interests are properly considered and protected because normal channels for shared governance are disregarded and/or violated; and

WHEREAS the attached Bill of Particulars cites and briefly describes a considerable number of violations of accepted norms of University governance and collegiality;

THEREFORE BE IT RESOLVED that the Faculty Senate of Bowling Green State University adopt the following recommendations regarding Paul J. Olscamp, President of Bowling Green State University.

1. The Faculty Senate expresses no confidence in the continued leadership and management of University affairs by President Paul J. Olscamp.

2. The Faculty Senate directs its Officers to poll the tenured and probationary faculty of Bowling Green State University individually to determine the degree of faculty support for this resolution.

3. If the majority of faculty responding to this poll by 5 p.m. Friday, January 26, 1990, indicate a lack of confidence in President Olscamp's leadership, the Faculty Senate Officers are directed to move this resolution of no confidence forward to the individual members of the University Board of Trustees.
Bill of Particulars

Violations of Academic Freedom and Free Expression

Solicitation Policy  Unilateral imposition of a broad policy severely limiting the interaction of campus personnel (e.g. restricted campus mail use, discussion of selected topics during work hours, etc.)

"Gag" Rule  Unilateral imposition of policy restricting interaction of University employees with members of the Board of Trustees

Acts of Intimidation  Repeated attempts to coerce and stifle free expression of opinion by University employees and students.

Violations of Shared Governance Processes

Drug-free policy  Proposed adoption of a corporate drug policy which would give administrators and supervisors the discretion to require drug testing of a University employee.

Unilateral Actions  Repeated attempts to impose policies such as smoking ban, distribution of merit, etc. on faculty and staff; recent appointment of a vice president without using accepted search processes.

Committee Manipulation  Repeated attempts to manipulate the membership/conduct of University committees, such as, search committees, Faculty Senate Budget Committee, and evaluation committees.

Pseudo or No Participation  Failure to involve or only figuratively involving constituents in preliminary planning and discussions regarding major expenditures, particularly with regard to proposed facilities such as Convocation Center, College Park Building, the Intramural Fieldhouse Facility, the University Guesthouse, etc.

Lack of Competence in Financial and Administrative Affairs

Administrative Insularity  Failure to comprehend and to respond to concerns expressed by University employees such as severe staffing shortages, widespread problems with health care coverage, severe operating budget shortages.

Poor Budget Management  Continuing pattern of new budget initiatives without supporting analysis and justification.

Erosion of staffing base  Continuing lack of recognition of problems related to the staffing of course sections and to meeting student demand for courses. See attachment regarding the staffing picture at BGSU.
39.85% of undergraduate lecture sections are taught by full-time temporary faculty, part-time faculty and graduate students. 55.41% of undergraduate lecture sections are taught by tenured, probationary, and SRP faculty. (4.74% are undetermined at this time.)

65.60% of freshman level lecture sections are taught by full-time temporary faculty, part-time faculty and graduate students. Only 27.42% of freshman level lecture sections are taught by tenured, probationary, and SRP faculty. (6.96% are undetermined at this time.)

55.88% of freshman and sophomore lecture sections are taught by full-time temporary faculty, part-time faculty and graduate students. Only 37.95% of freshman and sophomore lecture sections are taught by tenured, probationary, and SRP faculty. (6.16% are undetermined at this time.)
TO: ASC EXECUTIVE COMMITTEE

FROM: JILL CARR

Here is the comparative information we requested last Friday. Please distribute as you see fit.

Thanks!
### FULL-TIME AND PART-TIME FACULTY HEADCOUNT

**OHIO UNIVERSITIES - FALL 1988**

<table>
<thead>
<tr>
<th>University</th>
<th>Full-Time Faculty</th>
<th>Part-Time Faculty</th>
<th>Total Faculty FT &amp; PT</th>
<th>% of Faculty Part-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Akron</td>
<td>778</td>
<td>810</td>
<td>1588</td>
<td>51.01%</td>
</tr>
<tr>
<td>Youngstown</td>
<td>461</td>
<td>419</td>
<td>880</td>
<td>47.61%</td>
</tr>
<tr>
<td>Toledo</td>
<td>635</td>
<td>507</td>
<td>1142</td>
<td>44.40%</td>
</tr>
<tr>
<td>Cincinnati</td>
<td>1051</td>
<td>725</td>
<td>1776</td>
<td>40.82%</td>
</tr>
<tr>
<td>Wright State</td>
<td>481</td>
<td>302</td>
<td>783</td>
<td>38.57%</td>
</tr>
<tr>
<td>Ohio State</td>
<td>1944</td>
<td>1195</td>
<td>3139</td>
<td>38.07%</td>
</tr>
<tr>
<td>Kent State</td>
<td>723</td>
<td>388</td>
<td>1111</td>
<td>34.92%</td>
</tr>
<tr>
<td>Cleveland State</td>
<td>520</td>
<td>200</td>
<td>720</td>
<td>27.78%</td>
</tr>
<tr>
<td>Ohio University</td>
<td>657</td>
<td>230</td>
<td>887</td>
<td>25.93%</td>
</tr>
<tr>
<td>Bowling Green</td>
<td>728</td>
<td>209</td>
<td>937</td>
<td>22.31%</td>
</tr>
<tr>
<td>Miami</td>
<td>763</td>
<td>140</td>
<td>903</td>
<td>15.50%</td>
</tr>
</tbody>
</table>

Full-time faculty counts come from Akron report.
Part-time faculty counts come from a December 1989 telephone survey and the 1989 College Board Survey.

OPB 1/18/90
To: Monitor Advisory Board
   From: Melissa Peper Firestone
       Editor, the Monitor
Re: Submitted commentary

Enclosed you will find a commentary submitted for the Jan. 29 issue. Your comments should be directed to be by noon on Wednesday, Jan. 24. If I do not hear from you, I will assume the letter is suitable for publication.

Thank you.

Melissa
AN OPEN LETTER TO THE UNIVERSITY COMMUNITY FROM A COMMITTEE OF CONCERNED FACULTY:

In November of 1988 a Committee of Concerned Faculty was organized in reaction to unsupported allegations made by certain leaders of the Faculty Senate. In a subsequent letter we challenged the validity of the allegations and described them as "negative, divisive and adversarial". The allegations remain unsupported. Unfortunately some of the same individuals responsible for the earlier allegations are also responsible for the Confidence Resolution now before the Faculty Senate. Our comments below relate to these individuals and to the Resolution. They should not in any way be taken as a indictment of the Faculty Senate since we recognize the Senate's importance and in the past have suggested ways of improving it. Our letter is, however, directed to certain leaders of the Senate.

We are distressed with the recklessly constructed Confidence Resolutions put forth by the current Chair and Vice-Chair of the Faculty Senate. We question its substance and are embarrassed by the improper and insensitive manner in which it was put forth. An attempt was made to commit all members of the university community to a course of action, momentous in scope, without their consultation, without documentation of facts, and without the important self-correcting effects which accompany full and careful deliberation. From our perspective, the framers of this
poorly conceived resolution behaved improperly, exercised little judgment, and acted more like political provocateurs rather than conscientious faculty representatives. We find the tone of the resolution indefensible, the timing inexcusable, the content highly questionable. The severity and sudden appearance of the resolution and its lack of prior discussion clearly reflect an abuse of power by the Senate leadership and strongly implies the existence of a more personal agenda. Whether by design or not, the style and substance of the resolution creates an unhealthy adversarial relationship, pitting faculty against administrators and Trustees during a period where cooperation and understanding are essential. Equally important, the resolution and its handling creates frustrating confusion among members of the university community and the wide spread publicity given it raises doubts among our constituents concerning BGSU's ability to fulfill its mission. In particular, reckless and unjustified public attacks on the quality of undergraduate instruction at BGSU could have a detrimental effect on our ability to attract competent students. These are serious matters.

Within all healthy universities issues and controversies are inevitable. When they exist they must be identified promptly and precisely. They must also be discussed fully and fairly in an atmosphere of trust. Decisions that involve a person's reputation and career, and which affect all members of the university community, are momentous ones and thus must be deliberated even more fully and carefully than others. Obviously clear
documentation of all allegations is essential. Further, a scrupulous attempt must be made to abide by the academic charter and accepted principles of parliamentary procedure. This procedure clearly was not followed in bringing the Confidence Resolution to the Senate floor.

It would be an understatement to say that a crisis of confidence now exists concerning the leadership capabilities of the Faculty Senate Chair. There is concern about her history of making public, negative and unsupported allegations concerning university affairs. There is concern about the poor judgment she has shown in all matters pertaining to the Confidence Resolution. And, there is concern about her insensitivity to the wishes and needs of the academic community.

The Senate leadership must take responsibility for this unfortunate affair. While serious damage has already been inflicted, swift corrective action to limit further damage is urgent. In this regard we make two recommendations: 1) the Confidence Resolution regarding President Olscamp be withdrawn immediately; 2) in view of the highly irregular process by which this resolution was submitted, including failure to notify the Senators and President Olscamp, and in view of the very detrimental effect that this has had on the Faculty Senate and the University as a whole, the Faculty Senate consider seriously whether the present Chair and Vice-Chair can effectively lead it.
A COMMITTEE OF CONCERNED FACULTY

Pietro Badia, Psychology Department
Orlando C. Behling, Management
Chan K. Hahn, Management
Richard J. Hebein, Romance Languages
John L. Huffman, Journalism
Fred D. Miller, Philosophy
Arthur G. Neal, Sociology
Douglas C. Neckers, Chemistry
Meredith D. Pugh, Sociology
Ron C. Woodruff, Biology
FACULTY SENATE

Minutes of the Meeting
Assembly Room

January 16 1990
McFall Center


IN MEMORIAM

Leigh Chiarelott read the following in memoriam resolution, and moved for its adoption:

WHEREAS, the Faculty Senate has learned of the death of Dr. Keith E. Doellinger, Associate Professor Emeritus of Library and Educational Media/Educational Curriculum and Instruction, on January 6, 1990; and

WHEREAS, Dr. Doellinger served on the Bowling Green State University faculty for nearly nineteen years from 1971 until his retirement on January 1, 1990, during which time he performed outstanding service to the Department, the College and the University, serving as Chair of Library and Educational Media, and as a member of the Faculty Senate, and through the recognition he received for his textbook Overhead Projection in Classrooms for the Mentally Retard and eight other co-authored books; and

WHEREAS, Dr. Doellinger’s excellent teaching was recognized by his being the recipient of the Distinguished Teaching Award in 1971, and his being the recipient of the We-Ness award in 1987 which recognized his outstanding work with students; and

WHEREAS, in his rich personal life during which he displayed a wonderful sense of humor and his full professional life where he served his discipline as a member of numerous professional organizations and where he served his country in World War II as a member of the 13th Armed Infantry Division in Europe;

THEREFORE BE IT RESOLVED, that the Faculty Senate hereby expresses its profound regret at the death of Dr. Keith E. Doellinger, and extend its deepest sympathy to his wife Beverly, and son Scott J. and his wife, and their two children; and

BE IT FURTHER RESOLVED that this resolution be recorded in the official minutes of the Faculty Senate and a copy forwarded to his widow, Beverly Doellinger.

The resolution was adopted unanimously in a voice vote.

CHAIR REPORT

Chair Lancaster called the body’s attention to a recent memorandum from the office of the VPAA inviting the faculty and staff to a public lecture entitled "From 'Lost Crusade' to 'Noble Cause': The Rewriting of the Vietnam War," to be given by Distinguished Research Professor Gary R. Hess on Tuesday, January 30, 1990, at 3:30 p.m. in the Alumni Room of the University Union.

VPAA REPORT

VPAA Clark reminded the body of the celebration of Martin Luther King, Jr. day featuring a keynote address by Dr. Samuel McKinney, a college classmate of the late Dr. King and pastor of the Mount Zion Baptist Church in Seattle, Washington, on Wednesday, January 17, 1990, at 7:00 p.m. in Lenhart Grand Ballroom of the University Union.

COMMITTEE ON ACADEMIC AFFAIRS

Chair Spinelli of the Committee on Academic Affairs (CAA) reported that a tally of the responses to a CAA survey of tenured and probationary faculty conducted sometime in the Fall semester yielded the following results (the survey respondents were requested to list specific recommendations in the order of their importance). The CAA decided to forward to the budget committees the following top six recommendations: (1) that more funds should be allocated for salary compensation; (2) that funds earmarked for operating budgets should be increased; (3) increase the number of tenure-track positions; (4) tha
funding for graduate programs should be increased; (5) that the number of sections in high-demand courses should be increased; and (6) that more funds should be allocated to purchase computers for use by faculty, students, and offices.

Chair Chang of the Faculty Senate Budget Committee (FSBC) reported that the FSBC recommended to the Board of Trustees that all vice-presidential areas and all colleges be funded at 100 percent of their respective AY 1989-90 budget bases. The Board of Trustees approved the following items above the 100 percent base: (1) four new faculty positions—one in Arts & Sciences [theater], two in Business Administration [economics and dean], and one in Education & Allied Professions [HPER/dance]; (2) conversion of Arts & Sciences and Technology chairs to fiscal year contracts; (3) conversion of Medical Technology instructor position from 60 to 100 percent; (4) upgrading of Rare Books Librarian to a twelve-month position; (5) upgrading of the Arts Unlimited Director from a one-half to a full-time position with one-half of the cost of upgrading the position coming from a combination of operating and non-credit income of the Department of Continuing Education; (6) upgrading of the position of Field Coordinator in Cooperative Education to full-time; (7) allocation of an additional $10,000.00 for the Faculty Research Award Pool; (8) a Library Media Technical Assistant for the Center for Career Resources; (9) an additional $150,000.00 for the Minority Faculty Recruitment Pool, bringing the total amount of money set aside for minority faculty recruitment to $300,000.00. In addition, the Board of Trustees approved the following new positions—Assistant Director for Alumni Affairs, Development Research Associate, Clinical Psychologist in the Counseling Center, and Associate Vice-President for Operations (the position of Assistant Vice-President of Student Affairs for Residential Services is not included in the list because the item is a replacement position). The Board of Trustees, according to Chang, also approved twenty-five (25) Graduate Student Stipends at $6,700.00 per head (fifteen of these stipends are available now while the other ten will be available in February). The foregoing personnel recommendations resulted in an increase of $573,783.00 in the Educational Budget; if the Summer Instructional Cost of $241,735 is added in, the total increase in the Educational Budget is $815,518.00. An instructor position in Human Services with a salary of $26,444.00 was recommended for Firelands College, thereby increasing its recommended personnel base to $2,593,882.00. Finally, Chang informed the body that the University Budget Committee and the Faculty Senate Budget Committee heard an update on Project 90 from Dr. Ronald L. Lancaster, project director. Both committees, according to Chang, reaffirmed their support for Project 90 by assuring R. Lancaster that the full amount needed by the project will be built into the budget base over a three-year period ($200,000.00 was allocated for the program in AY 1989-90).

Chair Stang of the Faculty Welfare Committee (FWC) reported on the following items: (1) that deliberations on the temporary-part time faculty issue is still continuing and FWC will not be ready with its final report in a week's time; (2) FWC has not finalized its salary recommendations for AY 1990-91 as it is still waiting for the latest edition of the Akron Report; (3) a "Retirement Seminar" will be held on Thursday, March 8, 1990, at the Ohio Suite of the University Union from 1:00-4:00 p.m. under the joint auspices of the Office of Alumni Development and the Faculty Welfare Committee; and (4) that BGSU's health care package does call for a mandatory second opinion in the event of elective surgery (previously suspended by vote of Faculty Senate). In the ensuing discussion, Chair Lancaster informed the body that the Vice-President for Planning and Budgeting and Vice President for Operations jointly sent out RFPs (request for proposal) for a new third-party administrator of the university's health care plan on December 8, 1989.

Chair Lancaster reported on the outcome of a survey of faculty senators on President Olscamp's recent appointment of a new Vice-President for University Relations without benefit of a national search. According to Chair Lancaster, the "overwhelming majority of
the respondents did not agree with the appointment of a vice-president without benefit of a national search.” Similarly, 70 percent of the respondents “indicated that the Faculty Senate Officers should continue voicing objections to [the] action.” [For the full text of Chair Lancaster’s report, refer to Appendix A]. The ensuing comments or questions centered on the following: (1) when the position of vice-president for university relations was created and how the position was filled the first time around [Schmidt]; (2) that it is important to determine whether or not equal opportunity guidelines were complied with [Bennion]; (3) whether the position of Executive Assistant to the President will be filled after the incumbent assumes his new position [Chiarello]; (4) whether the appointment of the new vice president for university relations without benefit of a national search is an isolated incident or part and parcel of a larger policy problem including that of “reverse discrimination” [Stang]; and (5) that the departing vice-president for university relations, Dwight F. Burlingame, was selected after a national search [Giordano].

With the use of pie and bar graphs, Chair Lancaster presented a “staffing picture for Fall 1989” at Bowling Green State University. In gist, she pointed out that: (1) 39.85 percent of undergraduate lecture sections are taught by full-time temporary faculty, part-time faculty and graduate students; (2) 55.41 percent of undergraduate lecture sections are taught by tenured, probationary and SRP faculty, while 4.74 percent is taught by "undetermined" faculty; (3) the bulk of freshman-level sections (65.60 percent) is taught by full-time temporary faculty, part-time faculty and graduate students; (4) only 27.42 percent of freshman-level sections are taught by tenured, probationary and SRP faculty [6.96 percent is taught by "undetermined" faculty]; (5) 55.88 percent of freshman and sophomore lecture sections are taught by full-time temporary faculty, part-time faculty and graduate students; and (6) only 37.95 percent of freshman and sophomore sections are taught by tenured, probationary and SRP faculty [6.16 percent is taught by "undetermined" faculty]. VPAA Clark pointed out that from her office’s perspective, the staffing problem described by Chair Lancaster is "localized," e.g., largely confined to high-demand areas like English, Mathematics and Accounting; and, that the overall picture will probably look different if the staffing problems in Mathematics, English and Accounting were solved. VPAA Clark also noted that while the number of temporary full-time faculty may be increasing, the number of part-time faculty has been generally steady. Chair Lancaster responded that, in fact, this was not true, that while the problem was particularly severe in these departments, it was not localized to them. In response to an observation by Stang that while the data presented by Chair Lancaster did not include graduate courses, it seemed to indicate a shift towards graduate studies at the expense of undergraduate education, Chair Lancaster reminded the body that the staffing problem is not a graduate versus undergraduate or a teaching versus research issue. Darrow disputed the assumption that courses taught by part-time faculty and temporary full-time faculty leave a lot to be desired, pointing out that in his department (Management) at least, some of the best and most popular teachers are part-time and temporary full-time faculty, and that in the main, the use of the latter type of faculty is "good fiscal policy." McQuarie, on the other hand, pointed out that a "two-tiered faculty," i.e., one half of which is poorly paid, with little or no fringe benefits while the other half is relatively well paid and taken care of, is an undesirable state of affairs and militates against the pursuit of excellence. For his part, Schmidt called attention to what he termed an "erosion of faculty morale" as a consequence of the current university policy of terminating otherwise good and qualified faculty members because the Academic Charter sets a maximum of five years for temporary full-time faculty and many of these temporary faculty at the end of their 5 years drop back to part-time employment with lower pay and no fringe benefits.

After her presentation on faculty staffing problems, Chair Lancaster read a prepared statement into the minutes in which, among other things, she criticized the management style and specific policy decisions of Bowling Green State University President Paul J. Olscamp. [For the full text of Chair Lancaster’s prepared statement, refer to Appendix B].
At this juncture, Chair Lancaster recognized Vice-Chair Ritts who read the contents of a draft resolution entitled "Confidence Resolution" and an accompanying "Bill of Particulars," and subsequently moved, with Cavanaugh seconding, that the draft resolution be adopted [See Appendix C]. In response to a query from Wood as to whether the body was expected to vote on the resolution at this particular meeting, Chair Lancaster indicated that that was her preference but that this decision should be made by the body. Boughton asked for "concrete examples" of alleged acts of intimidation referred to in the "Bill of Particulars." Calderonello recalled a conversation she had with a former dean of the College of Arts & Sciences in which he told her of his fears regarding the welfare of a faculty member who played a role in exposing BGSU's "telecommunications scandal" three years ago. Along the same lines, McQuarie cited harassment and intimidation directed at members of the Peace Coalition two years ago, pointing out that such acts of intimidation were not isolated acts. Raising a point order, Wolfe pointed out that the draft resolution could not be debated and voted upon since it was not previously circulated nor listed as a specific agenda item. Consequently, Wolfe argued, the draft resolution could only be considered if two-thirds of the body vote to place it on the agenda. Parliamentarian Maggiotto explained that since the ByLaws of the Faculty Senate is silent on the length of time that prospective agenda items are to be distributed to senators prior to a meeting, it was his (Maggiotto's) interpretation that the distribution by Vice Chair Ritts of copies of the draft resolution after Chair Lancaster's prepared statement was in substantial compliance of the Faculty Senate ByLaws. According to Maggiotto, the only prospective agenda items that may not be considered without a two-thirds vote by the body are items that come out of the "Issues and Concerns" section of the Faculty Senate agenda. Meanwhile, Giordano and Stang suggested that notwithstanding Maggiotto's ruling, the body should vote on whether or not to consider the draft resolution in order to avoid any appearances of impropriety. Chapin (substituting for Ezell), observed that it would be unfair and improper to "try President Olscamp in absentia," while Givens counseled moderation. Weiss pointed out that undertaking a vote of confidence on the leadership and management style of the president is hardly a "trial," and that, a vote of confidence is a legitimate exercise of a Faculty Senate prerogative. On the matter of the propriety of impropriety of "trying" the president in his absence, Ritts noted that President Olscamp is a full-fledged member of the Faculty Senate and like other senators received adequate notice of the meeting. That he chose neither to attend nor send a representative to speak in his behalf is not the responsibility of the Faculty Senate. After more comments from other senators, e.g., Blinn, who argued that the Faculty Senate must first put its house in order before passing judgment on President Olscamp's conduct and that faculty members who are "intimidated" by President Olscamp have no one else to blame but themselves, Attig moved to table the motion. In a division of the house, the motion passed on a 25-21 vote.

ISSUES AND CONCERNS

Wolfe expressed concern about alleged pressures being brought to bear on candidates for promotion and tenure, or both, by certain academic units to waive their right to examine external letters of recommendation written by referees in their behalf.

ERRATA

Under the heading of "Issues and Concerns," in the Minutes of the December 5, 1989, Meeting, Chiarelott indicated that the University Parking Committee was consulted prior to the institution of a shuttle bus service between the new Visitor Information Center and University Union. According to Chiarelott, however, the University Parking Committee was not consulted on the matter of the establishment of the Visitor Information Center.

Respectfully submitted,

Benjamin N. Muego
Faculty Senate Secretary
Affirmative Action

As you know, President Olscamp announced a Vice Presidential appointment during the Christmas holidays. We appreciate your taking the time to respond to our survey.

The overwhelming majority of the respondents did not agree with the appointment of a vice president without the benefit of a national search.

There were some who did not object to the appointment. The following are representative of the comments from those who did not think that a national search was required.

- The Charter does not require a national search for this position.
- There is precedent for this type of vice presidential appointment.
- This was an administrative position and the President had a right to appoint his cabinet.
- One respondent indicated that the "pattern of the Faculty Senate Officers badgering the President was at the least unseemly."

The following are representative of the comments from those who disagreed with the appointment.

- National searches should be required for all positions, Dean and higher, in line responsibility.
- It violates the spirit and intent of Affirmative Action.
- The President is setting a poor example to the academic units with regard to the spirit of affirmative action and equal opportunity. The appointment suggests that affirmative action policies are only for those who cannot figure out ways of ignoring them or getting around them. It constitutes a clear case of hypocrisy on the President's part.
- Such a process does not give credence to University approved hiring procedures aimed at providing an equal opportunity for qualified individuals to vie for the position.

Since 70% of the respondents indicated that the Faculty Senate Officers should continue voicing objections to this action, we will do so in whatever forum seems appropriate.

We are in the process of studying affirmative action and equal opportunity guidelines and we are seeking advice from various sources as to whether or not this appointment complies with these policies. It is important to keep in mind that a condition of accepting Federal grant monies is that the University comply with these policies.

We will keep you updated on this issue.
Faculty Senate Meeting, January 16, 1990

Comment: Prior to Introducing the Resolution

At this juncture, I wish to make some comments and talk about this issue in the fuller context.

In his opening address this past Fall, the President indicated that Bowling Green State University is in excellent financial condition. However, our staffing situation is not indicative of a financially healthy institution. Furthermore, departmental operating budgets, both in academic and administrative units, have been neglected for years, and more and more of the costs are being passed down to the individual departments to assume, so that budgets at the top can be balanced.

These are not signs of financial health and stability. Rather, these suggest an institution which has grossly overextended itself and which has adopted a budget process that includes no real long term planning. When new commitments of funds have been made, there has been no study and analysis of the long term impact on the institution as a whole and the individual academic and administrative units within it. It is a budget process which does not ask the question “what will be the long term impact of funding this particular initiative?” It is a budget process which does not include the question “what is the long term impact of not providing funds for this particular initiative?”

If you do not look at the long term impact, it may appear that you have the capability to do something when really you do not. You can be totally unaware of the impact that your decision will have.

No one has assumed responsibility for paying attention to what is happening in the “big picture”. Staffing our undergraduate courses is a basic requirement and responsibility. It is not an option, it should be a necessity. But for teaching many of these courses, we do not even have “hard money” allocated. If the University allocates only a meager amount to the teaching of freshman courses, what is it saying? It is saying, this particular endeavor is not a high priority - it is not very important.

Is this data surprising? No, enrollments have been increased and faculty lines have been cut. The resulting situation was entirely predictable and during the past several years, deans, chairs and faculty have expressed their concern regarding the increasing reliance on temporary staff and the inadequacy of departmental operating budgets over and over again. In this very body, individual faculty members and students have expressed their concern over our inability to meet student demand for courses. What has been done to reverse this situation? Nothing.

In September, the VPAA told members of the SEC that it was the responsibility of the collegiate and departmental units to allocate these resources. How can units allocate resources they do not have?

The President and VPAA are not responsive. They will not recognize that there is a problem. Why? Do they really believe that we could all be collectively hallucinating?

The situation appears even more troubling when you realize that we are not coming out of several years of poor economic conditions. No, this is the situation which exists after seven years of plenty.

Time and time again the President tells us that the Role and Mission Statement is our “planning document.” It is not a planning document. It is our collective sketch of an ideal academic institution where we can “do it all.” Planning has to be done within the context of reality, and although we may not like it, reality is confining. It has limits.

We have no planning document. A planning document would include what we can do and what it costs. It would include what we might do and what it costs. It would include what we probably cannot do and what it costs. A planning document would clearly specify the boundaries. It would also specify priorities. Priorities cannot be designated on a year to year basis. Can undergraduate education be a high priority one year and not the next?

Our President has said that “we cannot do planning because we only know our budget two years at a time.” It is no secret how the State government does budgeting. In bad times, our budget will be cut. In good times, the budget increases will be much lower than we would like. We should not budget as though there is going to be a windfall.

The President has built a facade - a hollow structure. Monies have been allocated to “high profile” items with emphasis on the glitz. Monies have consistently been allocated to items mandated by the President without
instituting monitoring and evaluation mechanisms. When he is questioned about the budget allocation, he refers to the University Budget Committee. He says that they are the ones who make these decisions. Yet when I speak with members of the Faculty Senate Budget Committee, they tell me that they don’t make decisions. They simply review the budget.

Who has control of the big budget picture? What knows what our policies really are? We cannot possibly meet all the goals in the Role and Mission Statement. When monies are allocated to support particular goals, the decision is also being made not to support others. We have refused to come to terms with the fact that we cannot do everything and so we have not specified which goals are beyond our reach.

What happens when we don’t address what we cannot do. What happens is these items are chosen by circumstances. Whether we like it or not, we have implemented a policy. Over a period of time, we have implemented an unapproved, possibly even unknown policy. It would appear that this policy says that undergraduate education, particularly, freshman education is a low priority item at Bowling Green State University.

Now as a Faculty Senate, we have to ask ourselves at what point will the staffing situation become unacceptable and what will we do when it becomes unacceptable? Is it unacceptable now? If not, will it be unacceptable if the percentage of undergraduate courses staffed by temporary staff grows to 50%? Or will we wait until it becomes 55% or 60%? And if it does reach an unacceptable level, what will we do? Express our concern? Deans, chairs and faculty members have been doing that for several years - to no avail.

One often hears faculty and staff members express their reluctance to speak out and they even admit that this reluctance stems primarily from their fear of reprisal. They say that they do not feel that they have freedom to speak freely because if they do the President or some other administrator will retaliate against them individually or against their department or their program. I have even heard this sentiment expressed by many of you present at this forum right now. This fear is not totally without grounds. I can personally attest to the fact that the President doesn’t like to hear “bad news”, particularly, if he thinks that it is in anyway a criticism of his administration.

This is an unfortunate situation, faculty members have a responsibility to protect vigorously the right of all members of the campus community to free expression. Incredibly, however, we have allowed fear of reprisals to silence us.

Silence will never solve problems because it prevents problems from being recognized. Silence says that we have resolved to accept the situation regardless of how offensive it becomes. By remaining silent we are making a decision and through our refusal to act, we are choosing a course action. We may rationalize to ourselves that by doing nothing, we avoid making a decision. We may rationalize that this really isn’t our responsibility. But silence is a statement and it represents a decision. We cannot avoid this.

Several faculty have indicated their reservations about going public with their concerns regarding the leadership of the President because “it may hurt the University.” Inaction will be substantially more harmful - the problem will only intensify. No one is going to come along and miraculously take care of it for us.

Is it going to be any easier later? Probably not. It is unlikely that we will be any more willing to assume the risk later. In fact, it may actually be more difficult. If I was to step into a tub of very hot water, I would jump out immediately. However, if I am in a tub of lukewarm water and little by little the temperature is turned up, I may notice it, but I adapt. I may be uncomfortable, but there is no instinctive force propelling me out of the water. The longer I remain, the less likely I will have the energy to get out.

We have allowed ourselves to become desensitized to the outrageous. We avoid the reality of the situation by only looking at each piece of the puzzle individually. In doing so, we avoid seeing the full scope of the situation which actually exists.

According to the Academic Charter (IV.3.A.1), “the faculty have the primary authority and responsibility to develop, sustain, and enhance the intellectual quality and reputation of the institution and maintain its academic integrity.” I am suggesting that while it may be a bit late, we begin assuming that responsibility.
Confidence Resolution
January 16, 1990

WHEREAS the Officers of the Faculty Senate have tried to work directly with President Olscamp; and

WHEREAS the Officers of the Faculty Senate spend the majority of their time responding to unilateral actions of the President; and

WHEREAS the Officers of the Faculty Senate have to project themselves repeatedly into the decision-making processes in order to insure that faculty interests are properly considered and protected because normal channels for shared governance are disregarded and/or violated; and

WHEREAS the attached Bill of Particulars cites and briefly describes a considerable number of violations of accepted norms of University governance and collegiality;

THEREFORE BE IT RESOLVED that the Faculty Senate of Bowling Green State University adopt the following recommendations regarding Paul J. Olscamp, President of Bowling Green State University.

1. The Faculty Senate expresses no confidence in the continued leadership and management of University affairs by President Paul J. Olscamp.

2. The Faculty Senate directs its Officers to poll the tenured and probationary faculty of Bowling Green State University individually to determine the degree of faculty support for this resolution.

3. If the majority of faculty responding to this poll by 5 p.m. Friday, January 26, 1990, indicate a lack of confidence in President Olscamp's leadership, the Faculty Senate Officers are directed to move this resolution of no confidence forward to the individual members of the University Board of Trustees.
Bill of Particulars

Violations of Academic Freedom and Free Expression

Solicitation Policy
Unilateral imposition of a broad policy severely limiting the interaction of campus personnel (e.g. restricted campus mail use, discussion of selected topics during work hours, etc.)

"Gag" Rule
Unilateral imposition of policy restricting interaction of University employees with members of the Board of Trustees

Acts of Intimidation
Repeated attempts to coerce and stifle free expression of opinion by University employees and students.

Violations of Shared Governance Processes

Drug-free policy
Proposed adoption of a corporate drug policy which would give administrators and supervisors the discretion to require drug testing of a University employee.

Unilateral Actions
Repeated attempts to impose policies such as smoking ban, distribution of merit, etc. on faculty and staff; recent appointment of a vice president without using accepted search processes.

Committee Manipulation
Repeated attempts to manipulate the membership/conduct of University committees, such as, search committees, Faculty Senate Budget Committee, and evaluation committees.

Pseudo or No Participation
Failure to involve or only figuratively involving constituents in preliminary planning and discussions regarding major expenditures, particularly with regard to proposed facilities such as Convocation Center, College Park Building, the Intramural Fieldhouse Facility, the University Guesthouse, etc.

Lack of Competence in Financial and Administrative Affairs

Administrative Insularity
Failure to comprehend and to respond to concerns expressed by University employees such as severe staffing shortages, widespread problems with health care coverage, severe operating budget shortages.

Poor Budget Management
Continuing pattern of new budget initiatives without supporting analysis and justification.

Erosion of staffing base
Continuing lack of recognition of problems related to the staffing of course sections and to meeting student demand for courses. See attachment regarding the staffing picture at BGSU.
Office of the President
January 24, 1990

Administrative Staff Council - Jill Carr
Classified Staff Council - Joyce Hyslop

Attached for your information.

Paul Olscamp
President
January 22, 1990

Concerns raised as part of the Resolution of No-Confidence by Faculty Senate Officers.

1. Solicitation Policy -

In 1983, upon the advice of a labor relations attorney, a particular solicitation policy was accepted by the administration. When the Faculty Senate pointed out their disagreements with and dislike of this policy, I personally asked the Faculty Senate to rewrite it to the Senate's satisfaction. A Senate committee, chaired by Professor David Roller, did this and that policy is the one in effect. This is an example not, as alleged, of a "violation of academic freedom and free expression" but of cooperation between my office and the Faculty Senate.

2. The "Gag Rule" -

There is no "gag rule." Discussions were held by the Board of Trustees as to whether the President should be informed of and invited to attend any meeting involving three or more trustees and faculty wishing to criticize the administration of the University. The discussions only took place in reaction to a Faculty Senator's attempt to organize an illegal meeting of the Board of Trustees to discuss criticisms of the management of Telecommunications.

In 1987 this same Senator was instrumental in Senate's creating the so-called "Oppression Committee." This committee's chairman subsequently resigned after discovering that it was not to conduct the objective study which he had been led to believe would be performed. No formal report ever came from this committee.

Parenthetically, I agreed in September 1989 to cooperate with the Faculty Senate Chair and to supply funding for a survey of the entire faculty's attitudes (including part-time and temporary faculty) on a wide variety of subjects. The survey is being conducted by higher education experts based at UCLA. Now of course this external analysis will be suspect because the resolution by Senate leadership may have prejudiced it.
3. The Drug Policy -

The Drug Policy is mandated by federal law as a requirement to receive federal funds. Extensive discussion took place at the Senate Executive Committee and in the Faculty Senate as well as with the Administrative Staff Council and the Classified Staff Council representatives. At the March 10, 1989 Board of Trustees meeting I stated my unwillingness to require drug testing. Furthermore, the Faculty Senate was invited to rewrite the policy as proposed in any way they saw fit. Contrary to the allegations, the policy approved by the Board of Trustees March 10, 1989, makes no reference to drug testing. Senate and other constituent groups have been asked to develop their own guidelines to implement the policy. No guidelines have yet been received.

4. Unilateral Actions -

a. Smoking. Establishment of the University-Wide Task Force on Health Promotion was recommended by Faculty Senate. One of the recommendations of this Task Force was that Bowling Green State University move toward becoming a smoke-free campus. Subsequently, Residence Life staff changed the method for room assignment to have students request smoking rooms if they wished to smoke in the residence halls; this resulted in less than 5 percent of students wishing smoking rooms. I endorsed this change. On July 1, 1989, after discussion with legal counsel and in accordance with Task Force recommendations, a no-smoking policy was instituted in eating, commons and lounges in residence halls with the exception of the University Union. Building committees were established in each campus building as chosen by the residents thereof; they set their own rules and procedures, and made their own findings. No administrative direction was given to any of these committees.

Initially it was planned to make the University Union a no-smoking building administratively. At the personal request of Senate Chair I agreed to postpone this decision and to seek and abide by the advice of the University Union Advisory Committee. I so informed the committee, in person. The committee, after a study and a survey, recommended that the University Union become a no-smoking building effective Winter Semester 1990. At this point Senate Chair expressed dissatisfaction and requested more time for debate. I agreed to wait until the end of January before reaching a final decision.

b. Distribution of merit and merit policy. The policy on what percentage of salary increases should be based on merit versus an across-the-board basis was debated in the Faculty Senate and approved by a heavy affirmative vote of that body on November 27, 1983. Criteria for the award of that merit have never been recommended by the University administration. The criteria for the award of merit and the processes for the awarding of it to the faculty are all established by departments, as required by the Charter. The President plays no role in the process.
c. Vice President for University Relations appointment. There are "accepted search processes" but the decision as to whether to conduct a formal search in the case of any vice presidential appointment other than the Vice President for Academic Affairs is an administrative decision. There have been many cases where talented and available persons already worked for BGSU and were promoted or transferred from within. Historically in such cases, and quite legally, no formal searches have been conducted. Those appointments have included non-academic vice presidencies in both this and previous administrations.

5. Committee Manipulation -

The nature of the accusation is unclear. I have never tried to manipulate any University committees, and a recent Senate Committee to study search processes and committees concluded that the members of search committees themselves were generally satisfied with the nature and level of participation and with the integrity of those processes.

I have never tried to influence the Faculty Senate Budget Committee other than through remarks regarding my priorities at the first joint meeting of the two budget committees every year. Other than that, I meet with the Budget Committees only at their request, and I have never altered their academic budget recommendations. The Faculty Senate Budget Committee plays a very major role in budget decisions. By the way, the attached charts on part- and full-time faculty percentages, and operating budgets, are interesting.

6. Pseudo or No Participation -

All of the examples used in this category in the "Bill of Particulars" concern proposed capital projects. All of the projects named, to wit, the Convocation Center, the College Park Building, the Intramural Field House Facility, the University Guest House, were dealt with through the normal capital planning process, including faculty representation, and without exception all have been brought to the Personnel and Facilities Committee of the Board of Trustees. The Chair of Senate, or the Vice Chair, meet with this Board Committee. The attached letter from Mr. Bob McGeein explains the process and lists faculty who have been involved. It should be noted that suggestions for new capital facilities can emanate from any source within the University. For example, suggestions for renovation of the University Guest House came from the Board of Trustees; the suggestion for the new Classroom Building came from my office; the College Park Office Building concept emanated from the vice presidents, as an alternative to more expensive rental arrangements which would have left us with nothing upon termination. I might note that the faculty who live there are delighted with it, and have said so in writing.
7. "Administrative Insularity"

It is not true that the administration has failed to respond to "concerns expressed by University employees such as severe staffing shortages, widespread problems with health care coverage, severe operating budget shortages." There was a reduction in full-time instructional faculty in 1985-86 to 690 as a direct result of the 1984-85 Early Retirement Incentive Program for faculty, a program which was endorsed by the Faculty Senate. Since 1985-86, however, the number of full-time instructional faculty has steadily increased to the current level of 734 faculty for 1989-90. In the 1989-90 educational budget, reductions in mandated salary savings for colleges and creation of a pool to meet increased instructional demand generated more than $400,000 in new funds to cover instructional costs. There has been an increase in the use of part-time faculty in recent years, in large part due to the 1984-85 faculty ERIP and increased participation by faculty in our Faculty Improvement Leave program. This has been, and continues to be, of concern to the administration as well as to other groups such as the Faculty Welfare Committee, which has been studying the part-time faculty issue for several years and is expected to make recommendations in the near future. Even with the increases in part-time faculty, BGSU has the second lowest percentage of part-time faculty among public universities in the state. (See charts in Appendices)

The administration is aware of on-going problems with the third party administrator for the BGSU health care plan and is actively working to solve these problems. The Insurance Committee is currently reviewing a Request for Proposal as the initial stages of a process to evaluate alternative third party administrators. Other recommendations passed by the Insurance Committee, the Faculty Welfare Committee of Senate, Classified Staff Council and Administrative Staff Council were sent to the Senate Executive Committee, which has yet to bring them to the Senate floor.

Although operating budgets never seem to be high enough to do everything we would like, total college operating budgets for 1989-90 for the six undergraduate colleges are 82 percent higher than they were in 1982-83! This compares to no increase at all, and in fact a small decrease, in college operating budgets from 1976-77 to 1981-82. The largest increase was for 1983-84, a year for which, it might be noted, increasing operating budgets was the highest priority of the Faculty Senate Budget Committee. In recent years, increasing faculty salaries has been the highest priority of FSBC, as well as other participants in the budget planning process.

8. Poor Budget Management

The accusation is unfounded since the University is in a very sound state financially. New budget initiatives such as increasing graduate
assistantships, increased emphasis on minority faculty and student recruitment, the administrative computing proposal (Project 90) and programs such as the National Merit Scholar program, designed to increase the number of academic scholars at BGUS, are analyzed and justified as part of the budget planning process.

9. Erosion of Staffing Base -

Most individual accusations in this item, such as staffing of course sections and meeting student demands for courses as well as Senate Chair's personal "staffing analysis" are covered in an earlier response above. In conjunction with student demand for courses, the new STAR System should be noted, which remains as a high priority. The Project 90 Committee is working on new administrative computing systems which will make student services more efficient, and this is also a high Board-approved priority. It should also be noted that the planning and budgeting committees have reallocated faculty positions and resources to address changing student demands.

Overall the University is in excellent financial condition. The Board of Trustees will be commenting shortly on the allegations to the contrary.

Paul J. Olscamp, President
Confidence Resolution
January 16, 1990

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### Bill of Particulars

#### Violations of Academic Freedom and Free Expression

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</table>
39.35% of undergraduate lecture sections are taught by full-time temporary faculty, part-time faculty and graduate students. 55.41% of undergraduate lecture sections are taught by tenured, probationary, and SRP faculty. (4.74% are undetermined at this time.)

65.60% of freshman level lecture sections are taught by full-time temporary faculty, part-time faculty and graduate students. Only 27.42% of freshman level lecture sections are taught by tenured, probationary, and SRP faculty. (6.96% are undetermined at this time.)

55.88% of freshman and sophomore lecture sections are taught by full-time temporary faculty, part-time faculty and graduate students. Only 37.95% of freshman and sophomore lecture sections are taught by tenured, probationary, and SRP faculty. (6.16% are undetermined at this time.)
Appendix A

60/40 salary distribution
Approved by Senate on 4/19/63; 29 yes, 5 no
Approved by Trustees on 6/17/83 for 1984-85, based on Senate recommendation
Reaffirmed:
   2/7/84--44 yes, 15 no, 4 abstentions
   11/27/84--Unanimous
   9/17/85
   12/3/85
   9/16/86--"to be in effect thereafter". Vote was unanimous--no discussion, no debate.

Role and Mission
Approved by Faculty Senate 5/1/84
Vote 61 yes, 1 no, 2 abstentions

Prioritization
Approved by the Senate 9/6/83 following recommendation from CAA. In reaching its recommendation, CAA polled all departments and colleges and held an open forum on 11/17/87 to which all faculty members were invited.
Total College Operating Budgets 1962-63 to 1989-90

Millions of Dollars

- 82-3: $1.58
- 83-4: $2.16
- 84-5: $2.28
- 85-6: $2.43
- 86-7: $2.54
- 87-8: $2.57
- 88-9: $2.69
- 89-90: $2.07

Total College Operating Budgets 1976-77 to 1981-82

Millions of Dollars

- 76-77: $1.79
- 77-78: $1.77
- 78-79: $1.79
- 79-80: $1.63
- 80-81: $1.74
- 81-82: $1.67
# FULL-TIME AND PART-TIME FACULTY HEADCOUNT

OHIO UNIVERSITIES - FALL 1988

<table>
<thead>
<tr>
<th>University</th>
<th>Full-Time Faculty</th>
<th>Part-Time Faculty</th>
<th>Total Faculty</th>
<th>% of Faculty Part-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Akron</td>
<td>778</td>
<td>810</td>
<td>1588</td>
<td>51.01%</td>
</tr>
<tr>
<td>Youngstown</td>
<td>461</td>
<td>419</td>
<td>880</td>
<td>47.61%</td>
</tr>
<tr>
<td>Toledo</td>
<td>635</td>
<td>507</td>
<td>1142</td>
<td>44.40%</td>
</tr>
<tr>
<td>Cincinnati</td>
<td>1051</td>
<td>725</td>
<td>1776</td>
<td>40.82%</td>
</tr>
<tr>
<td>Wright State</td>
<td>481</td>
<td>302</td>
<td>783</td>
<td>38.57%</td>
</tr>
<tr>
<td>Ohio State</td>
<td>1944</td>
<td>1195</td>
<td>3139</td>
<td>38.07%</td>
</tr>
<tr>
<td>Kent State</td>
<td>723</td>
<td>383</td>
<td>1111</td>
<td>34.92%</td>
</tr>
<tr>
<td>Cleveland State</td>
<td>520</td>
<td>200</td>
<td>720</td>
<td>27.78%</td>
</tr>
<tr>
<td>Ohio University</td>
<td>657</td>
<td>230</td>
<td>887</td>
<td>25.93%</td>
</tr>
<tr>
<td>Bowling Green</td>
<td>728</td>
<td>209</td>
<td>937</td>
<td>22.31%</td>
</tr>
<tr>
<td>Miami</td>
<td>763</td>
<td>140</td>
<td>903</td>
<td>15.50%</td>
</tr>
</tbody>
</table>

Full-time faculty counts come from Akron report.  
Part-time faculty counts come from a December 1988 telephone survey and the 1988 College Board Survey.

OPB 1/18/90
MEMORANDUM

TO: Robert L. Martin  
Vice President for Operations

FROM: Robert J. McGeein  
Asst. Vice President  
Capital Planning

This memorandum is in response to the statement of the Faculty Senate Chair that constituents are/were not involved or only figuratively involved in the preliminary planning for (4) capital projects, i.e., Convocation Center, College Park Building, Intramural Field House, the University Guest House, etc.

The planning for these projects (as well as all other capital projects) has followed the same procedures, i.e.:

1. Preliminary Planning
   Identification of project scope by constituent groups (users of the facility)
   Site identification for new construction
   Budget estimate

2. Review Process (except Guest House)
   Capital Budget Planning Committee
   Advisory Committee on Academic Facilities Utilization and Planning
   Board of Trustees

3. Implementation
   Appointment of Program Committee (users of the facility)

Convocation Center Feasibility Study

The feasibility study included an examination of possible project scope, building site, and cost estimate. The information developed by the study resulted in the decision to not pursue the project.

Participants in the preliminary planning process:
Constituents: Dr. B. van der Smissen - Dir., School of HPER
            Dr. R. Cormier - Dean, Continuing Education
            Mr. J. Gregory - Director, Athletics
            Col. J. Bisher - Chair, Aerospace
            Col. J. DeBay - Chair, Military Science
            Technical Staff

This project was discussed with the Advisory Committee on Academic Facilities Utilization and Planning and the Capital Budget Planning Committee. The Capital Budget Planning Committee recommended that this project be included in the second biennium for the FY 89-94 state-funded capital request.
New Office Building (College Park Building)

Note name: The Trustees have not approved a name as yet. The new office building was constructed to serve as temporary space for departments relocated while their building is being renovated. The building will house a variety of departments during the next ten years beginning with the relocations from Chatsel Hall. Because of this, the constituent group will change about every one-and-one-half to two years.

Participants in the preliminary planning process:
Constituents: (Initial Occupants)
Dr. T. Attig - Chair, Philosophy Dept.
Dr. J. Gray - Chair, German/Russian/East Asian Languages
Dr. R. Perry - Chair, Ethnic Studies
Dr. O. Pretzer - Chair, Romance Languages
Mr. W. Montenegro - Personnel Services
Technical Staff

This project was discussed with the Advisory Committee on Academic Facilities Utilization and Planning and recommended by the Capital Budget Planning Committee.

Intramural/Field House Facility

The feasibility study of this project is nearing completion. The study includes the examination of possible project scope, building site and budget. The Capital Budget Planning Committee recommended that this project be included in the second biennium for the FY 91-96 state-funded capital request. The project will be reviewed by the Advisory Committee on Academic Facilities Utilization and Planning in February for comments.

Participants in the preliminary planning process:
Constituents: Sue Hager - Faculty, School of HPER
Cheryl Sokoll - Dir. Intramurals, School of HPER
Jack Gregory - Director, Athletics

Guest House Renovation

The Board of Trustees requested an analysis of possible renovations and cost estimates to upgrade the University's Guest House. Initial plans show a small addition to enlarge the existing bedrooms and include a private bath for each room. Presently, the occupants of the Guest House must share bath facilities.
ARTICLE IV
ADMINISTRATION OF THE UNIVERSITY

June 12, 1987

PROPOSED REVISION (*)

Provisions of Bylaws of the Board of Trustees

Section 1. The President of the University. The executive officer of the University shall be the President, who shall appoint the Vice Presidents and such additional officers as the President, with the consent of the Board, may from time to time select. Each officer shall have such duties and responsibilities as are assigned by the President and each serves at the pleasure of the President. However, in the appointment or evaluation of an incumbent Vice President for Academic Affairs, the President shares responsibility with elected faculty representatives.

(*) Change in CAPS and underscored

(a) The President. The President as the chief executive officer of the Bowling Green State University shall be responsible for the entire administration of the University, subject to the control of the Board of Trustees. The President shall lead in fostering and promoting education and research as the primary aims of the University. It shall be the President's duty to enforce the Bylaws, rules and regulations and directions of the Board and, as a member of the faculty, interpret to the Board proposals and actions of the faculty. IT IS THE POLICY OF THE BOARD THAT ALL INFORMATION COMING TO TRUSTEES WHICH IS PERTINENT TO THE MANAGEMENT OF THE UNIVERSITY SHALL BE TRANSMITTED TO THE PRESIDENT IN A TIMELY FASHION. Any authority or responsibility of the President may be delegated to another executive officer or to any other member of the faculty or staff of the University. Delegation of major areas of authority or responsibility shall be reported to the Board.

(b) Selection and/or Evaluation of President. The selection and periodic evaluation of the President is the responsibility of the Board of Trustees. The Board may utilize representatives of the faculty, administration, student body, and others as appropriate in conducting the selection and/or evaluation.

Section 2. Fiscal Officer. The Vice President for Planning and Budgeting shall be deemed the Fiscal Officer for all purposes except as may be otherwise specifically provided by the Board.
January 15, 1990

TO: Philip R. Mason

FROM: Gaylyn Finn

Phil,

No major changes are being recommended at this
time by the Insurance Committee. The Committee has decided
to address the third party administrator issue first and
the attached has been sent to the various constituents prior
to the bidding process.

The Committee did make significant efforts to
incorporate cost containment but could never get it past
the SEC (Faculty Welfare Committee, Classified Staff
Council, and Administrative Staff Council approved cost
containment).

Attachment
December 2, 1989

MEMORANDUM

TO: Insurance Committee
    Ann Marie Lancaster
    Chair of Faculty Senate
    Jill Carr
    Chair of Administrative Staff Council
    Joyce Hyslop
    Chair of Classified Staff Council

FROM: Robert Martin
    Vice President for Operations
    J. Christopher Dalton
    Vice President, Planning and Budgeting

SUBJECT: Request for Proposal - Third Party Administration Services for Health Care Plan

During the past several months the quality of services provided by the current Third Party Administrator for the University's Health Care Plan has deteriorated to the point that all parties involved in the administration of the Plan have individually and collectively moved toward the decision that serious consideration must be given to changing third party administrators.

To initiate this process, a Request For Proposal draft containing a claims administration questionnaire and specifications has been prepared by Jim Morris, Manager of the Benefits Office, to obtain the information required to evaluate each firm's capabilities and fees for providing these services. A draft copy of the Request For Proposal is enclosed.

If you have any question or comments regarding the Request For Proposal draft, please contact a member of the Insurance Committee or Jim Morris no later than January 15, 1990.

enclosure
DARWIN CLOSE
JOHN ERION
GAYLYN FINN
MARK HAFNER
ANNMARIE HELDT
PARK LEATHERS
DAVID MEARS
JAMES MORRIS
GENEVIEVE STANG
JANET WELCH
RICHARD ZOLMAN
UNIVERSITY INSURANCE COMMITTEE

PURPOSE: To advise the Manager of Group Insurance Benefits, to recommend operating policies and to inform insured concerning the insurance programs.

FUNCTIONS: 1) To advise the Manager of Group Insurance Benefits on group life insurance and group health insurance programs, and group income protection with respect to:
   a) revisions in existing programs;
   b) possible additional faculty and staff personnel insurance and retirement programs;

2) To review on-going programs and when necessary to recommend operating policies for Manager of Group Insurance Benefits;

3) To promote continued study of and the dissemination of information concerning insurance programs available at other institutions;

4) To recommend policy regarding the use of funds created by accumulated dividends of the group life insurance program.

MEMBERSHIP: Two elected faculty members, one of whom is a member of the Faculty Welfare Committee and one who is a member of the Faculty Senate;

One elected tenured faculty member, not a member of the Faculty Senate;

One faculty member appointed by the Committee on Committees on the basis of expertise in INSURANCE AND BENEFITS;

One faculty member in his/her first four years at BGSU appointed by the Committee on Committees for a one-year term;

One member of the Classified Staff elected by the Classified Staff Council for a two-year term;

One member of the Classified Staff Council Welfare Committee appointed by the Classified Staff Council for a one-year term;

One member of the Administrative Staff elected by the Administrative Staff Council for a two-year term;

One member of the Administrative Staff Council Welfare Committee appointed by the Administrative Staff Council for a one-year term;

EX-OFFICIO: UNIVERSITY TREASURER, WITH VOTING RIGHTS

NON-VOTING CONSULTANT: MANAGER, GROUP INSURANCE BENEFITS

SPECIAL INSTRUCTIONS: At least one of the faculty members at time of election or appointment shall be 35 years of age or less, one of the faculty members at time of election or appointment shall be 35 years of age or more.

revised 10/28/87
EXECUTIVE COMMITTEE AGENDA
JANUARY 30, 1990

I. Rat Petition
II. Elections
III. Firelands Rep Concerns
IV. PWC
V. Faculty Senate Issue

40 ft > AS.  (18 new people)

Ohio S. replaces Andy S.
Gave speech to Firelands on attendance

Make sure all Council
- Members contact their constituents
We, the undersigned, who work in University Hall, would like to express our concern over the growing evidence that there are rats in the building. The building houses the post office and numerous departmental offices as well as classrooms and the Math and Language Labs which see high student traffic. In concern for the safety of the large number of students using the building, as well as the faculty and staff housed here, we are asking that every attempt be made to eradicate these rodents promptly.

cc: Ann Marie Lancaster  Pete Hutchinson  Jill Carr
Mary Edmonds  Robert Martin  Joyce Hulon
January 24, 1990

MEMORANDUM

TO: Ms. Joyce Hyslop, Chair
    Classified Staff Council

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

RE: Classified Director of Personnel

I share with you the concern over the delayed funding of the Classified Director of Personnel position. Since I am in the role of both requesting the position and sitting on the Committees that considered the overall budgeting practices of the University, I do understand limitations that exist relative to any new positions. I do want you to understand that this delay in the funding of the position in no way changes our commitment to its need. We will continue to work with your group, Administrative Staff Council and the joint Budget Committees to investigate possibilities for funding this position on a full-time basis. Should other opportunities for funding present themselves, we will certainly pursue them as vigorously as possible.

Thank you for your patience and understanding.

xc. Dr. Stephen Chang
    Dr. Eloise Clark
    Dr. J. Christopher Dalton
    Ms. Jill Carr
    Ms. Annmarie Heldt
January 8, 1990

MEMORANDUM

TO: Robert Martin
   Vice President for Operations

FROM: Joyce Hyslop
      Chair, Classified Staff Council

RE: Proposed Key Policy

This memo is to formally voice our objections to the newly implemented key policy in the Physical Plant area. There are several major problems with this policy that have been related to us by classified staff members in the operations area.

1. First and foremost is the message sent by the implementation of such a policy in only one area. Keith Pogan's memo sent on December 12 indicated that the Operations area would take the lead in attempting to lower the theft potential through a prudent use of keys. Although the memo states this does not indicate a lack of trust, the policy which is geared directly at only one group on campus, indicates to those involved just the contrary. If you are to change the key policy for the university, it should be simultaneously implemented to all areas across campus.

2. The message sent by implementing this policy states emphatically, regardless of attempts to indicate otherwise, that the Operations area is not trustworthy. If the major thrust of this policy is to reduce the number of "grands" issued, address that issue with everyone (faculty, administrative staff, other classified staff members outside the Operations area, and particularly graduate assistants) who possesses a "grand" and determine the necessity of carrying such a key. Keith Pogan stated that implementation of this key policy would automatically exclude Operations area personnel from suspicion whenever a theft occurs. That is insulting; they should not be automatically suspected in the first place unless there is a valid reason or evidence to do so.

3. Supervisors and assistant supervisors are not subject to this policy and have the authority to determine whether certain employees are an exception to this policy. If consistent enforcement of this policy is not possible, it cannot be effective.
4. The amount of productivity lost by staff members, especially during the initial implementation, has got to be staggering. Many of these employees are responsible for as many as 20 keys which individually are checked in and out each day. In addition, many employees have expressed to Council members their reluctance to relinquish their keys since they have ultimate responsibility for them, according to the key policy stated in the Classified Staff Handbook. Furthermore, when an employee stays beyond the normal work time, are you paying a supervisor overtime to wait for the employees' keys?

5. What about emergency work callbacks? When these callbacks occur, the delay in obtaining a key will cost much needed time. And a true emergency, which could present a real danger, would have some very serious consequences.

In conclusion, Council perceives many negative repercussions with the implementation of this key policy. The Council understands that lost keys can be a genuine problem on campus, but surely there must be a more effective method to handle this problem. We urge you to reconsider the implementation of this policy.

xc: Dr. Paul Olscamp, President
    Annmarie Lancaster, Chair, Faculty Senate
    Jill Carr, Chair, Administrative Staff Council
    Annmarie Heldt, Interim Director, Personnel
MEMORANDUM

TO: Dr. Eloise Clark, Chair
University Budget Committee

Dr. Stephen Chang, Chair
Faculty Senate Budget Committee

Dr. J. Christopher Dalton
Vice President for Planning and Budgeting

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

RE: Operations Area Personnel Budget Request

October 24, 1989

Attached are the documents which describe the needs for additional personnel in the Operations Area. You will note the forms are divided into two separate packages. The first is a recap of positions recommended as a result of a Personnel Study Group commissioned by the Office of the President. The report submitted by that group included recommendations for additional positions necessary to implement a consolidated personnel function at Bowling Green State University. One of the positions which they included is the new Executive Director of Personnel. This position will have overall management responsibilities of administrative and classified personnel operations. The Study Group recommended this position be established and existing Directors of Administrative Personnel and Classified Personnel be retained to provide individual support for each of the employee groups. Without the implementation of budget for this position, the main recommendation of this study group cannot be put into effect.

The second position recommended by the Personnel Study Group was that of a separate Employee Relations function. That function again requires the addition of a new budgeted line. This function would provide staff support to the Executive Director and the existing Directors of Administrative and Classified Personnel as well as the Office of the Vice President and Office of the President concerning all employee relations matters. Its function is considered one of the key areas of need in moving forward with improved credibility between University Administration and employees involving individual and class action issues.

The second set of forms relates to additional position requests of the Operations Area departments. These positions are as follows:
Chief, Public Safety - This position will be responsible for managing all of the University's law enforcement operations as well as traffic and parking in those areas. No individual has been assigned to this function for a number of years. Management has been relegated to the Director, Management Services who has direct managerial responsibilities for other departments as well. With the eminent departure of the individual occupying that position, it is more essential that a professional manager with an extensive background in Public Safety be hired. With an extensive program of improved support in building security, equipment security and campus residence security needs being formulated, the necessity for a professional manager in this area is even greater.

Associate Vice President, Operations - The Office of the Vice President for Operations is directly responsible for management of approximately 20 departments with over 700 permanent employees, 200 temporary employees and 1200-1400 students, annually. It is essential that an Associate Vice President be made available in order to effectively manage an operation of this size. An integral part of the responsibilities of this position will be to provide assistance in some long range plans for major departmental program improvements. Insufficient time is available at this point for this form of planning due to the time demands placed on the Vice President with the existence of other key vacancies in highly responsible managerial positions.

Assistant Director, Capital Planning - A major increase in the workload for the Office of Capital Planning has been occurring and greatly expanded capital renovation program along with the need to update the University's campus master plan has placed an untenable load on existing departmental manning. Some relief has been made available through the use of temporary manpower. But this form of relief does not provide the continuity needed to develop long range programs. With the recent assignment of coordination of all activities of the University's Research Enterprise Park to this department, an increased need exists for additional manpower. Failure to provide this relief will adversely impact our abilities to make positive steps toward long range planning incentives.

Electrician 1 and Electronic Technician - These two positions are needed in order to place an increased emphasis on physical security. Although some programs are in place, the effectiveness is limited by the availability of the technicians to install and maintain security lighting and alarm systems. The electrician needed would provide an increase in manpower to the existing 1/2 FTE devoted on a full-time basis to maintenance of exterior security lighting. With over 1500 outside lighting fixtures in existence on campus, the availability of existing manpower extremely limits our capabilities to maintain a high degree of lighting effectiveness. The electronic technician is needed to assist in the installation of maintenance of intrusion, motion and other forms of "burglar" alarm systems. Only a minimum of
facilities are now so equipped but requirements are being received daily to provide increased electronic protection to an ever increasing number of highly sensitive and expensive items of research academic support and other forms of equipment. Without increased manpower to install and maintain the systems, our physical security program will be greatly hampered.

The above positions highlight some of the most critical needs in the Operations Area at this point. Other positions are included as well which exceed the one percent guidelines per year described. Any questions concerning the need for those positions can be provided by this individual at any time.
UBC Personnel Recommendations for 1990-91
First Pass - October 26, 1989

Faculty Personnel - To Be Determined Pending VPAA Review/Recommendation

Non-Faculty Personnel - Recommend Addition of Positions Listed Below

Operations

- Director of Classified Personnel ($33,000)
- Associate Vice President of Operations ($60,000)

- Executive Director of Personnel ($53,000, $48,000 from Rehmer position)
- Chief of Campus Public Safety ($48,000, $62,600 from Bess Position)

Net Educational Budget Cost Equals $83,400 (2 New Positions)

Student Affairs

- Clinical Psychologist Counselor ($27,000)
- Partial Funding for Paulsen SRP ($10,000)

Net Educational Budget Cost Equals $37,000 (1 New Position)

University Relations

- Assistant Director of Alumni Affairs ($24,000)
- Development Research Associate ($24,000 plus Benefits from Operating; Foundation to Cover Costs Previously Paid from Operating Budget)

Net Educational Budget Cost Equals $24,000 (2 New Positions)

Academic Affairs (Non-Faculty)

- Math Specialist - Academic Enhancement ($23,000)
  Partially Funded from Released Funds ($5885)

Net Educational Budget Cost Equals $17,115 (1 New Position)

Planning and Budgeting

- Network Systems Programmer ($40,000)

Net Educational Budget Cost Equals $40,000 (1 New Position)

Total Net Educational Budget Cost Equals $201,515
Other UBC First Pass Recommendations

25 Additional GA Stipends for 1990-91 ($167,500)

Increase in Faculty Research Awards ($10,000)

Minority Faculty Pool ($150,000)

Minority Administrative Staff Pool ($50,000)

Increase in Budget for Project-90 (Second Year of Three Year Phase-In, $200,000)

OPB 10/31/89
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**Source:** Faculty Profiles.

**OPB:1/2/90 (DRAFT)**
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00066-37:1/22/90
February 15, 1990

MEMORANDUM

TO: ASC Executive Committee Members
FROM: Jill Carr
RE: Attachments

Attached please find the response from Bob Martin regarding our inquiry into the proposed new key policy for Physical Plant employees.

Also, please note the interview schedules for the next two candidates for the Executive Director of Personnel position. Please make every effort to attend these interviews.

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

Thank you!

JC/jm
MEMORANDUM

TO: Jill Carr, Chair
Administrative Staff Council

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

RE: Proposed Key Policy

February 8, 1990

Thank you for your memorandum of concern in reference to our proposed key policy. I agree with your suggestion that a revision of the University's key issuance policies would be appropriate. One of the key elements in the current proposal is significant. The work requirements placed on employees in the Physical Plant often times require access to every building on campus as opposed to employees in other departments perhaps requiring access to one room, one department, one building, etc. For that reason, a different level of master key issuance has been practiced in the Physical Plant than is done in other University departments. The purpose of the current recall of these master keys is then twofold: first to determine if some lower level of master or other type of key issuance would be more appropriate, and second, to insure that improved physical control of each level of master key issued is effected.

At the same time that new key issuance practices are being implemented, a review of the University's master keyway system is being undertaken to determine whether any hardware changes are appropriate, and what improvements in physical security can be made through those changes.

As soon as preliminary information on the above mentioned program is available, I will let you know. At that point, it would seem appropriate to pursue an option as you just described where the University-wide committee could assist in developing a University policy for issuance of keys to employees and students.

Thank you for your concern. We will let you know as our program progresses.

cc. Keith Pogan
Joyle Hyslop
February 9, 1990

MEMORANDUM

TO: Ms. Jill Carr - Chair, Administrative Staff Council
    Ms. Joyce Hyslop - Chair, Classified Staff Council
    Dr. Harold Lunde - Interim Chair, Faculty Senate
    Dr. Philip Mason - Chair, Executive Director Personnel Screening Committee
    Mr. Ed O'Donnell, Personnel Study Group
    Mr. Gaylyn Finn, Personnel Study Group
    Ms. Norma Stickler, Personnel Study Group
    Dr. Richard Ward, Personnel Study Group

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

RE: Interviews - Executive Director, Personnel

The Search Committee for the Executive Director of Personnel met February 6 to review the pool of candidates to select an additional alternate for the position of Executive Director of Personnel. The Committee has selected Mr. Edmund Diaz, in addition to Ms. Annmarie Heldt as alternate candidates.

Attached for your information are the proposed interview schedules for each of the finalists. I've enclosed a copy of their resume for your use. The time periods annotated on these schedules are to be used by your group in any format you deem appropriate. My interest is in having your group provide to this Office a list observations for each candidate.

In order that we can efficiently move through each of the interviewing sessions, I ask that you make every attempt to adhere to the limited time available and make arrangements with your group to have one individual escort the candidate to the next interviewing session.

I appreciate the patience, time, and effort by your group in assisting us in this process.

attachments
Administrative Staff Council
Executive Committee
February 13, 1990

Agenda

1. Salary Recommendation
2. Election
3. Promotion Issue
4. Search Committees
5. Child Care Study
6. Good of the Order
Administrative Staff Council
Executive Committee
February 27, 1990

Agenda

1. Public Safety Director Interviews
2. Personnel Position
3. Salary Recommendation - any details to cover?
4. 125 K Plan
5. Dick Zolman brain OK, extra help may enter budget
6. PDC Fund Request
7. Good of the Order

8-10:30

March 11

Dick Zolman
Room 504
St. Vincent
2273 Chung
Totals, 4368
February 23, 1990

MEMORANDUM

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

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

As you may have read in the Monitor, the Administrative Staff Council Personnel Welfare Committee is proposing that the University participate in the tax benefits for which we are eligible under the Internal Revenue Services Section 125. We thought you should receive a copy of the proposal at this time, although the Council will not be voting on it until March 1. There seems to be enthusiasm for the Plan, and we hope that we can proceed to offer it for the Administrative Staff if ASC approves it next week.

✓jc: Jill Carr
ADMINISTRATIVE STAFF COUNCIL

EXECUTIVE COMMITTEE

1. Committee member for Professional Development Fund

2. Update on Personnel Office - N's view

3. Committee Reports

4. Good of the Order

Train ASC to speak about $5K
Administrative Staff Council
Executive Committee
March 27, 1990

Agenda

1. Parking Issue
2. Summer Hours
3. Public Safety Director - Martin Memo
4. Ferrari Award Idea - Rich Peper
5. Salary Committee Recommendations
6. PWC Recommendation
7. Election Report
8. Planning for End of Year
9. Agenda for 4/5
10. Good of the Order
Administrative Staff Council
Executive Committee
April 10, 1990

Agenda

1. Bob Martin - Parking Changes
2. Rep to Board of Trustees
3. Promotion Policy
4. Election - Suggestions for Officers
5. Human Relations Commission
6. Other Committee Reports
7. Good of the Order
April 20, 1990

MEMORANDUM

TO: ASC Executive Committee Members
FROM: Jill Car
RE: Enclosures

Please review the enclosed items prior to our meeting next Tuesday. I ask that you pay particular attention to Annmarie Heldt's memo regarding her proposed re-organization of the Personnel Office. Annmarie has requested that this information remain "confidential". We will discuss this on Tuesday, but I ask that you not share this info with anyone.

In addition, please review the enclosed resolution approved by CSC earlier this week. I have spoken to Joyce Hyslop about this. CSC feels that a "joint venture" on this issue would be best. We need to decide how we feel about this.

If you have any questions, please give me a call. If not, I'll see you on Tuesday!

JC/jm

Enclosure
Administrative Staff Council
Executive Committee
April 24, 1990

Agenda

1. Olscamp Memo & CSC Resolution
2. Heldt Suggestions
3. Officer Slate
4. Committee Reports
5. Firelands Meeting - May 29
6. Joint Meeting - June
7. May Agenda - June
8. Good of the Order

Anne Bauers P.W.C.
FSCC Chair - met next gen - Doll
Linda - volunteer for
ASC Executive Committee
May 8, 1990

Agenda

1. Updates on:
   a. Personnel Office
   b. Rep to Trustees - CSC Resolution
   c. Parking
2. Educator's Insurance
3. CSC Golf Outing
4. May 29 - Firelands - 8:30
5. End of Year Summary
6. Certificates
7. June 12 Exec Meeting - Loughnane Lodge
MEMORANDUM

TO: ASC Executive Committee Members

FROM: Jill Carr

RE: Last Executive Committee Meeting Date

At our last Exec Committee meeting we agreed that Tuesday, June 12, 1990 would be our last meeting for this year. As it turns out, this date will now be a problem for some of us. A day and a half Project 90 users meeting has been scheduled for June 12 and 13. Several exec committee members will need to be in attendance at this meeting.

Therefore, I am proposing that we change our meeting date to Thursday, June 14, same time, same location; noon at Kaufman's at the Lodge. Please give me a call in the next few days to confirm that you can make this meeting. I promise that it will be FUN!

Talk to you soon!
ASC Executive Committee
May 29, 1990

Agenda

1. Summer Hours - final memo
2. Budget Review
3. Personnel Issue
   - Personnel Health and Safety Committee
   - Anne Brown - interim director
4. Election Results
5. Review of Goals
6. Agenda for 6/7
7. Thanks to Firelands for hosting us.
8. Good of the Order

Next meetings:
- 6/14 - Kingman Library

Recruitment
- 135K (toward private funding sources)
- Meetings with private groups

Transfers
- 25K to decrease fund balance

Scholarship awards transferred.

Handwritten notes:
- It's easier to transfer from Cleveland to there than to Berkeley.
- Dr. Jones' triangle credit to see, not to hear them.
- Vehicular A.S. going to UW, 6/17. The boat will be in the water again.
- Marshall has accepted.
MAJOR GOALS FOR 1989-90

1. To enhance communication between the executive committee and council members and between council members and their constituents.

2. To conduct a comprehensive review and forward a formal recommendation regarding the administrative staff benefits program.

3. To complete a comprehensive salary proposal for the 1990-91 contract year with emphasis on a statewide salary comparison of positions not included in CUPA studies.

4. To continue the development of a common database for salary proposal use.

5. To develop guidelines for the use of our professional development funds.

6. To continue the use of our committee structure for the accomplishment of annual tasks.

7. To review the Administrative Staff Handbook

8. To investigate ERIP for Administrative Staff

9. To continue dialog with Classified Staff Council and Senate Executive Committee
SPECIFIC ASC ACCOMPLISHMENTS 1989-90

- Rep to the Board of Trustees
- More comprehensive salary recommendation including data regarding title problems and gender discrepancies in salaries
- Participation in various interview processes
- Implementation of a January reception
- Continued guest speaker program
- Input into several issues regarding the Personnel Office
- Maintained stability during Faculty Senate/President crisis
- Committee accomplishments were significant:
  PWC
  - Promotion Policy
  - Market Adjustment Guidelines
  - Benefits and 125K Plan
  - Closing between Christmas and New Years
  - Handbook Revision and Approval

PDC
- Series of very successful programs

Scholarship
- awarded a $1,000 scholarship
- continued fund raising efforts

Salary
- excellent recommendation
- use of database
- liaison with Planning and Budgeting
- began investigating other salary related issues
- made recommendations for next year
- positive reception from upper administration, FSBC, and Trustees

By-laws
- re-wrote run-off election by-law

Elections
- held election in accordance with by-laws

Ferrari Award
- process in underway for determining this year's winner

Ad Hoc Committee on Childcare
- final report will be submitted in June regarding specific AS needs and requests for a University childcare facility