Executive Committee Minutes July 1997-August 1998

Bowling Green State University. Administrative Staff Council

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Pre-Microfilm Inventory

Collection: Bowling Green State University
Administrative Staff Council, UA-022

Location: Bowling Green, Ohio

Title of Series: Executive Committee Minutes

Inclusive Dates: July 1997-August 1998

Format: Bound (X) Loose

Order: Alpha (X) Chronological Numerical

Index: Included Separate (X) None

Notes

1. Colored Paper
2. Pencil
3. Colored Ink
4. Photocopies
5. Post-It Notes
To: ASCEXEC-97/98
From: whitmire@bgnet.bgsu.edu (Duane Whitmire)
Subject: Agenda for the Combined Meeting of the 1996-97 ASC Exec and the 1997-98 ASC Exec at Firelands on Tuesday, June 10th

Agenda (Handout)

1996-97 and 1997-98 ASC Executive Committees
Firelands Campus
June 10, 1997
10:00-11:30 AM

I. Firelands Summer Huron Playhouse Brochures (Handout)

II. Identification of Carry Over Items from 1996-97
A. ASC Student Scholarship Fund Drive - e.g. Former Chairs, Exec, Council, and administration staff
B. Collective Bargaining Educational Forum
C. Administrative Staff Compensation Plan Follow-Up Items (Handout)
D. Other Carry Over Items

III. Summer Meeting of Former ASC Chairs and the 1997-98 Executive Committee - Monday, Aug. 5-7 Union (Ohio Suite)

IV. ASC Fall Reception Location - Community Suite, O'Leary Center, or Mt. Alani Club - Rob & Carl Ann, Dennis, Lou, Pat, Heiner, Lon, Sharon, Knowl, 7 students, front office staff

V. 1997-98 Committee Assignment Process - send an e-mail message to both asc and ace reps (for those not at the mtg)?

VI. 1997-98 ASC Executive Committee Summer Meeting Schedule (Handout)

VII. Other Agenda Items - ASC Team Leadership Mts. with Ribbens, Middelton, Ferguson (constituents list (Ice Lutheman))
Don't forget that we will be leaving the Ice Arena parking lot at 8:30 AM. If you need additional information, please feel free to contact me.
Thanks! Paul Obinger & April ASC mtg

Printed for whitmire@bgnet.bgsu.edu (Duane Whitmire)
Please be advised that Deb Boyce and I will be representing administrative staff at the Legions Retreat on 6/23 and 6/24. As a result of that meeting, I am sending the agenda for the 6/25 ASC Exec meeting a little early as opposed to waiting until the last minute.

Agenda
ASC Executive Committee
Hayes 203
June 25, 1997
11:45 AM - 1:00 PM

I. ✓ Merit Plan Feedback from the Central Administration (1/1cont)

II. ✓ Status of Forming ASC Standing Committees (list for future)

III. ✓ Constituent List

IV. ✓ ASC "Theme for the Year"  Rhetoric to Reality Let's Be Pasty Being Bold

V. ✓ ASC Student Scholarship Fund Drive

VI. ✓ Collective Bargaining Educational Forum

VII. ✓ Administrative Staff Compensation Plan and Merit Plan Follow-Up (Herb's)

VIII. Other Agenda Items

If you need any additional information, please feel free to contact me. Thanks!
To: ASCEXEC-97/98
From: whitmire@bgsu.edu (Duane Whitmire)
Subject: Agenda for the 7/22 ASC Exec Meeting

CC:

X-Attachments:

ASC Executive Committee
Hayes 203
July 22, 1997
11:45 AM - 1:15 PM

I. Update on Forming ASC Standing Committees

II. ASC "Theme for the Year"

III. ASC Student Scholarship Fund Drive - A Creative Imagining

IV. Report on Meeting with Becca Ferguson

V. Harassment Policy and Procedures - Guest, Bob Holmes (maybe)

VI. Report on Constituent Groups Caucus Meeting

VII. Other Agenda Items - Ferrari Award - recent retiree eligibility? policy

If you need any additional information, please feel free to contact me.

Thanks!
Due to the Community Gathering for Darby Williams scheduled from 12:00 - 12:45 on 8/5 in Prout Chapel, ASC Exec will meet from 12:50 - 1:30 in Hayes 203. I hope the time change does not inconvenience anyone too much.

ASC Executive Committee
Hayes 203
August 5, 1997
12:50 PM - 1:30 PM

I. Finalizing ASC Standing Committees (Results of Phone Calls-Salary Committee?)
II. ASC "Theme for the Year"-Master List for the 8/11 Former Chairs/Exec Mtg.
III. ASC Student Scholarship Fund Drive-A Creative Imagining (Update)
IV. Administrative Staff Data on the Web
V. Decision on Retirees Being Eligible for the Ferrari Award
VI. Summer Hours at Other Ohio Schools "Heads Up"
VII. Performance Appraisal Form Implementation at Firelands
VIII. ASC Fall Reception (Update)
IX. Other Agenda Items

If you need any additional information, please feel free to contact me.

Thanks!

Appointment to Health, Wellness, & Insurance
8/14
ASC Former Chairs/Executive Committee
Monday, August 11, 1997

Present: Ann Bowers, Deborah Boyce, Jill Carr, Carmen Castro-Rivera, Sue Crawford, Greg DeCrane, Judy Donald, Pat Green, Linda Hamilton, Joe Martini, Joan Morgan, Jan Ruffer, Deb Wells, Duane Whitmire, Paul Yon.

Topics related to 1997-98 Goals:

Administrative Staff Compensation Plan Implementation
- Refer to Mercer when referring to the plan to avoid confusion
- Change wording in bullet #4 to equities instead of inequities
- Delete humanely in bullet #6 possibly use equitably
- Establish and follow specified time frame
- Emphasize the lack of a grievance process
- Review internal promotion procedures as related to salary compensation

Scholarship
- Explain the basis for the matching funds
- Establish a long-range goal and advertise that
- There is a concern about too many golf outings
- Auction "services" that administrative staff could provide

Merit/Appraisal
- Are they linked (completion of form with supervisor's evaluation)
- Qualitative vs. Quantitative
- Consistent use of form and process throughout total group
- Clarification of performance and merit

Educational Forum(s) on Collective Bargaining
- Include all employee groups
- Make sure message clear that an educational forum
- Concern expressed about what message sends

Charter/Bylaws
- Take into account the University reorganization
- Consider a smaller council
- Divide Academic Affairs
- Include the Administrative Staff Compensation (Mercer) Plan
- Require ASC Reps to be on a standing committee
- Should our handbook, charter, and bylaws be part of the University Charter?
- Need to update handbook as it relates to grievance policies, merit, performance appraisal process, compensation plan
Part-time Teaching
- Collect former data (Ann Bowers will check the ASC archives)
- Include UNIV 100 and seminars (e.g., University Computer Services) in compensation

Other Ideas:
- Cross-functional training
- Grant writing should be cross-functional, too
- Multi-year contracts (ask Sidney at the Sept ACS meeting)
- Who are we dealing with (i.e., President or Provost)
- Invite more Trustees to ASC meetings (e.g., Mike, Ray, Del, etc.)
- Re-emphasize succession planning
- Emphasize the lack of hiring procedures
- Reorganization vs promotion
- Highlight ASC items at Board of Trustees meeting

Themes
- Some people liked the 3 themes that emphasized ASC
- Some people did not like the 2 themes that contained the words “Customer Service”
- Some thought Rhetoric to Reality should be eliminated

Historical Words of Wisdom
- Training in the Traditions of BGSU is lacking
- Walk the talk is essential
- Know the trustees
- Be cognizant of high education in the world at large
- Feds/accountability
- A historical ASC self-esteem problem
- Vintage flexibility needs to be communicated
- Keep issues on the front burner, persistence pays off
- Perception that administration threatened by long-term employees and are resistant to change. Should emphasize the support ASC has given throughout the years when changes/reorganizations have occurred.
- ASC is a professional development experience.

Meeting adjourned at 4:20 p.m.
Administrative Staff Council

Possible Themes

1997-98

Achieving Success thru Collaboration

ASC = Action Service Cooperation

Bringing the Magic of Customer Service to BGSU

Building Customer Service at BGSU

Improving via Implementation

Rhetoric to Reality

Walking the Talk

Working Together for Success
Administrative Staff Headcount by Salary Range

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<th>Salary Range</th>
<th>Fall 1993</th>
<th>Fall 1995</th>
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</tr>
<tr>
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<td>100.0%</td>
</tr>
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</table>

Bill said he will clarify it by removing the table and adding a footnote.

Note: Here 3 categories didn't exist in Fall 1993.
To: ASCEXEC-97/98
From: Duane Whitmire <whitmire@bgnet.bgsu.edu>
Subject: Agenda for the 8/19 ASC Exec Meeting

Cc:
Bcc:
X-Attachments:

ASC Executive Committee
Hayes 203
August 19, 1997
11:45 AM - 1:15 PM

I. Summary Notes from the ASC Former Chairs/Exec. Meeting (Handout)

II. ASC Former Chairs/Exec. Committee Mtg. Booklet to Those Unable to Attend - Jim Elssor + Tedi Webb

III. ASC and Executive Committee Meetings Calendar for 1997-98 (Handout)

IV. Updated 97-98 Goals as a Result of the Former Chairs/Exec. Mtg. (Handout)

V. Prioritizing 97-98 Goals

VI. Assigning Goals to Appropriate Standing Committees

VII. ASC Theme for the Year (Final Recommendation) (Handout)

VIII. Definition of "Flex" Time at 7 Ohio Schools (Deb/Duane/Judy)

Thank Deb Wells for Electoral Process & asc Introc
If you need any additional information, please feel free to contact me. Thanks!

Former Chair to Individual, Ohio
ASC Chairs in only here
Ann/All next year
Grigg
To: ASCEXEC-97/98
From: Duane Whitmire <whitmire@bgnet.bgsu.edu>
Subject: Agenda for the 9/2 ASC Exec Meeting @ Club 57

CC:

AGENDA for the 9/2 ASC Exec Meeting @ Club 57
September 2, 1997
11:45 AM - 1:15 PM

I. ASC and Executive Committee Meetings Calendar for 1997-98 (Handout)
   {Clarification of 11/11 Meeting]

II. "Flex" Time at 7 Ohio Schools (i.e. Summer Hours) Next Step?

III. Representation on President's Panel (Handout)

IV. Student Affairs Election (Judy Donald)

V. Update on ASC Fall Reception (Judy, Deb, Duane)

VI. Two Requests to Becca Ferguson (Handout)

VII. Preparation for 9/4 ASC Meeting? Agenda 

VIII. Representation on University Budget Committee (Handout)

IX. Other Agenda Items

Questions for Dr. Rich for 9/4 ASC meeting:

1) When reorganizations occur, the administrative staff should be involved in the reorganization process. What is the current planning for administration staff when reorganization occurs?

2) How can the University deal with the perceived lack of hiring procedures?

3) How do you view the role of administrative staff in recruitment and retention?

4) What is your perception of the relationship between non-supervisory and performance evaluation?

If you need any additional information, please feel free to contact me.

Thanks!

Duane (Phone)

Agenda Scholarship

Chuck

Becca

2 New Travel Packages

Michael

Printed for Duane Whitmire <whitmire@bgnet.bgsu.edu>
To: ASCEEXEC-97/98
From: Duane Whitmire <whitmire@bgnet.bgsu.edu>
Subject: Agenda for the 9/16 ASC Exec Meeting @ Club 57

To: ASCEEXEC-97/98
From: Duane Whitmire <whitmire@bgnet.bgsu.edu>
Subject: Agenda for the 9/16 ASC Exec Meeting @ Club 57

CC:
Bcc:
X-Attachments:

ASC Executive Committee
Club 57
September 16, 1997
11:45 AM - 1:15 PM

I. Administrative Staff Luncheon at the President's House
II. ASC Fall Reception Follow-Up - Update
III. Fall 1996 Mercer Review of Positions (Handout)
IV. Protected Speech Policy (Handout)
V. Harassment Policy Clarification and Advice
VI. Report on 9/5 Meeting with Chuck Middleton
VII. Report on 9/12 Meeting with Becca Ferguson
VIII. Other Agenda Items - PW

If you need any additional information, please feel free to contact me.

Thanks!
To: ASCEXEC-97/98
From: Duane Whitmire <whitmire@bgnet.bgsu.edu>
Subject: Agenda for the 9/30 ASC Exec Meeting @ Club 57

ASC Executive Committee
Club 57
September 30, 1997
11:45 AM - 1:15 PM

I. Protected Speech Policy - Guest, Nick Kadel and a Draft Memo

II. Administrative Staff Luncheon at the President's House

III. Harassment Policy - A Draft Memo

IV. Report on ASC "Booster Bucks" Day at Cedar Point - Carmen Castro-Rivera

V. Report on Initial Human Resources, ASC, CSC Meeting on Handbooks - Pat Green

VI. Report on Constituent Groups Caucus Meeting (including the question about membership on CGC) - Deb Boyce and Duane Whitmire

VII. Report on Initial Enrollment Initiatives for Staff Meeting - Judy Donald and Duane Whitmire

VIII. President's Panel Agenda Items + Equalizing Representative Pres. Paul

IX. Marshall Rose's Request to Provide Sexual Harassment Training to Administrative Staff

X. Other Agenda Items

If you need any additional information, please feel free to contact me. Thanks!

Printed for Duane Whitmire <whitmire@bgnet.bgsu.edu>
To: ASCEEXEC-97/98
From: Duane Whitmire <whitmire@bgnet.bgsu.edu>
Subject: Agenda for the 10/14 ASC Exec Meeting @ Club 57

I. Administrative Staff Luncheon at the President's House
   (don't forget to RSVP if you haven't already)

II. Service on 2 Faculty Senate Ad Hoc Committees
    (Student Services and Domestic Partners)

III. Report on Meeting with Becca Ferguson

IV. Report on Meeting with Becca Ferguson and Chuck Middlet

V. Report on Constituent Groups Caucus Meeting

VI. ASC Participation in the Bowling Green Community Holiday Parade

VII. Internal Affairs Officer Position

VIII. Flex Time, Summer Hours, Year Round Operation Preliminary Feedback

IX. Holiday "Party" at the Whitmire's

X. Other Agenda Items

If you need any additional information, please feel free to contact me.

Thanks!
To: ASCEXEC-97/98
From: Duane Whitmire <whitmire@bgnet.bgsu.edu>
Subject: Agenda for the 10/28 ASC Exec Meeting @ Club 57

ASC Executive Committee
Club 57
October 28, 1997
11:45 AM - 1:15 PM

I. Administrative Staff Luncheon at the President's House on 10/30 (18 attending)

II. Service on 2 Faculty Senate Ad Hoc Committees (Student Services and Domestic Partners-Deadline is 5:00 PM on 10/31-next step)

III. Report on Employee-Enrollment Initiatives Meeting-next step

IV. BGSU & ASC Participation in the Bowling Green Community Holiday Parade

V. Status of Flex Time, Summer Hours, Year Round Operation

VI. Reminder of Holiday "Party" at the Whitmire's 11/10 6:30-8:00

VII. ASC Scholarship Committee Wal-Mart Effort

VIII. ASC Awards & Special Recognitions Preliminary Work

IX. Report on Meeting with Chair of the ASC Salary Committee

X. Reminder of Tom Connellan's Presentation on 11/10 from 3:30-5:00 pm

XI. Other Agenda Items - Barbara Weddel, Bob's 10/16/97 Memo, short summary (copy attached)

If you need any additional information, please feel free to contact me.

Thanks!

[Call Joe Luthmanкар®
re: EF on CB
a couple in Dec
a couple in Sprng]

[Opn-Sessn]
11/4 1-3 Tblt Run
11/17 9:30-11:30 Tblt Run
RSVP by Stella 8/4/95
Hi everyone,

The next meeting of the Constituent's Group Caucus is scheduled for October 30, 1997 at 1:30 p.m. in the Faculty Senate Conference Room. Following is our agenda. If you wish me to include other items on it, just send me an e-mail or call.

Veronica

1. Larry Weiss, Director of Alumni Affairs
2. President Panel Items-Sandra MacNevin
3. Approval of the 9/25/97 Minutes
4. BG Holiday Parade
5. CGC Recruitment Initiative-Discussion
6. Third Member Request
7. Joint Committee Process
8. Dismissal Policy
9. Harassment Policy and Procedures

Since there are many old and new items on our agenda, we may need to consider meeting for two hours or more frequently until this agenda becomes more manageable. See you next week.

Veronica

Printed for Duane Whitmire <whitmire@bgnet.bgsu.edu>
Agenda
Chuck Middleton
10/31/97

✓ I. Status of the Human Resources Lists that have been requested

✓ II. On-Going Work Associated with the "Perceived Lack of Hiring Procedures"

✓ III. Very Preliminary Feedback on Flex Time, Summer Hours, and Year Round Operation (no faculty classes, make an early decision, overwhelming desire to retain summer hours yet some see it as a disservice to students, very good creative imaginings)

✓ IV. Improving staff valuing while emphasizing the importance of students and faculty

✓ V. Update on ASC Goals in the year of Action and Success through Collaboration
   A. To Implement the Administrative Staff Compensation Plan
   B. To Raise the ASC Student Scholarship Fund by At Least $10,000
   C. To Implement the Performance-Based Merit System and Performance Appraisal Process
   D. To Hold Educational Forum(s) on Collective Bargaining
   E. To Update the ASC Charter and Bylaws
   F. To Analyze Administrative Staff Teaching Part-Time
   G. To Develop an ASC Web Presence
   H. To Make Appropriate Recommendations Regarding Salary Matters Pertaining to Administrative Staff
   I. To Increase University Enrollments by Collaboratively Working with Other Groups on Campus
   J. To Develop Ways to Recognize Administrative Staff for Their Achievements

VI. Other Agenda Items
To: ASCEEXEC-97/98
From: Duane Whitmire <whitmire@bgnet.bgsu.edu>
Subject: Agenda for the 11/25 ASC Exec Meeting @ Club 57 (It Only Looks Long)

Cc:
Bcc:

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ASC Executive Committee
Club 57
November 25, 1997
11:45 AM - 1:15 PM

I. Appointments to the 2 Faculty Senate Ad Hoc Committees (Domestic Partners vs. Elimination of Student Services)

II. Report on Enrollment Stakeholders Meeting - A number of positive recruitment efforts that needs to be externally communicated to potential students.

III. ASC Participation in the Bowling Green Community Parade - 7 adults, 5 children - 60-70 lbs of candy (2 bags) a good foundation for next year.

IV. Status of Flex Time, Summer Hours, Year Round Operation (Preliminary)

- Feedback (where do we go from here?)

The decision is for old email to be sent to the ASC Exec to get a decision on:

- vs. Elimination of Summer by

V. Discussion process for the Holiday Gathering at the Whitmire's?

- Any more RSVP's for the Holiday Gathering at the Whitmire's?

VI. ASC Scholarship Committee Efforts - Raffle Items

VII. ASC Professional Development Budget Request - 34000 - Mentory Program

VIII. 11/19/97 Memo from Chuck Middleton regarding "Calendar Change"

IX. Report on Constituent Groups Caucus Meeting

X. Report on Meeting with Chuck Middleton and Becca Ferguson

XI. Report on the Board of Trustees Finance Committee Meeting

XII. Report on the Legions Meeting - Sidney's Perceptions of Leadership

XIII. FYI - Connellan Follow-Up Team

XIV. Other Agenda Items - Upcoming ASC Meals and Events

If you need any additional information, please feel free to contact me.

Thanks!
To: ASCEEXEC-97/98
From: Duane Whitmire <whitmire@bgnet.bgsu.edu>
Subject: Agenda for the 12/9 ASC Exec Meeting @ Club 57
Cc:
Bcc:
X-Attachments:

ASC Executive Committee
Club 57
December 9, 1997
11:45 AM - 1:15 PM

I. ASC Representation at University Budget/Faculty Senate Budget Meetings

II. Date for the ASC Spring Reception

III. PWC Items

Although the agenda looks small, please plan to attend if at all possible because the PWC Items will occupy a good portion of the agenda.

If you need any additional information, please feel free to contact me. Thanks!

[Handwritten notes]

[Handwritten signature]
Discussion Points  
Becca Ferguson  
12/19/97

Administrative Staff Compensation Plan

I. How does the situation fit into the context of the Administrative Staff Compensation Plan (ASCP)?

II. Has the situation been graded in the ASCP?

III. What role did the Affirmative Action office play in this process?

IV. What are the early channels of communication that should be used?

V. Who is responsible for the "big picture" of implementing the ASCP?

VI. When additional responsibilities are assigned to a position, what triggers a position reevaluation?

Other

I. Why does an area with good dialog between supervisors and employees have to complete a Mid-Year Appraisal?

II. Could Becca inform Jodi Webb about the request to include a parking space as a raffle item?
Summary/Recommendations:

Wait for Human Resources to run the Performance Appraisal form (PAF) through the process at least one full time before attempting to use the PAF as a measure for merit. In the interim, all satisfactory performance reviews should receive full merit.

Recommendations with regard to PAF (below).

Make some changes to “Principles and Recommendations” document now (below) and maybe some down the road changes based on the acceptance and use of the PAF.

PAF recommendations:

1) Human resources lead supervisors through mid-year evaluations due to be completed between Nov 15 - Jan 15.

2) Communicate an understanding that this FY was a grace period for use of the form; penalties or reduced merit pay, based on the goal-setting process, are not to be imposed until next FY.

3) A timeline, including absolute deadlines, must be clearly established for the PAF process, beginning with goal-setting this spring. The University’s goals must be set before employees are asked to establish personal goals for the coming year.

4) The Administration must issue a reminder statement defining the strategy for PAF, supporting Human Resource’s implementation of it and clarifying penalties that will be imposed next FY if the form isn’t used by supervisors.

5) There should be another training session (mandatory) for supervisors before the form is used again in May/June.

6) Administrative staff should be surveyed asking their reaction to the use of the PAF this past Spring and their recommendation as to how it can be improved before it is used again.

7) The grievance procedure is defined so that employees have a clear knowledge of their opportunity for recourse.

Suggested changes to “Principles and Recommendations for a Performance-Based Merit System for Administrative Staff at Bowling Green State University”:

Principles...

Principle #2 should be deleted from this discussion as it focuses on the Compensation Plan and issues that should be independent of Performance and Merit.

Principle #8 suggest inquiry of Human Resources to determine how they may do this.

Recommendations...
9. If the total merit pool for salary increments in a given year is three percent (3%) or less, all employees who qualify for merit in their annual performance review will receive the same percentage increase in salary.

Change to:

9. If the total merit pool for salary increments in a given year is BELOW OR EQUAL TO THE “SPECIFIC ECONOMIC INDEX”, all employees who qualify for merit in their annual performance reviews (SEE #7) will receive the same percentage increase in salary.

Current:

10. If the total merit pool for salary increments in a given year is more than three percent (3%) but less than five percent (5%), it will be allocated according to the following guidelines:

   a. Three percent (3%) of the total salaries of employees shall be allocated as a three percent (3%) increase in salary to all employees who qualify for merit based on their annual performance reviews.

   b. The remaining difference between the total merit pool and the three percent (3%) of the total salaries of for administrative staff shall be allocated to departments and units for recognition of those employees whose level of performance exceeds department or unit expectations as defined by the merit policy of the department or unit.

Change to:

10. If the total merit pool for salary increments in a given year is more than THE “SPECIFIC ECONOMIC INDEX”, it will be allocated according to the following guidelines:

   a. All employees who qualify for merit in their annual performance reviews (SEE #7) will receive the same percentage increase in salary up to the “SPECIFIC ECONOMIC INDEX” PERCENTAGE.

   b. The remaining difference between this percentage and the Salary pool of total salaries for administrative staff shall be allocated to departments and units for recognition of those employees whose level of performance exceeds department or unit expectations as defined by the merit policy of the department or unit.

Current:

11. If the total merit pool is five percent (5%) or more, it will be allocated according to the following guidelines:
a. Sixty percent (60%) shall be allocated to departments/units to be used as an equal percentage increase in salary to all employees who meet or exceed department/unit expectations and thereby qualify for merit in their annual performance reviews.

b. Forty percent (40%) shall be allocated to departments/units for recognition and reward of those employees whose level of performance exceeds department/unit expectations as defined by the merit policy of the department/unit.

Change to:

11. **DELETED.** Recommendation #10 as changed handles this...100% merit environment (Board's desire) with a guarantee of salaries keeping pace with "SPECIFIC ECONOMIC INDEX" (employee's minimum expectation).
Change to Fee Waiver Policy

Section V. Retired Administrative Staff Members Part B. Benefit

Current:
Benefit. Retired administrative staff members may take courses on a space available basis. In addition, dependents of retirees may enroll in classes without payment of tuition fees for a period of five years following the employee's retirement.

Change to:
Benefit. Retired administrative staff members may take courses on a space available basis. In addition, dependents may enroll in classes without payment of tuition fees as long as they satisfy the requirements for dependent status.

Birth/Adoption Leave

Replace Maternity/Paternity/Adoption Leave page 42-43 - eliminate section on paternity/adoption/leave

1. Each staff member is eligible for natal (change to birth/adoption) leave up to six months.

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

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

4. A staff member will notify, in writing, the supervisor and the Office of Personnel Services (Human Resources), prior to the start of the leave, as to the number of days to be taken as sick leave, the number of days to be taken as vacation and number of days to be taken as a leave of absence without pay.

5. Should a staff member decide not to return to the University following leave, the staff member must notify the supervisor, in writing, no less than 30 calendar days preceding the scheduled return to work.

6. Staff members taking leave are guaranteed their positions and job title upon return. If these proposed changes are adopted, then the section on Paternity/Adoption Leave would be deleted from page 43 of the current handbook.

Adopted ASC 1/19/95

Note: This policy change was forwarded to the administration in early Spring 1995 to be included in handbook changes. There has never been a response. Basically ASC wanted to change maternity/paternity/adoption to six months from 4 and make the current maternity policy all-inclusive for fathers and adoption.
Other

General Policy

It is recommended that a standard operating procedure be established through Human Resources that any benefit which affects more than one constituent group be forwarded to an ad hoc group of the constituents involved in conjunction with Donna Wittwer, benefits manager, in Human Resources. Human Resources should create a process for the constituents groups to get their concerns to this ad hoc committee and a timeline for determination of outcomes.

This should include fee waivers for dependents of part time employees.

Grievance policy for non salary issues - this is being worked on

[Handwritten signatures]

[Signatures]
To: ASCEXEC-97/98
From: Duane Whitmire <whitmire@bgnet.bgsu.edu>
Subject: Happy New Year and an Agenda for the 1/6/98 ASC Exec Meeting @ Hayes 203 (Brown Bag Lunch - Please Note the Meeting Location)
Cc:
Bcc:
X-Attachments:

ASC Executive Committee
Hayes 203
(Brown Bag Lunch)
January 6, 1998
11:45 AM - 1:15 PM

I. ASC Executive Committee Feedback on PWC Items (Please come prepared to offer feedback to PWC)

II. Selecting 3 Administrative Staff Nominees (1 person to be selected from each constituent group) for the follow up team on Dr. Tom Connellan’s presentation entitled “Students First: Using Service Quality at BGSU”.

III. 12/15/97 Administrative Staff Performance Appraisal - FRIENDLY REMINDER Memo

IV. 12/24/97 Administrative Staff Pay Grades Memo

V. Report on 12/19/97 Meeting with Becca Ferguson

VI. Status of Advisory Panel on Equal Opportunity and Anti-Harassment Policies

VII. Topics of Interest for the 1/8/98 ASC Meeting

If you need any additional information, please feel free to contact me. Thanks!

/OTL - PDC
To: ASCEXEC-97/98
From: Duane Whitmire <whitmire@bgnet.bgsu.edu>
Subject: Agenda for the 1/20/98 ASC Exec Meeting

I. Clarification of Meeting Dates for ASC Exec / Spring 98

II. Review of Most Recent PWC Draft - Progress Through the Range

III. Educational Forums on Collective Bargaining - carry-over

IV. Update from the Scholarship Committee

V. Update on the Employee Enrollment Initiative

VI. Combining Guests and Work at ASC Meetings - Spring 98

VII. Other Items

If you need any additional information, please feel free to contact me. Thanks!

---

Printed for Duane Whitmire <whitmire@bgnet.bgsu.edu>
Agenda
Chuck Middleton
1/22/98

What can the Office of the Provost do to help "get the word out" about the ASC Scholarship Committee's raffle that will benefit the Student Scholarship Fund? (10 prizes) ask Chuck to ask Sidney or a dinner with the Pres and/or Prov as a raffle item - the Committee is to

II. Are you seeking any further definition of "exceptional merit" other than what has already been passed by the Board of Trustees? 3 categories - no merit, exceeding merit, "Creative imaginings" are needed to deal with the fact that classified staff automatically receive the full percentage when a raise occurs (i.e. no merit process) - possible compensation review - review of merit system - it may be a while

What are the possibilities for exploring reciprocal fee waivers in Ohio for dependents? - private do, but not public - legislative probably still not in favor

What is the best way to reach a final conclusion to the Administrative Staff Compensation Plan implementation items that the ASC Personnel Welfare Committee is working on? - VP will review & Beece Systematic on-going review & suggest built-in review periods - all get agreement before any voting - HR, PWC, VP's all agree before going to ASC

VI. Other Agenda Items

- Severe Weather Policy
- Resume at ASC
- Preventive or
- PWC
- ASC Exec, make a decision to delay
- Suspend (2000-3500)
- Stepped down more than 26 mph, 2:30
- Begin & shutdown once before 26 mph, 2:15
To: ASCEXEC-97/98
From: Duane Whitmire <whitmire@bgnet.bgsu.edu>
Subject: Agenda for the 2/17/98 ASC Exec Meeting

CC:

X-Attachments:

I. Identification of Two ASC Items to Submit for the President's Panel Agenda

II. Timing of Salary Recommendations? - Gene Palmer, Gene's contact is Ronne Whitemore, Ronne will contact Walt to see why CUPA hasn't been received, OU may not do final CUPA until 3/5

III. Replacement for Ken Frisch and Jeff Johnson - It makes sense to have new PWSC re-think the concern about employees NOT falling below the minimum, Gene will talk with Pat re: appropriate wording before any recommendations go forward

IV. Update from the Scholarship Committee

V. Other Items - Jim Elsasser will take care

If you need any additional information, please feel free to contact me.

Thanks!

See if Deb Boyle will temporarily take Ken Frisch's people

See if Jodi Webb will temporarily take Tahi Gynane's people
To: ASCEEXEC-97/98
From: Duane Whitmire <whitmire@bgnet.bgsu.edu>
Subject: Agenda for the 3/3/98 ASC Exec Meeting

CC:
Bcc:
X-Attachments:

ASC Executive Committee
Club 57
March 3, 1998
11:45 AM - 1:15 PM

I. A Request from the Internal Affairs Committee

II. Salary Recommendations (Guest-Gene Palmer, Chair of Salary Committee) – CUPA still not here; assume similar to 96-97. Be up to 7% out of line.

III. B.G. Best Awards (Guest-Jane Schimpf, Chair of Awards and Special Recognition Committee)

IV. Rough Draft Letter Regarding Elections (Judy Donald, Secretary)

V. Update on the Raffle (Carmen Castro-Rivera, Chair of Scholarship Committee) – $1181 + $348 = $1529

VI. Administrative Staff Compensation Plan Implementation Items (Pat Green, Chair of Personnel Welfare Committee and Guests-Pat Patton and Donna Wittwer from Human Resources)

VII. Other Items

If you need any additional information, please feel free to contact me. Thanks!
ASC Exec 3/3

Joan's area (student support)

Rec Center (Athletics)

If these 2 areas or others are concerned at the ASC meeting, will

Encourage reach resolution
Background Information  
Meeting with Sidney Ribeau  
3/12/98

I. President's Panel

Thank you for inviting the Vice Chairs of ASC and CSC as guests to the President's Panel meeting on March 18th. It is much appreciated as Faculty Senate goes through the formal procedure to amend the University Charter in order to permanently appoint the Vice Chairs of all constituent groups to the President's Panel.

II. Work of ASC Committees

Amendments Committee

Beverly Stearns and the Amendments Committee are recommending a number of proposals that will improve the follow through and documentation associated with Handbook changes.

Awards and Special Recognitions Committee

Jane Schimpf and the Awards and Special Recognitions Committee have created B.G. Best Awards. This could result in the recognition of up to 12 administrative staff per year for any of five different award criteria (yellow form). Jane asked us to inquire about financial support ($660 budget) for this program, because she had inquired earlier and was told to submit something specific.

External Affairs Committee

Bonita Sanders-Bembry and the External Affairs Committee are working in conjunction with Human Resources on “Bring Your Daughter to Work Day”. It is being targeted for 9-15 year old females and will take place on April 22nd.

Internal Affairs Committee

Jan Peterson, Betty Ward, and the Internal Affairs Committee have been working on the ASC election process in view of the organizational changes within the University. Some proposals include electing representatives on the basis of functional areas as opposed to vice presidential areas. Other proposed changes include decreasing the size of Council and extending the length of time for staying off of Council.

Personnel Welfare Committee

Pat Green and the Personnel Welfare Committee have been actively working on the Administrative Staff Council Implementation Items. The key new
ingredients are the inclusion of definitions and time lines associated with various procedures. The refreshing change in approach is the collaborative interaction between Human Resources and the Personnel Welfare Committee.

**Professional Development Committee**

Dawn Mays and the Professional Development Committee have created the Professional Connection program. The goals is to encourage growth of professional staff by establishing a mentoring program for newly hired administrative staff. The mentoring program is intended to assist new employees in adjusting to University employment and community involvement in ways that lead to positively-motivated staff members who contribute to their department, the University, and their profession.

**Salary Committee**

Gene Palmer and the Salary Committee made three specific recommendations (which were approved) to ASC on March 5th. These include:

1. Improve BGSU administrative staff salary levels relative to Ohio institutions similar to BGSU. Specifically, Miami, Kent and Ohio University.

2. Provide a base salary increase for all administrative staff members that will allow each person to maintain their relative position in their salary range. Such as, if the average salary increase is 3% then by Administrative Staff Compensation Plan, Policy #9, the ranges will increase by 2%.

   Amendment - While the pay ranges increase annually at 1% less than the total raise (combination of merit and across the board increase), it is recommended administrative staff receive an across the board increase equivalent to the increase in the pay range. For example, if the total raise is 3% and the pay range increases by 2%, the across the board raise should be 2%. This prevents administrative staff from moving backward in the pay range and possibly falling below the minimum.

3. If additional money becomes available for increases, then it should be allocated to meritorious administrative staff employees progressively through the ranks.

**Scholarship Committee**

Carmen Castro-Rivera and the Scholarship Committee have been diligently working to increase the donations to the ASC Student Scholarship Fund this year. Through the first ever work day at Cedar Point, the annual fund drive, and a new spring raffle, they have generated approximately $3500 ($7000 in the year of matching dollars) in just the first eight months of this year compared to about $1580 in all twelve months of last year. Carmen asked us to inquire about your availability on April 2nd at 1:30 to draw the raffle winners.
Ad Hoc Part-Time Teaching Committee

Jan Peterson and the Ad Hoc Part-Time Teaching Committee have conducted a survey and completed analysis of a complex process whereby administrative staff teach in a variety of contexts. They will be making recommendations to the ASC Executive Committee and the entire Council in the near future.

Ad Hoc Educational Forums on Collective Bargaining Committee

Paul Yon and the Educational Forums on Collective Bargaining Committee have made some preliminary contacts to identify participants for a panel presentation. The purpose is to conduct the forum in a professional, positive, and proactive manner.

III. Administrative Staff Council/Human Resources Interaction During Reorganization

At times of reorganization within various units of the University, it is essential that lines of communication are open between the ASC Leadership and Human Resources. With that goal in mind, we met with Becca Ferguson on December 19th and had a productive discussion that focused on the following five questions.

1) How does the situation fit into the context of the Administrative Staff Compensation Plan (ASCP)?

2) Has the situation been graded in the ASCP?

3) What role did the Affirmative Action office play in this process?

4) What are the early channels of communication that should be used?

5) Who is responsible for the “big picture” of implementing the ASCP?

IV. Employee Enrollment Initiative

The collaborative effort among the leadership of Administrative Staff Council, Classified Staff Council, Human Resources, and Admissions has been a refreshing experience. Surveying staff to identify their academic needs and working with department chairs to offer Saturday classes is indicative of what can be accomplished when groups work together.

V. Other Items
To: ASCEXEC-97/98
From: Duane Whitmire <whitmire@bgnet.bgsu.edu>
Subject: Agenda for the 3/17/98 ASC Exec Meeting

March 17, 1998
11:45 AM - 1:15 PM

I. Update on Possible Guest Speakers for the 4/2 ASC Meeting - Randi Gardner has to be in Columbus; Bob Hatt has a conflict right now, but Ruby will let us know if he becomes available.

II. Budget Approval for B.G. Best Awards

III. Report on Meeting with Sidney Ribeau & Sandra MacNevin

IV. Updated Information on a Statewide Meeting of Administrative Staff Councils (attachment)

V. Family and Medical Leave Act (FMLA) - Request for 2 Items (two attachments)

VI. 1998-99 Chair Elect and Secretary Ideas

VII. Grange Report from Michael McKee (attachment)

VIII. Other Items

If you need any additional information, please feel free to contact me.

Thanks!
March 19, 1998

MEMORANDUM

TO: Sandra MacNevin, Executive Assistant to the President
    President’s Office

FROM: Faith Olson, Chair, CSC
       Jay Samelak, Vice-Chair, CSC

SUBJECT: Family and Medical Leave Act Policy Editorial Change

The attached editorial change to the FMLA, VI.G. has been approved with its supporting rationale by Classified Staff Council at its March 17, 1998, meeting. We are forwarding it to you for your review, consideration and discussion with the President as it progresses through the necessary steps to become part of Bowling Green State University’s Family and Medical Leave Act Policy.

Should we need further discussion about this editorial change, please contact us.

Thank you for your consideration in this effort.

xc: Sidney Ribeau, President
    Charles R. Middleton, Provost and Vice President for Academic Affairs
    Veronica Gold, Chair, Faculty Senate
    Duane Whitmire, Chair, Administrative Staff Council
    Deb Magrum, Secretary, Board of Trustees
Editorial change to VI.G. of the BGSU Family and Medical Leave Act Policy for Classified Staff Employees

Add the following to the end of the paragraph as an editorial change:

For classified staff purposes, the interim assignment will be reviewed no later than three months following return to work, with the goal of reinstatement to the previous position.

Rationale

1. Allows the University and employee more flexibility to accommodate and evaluate the demands associated with the leave.

2. Allows the employee an opportunity to return to previously held position and apply gained skills and knowledge on behalf of the University.

3. Provides security to the employee by returning to a position in a familiar work setting which may be a mechanism for reducing stress and facilitating readjustment to a known work environment.
To: ASCEXEC-97/98
From: Duane Whitmire <whitmire@bgnet.bgsu.edu>
Subject: Agenda for the 3/31/98 ASC Exec Meeting

CC:
Bcc:
X-Attachments:

ASC Executive Committee
Club 57
March 31, 1998
11:45 AM - 1:15 PM

I. Update from the Personnel Welfare Committee (Pat Green)
   - read before 4/7

II. Update from the Scholarship Committee (Carmen Castro-Rivera)

III. Report from Board of Trustees Meeting

IV. 1998-99 Chair Elect and Secretary Ideas
    - by 4/14

V. Update on Self-Nominations for 1998-99 Elections
   - Judy Donald

VI. ASC Spring Reception - Deb, Teri, Bonita, Mel, Judy?

VII. Preparations for the 4/2 ASC Meeting - Issue, Amendments 2nd Reading & Vote,
     PWC 1st Reading, Scholarship Raffle Drawing

VIII. Other Items

If you need any additional information, please feel free to contact me.

Thanks!
To: ASCEXEC-97/98
From: Duane Whitmire <whitmire@bgnet.bgsu.edu>
Subject: Agenda for the 4/14/98 ASC Exec Meeting

ASC Executive Committee
Club 57
April 14, 1998
11:45 AM - 1:15 PM

I. Orientation and Registration 98 (Guest - Amy O’Donnell)  
II. Specific Wording for a Resolution Supporting Issues 1 & 2  
(Passed, in general, at ASC Meeting on 4/2)  
III. Consideration of an Ombuds Office Resolution (Similar to GSS)
IV. One Administrative Staff Person Needed to Serve on the "Committee on Women Issues" (tentative name - first meeting is 4/17 at 3:30 pm in the Map Library Office [Evron Collins' Office] at the Jerome Library)
V. PWC & Exec Preliminary Discussion of Administrative Staff Salary Data  
(Guest - Patti Ankney)
VI. Education Appreciation Day on the Emerald Express (Handouts)
VII. ASC Spring 98 Reception Plans (Deb Boyce)
VIII. Other Items

If you need any additional information, please feel free to contact me.

Thanks!
Per the conversation at the ASC Executive Committee last Tuesday, below please find a draft of a University Ombuds Office Resolution. Please add, delete, or change as you see fit before we take this to the ASC meeting on May 7th. Feedback no later than Friday, May 1st would be greatly appreciated. Thanks!

*****

Draft
Administrative Staff Council
Bowling Green State University
University Ombuds Office Resolution

WHEREAS, there have been growing concerns with respect to conflict situations on campus, including but not limited to racial, sexual, and sexual orientation harassment as well as verbal and physical assaults; and

WHEREAS, Administrative Staff Council is committed to working proactively for the welfare of all members of the University community; and

WHEREAS, currently the University offers no formal training in conflict resolution for individuals and no central office exists to help those who experience conflict situations, and

WHEREAS, an Ombuds office is an accepted and effective means of dealing with conflict situations; and

WHEREAS, Bowling Green State University is one university in the system of state institutions in Ohio that does not have an Ombuds office;

THEREFORE, BE IT RESOLVED, that the Administrative Staff Council recommends that BGSU establish an independent Ombuds office to handle student, staff, and faculty concerns.

*****
Administrative Staff Member Nominees
to serve on the Faculty Senate
Committee on Women Issues (tentative name)

- Ute Lowery - Residence Life - very interested
- Sallye McKee - Provost's Office - has served on a similar committee elsewhere
- Teresa McLove - Computer Services - will volunteer
- Ellen Nagy - Career Services - interested and referred her to Veronica for more info.
- Lesley Ruszkowski - Firelands - interest expressed via a voice mail message
- Anne Saviers - International Programs - interested but cannot attend the first mtg
- Gale Swanka - Union - part of her dissertation was on women's issues
TO: Janice L Peterson <jpeters@bgnet.bgsu.edu>
FROM: Duane Whitmire <whitmire@bgnet.bgsu.edu>
SUBJECT: Re: Ad Hoc Committee
Cc: dboyce@bgnet.bgsu.edu
Bcc:
X-Attachments:

> Duane,
> The Ad Hoc Committee on Part-time teaching compensation would like to bring
our report and recommendations forward to the Executive Council. Can we
attend you May 26th meeting at 11:45? Also, what happens since I go off of
council and this committee's work is not yet completed?
>
Thanks,
>
Jan

You can certainly come to the ASC Executive Committee meeting on May 26th
at 11:45. It will be held in Hayes 203. For the purpose of continuity,
I believe you should continue your involvement with the Ad Hoc Committee
on Part-Time Teaching Compensation. If nothing else, you could continue
your service on an at-large basis. I should also refer you to Deb Boyce,
since she will be Chair next year, to get her thoughts on this matter,
too.

If you need any additional information, please feel free to contact me.
Since I will be on vacation tomorrow through May 18th, Deb Boyce has made arrangements to hold the ASC Executive Committee meeting at the Mileti Alumni Center (brown bag lunch). Below please find the agenda for the meeting.

ASC Executive Committee
Mileti Alumni Center
May 12, 1998
11:45 AM - 1:15 PM

I. University Coalition to STOP Violence Purple Ribbon Project

II. Memo from Stacey Enriquez Regarding University Parking Committee Shuttle Bus Recommendation

III. Two Administrative Staff Volunteers Needed to Serve on the Annual Awards Recognition Committee (Request from Pat Patton)

IV. ASC Spring 98 Reception Plans - Reward, Recognize, and Celebrate

V. Other Items

If you need any additional information, please feel free to contact Deb. Thanks!
ADMINISTRATIVE STAFF SPRING RECEPTION

May 20, 1998
3:00-5:00 P.M.
Mileti Alumni Center

Refreshments

Welcome - Duane Whitmire, 97-98 Chair, ASC

Comments - Sidney Ribeau, President

Recognitions

Reward - 1997-98 BG Best Awards - Presented by Jane Schimpf and Awards and Special Recognitions Committee

Recognize-ASC Representatives Whose Term Expires

Celebrate-A Productive Year with your Administrative Staff Colleagues

Closing by Duane Whitmire
From: Duane Whitmire <whitmire@bgnet.bgsu.edu>
Subject: Agenda for the 5/26/98 ASC Exec Meeting at Hayes 203 (Brown Bag Lunch)

I. Update from the Ad Hoc Committee on Part-Time Teaching Compensation - they will present at the 6/4 ASC mtg, too
(Guests - Jan Peterson and other members of the committee)

II. Proposal to Change the Plan Year for Health Care Benefits

III. Ombuds Office Resolution

IV. Combined Executive Committee Meeting at Firelands

V. ASC Spring 98 Reception Plans - Thank You's

VI. Other Items

If you need any additional information, please feel free to contact me.

Thanks!
### ASC Progression Study

5/18/98

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PLAN YEAR CHANGE
FOR HEALTH CARE PLANS

Historical information: At one point the open enrollment period was held in October with the Plan Year January 1 through December 31. This was when only one plan option was offered and with minimal faculty and staff contributions. Open enrollment period used to make changes to people covered, i.e. add or remove dependents.

Current Plan Year: The 12-month period is September 1 through August 31.

Current Benefit Period: January 1 through December 31.

Why Change: What the customer asked for:

1. Customer Service-open enrollment occurs when faculty and staff are here at campus versus in the summer.
2. Make the Plan year, benefit year and deductible year the same 12 months to help with ease of communication.
3. More efficient administration.
4. Spending Accounts coincide with Tax Year

Proposed Change:

1. Change the Health Care Plan year and Benefit period to the same 12-month cycle to the calendar year.
2. Eliminate the deductible carryover at the end of this calendar year.
4. The open enrollment for the short plan year is summer of 1998 with another open enrollment period in October of 1998 for Plan year starting January 1, 1999.
5. Next open enrollment period would then be October 1999 for Plan year starting January 1, 2000.
6. Vision Care Plan not be offered for the short plan year but again be offered at the October enrollment for effective date January 1, 1999.
Hi Duane!

In the event I don't touch base with you tonight by phone (am traveling to Defiance to pick up my kids), I thought I'd share some of the highlights of today's meeting.

Pat Green, Jody Webb, Judy Donald, Linda Hamilton, and Jim Elsasser were present. Carmen called to say she couldn't make it.

Holmes decided not to come to today's meeting. I had asked him this morning to bring copies of the proposal for exec members to review, and after some thought I suppose, he decided that it would be fruitless for him to come today, since the document is 10-12 pages and we really need time to review it to frame questions for him. So... I tried like mad to track down a copy of the document through Nancy (Joan's secretary) and Jody Webb. Did you get a copy of the final draft dated March or April? The only thing that Nancy could find was a December (fifth draft) document with a January cover letter. Bob said the latest draft was March/April, so I asked him to send a copy to me so that it could be distributed. Really think he just didn't want to come into campus because I wanted to make copies to distribute to exec members today... oh well... some people...

Pat Green evidently served several years on EOC and kept reminding us there already was a harassment policy in place. She suggested that copies of the new proposal be examined in light of the existing policy, fwiw.

Updated group on the BOT meeting. Elaborated on the FMLA policy in light of our Constituent Caucus Group concerns. Distributed the new merit document as revised at the board meeting to exec members present, Jody asked how this would be distributed to other AS members, and I suggested we do it electronically. What do you think?

Reminded people about getting constituent lists to Joe. Jody asked if Joe was still on Exec and I said yes, until a new PWC chair was selected. Indicated he's really doing constituent lists and upcoming educational forums out of the goodness of his heart :-)

No new themes came up. Pat seems to like Linda's suggestion from your...
>Henry Ford quotation as I've altered "Working Together for Success." Asked
>exec members to think about it and other themes for next meeting.
>Other agenda items/concerns that came up: Jogy Webb asked about upcoming
>meeting with Becca Ferguson. Wondered if it was entire exec? I indicated
>it was the leadership team. She wants us to be sure to share all of the
>carryover items/ concerns that were brought up at Firelands Exec meeting,
especially the need to review grievance procedures, in light of two AS
>members whose grievances still remain unresolved as to their Mercer
>classification.
>Good of the order--- I talked about the ASC golf outing, having just
golfed
>in the Loudmouth...a blast...not necessarily a *drunken brawl* as some have
>heard it to be...anyway...think I have twisted Linda into helping with our
>ASC outing, even though she is a *serious* golfer and not into such
>antics.
>I told her she'd be a good counter-balance for me and Grilliot. If we
can't do it this fall, there's always next spring, if the challenge match
>runs through June 30, 1998. I've contacted Kurt at Forest Creason and
>we're playing phone tag.
>Also shared we reached our $5.2 million development goal and surpassed it
>on June 30. A 25% increase over the year before so we are happy!
>Talked briefly about the snide comment fund. Pat said any officer could
>collect $ for snide comments she thought...not necessarily the
>secretary...so...I think we'd better get a spitoon, hat or something for
>the middle of that conference room for us to throw our money into!
>We adjourned about 12:45. Told them our next meeting was for July 21st.
>I'll be around in the morning at the office, so I can elaborate more in
>conversation. In the p.m. tomorrow I'm off to get stuff around for our
>more than $5.2 million reasons to celebrate on Thursday cookout!
>Talk to you later. Enjoy what is left of your vacation!
>Deb
>
>*******************************************************************************
>Deborah S. Boyce
>Asst. to the Vice President for University Advancement
>Doctoral Student, School of Communication Studies
>Bowling Green State University
>Bowling Green, Ohio 43403-0050
>dboyce@bgnet.bgsu.edu
>voice: 419.372.2708
>fax: 419.372.7697
>
>"When I consider what tremendous consequences
>come from little things ... I am tempted to think ...
>there are no little things." -- Bruce Barton
>*******************************************************************************
Thanks for the update! We can talk more later.
To: "Linda K. Swaisgood" <lswaisg@bgnet.bgsu.edu>
From: whitmire@bgnet.bgsu.edu (Duane Whitmire)
Subject: Re: food for thought
Cc:
Bcc:
X-Attachments:

> Hi Duane,
> A couple of things for the ASC chair!
> 
> Has there been any "looking into" how many administrative staff either lost
> vacation effective July 1 or crammed a few days in at the very end of June
> to keep from losing vacation? I was one of those who had to cram it in,
> against my better judgment, at the bitter end of the year, and I know I
> talked to others who did the same.
> 
> Some possible alternatives:
> > Marcia Latta tells me at the Mercy Health Systems they have the option of
> > "giving" a day or more of vacation as a private contribution to the
> > organization. There are some things that have to be taken care of
> > technically (like taxes, etc.) but basically a person is receipted for a
> > private contribution at his/her daily rate of pay times the number of
days
> > "given" back to the organization, and the organization counts that as a
> > private gift. It sure would help a faculty/staff campaign, if, indeed,
> > there is to be one of those this year, and I hear there will be. Might
> > also
> > be a way to add to the administrative staff scholarship fund.
> > 
> > I also understand there are a number of organizations that give you the
> > option of "cashing in" (at your current rate of pay) your vacation if you
> > are going to lose it. This would be an attractive option for some who
> > don't
> > take vacation because they can't afford to go anywhere!
> > 
> > Anyway, maybe you can toss these suggestions around in ASC or the
> > appropriate committee. Marcia says she'd be happy to "advise" on the
> > private giving aspect. It sure seems to me the development people would
> > jump on it too.
> > 
> > Hope you have a great year as chair. I know you can do the job. But
> > beware
> > of your co-chair. She's like a sieve. Everything she hears she carries to
> > someone else's ears (usually someone who can "advance" her in return for
> > her information, if you know what I mean.) I've been burnt with our vp on
> > several occasions.
> > 
> > Linda

Sorry for the delayed response! I'm still trying to catch up from vacation.

Thanks for the great ideas regarding vacation days. If we can work something out so that a private gift could be donated to the ASC Student Scholarship fund, that would be a tremendous approach in the "year of
matching dollars. I'll try to contact Marcia, Carl Reschel, Becca Ferguson, Larry Keiss, and Carmen Castro-Rivera (Chair of the ASC Scholarship Committee) to see if something can be done. Keep those creative imaginations coming.

Also, thanks for the kind words about being chair of ASC, and the "heads up" item as well.

7/29/97
Marcia asked # 698-7645

employee campaign - write out a check

charge card

PTO paid time off - vacation (anybody)

What does it cost? 
how many people

6-year

14-year - Marcia will call me back $9,000

From St. Charles Program

6-8% average

1. How many people at Mercy contribute (or % of employee bee)?

2. What is the liability each year (how much would the University pay out)?

3. Can we get a copy of the receipt the employee gets for IRS purposes (so our lawyer can review it)?
Could Human Resources distribute the updated Administrative Staff Grade Level Structure to all administrative staff as soon as possible? If you don't know what I am talking about, the Board of Trustees passed a Proposed Administrative Staff Grade Level Structure for 1996/97 at its September 13, 1996 meeting. Now that a 3% average raise has been given for 1997-98, the table again needs to be updated by 2%. The trustees passed 10 Policy Recommendations at the same meeting, and Policy #9 states, in part, "In the first two years of each cycle, the ranges for each grade will move up annually by an amount which is 1% less than the average salary increment paid to administrative staff that year."

I am copying in Chuck and Chris on this e-mail message, because I wasn't sure if the request should be directed to you or one of them. Thank you, in advance, for any assistance you can provide.

P.S. When will the list of all administrative staff and their rankings, as well as those who are exempt, be available for distribution? As you know, this is a long-standing request that Joan Morgan, 1996-97 Chair of ASC, had requested on numerous occasions.
Duane Whitmire is working on updating the table and putting together the list, as you have requested. As we discussed our office will also take the approach to send the list out once to all admin. staff - from that point forward the updated list would be forwarded to the ASC leadership and placed on file in the Library. We had discussed doing this on an annual basis. Also, the ASC leadership team had requested a list of the positions that were evaluated last year (fall of '96). I have that information and will be sending it to the leadership team. You all also requested a list of the positions that were not covered by Mercer - our office is working on this list.

As you are aware, we are still in the process of "loading" contracts. The loading and the mercer information is concentrated in the same area in our office. The hold up at this point, is waiting for our office to get caught up with loading, so we can move to generating the information you have requested. Once we have pulled the information and drafted the cover memo, I would like you and the leadership team to review the format prior to sending it out. Please expect to see the draft memo and information within the next 3 - 4 weeks.

At 09:29AM 8/21/97 -0500, Duane Whitmire wrote:

>>Could Human Resources distribute the updated Administrative Staff Grade Level Structure to all administrative staff as soon as possible? If you don't know what I am talking about, the Board of Trustees passed a proposed Administrative Staff Grade Level Structure for 1996/97 at its September 13, 1996 meeting. Now that a 3% average raise has been given for 1997-98, the table again needs to be updated by 2%. The trustees passed 10 Policy Recommendations at the same meeting, and Policy #9 states, in part, "In the first two years of each cycle, the ranges for each grade will move up annually by an amount which is 1% less than the average salary increment paid to administrative staff that year."
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>this is a long-standing request that Joan Morgan, 1996-97 Chair of ASC, had requested on numerous occasions.
>>
Great! Thanks for the feedback!
To: Rebecca Ferguson <fergusb@bgnet.bgsu.edu>
From: Duane Whitmire <whitmire@bgnet.bgsu.edu>
Subject: Re: Administrative Staff Grade Level Structure
Cc: 
Bcc: 
X-Attachments:

> Duane:
> Our office is working on updating the table and putting together the list,
> as you have requested. As we discussed our office will also take the
> approach to send the list out once to all admin. staff - from that point
> forward the updated list would be forwarded to the ASC leadership and
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P.S. When will the list of all administrative staff and their rankings, as well as those who are exempt, be available for distribution? As you know, this is a long-standing request that Joan Morgan, 1996-97 Chair of ASC, had requested on numerous occasions.

Great! Thanks for the feedback!
To: charlrm@bgnet.bgsu.edu (charles r middleton)
From: Duane Whitmire <whitmire@bgnet.bgsu.edu>
Subject: Re: A Request for Your Consideration
Cc: 
Bcc: 
X-Attachments:

> I'll think about this and get back to you.
>
>> The purpose of this e-mail message is to request that you consider adding
>> Administrative Staff Council and Classified Staff Council representation on
>> the University Budget Committee. Faith Olson, Chair of Classified Staff
>> Council, and I have talked and agree that this request should be forwarded
>> to you for consideration.
>>
>> I believe ASC and CSC representation on the University Budget Committee is
>> consistent with such University core values as respect for one another,
>> intellectual growth, and cooperation. Please let me know your thoughts on
>> this matter at your earliest convenience. Thank you, in advance, for your
>> consideration of this request.
>>
>> Chuck Middleton
> Provost and Vice President for Academic Affairs
> BGSU
> Bowling Green, Ohio 43403
> (419) 372-2915
> FAX (419) 372-8446

Thanks!
September 2, 1997

MEMORANDUM

TO: Robert Holmes, Chair, Faculty Senate
    Duane Whitmire, Chair, Administrative Staff Council
    Faith Olson, Chair, Classified Staff Council
    John Woods, President, Graduate Student Senate
    Tara Gore, President, Undergraduate Student Government

FROM: Edward G. Whipple, Vice President for Student Affairs

RE: Protected Speech Policy

I am referring the Protected Speech Policy for your review. President Ribeau would like to take this policy at a future meeting to the Board of Trustees for action. All members of the University community are impacted by this policy so your organization’s input is important. Until this year Bowling Green State University has not had a protected speech policy in its Student Affairs Handbook nor any other official institution document. There is student interest in formalizing this policy to ensure all faculty, staff, and students understand the importance of protected speech.

If you have any questions, please contact me at 372-2147. If you would like to visit with those students who have worked on this policy, Ms. Jill Carr, Associate Dean of Students, (372-2843) can arrange for them to meet with you.

Please forward your organization’s thoughts on this policy to me no later than late October so I may share them with the President’s Cabinet.

Enclosure

pc: President’s Cabinet
MEMORANDUM

29 August, 1997

To: Members of: The Undergraduate Student Government,
   The Graduate Student Senate,
   The Faculty Senate,
   The Administrative Staff Council,
   The Classified Staff Council

Fr: Nickolas Joseph Kadel and Kerry Aulizia for the BGSU Coalition for Free Speech

Re: Bowling Green State University Policy on Free Speech

We are extremely pleased to present to you the Bowling Green State University Statement on Free Speech. After months of hard work, students and representatives from the Office of Student Life, the Office of the General Counsel, and the Office of the Vice President for Student Affairs, have labored to produce a statement that answers the call for a definitive rule on the issue of free and protected speech at this university.

Until students approached the Board of Trustees and members of the Administration regarding this concern, there was no set university policy or rule concerning this issue. The issue in and of itself is quite simple. It is necessary for this university to have in place a distinct rule, reviewed and consented to by representatives of the entire university community, including the Board of Trustees regarding the importance of free and protected speech. It is with excitement and great anticipation that we bring this proposed rule to the main constituent groups for their consent. The ratification of this rule will set an example not only to members of our own university community, but also to peer communities facing similar dilemmas throughout the nation.

The target date for presenting this policy before the Board of Trustees for their review is December 12, 1997. We would appreciate the review and consent of all groups to this proposed rule by the end of October. If you have any questions concerning this statement, please do not hesitate to contact us. We can be reached through Associate Dean Jill Carr in the Office of Student Life (372-2843). Thank you very much for your assistance on this matter.

Sincerely,

Nickolas Joseph Kadel

Kerry Aulizia
pensing, transfer, or possession of controlled substances, alcoholic beverages, drugs not medically authorized, or any other substance that may impair an individual's academic or work performance or pose a hazard to the individual, public, students, or employees of the University on its property or at any of its activities.

It is the responsibility of each faculty member, employee and student to adhere to this policy. If a violation of this policy occurs, support programs will be made available where appropriate. Disciplinary action may be taken up to and including dismissal or expulsion from the University and possible criminal prosecution.

3. NON-DISCRIMINATION

Bowling Green State University is committed to equal opportunity for students in employment and education and does not discriminate on the basis of race, color, religion, national origin, gender, age, sexual orientation* or against qualified handicapped persons, disabled veterans, or veterans of the Vietnam era as identified and defined by law. All complaints regarding discrimination in the areas covered under this section, if not otherwise resolved, should be registered with the Office of Affirmative Action-Disability Resources, 705 Administration Building, (419) 372-8495.

*not applicable to University relationships with outside organizations including the federal government, the military and ROTC.

4. PROTECTED SPEECH

Bowling Green State University is committed to the ideals and constitutional rights associated with freedom of speech. It is a given that the University, in its entirety, is considered to be an environment where free speech, the free expression of ideas and thoughts, and the free exchange of opinion occur throughout the campus proper.

In an attempt to provide a place for those who desire an open facility for the expression of thought, ideas, and opinions, a specific area on the campus is designated as the Protected Speech Area. This space may be used without registration or permit. The existence of a designated Protected Speech Area does not preclude free speech from occurring in any other area of the campus. The normal activities of the University may not be impaired and means of entrance and exit to facilities may not be impeded as a result of the expression of free speech. In addition, pertinent policies as outlined in the Student Affairs Handbook are to be followed.

The Protected Speech Area is located within the University Union Pedestrian Mall. The space is designated by a sign and is available to all those desiring to express free speech and thought.

5. RACIAL AND ETHNIC HARASSMENT

The policy of Bowling Green State University is that racial and ethnic harassment will not be condoned. Moreover, the University will use its influence to encourage the community at large to treat its students, faculty and staff and affiliated visitors in a manner consistent with the principles of this policy. The policy is in keeping with the spirit and in
MEMORANDUM

TO: Administrative Staff Leadership Team:
    Duane Whitmire
    Deborah Boyce
    Judy Donald

FROM: Rebecca C. Ferguson, Assistant Provost for Human Resources

DATE: September 5, 1997

RE: Mercer Review of positions - Fall of 1996

When we met in July, one of the requests you asked me to look into were the results for the Mercer reviews for positions filed in fall of 1996. Attached you will find the final list of those positions. It is my understanding that the employees in these positions were notified of the results in May of 1997.

You also asked me to provide you a list of the positions not evaluated through the Mercer process. It is my understanding the following positions were not evaluated:

    All Classified Staff positions
    President
    Provost
    Vice President(s)
    Dean(s)
    Any faculty contract positions with administrative duties

Further, it is my understanding that coaches, trainers and equipment managers positions within Intercollegiate Athletics were not evaluated through the process. These positions have their own pay table. All of the administrative staff positions within Intercollegiate Athletics have been evaluated through the Mercer process.

We have had one coaching and one faculty position that have been moved to administrative status and the job analysis questionnaires are presently going through the process.

I hope this information meets your request. If you have any questions regarding this information please contact my office.

Attachment

cc: Pat Patton
    Donna Wittwer
    File
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MEMORANDUM

TO:        Bob Holmes, Chair, Faculty Senate
FROM:      President Sidney A. Ribeau
DATE:      September 8, 1997
SUBJ:      Faculty Senate Agenda -- Harassment Policy

As you know, last week I received the Faculty Senate agenda for Tuesday, September 9 indicating that the harassment policy will be considered at the meeting. While I am deeply appreciative of the hard work you and many others have put into this proposed policy, I am not yet prepared to comment on it before the Senate. Because of other commitments, I will not be able to attend tomorrow's meeting to comment on the policy. Moreover, as I expressed in my memorandum to the constituent group caucus on August 20, I had intended to review the policy with my Cabinet during the month of September. As it is still early in the month, our review is not complete. I would, therefore, ask your collaboration in moving this item to the October Faculty Senate agenda. In that way, I can be more fully prepared to comment upon your proposal.

Please know that my commitment to the revitalization of our anti-discrimination policies and procedures remains intact. I am simply not yet fully prepared to discuss these very important issues with the Senate.

cc:        President's Cabinet
           Duane Whitmire, Chair, Administrative Staff Council
           Faith Olson, Chair, Classified Staff Council
The attached policy on discrimination and discriminatory harassment is intended to replace the policies found in the Academic Charter in B-II.F3 and 4. The harassment subcommittee of the EOC, consisting of Bob Holmes, chair, Cathy Claussen, Sherlon Brown, and Lucilla Vargas, wrote its first draft and submitted it to EOC on November 7, 1994. At the meeting of the EOC in March 1995, Marshall Rose generally endorsed the first draft but requested additions: an added policy on discrimination, revision to the defenses, and a drastically revised grievance procedure incorporating mediation and arbitration and an EO Panel to investigate and recommend settlement of grievances. A second draft dated March 14, 1995 incorporated a new discrimination policy (part A) which was taken from the BGSU affirmative action policy, deleted the word “living” from the discriminatory harassment policy, and revised the defense section. On March 20, 1996, the EOC unanimously approved portions 1, 2 & 3 except for the defense topics in 2-b. The third draft changed the defense section due to a new Supreme Court case decided after the Subcommittee on Harassment Policy wrote the prior drafts. On April 13, 1996, the EOC unanimously approved portions 1, 2 & 3 including the defenses listed in 2-b. The procedural sections have not yet been revised in part 4. On May 21, 1996, the policies were revised again as the fourth draft at the request of Marshall Rose. On February 13, 1997, the EOC unanimously approved the proposed harassment policy and appointed a subcommittee to begin working on developing the harassment procedures. On March 20, 1997, at an EOC meeting, Marshall Rose requested several changes to be made in the definitions by adding veteran status.

The Faculty Senate’s Committee on Amendments and Bylaws approved this on May 14, 1997; its Committee on Academic Affairs approved this on April 4, 1997; its Welfare Committee approved this on , 1997.

B-II.J Discrimination and Harassment Policies

1. DISCRIMINATION POLICY -- BOWLING GREEN STATE UNIVERSITY DECLARES AND REAFFIRMS A POLICY OF EQUAL EMPLOYMENT OPPORTUNITY, EQUAL EDUCATIONAL OPPORTUNITY, AND
Nondiscrimination in the provision of educational and other services to the public based on race, color, sex, national origin, religion, age (over 40), mental or physical disability, veteran status and sexual orientation. Additionally, Bowling Green State University declares and reaffirms its policy to reasonably accommodate mentally and physically disabled individuals and individuals with religious practices and beliefs. B-II. J-2A 4&7. The University also will not knowingly cooperate with, support, or employ the services of other organizations which do not endorse a policy of nondiscrimination.

2. Harassment Policy -- Bowling Green State University declares and reaffirms its goal to eliminate and not to tolerate harassment on the basis of sex, sexual orientation, race, color, national origin, religion, mental or physical disability, veteran status and age (over 40). This policy shall apply to all members of the University community: faculty, administrative staff and classified staff, as well as to visitors. BGSU shall use its influence to require all members of the University community to treat other members with respect and dignity regardless of race or color, sex or sexual orientation, national original or ancestry, religion, mental or physical disability, veteran status or age (over 40).

---

1 The definition for disability in the discrimination policy shall be identical to the definition found in the American with Disabilities Act.

2 The definition of veteran status for the discrimination policy shall be identical to the definition found in the Vietnam Veterans' Readjustment Act.

3 The sexual orientation portion of this policy is not applicable to BGSU's relationship with outside organizations such as ROTC, U.S. armed forces and the U.S. government.

4 The definition for disability in the harassment policy is broader than the definition found in the American with Disabilities Act, see B-I.J.2.a) 4.

5 The definition of veteran status for the harassment policy is broader than the definition found in the Vietnam Veterans' Readjustment Act, see B-I.J.2.a) 10.
BGSU's harassment policy also prohibits any member of the university community or visitors from retaliating against anyone who has brought a harassment complaint in good faith and from retaliating against anyone who assists in investigating or resolving a harassment complaint.

Editorial Note: BGSU's existing harassment policies do not address harassment due to color, religion, sexual orientation, disability, veteran status or age. This policy does not apply to students since this will appear in the Academic Charter; a policy directed at students should appear in the student code. The same policy should be adopted by the Administrative and Classified Staff Councils and appear in their handbooks.

A) DEFINITIONS

1) HARASSMENT CONSTITUTES VERBAL, WRITTEN OR PHYSICAL CONDUCT RELATING TO AN INDIVIDUAL'S RACE, COLOR, SEX, SEXUAL ORIENTATION, NATIONAL ORIGIN, RELIGION, MENTAL OR PHYSICAL DISABILITY, OR AGE (OVER 40) WHEN

   a) SUCH CONDUCT CREATES AN INTIMIDATING, HOSTILE OR OFFENSIVE WORKING OR EDUCATIONAL ENVIRONMENT; OR

   b) SUCH CONDUCT INTERFERES UNREASONABLY WITH WORKING OR EDUCATIONAL PERFORMANCE; OR

   c) SUCH CONDUCT ADVERSELY AFFECTS WORKING OR EDUCATIONAL OPPORTUNITIES; OR

   d) SUBMISSION TO SUCH CONDUCT IS MADE EITHER EXPlicitLY OR IMplicitLY A TERM OR CONDITION OF EMPLOYMENT OR EDUCATION; OR

   e) SUBMISSION TO OR REJECTION OF SUCH CONDUCT IS USED AS A BASIS FOR MAKING EMPLOYMENT OR EDUCATIONAL DECISIONS.

2) AGE REFERS TO BEING OVER 40.

3) COLOR REFERS TO SKIN TONE.

4) DISABILITY REFERS TO
4

a) AN INDIVIDUAL POSSESSING A CURRENT MENTAL OR PHYSICAL IMPAIRMENT,
b) AN INDIVIDUAL POSSESSING A PAST MENTAL OR PHYSICAL IMPAIRMENT, OR
c) ANOTHER'S PERCEPTION THAT THE INDIVIDUAL POSSESSES A CURRENT OR PAST MENTAL OR PHYSICAL IMPAIRMENT

5) NATIONAL ORIGIN REFERS TO NATIONALITY OR ETHNIC ANCESTRY.

6) RACE REFERS TO THE THREE ANTHROPOLOGICAL CATEGORIES OF RACE

7) RELIGION REFERS TO A SET OF MORAL OR ETHICAL PRINCIPLES DIRECTING HOW TO LIVE ONE'S LIFE INCLUDING THE PRACTICES AND BELIEFS USED TO IMPLEMENT THESE MORAL OR ETHICAL PRINCIPLES, BUT EXCLUDING POLITICAL AND SOCIAL IDEOLOGIES; NEITHER MEMBERSHIP IN AN ORGANIZED OR RECOGNIZED CHURCH OR SYNAGOGUE NOR SUBSCRIPTION TO ORTHODOX RELIGIOUS PRINCIPLES IS A PREREQUISITE TO POSSESSING RELIGIOUS BELIEFS OR TO PRACTICING A RELIGION;

8) SEX REFERS TO BOTH MALE AND FEMALE GENDERS;

9) SEXUAL ORIENTATION REFERS TO AN AFFINITY, ATTRACTION OR PREFERENCE FOR A SEXUAL PARTNER.

10) VETERAN STATUS REFERS TO ANYONE WHO HAS SERVED IN THE U. S. ARMED SERVICES FOR ANY LENGTH OF TIME AND HAS BEEN HONORABLY DISCHARGED.

B) DEFENSES TO HARASSMENT CLAIMS

1) ACADEMIC FREEDOM ASSOCIATED WITH A UNIVERSITY REQUIRES ALL MEMBERS OF A UNIVERSITY COMMUNITY TO TOLERATE COMMUNICATIONS IF SUCH COMMUNICATIONS INVOLVE A BONA FIDE EFFORT TO COMMUNICATE INTELLECTUAL, POLITICAL OR ARTISTIC IDEAS IN THE PURSUIT OF TRUTH, SEE ARTICLE I-A; OR
2) FREEDOM OF SPEECH, FREEDOM OF PRESS, AND FREEDOM OF RELIGION CLAUSES OF THE FIRST AMENDMENT REQUIRE ALL MEMBERS OF THE UNIVERSITY COMMUNITY TO TOLERATE COMMUNICATIONS IF SUCH COMMUNICATIONS INVOLVE A MATTER OF PUBLIC CONCERN OR A RELIGIOUS ISSUE, DOES NOT LEAD TO IMMINENT LAWLESSNESS AND DOES NOT HAMPER THE EFFECTIVE AND EFFICIENT OPERATION OF THE UNIVERSITY; OR

3) CONSENT TO SUCH CONDUCT WHICH OTHERWISE WOULD CONSTITUTE HARASSMENT LEGALIZES SUCH CONDUCT PROVIDED THE CONSENT IS FREELY GIVEN WITHOUT COERCION OR OBLIGATION, IF THE CONSENT, ONCE GIVEN, HAS NOT BEEN REVOKED, AND IF THE CONDUCT DOES NOT EXCEED THE SCOPE OF CONSENT GIVEN.

3) Responsibilities

A) On a University-wide basis, the Affirmative Action Office is responsible for the coordination and implementation of BGSU’s sexual, racial and ethnic DISCRIMINATION AND harassment policies. This office will serve as a resource with regard to all matters of this nature.

B) Each dean, director, and department chair, and administrative head of an operational unit is responsible for the dissemination and implementation of this ESE policy within the administrator’s area of responsibility. Persons at this level are also responsible for referring reported incidents of sexual, racial and ethnic harassment to the Affirmative Action Office.

C) It is expected that each ADMINISTRATOR faculty member, ADMINISTRATIVE contract staff member, and classified staff member SHALL will ensure adherence to this ESE policy AND within the person’s area of responsibility. Such efforts are largely a matter of good faith. It is the responsibility of all members of the university community to discourage ELIMINATE DISCRIMINATION AND harassment, SHALL report such incidents TO THE AFFIRMATIVE ACTION OFFICE and SHALL cooperate in any investigation which may result.
4) **Grievance Procedures**

The procedures outlined below are designed to provide sufficient flexibility with which to deal with the wide range of incidents that fall under harassment. They are intended to be responsive to the situation at hand and will be formal or informal as the allegations under review indicate.

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

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

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

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

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

   a) consultation with the complainant and respondent;

   b) discussion with appropriate persons suggested by the complainant who may have knowledge of the situation and can be of assistance in establishing the facts of the complaint;

   c) preparing a complete investigative report of the complaint, including recommendations for resolution, which shall be submitted, in writing, to the Vice-President to whom the respondent reports for appropriate administrative action, with copies being sent

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6 Grievance procedures will be totally revised at a later date: a subcommittee has been formed to develop them.
6) If the complainant or respondent is not satisfied with the action taken by the Vice-President, then he or she may appeal by sending written notice containing the reasons for the appeal to the President within ten working days of receiving the notification of the Vice-President's decision. The President will then review the appeal and respond, in writing, within ten working days after receiving the appeal to all parties -- respondent, complainant, Director of Affirmative Action, and the Vice-President to whom the respondent reports -- concerning the disposition of the appeal.

E) Penalties

Since BGSU's goal is to eliminate harassment, the penalties for violating this policy range from written warnings, to mandatory counseling sessions, to the loss of merit pay, to dismissal for faculty and staff. The range of student penalties are contained in the student code.
September 24, 1997

MEMORANDUM

TO: Robert Holmes, Chair
    Equal Opportunity Committee
FROM: Faith Olson, Chair
    Classified Staff Council
SUBJECT: BGSU Harassment Policy

During the September 19, 1997, Classified Staff Council's meeting, the representatives to this council had the opportunity to review and discuss the BGSU Harassment Policy, yet again, and, in particular, the change to item 6 on page 4. Because the wording, "three anthropological categories of race," was very ambiguous to those in attendance, we voted to have the original wording ("race refers to white, black, Hispanic, Asian, American Indian) be reinstated unless a more appropriate definition can be developed.

President Ribeau was at our meeting during this discussion and expressed his concerns about portions of the policy as it is now written. As a result of this discussion, Classified Staff Council encourages you to meet with President Ribeau, discuss the items where differences occur and then move forward to finalize this policy. We want closure on this issue with a document to eliminate harassment at BGSU with which all can live and work.

We wish you luck and continued stamina in bring this to closure.

xc: Duane Whitmire
    John Woods
    Tara Gore
Dear Duane:

As you may be aware, the Affirmative Action Office is coordinating sexual harassment training for BGSU employees with the goal of having all employees participate in the training by the end of the fiscal year. In addition to the training that has been scheduled for specific dates that have already been advertised, we are also doing training sessions that might be requested by particular units or groups on campus. Two of the facilitators that have been trained to do these sessions with University employees, Jill Carr and Dr. Dennis East, have expressed a special interest in conducting training for employees on the Administrative Staff Council.

I am writing to apprise you of their interest, and to invite you to develop a training schedule for ASC. If this is of interest to you, please contact me, Ms. Carr or Dr. East, as we would be happy to assist you in developing your program. I look forward to hearing from you. Continued best wishes.

MR

****************************
> Marshall Rose, Director
> Affirmative Action & Disability Resources
> Bowling Green State University
> Bowling Green, Ohio 43403
> Internet: <mrose@bgnet.bgsu.edu> (Office)
> Internet: <TGO Rose@aol.Com> (Home)
> Phone: 419/372-8495
> Fax: 419/372-8496

Could you come to an ASC Executive Committee meeting to explore the possibilities? For example, would you be available on Tuesday, October 14th at 11:45 am to meet with us at Club 57 (Founders Dining Hall). Our meeting goes from 11:45 am - 1:15 pm, but you could come to share your thoughts at the beginning (please feel free to invite Jill Carr and/or Dennis East, too).
September 30, 1997

MEMORANDUM

TO: Dr. Edward G. Whipple, Vice President for Student Affairs

FROM: Dr. Duane Whitmire, Chair of Administrative Staff Council

SUBJECT: Protected Free Speech Policy

Per your request for feedback, I have taken the Protected Speech Policy as it appears on page 59 of the Student Affairs Handbook to the ASC Executive Committee for review and advice. The ASC Executive Committee applauds the effort to communicate the importance of protected speech and establish a definitive rule on the issue of free and protected speech at the University.

It is our hope that the Bowling Green State University Policy on Free Speech will receive a positive review by the other constituent groups and the Board of Trustees similar to the positive review that has been given by the Administrative Staff Council Executive Committee.

Please express our congratulations to Nick Kadel, Kerry Aulizia, and the other students who brought this matter to the attention of the entire campus community.

If you need any additional information, please feel free to contact me.

pc: K. Aulizia
T. Gore
R. Holmes
N. Kadel
F. Olson
J. Woods
President's Cabinet
To: janicew@bgnet.bgsu.edu
From: Duane Whitmire <whitmire@bgnet.bgsu.edu>
Subject: ASC Suggested Agenda Items for the President's Panel
Cc:
Bcc:
X-Attachments:

1. Equalizing Representation on the President's Panel and working through the procedures associated with the Academic Charter

2. Advice on the best approach for obtaining Administrative and Classified staff input into the budget process

3. Perceived lack of hiring procedures for both administrative and classified staff

4. Implementation of the Administrative Staff Compensation (Mercer) Plan

5. Joint ventures to increase University enrollments (e.g. ASC, CSC, and HR) collaborative work on bundling classes for staff to take

6. Developing ways to recognize administrative and classified staff for their achievements (similar to faculty)

7. Involving the entire campus community in the Dr. Tom Connellan presentation on Monday, November 10th from 3:30 - 5:00 pm
MEMORANDUM

October 1, 1997

TO: Dr. Edward G. Whipple, Vice President for Student Affairs

FROM: Dr. Duane Whitmire, Chair of Administrative Staff Council

SUBJECT: Protected Free Speech Policy

Per your request for feedback, I have taken the Protected Speech Policy as it appears on page 59 of the Student Affairs Handbook to the ASC Executive Committee for review and advice. The ASC Executive Committee applauds the effort to communicate the importance of protected speech and establish a definitive rule on the issue of free and protected speech at the University.

It is our hope that the Bowling Green State University Policy on Free Speech will receive a positive review by the other constituent groups and the Board of Trustees similar to the positive review that has been given by the Administrative Staff Council Executive Committee.

Please express our congratulations to Nick Kadel, Kerry Aulizia, and the other students who brought this matter to the attention of the entire campus community.

If you need any additional information, please feel free to contact me.

pc: K. Aulizia
    T. Gore
    R. Holmes
    N. Kadel
    F. Olson
    J. Woods
    President's Cabinet
MEMORANDUM

TO: Robert Holmes, Chair
    Equal Opportunity Committee

FROM: Dr. Duane Whitmire, Chair
      Administrative Staff Council

SUBJECT: BGSU Harassment Policy

Per your request, I have again taken the “Faculty Senate Standing Committees' Version of the Proposed BGSU Harassment and Discrimination Policies” dated May 2, 1997 to the ASC Executive Committee for review and feedback. As you know, the ASC Executive Committee had already reviewed a document from you dated March 20, 1997 entitled “Final, Final Draft of Proposed Revision to BGSU Harassment Policies. It is unfortunate that you were unable to attend two of our ASC Executive Committee meetings this past summer.

We have two specific items of feedback for your consideration as Chair of the Equal Opportunity Committee. First, the ASC Executive Committee recommends using the definition of race in the March 20, 1997 document. Second, we urge the formation of a subcommittee to develop a grievance procedure for harassment situations.

It is our hope that a comprehensive user-friendly harassment policy can be finalized that will clearly meet the needs of all associated with Bowling Green State University. If you need any additional information, please feel free to contact me.

pc: Tara Gore
    Faith Olson
    John Woods
MEMORANDUM

TO: Duane Whitmire, Chair
    Administrative Staff Council

FROM: Bob Holmes, Chair
      Faculty Senate

RE: Faculty Senate Ad Hoc Committees

Attached are the final charges and membership for the Faculty Senate Ad
Hoc Committees on Student Services and on Domestic Partners. I would like
you to nominate one to three members to serve on this committee. As you
may recall, we discussed this at our Caucus meeting on August 21 and on
September 8, and I requested ASC and CSC to nominate people at the
September 8 meeting.

RAH:dw
attachments
Charge for Ad Hoc Committee  
on  
Student Services

The committee shall:

A) examine all academic and non-academic units to determine the best and worst practices of student treatment and services;

B) review past surveys or reports on student treatment and services;

C) hold public hearings and/or conduct surveys on campus to help in making the review in (A);

D) develop recommendations as to what changes or initiatives are needed;

E) determine the cost of each recommendation;

F) prepare a report;

G) forward the report to the Faculty Senate and its Academic Affairs and Welfare Committee by February 28, 1998.

- SEC approved the preliminary charge and committee size on September 2, 1997.
- Com/Com approved the membership on September 24, 1997.
- SEC approved the final draft of the charge and committee size on September 30, 1997.
Membership -

Ad Hoc Committee
on
Student Services

Co-Chairs: Keith Bernard, VCTE
            Ray Laakanemi, Journalism

Faculty:  Jeff Gordon, Geography
          Sue Moto, Legal Studies
          Carlla Smith, Psychology
          Veronica Gold, Special Education
          Larry Smith, Firelands
          Donna Nelson-Beene, English
          Glenn Shields, Social Work
          Mary Natvig, Music Composition & History
          Ron Olsen or designee from FWC
          Judy Adams or designee from CAA

Administrative Staff: 1 to 3 members appointed by ASC
                      Kim Grilliot, College of Education
                      and Human Development, Adviser

Classified Staff: 1 to 3 members appointed by CSC

Students: 1 to 3 members appointed from USG
          Wesley Holmes, Panhellenic Council
          Josh Sockrider, IFC
          Robyn Gaier, USG Office
          Kurt Baumgartner, USG Office

                      1 to 3 members appointed from GSS
                      Mark Phillips, History
                      April Phillippi, Biological Sciences

Administrators:  Chuck Middleton or designee
                 Ed Whipple, Student Affairs or designee
                 Rebecca Ferguson or designee (Karen Wood)
Charge for Ad Hoc Committee
on
Domestic Partners

The committee shall:

A) collect data on what other colleges and universities have done with regard to rights and benefits of domestic partners of their employees;

B) hold public hearings on BGSU campus asking for input from the BGSU community as to what rights and benefits need to be created;

C) develop recommendations as to what is needed;

D) determine the cost of the recommendations;

E) forward a report to the Faculty Senate, Administrative Staff Council and Classified Staff Council and their Welfare Committees by December 1, 1997.

-- SEC approved the preliminary charge and committee size on September 2, 1997.

-- Com/Com approved the membership on September 24, 1997.

-- SEC approved the final draft of the charge and committee size on September 30, 1997.
Membership -

Ad Hoc Committee on Domestic Partners

Chair: Janet Parks, School of HPER

Faculty: Vikki Krane, School of HPER
Kate Dailey, Firelands College
Lisa Heineman, History
Ron Olsen or designee from FWC

Administrative Staff: 1 to 3 members to be appointed by ASC

Classified Staff: 1 to 3 members to be appointed by CSC

Students: 1 to 3 members from USG
Stephanie Halko, USG Office
1 to 3 members from GSS

Administrators: Chuck Middleton or designee
Rebecca Ferguson or her designee (Donna Wittwer)
October 16, 1997

MEMORANDUM

TO: Duane Whitmire, Chair
    Administrative Staff Council

FROM: Bob Holmes, Chair
       Faculty Senate

RE: Harassment Policy

First, I mostly agree with your thoughts in your October 1, 1997 memo. There may be
difficulty in using the March 20, 1997 definition of race. This original wording of the
harassment policy defined race as "Caucasian, Negro and Oriental." Marshall Rose
objected to that so the definition was changed as a trial to "White, Black, Asian, and
American Indian." Then, Indian faculty objected to this since this erroneously combines
race with national origin. An Indian from India is properly classified as Caucasian for race
and Indian for national origin. The Faculty Senate Welfare, Amendments and Bylaws, and
Academic Affairs committees recognized this problem so the Faculty Senate committees
rewrote the definition of race to "the three anthropological categories of race." I explained
this problem to the Caucus Group at our September 8, 1997 meeting and we "all agreed" to
"write a letter specifically opposing the concept of combining race and national origin,"
according to the minutes. What your group has now done is the exact opposite of what we
agreed to do on September 8, 1997! So where do we go from here on this definition?

Secondly, your request to form a subcommittee on harassment procedures is well
taken. The EOC did this last spring at its March 10, 1996 meeting. The President and the
Provost have suggested that the procedures document be delayed. What do you suggest
doing? I had intended to discuss this at yesterday's President's Panel.

cc: Faith Olsen, Chair
    Classified Staff Council

John Woods, President
    Graduate Student Senate

Tara Gore, President
    Undergraduate Student Government

RAH
MEMORANDUM

TO: Dr. Edward G. Whipple, Vice President for Student Affairs

FROM: Classified Staff Council

J. A. Samelak, Vice Chair

SUBJECT: Bowling Green State University Rule Protecting Free Speech

The Classified Staff Council of Bowling Green State University commends the efforts and initiative demonstrated by all groups and individuals in the pursuit of a free and open exchange of ideas through their commitment to obtain a university rule and departmental policies to encourage, protect, and guarantee free speech.

We, as members of the BGSU community, do hereby urge the Board of Trustees to enact such a rule, protecting and encouraging the most basic and cherished freedom of our nation, the right to speak freely.

pc: K. Aulizia
T. Gore
R. Holmes
N. Kadel
D. Whitmire
J. Woods
President's Cabinet
To: rholmes@cbabgsu.edu
From: Duane Whitmire <whitmire@bgnet.bgsu.edu>
Subject: Administrative Staff Members Interested in Serving on the Two Ad
Hoc Faculty Senate Committees
Cc: dpurdy@bgnet.bgsu.edu, kpogan@bgnet.bgsu.edu, lesleyr@BGNets.bgsu.edu,
jtaylor@bgnet.bgsu.edu, lindan@bgnet.bgsu.edu, smith@wbgu.bgsu.edu, 
dcrooks@bgnet.bgsu.edu, gswanka@bgnet.bgsu.edu, 
msimmon@bgnet.bgsu.edu, kaygude@bgnet.bgsu.edu, dboyce@bgnet.bgsu.edu,
judyd@bgnet.bgsu.edu

Per your request the following administrative staff members have 
indicated an interest in serving on the designated Ad Hoc Faculty Senate 
Committees. The deadline for indicating an interest was at 5:00 PM 
today. If you need any additional information, please feel free to 
contact me.

AD HOC COMMITTEE ON STUDENT SERVICES 
Dave Crooks (willing to serve on either) 
Kay Gudehaus 
Linda Newman 
Dean Purdy 
Keith Pogan 
Lesley Ruszkowski 
Michelle Simmons 
Gale Swanka 
Jack Taylor 

AD HOC COMMITTEE ON DOMESTIC PARTNERS 
Dave Crooks (willing to serve on either) 
Tim Smith
November 4, 1997

TO: Bob Holmes, Chair of Faculty Senate
   Duane Whitmire, Chair of Administrative Staff Council
   Faith Olson, Chair of Classified Staff Council
   Tara Gore, President of Undergraduate Student Government
   John Woods, President of Graduate Student Senate
   Marshall Rose, Director of Affirmative Action/Disability Resources

FROM: President Sidney A. Ribeau

SUBJECT: Equal Opportunity and Anti-Harassment Policies

I want to take this opportunity to express my appreciation to the faculty, staff, students and administrators who have undertaken the task of reviewing the University's policies on equal opportunity, anti-discrimination and sexual harassment. The establishment of a governing policy in relation to the above issues is of vital importance to the University community. We all need to work together to ensure that we create an environment that is safe and free from discriminatory harassment and that provides equal opportunity to current and prospective employees and students of our institution.

Over the past six months, as part of an overall review of our current policies, I solicited feedback from each of the campus' constituent groups and also received a proposed policy statement submitted by the Educational Opportunity Committee. In addition, I have worked closely with members of my Cabinet who were charged with the review of legal and administrative concerns.

The resulting document (which I have enclosed) is intended to serve as a governing policy for the entire University community and includes the requisite policy statements for both employees and students. The document is intended to provide broad guidelines which meet the requirements of state and federal law while providing a clear statement on where the institution stands on matters related to equal opportunity, discrimination and harassment. The policy document is intentionally succinct and does not venture into procedural matters although it does provide clear directives for individuals who may need to take action in any of these areas.

At this time, I am requesting that you review the attached and forward any comments to my attention. Following a review of your comments, the policy will be presented to the Board of Trustees for approval. As a next step, I plan to establish an Advisory Panel to review and evaluate our current procedures regarding the implementation of our equal opportunity and anti-harassment policies. It would be helpful if each of you would provide me with the names of three nominees so that I might select one representative from each constituent group to serve on this Panel.

Thank you for your ongoing attention to this matter.

cc: President’s Cabinet
Bowling Green State University is committed to providing faculty, staff, and students with an environment where they may pursue their careers or studies free from discrimination. The Office of Affirmative Action/Disability Resources is responsible for administering the University's equal opportunity and anti-harassment policies. The office exists, in part, to ensure that all members of the University community understand their responsibility to create and maintain an environment free from discrimination and harassment.


1. Equal Employment Opportunity Policy

Bowling Green State University is committed to providing equal employment opportunity. The University prohibits discrimination against employees and applicants for employment on the basis of race, sex, color, national origin, ancestry, religion, age, marital status, disability, or status as a Special Disabled or Vietnam-era veteran. The Office of Affirmative Action/Disability Resources, 705 Administration Building, is responsible for equal employment opportunity compliance.

2. Equal Educational Opportunity Policy

Bowling Green State University is committed to providing equal educational opportunity. The University provides access to educational programs and activities without regard to race, sex, sexual orientation*, color, national origin, ancestry, religion, age, marital status, disability, or status as a Special Disabled or Vietnam-era veteran. The Office of Affirmative Action/Disability Resources, 705 Administration Building, is responsible for equal educational opportunity compliance.

*This policy does not apply to the University's relationships with outside organizations, including the federal government, the military, and ROTC.
3. Anti-Harassment Policy

Bowling Green State University strives to provide an environment that is free of harassment. The University's policy against discriminatory harassment applies to all faculty, students, staff, contractors, and vendors. The policy covers harassment based on sex, race, color, religion, ancestry, national origin, disability, age, and status as a Special Disabled or Vietnam-era veteran. Sexual harassment is the subject of a separate policy which is more fully discussed below. Members of the University community should bring problems or questions regarding discriminatory harassment to the attention of the Office of Affirmative Action/Disability Resources.

4. Sexual Harassment

Sexual harassment is a violation of Chapter 4112 of the Ohio Revised Code, Title VII of the Civil Rights Act of 1964, and Title IX of the Educational Amendments of 1972. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or academic pursuits;
- submission to or rejection of such conduct by a person is used as the basis for employment decisions or academic decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with a person's work or academic performance or creating an intimidating, hostile, or offensive working or educational environment.

Members of the University community should bring problems or questions regarding sexual harassment to the attention of the Office of Affirmative Action/Disability Resources.

5. Retaliation

Retaliation against members of the Bowling Green State University community who exercise their right to file charges of discrimination or harassment is strictly prohibited by state and federal law and University policy. Retaliation is prohibited whether or not the charging party prevails in
the original charge. Subsequent to, or contemporaneous with the charge, no agent of the University may harass, coerce, intimidate, or discriminate against an individual who has filed a complaint or participated in the complaint resolution process. Charges of retaliation will be investigated by the Office of Affirmative Action/Disability Resources.

6. Filing a Complaint

Procedures are in place for resolving allegations of unlawful discrimination, sexual harassment, and other forms of discriminatory harassment. Copies of the procedures may be found in the Office of Affirmative Action/Disability Resources.
MEMORANDUM

TO: Task Force on University Development
    Undergraduate Student Government

FROM: Charles R. Middleton
      Provost and Vice President

RE: Calendar Change

Thank you for your very thoughtful and helpful memo of 18 November 1997 with regard to the 1998/1999 academic calendar. I read it with great interest and it was discussed at the Committee on Academic Affairs meeting earlier today.

As I was thinking about this issue it occurred to me that your memo represents the very best of BGSU. Namely, your careful and thorough explication of the issues coupled with your advocacy of a positive and forward looking solution are indicative of the very best aspects of our University community. I appreciate and respect enormously your presenting the issues in this fashion.

You will be happy to know that it turns out that we can both have Veterans Day off next fall and maintain the long standing and valuable BGSU tradition of not having classes on the day before Thanksgiving. We can achieve these goals by a simple modification in my original memo if we adopt the academic calendar of the consortium institutions effective in 1998/1999. This simple change, which will be proposed formally to the Senate at its December meeting, allows us to get two new advantages for BGSU students while we sustain an old one.

The first new advantage brings our calendar into exact alignment with those of the University of Toledo and the Medical College of Ohio. This benefits the large and growing number of students who attend two and in some cases three of these institutions every semester. The second new advantage enables BGSU students and faculty to observe Veterans Day which is a significant and meaningful holiday in our country.
The third advantage is an old one which we inadvertently undermined in trying to adopt the two new ones. That is the opportunity our students have to go home early on the Wednesday before Thanksgiving so that they can be with their families for that important traditional holiday and all the festivities which surround it.

One of the important things about this outcome is that we as a community debated these issues and responsibly presented our alternative points of views. In that environment I learned a great deal from those who had not had an opportunity to discuss the issues in the earlier deliberations. I am happy that we worked out the resolution the way that we did and I thank you for your leadership in that process.

cc: Board of Trustees
S. Ribeau
E. Whipple
N. Footer
R. Holmes
J. Adams
G. DeCrane
B. Beatty
J. Carr
T. Stewart
F. Olson
BG News
To: lmchugh@bgnet.bgsu.edu
From: Duane Whitmire <whitmire@bgnet.bgsu.edu>
Subject: Re: holidays
Cc:
Bcc:
X-Attachments:

> Date: Thu, 20 Nov 1997 11:23:57 -0500
> To: lmchugh@bgnet.bgsu.edu (Lisa M. McHugh)
> From: Duane Whitmire <whitmire@bgnet.bgsu.edu>
> Subject: Re: holidays
> Cc:
> Bcc:
> X-Attachments:
> >
> >> Duane,
> >>
> >> After reading this morning's paper, I have a few questions about the
> >> University observing Veteran's day and also not having classes the day
> >> before Thanksgiving. According to the paper, no classes would be held
> >> on
> >> either of these days but the article doesn't indicate if the University
> >> is
> >> closed on both these days. I assume that staff would have Veteran's
> >> Day
> >> off, but does this mean that faculty get an extra holiday (the day
> >> before
> >> Thanksgiving) but staff will still be required to work? If this is the
> >> case, it seems that ASC should voice some concern about the inequity of
> >> this.
> >>
> >> I realize all of these decisions have been made in the past few days and
> >> you may not have all of the information. I did want you to be aware of
> >> this concern and would appreciate any insight you can share. Thanks.
> >>
> >> Lisa
> >>
> >> Lisa M. McHugh, Associate Director
> >> Academic Enhancement
> >> Bowling Green State University
> >> 101 University Hall
> >> Bowling Green, OH 43403
> >> (419) 372-8943 (419) 372-8486 fax
> >>
> >>
> >> I really don't know much at this point in time. I will try to find out
> >> the answer to your question by contacting Becca Ferguson and/or Chuck
> >> Middleton and share the answer with you and at our ASC Executive
> >> Committee meeting next Tuesday. Thanks for asking!
> 

Printed for Duane Whitmire <whitmire@bgnet.bgsu.edu>
Here is the information I have at this point in time. I called Becca Ferguson who referred me to Chuck Middleton. Chuck just called me and said that only the instructional calendar was affected. I asked him if that meant that staff will have Veteran's Day off and that staff will work the day before thanksgiving. He said yes, and staff could take vacation if they wanted to take the day before thanksgiving off.

I will share this same information at the ASC Executive Committee meeting next Tuesday. If you need any additional information, please feel free to contact me.
To: dpurdy@bgnet.bgsu.edu, kpogan@bgnet.bgsu.edu, lesleyr@BGNNet.bgsu.edu, jtaylor@bgnet.bgsu.edu, lindan@bgnet.bgsu.edu, dcrooks@bgnet.bgsu.edu, gswanka@bgnet.bgsu.edu, msimmon@bgnet.bgsu.edu, kaygude@bgnet.bgsu.edu, rathe@bgnet.bgsu.edu, rholmes@cba.bgsu.edu, bernhard@bgnet.bgsu.edu, rlaakan@bgnet.bgsu.edu, dboyce@bgnet.bgsu.edu, judy@bgnet.bgsu.edu
From: Duane Whitmire <whitmire@bgnet.bgsu.edu>
Subject: Faculty Senate Ad Hoc Committee on Student Services
CC: rholmes@cba.bgsu.edu, bernhard@bgnet.bgsu.edu, rlaakan@bgnet.bgsu.edu, dboyce@bgnet.bgsu.edu, judy@bgnet.bgsu.edu

Please be advised that Administrative Staff representation on the Faculty Senate Ad Hoc Committee on Student Services has been finalized. You may recall that 9 administrative staff had offered their services on this committee. Dave Crooks offered to serve on the Domestic Partners Ad Hoc Committee instead, and Michelle Simmons had already been appointed to the Student Services Ad Hoc Committee through some other mechanism.

As a result, 7 administrative staff were considered for 3 openings on the committee. After consultation with Keith Bernhard and Ray Laakaniemi, Co-Chairs of the Student Services Ad Hoc Committee, the following three persons have been appointed: Kay Gudehus from Admissions, Linda Newman from Residence Programs, and Dean Purdy from Academic Enhancement. The primary criteria for selection involved the areas represented by the 3 persons chosen taking into account the areas represented by current ad hoc committee members.

I would like to thank everyone who indicated an interest in this opportunity to serve, and I hope all of you will consider future committee service as well. Thanks!
To: rholmes@cba.bgsu.edu
From: Duane Whitmire <whitmire@bgnet.bgsu.edu>
Subject: Administrative Staff Members Interested in Serving on the Two Ad Hoc Faculty Senate Committees
Cc: dpurdy@bgnet.bgsu.edu, kpogan@bgnet.bgsu.edu, lesleyr@BGNNet.bgsu.edu, jptaylor@bgnet.bgsu.edu, lindan@bgnet.bgsu.edu, smith@wbgu.bgsu.edu, dcrooks@bgnet.bgsu.edu, gswanka@bgnet.bgsu.edu, msimmon@bgnet.bgsu.edu, kaygude@bgnet.bgsu.edu, dboyce@bgnet.bgsu.edu, judyd@bgnet.bgsu.edu
Bcc:
X-Attachments:

Per your request the following administrative staff members have indicated an interest in serving on the designated Ad Hoc Faculty Senate Committees. The deadline for indicating an interest was at 5:00 PM today. If you need any additional information, please feel free to contact me.

AD HOC COMMITTEE ON STUDENT SERVICES
- Dave Crooks (willing to serve on either)
- Kay Gudehaus - Admission
- Linda Newman - Resident Programs
- Dean Purdy - Academic Enhancement
- Keith Pogan - Freshman Studies
- Lesley Ruszkowski - Finance
- Michelle Simmons - already on
- Gale Swanka - Unspecified
- Jack Taylor - Academic Administration

AD HOC COMMITTEE ON DOMESTIC PARTNERS
- Dave Crooks (willing to serve on either)
- Tim Smith

1/24/97
Lo, Lockomemi Scm

Printed for Duane Whitmire <whitmire@bgnet.bgsu.edu>
Amy O'Donnell, 12/5/97 4:37 PM -0500, Re: asc spring reception

To: aodonne@bgnet.bgsu.edu (Amy O'Donnell)
From: Duane Whitmire <whitmire@bgnet.bgsu.edu>
Subject: Re: asc spring reception
Cc:
Bcc:
X-Attachments:

>>> Hi Duane:
>>>
>>> My husband tells me that asc is somewhat interested in having the
"singing
>>> O'Donnells" at the spring reception. Sounds like fun (if you still
want
>>> us). Anyway, I need to let my accompanist know when it is because she
gets
>>> exceptionally busy in May. Have you any ideas?
>>>
>>> Amy O
>>>
>>> **********************************************************************
>>> Amy O'Donnell
>>> Assistant Dean of Students
>>> Orientation and New Student Programs
>>> Office of Student Life
>>> 405 Saddlemire Student Services
>>> Bowling Green State University
>>> Bowling Green, OH 43403
>>> (419) 372-2843
>>> (419) 372-0499--fax
>>> aodonne@bgnet.bgsu.edu
>>>
>> We definitely want you and Ed to be part of the Spring reception, but I
don't know the exact time yet. The Executive Committee had talked
about
the possibility of the week of May 11th. How soon do you need to know
a
specific time and day? Thanks!
>>>
>>**********************************************************************
>> Duane E. Whitmire, Ph.D.
>> Computer Help Center Analyst
>> Bowling Green State University
>> E-Mail: whitmire@bgnet.bgsu.edu
>> Phone: 419-372-2927
>> We are a team of professionals, committed to customer
>> satisfaction, dedicated to prompt, courteous
>> delivery of quality service and support.
>> "Bringing the Magic of Customer Service to BGSU"
>>**********************************************************************
>
> Well, when I told my accompanist that we might be performing, she said,
> "Remember, I have juries then--better let me know as soon as possible!"
> We'd prefer to have her play rather than trying to cajole someone like
Ann
> Tracy who isn't as familiar with our music, although, if necessary, it
> could be done. I'm sure Ed told you that ASC would have to pick up her
> fee. I believe it's $7.50/hour hour. And, arrangements for a piano or a
> keyboard would need to be made. Anyway, we can help with research
along
>those lines. For now, the most important thing is trying to set a date
so
>we can get Pam lined up or find someone else to play.
>
>My, don't Ed and I think a lot of ourselves trying to tell ya'll when to
>hold your event! Whew! HOpe we can live up to peoples' expectations!
>
>Amy O
>
>************************************************************************
>
>Amy O'Donnell
>Assistant Dean of Students
>Orientation and New Student Programs
>Office of Student Life
>405 Saddlemire Student Services

Bowling Green State University
Bowling Green, OH 43403
(419) 372-2843
(419) 372-0499--fax
aodonne@bgnet.bgsu.edu

No problem! We'll do anything for administrative staff colleagues who
can actually carry a tune. Seriously, we'll try to set a date at the ASC
Executive Committee meeting next Tuesday.
December 18, 1997

TO: Classified Staff Council Executive Board
    Administrative Staff Council Executive Board

FROM: J. Douglas Smith, Associate Vice President, University Advancement/
      Director of Development

Kenneth C. Frisch, CFRE
      Director of Gift Planning/
      Senior Development Specialist

RE: January 21, 1998 - Planned Giving Seminar

On Wednesday, January 21, the University’s Office of Development will be sponsoring a workshop presented by Andre Donikian, one of today’s foremost professionals in the planned giving arena. The workshop will focus on fundamentals of planned giving and will be geared to individuals who do not work in the planned giving field on a daily basis. In other words, this workshop is for you.

The workshop will be held at the Mileti Alumni Center. The schedule is:

- 8:15 a.m. - 9:00 a.m. - Check-in and coffee
- 9:00 a.m. - 12 noon - Fundamentals of planned giving
- 12 noon - 1:00 p.m. - Lunch
- 1:00 p.m. - 3:00 p.m. - Identifying planned giving opportunities/
  examples of gift situations
- 3:00 p.m. - 3:30 p.m. - Questions
- 3:30 p.m. - Adjournment

Please complete the registration form at the bottom of this page to receive a seat for this workshop.

Name ________________________________ Department/Area ____________________________
Address __________________________________________ Phone ____________________________

___ I will attend the January 21st Planned Giving Workshop and luncheon.
___ I will not attend, but would like to receive information about the BG Planned Giving effort.
___ I will attend the workshop but will not be joining everyone for lunch.

Return this form to: Carol Luce
                  Mileti Alumni Center
                  372-2424
MEMORANDUM  

TO:  Charles Middleton, Provost  
      Robert Holmes, Chair of Faculty Senate  

FROM: Faith Olson, Chair of Classified Staff Council  
       Duane Whitmire, Chair of Administrative Staff Council  

RE: Administrative Staff and Classified Staff Attendance at Joint  
     University Budget Committee (UBC) and Faculty Senate Budget  
     Committee (FSBC) Meetings  

As you know, administrative staff and classified staff are in the process of seeking representation on the Faculty Senate Budget Committee. Since this process involves a change to the Charter, we are requesting consideration of the following approach as the formal request for representation makes its way through the Charter revision process.

We ask that attendance of one administrative staff and one classified staff member at the joint meetings of UBC and FSBC be considered. Taking this approach would not only be a valuable learning experience for the administrative and classified staff members, but also be a worthwhile communication mechanism for keeping our two groups informed of budgetary considerations.

Thank you, in advance, for your consideration of this request as soon as possible. If you need any additional information, please feel free to contact us.

pc:  S. MacNevin  
     S. Ribeau
Duane--here is the info for the Professional Connection program our committee would like to start with new spring hires. Please give me your feedback so I know which direction we can go in. Thanks

Dawn

>[To ASC listproc]
> The Administrative Staff Council is starting Professional Connection, a program for recently hired administrative staff employees. A description of this program follows. IF YOU ARE INTERESTED IN BECOMING A VOLUNTEER, PLEASE SEND YOUR COMPLETED QUESTIONNAIRE TO NORMA STICKLER (nstickl@bgnet.bgsu) BY JANUARY 14, 1998.
>
> Name: ____________________________ Position: ____________________________
>
> Department: ____________________________ Work phone: ____________________________
>
> Number of years at BGSU: _______________
>
> In order to make a successful professional match, tell us something about yourself: special interests, hobbies, whether you have children (if so, what age), etc.
>
> PROFESSIONAL CONNECTION
>
> Goal. Encourage growth of professional staff by establishing a mentoring program for newly hired administrative staff. The mentoring program is intended to assist new employees in adjusting to University employment and community involvement in ways that lead to positively-motivated staff members who contribute to their department, the University, and their profession.
>
> Selection Procedures. Initially, the Professional Development Committee of the Administrative Staff Council will match newly hired administrative staff members with two administrative staff employees who will serve as
mentors. After the first year, Human Resources will assume responsibility for making this professional connection. One mentor will be selected from a list of volunteers who have been hired at BGSU within the past few years. The second mentor will be selected from a list of volunteers who have worked at BGSU for several years. The intent is that the perspectives of employees with a few years of experience at the University and those with several years of experience will both benefit the new employee.

Types of Mentoring. The volunteer with a few years University work experience will make the initial contact with the newly hired staff member. This contact will be made within the first two weeks of the latter's employment. Volunteers will hold an informal meeting with the new employee, either together or singly as preferred by the new employee. Volunteers will explain that they are available to help the new employee adjust to BGSU and the Bowling Green community. They will discuss the advantages and challenges of working at the University, and the formal and informal mechanisms for accomplishing work goals. Volunteers will emphasize that they can help the new employee with professional support and advice, but that they do not replace the supervisor's role. The newly hired employee will decide the types and frequency of subsequent contacts.

Program Evaluation. In the first year of operation, the chairperson of the Professional Development Committee will contact administrative staff members who have been hired during the past academic year. Open-ended questions will establish which elements of the mentoring program need to be retained or changed.

[Distributed by Human Resources during new employee orientation]

PROFESSIONAL CONNECTION

The Administrative Staff Council is an elected body which supports the mission of Bowling Green State University and which represents administrative staff members by promoting their general welfare, seeking professional development opportunities, maintaining communications among staff members, and reviewing and initiating institutional policies.

As part of your new employee orientation, you have an opportunity to participate in Professional Connection, a new program by the Administrative Staff Council. A description of this program is given on the next page. Please complete the following checklist so that you are matched with mentors who will be of the greatest benefit to you. You are welcome to give your completed questionnaire to Human Resources during your new employee orientation, or you may send the completed questionnaire later to:

Ms. Dawn Mays, Chairperson
>Professional Development Committee
>Administrative Staff Council
>and Director of Student Activities
>Room 330, University Union
>Phone: 372-3443
>FAX: 372-0455
>Internet: dmays@bgnet.bgsu.edu
>
>Gender: Female Male Does
>Not
>Matter
>Marital Status: Married Single
>Does Not Matter
>Parent Status: Have Children No Children
>Does Not Matter
>Race: Person of Color
>Does Not Matter

Special interests (recreational interests, hobbies, other interests:"

Other preferences:"

I have no preferences for any of these criteria

I do not wish to participate.

PROFESSIONAL CONNECTION

Goal. Encourage growth of professional staff by establishing a mentoring
program for newly hired administrative staff. The mentoring program is
intended to assist new employees in adjusting to University employment
and
community involvement in ways that lead to positively-motivated staff
members who contribute to their department, the University, and their
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mentors. After the first year, Human Resources will assume responsibility
for making this professional connection. One mentor will be selected from a list of volunteers who have been hired at BGSU within the past few years. The second mentor will be selected from a list of volunteers who have worked at BGSU for several years. The intent is that the perspectives of employees with a few years of experience at the University and those with several years of experience will both benefit the new employee.

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Program Evaluation. In the first year of operation, the chairperson of the Professional Development Committee will contact administrative staff members who have been hired during the past academic year. Open-ended questions will establish which elements of the mentoring program need to be retained or changed.

FROM: Dawn Mays, Chairperson
Professional Development Committee
Administrative Staff Council

TO: [newly hired administrative staff member]

SUBJECT: Professional Connection

DATE:

Welcome to Bowling Green State University. We have assigned two administrative staff members to help in making your adjustment to BGSU a successful experience. Your contacts are [names, departments, phone numbers, electronic mail addresses].

[Name] will be contacting you within the next few weeks. A description of the Professional Connection program is included in this mailing.
Please
>contact me if you have any questions about this program. Thank you for
>participating.
>
>Ms. Dawn Mays, Chairperson
>Professional Development Committee
>Administrative Staff Council
>and Director of Student Activities
>Room 330, University Union
>Phone: 372-3443
>FAX: 372-0455
>Internet: dmays@bgnet.bgsu.edu
>
>Attachment converted: Macintosh HD:ASC.DOC 1 (WDBN/MSWD) (0000070F0)
>
>************************************************
>Dan Parratt, Director
>Department of Environmental Health and Safety
>102 College Park Office Building
>Bowling Green State University, Bowling Green, Ohio 43403
>Voice: 419-372-2171. FAX: 419-372-2194. dparrat@bgnet.bgsu.edu
>************************************************
>
>Ms. Dawn Mays
>Director of Student Activities
>Bowling Green State University
>Bowling Green, OH 43403
>(419) 372-2343 Phone
>(419) 372-0455 Fax
>Internet: dmays@bgnet.bgsu.edu
Pat Green, 1/13/98 9:29 AM -0500, Re: Monitor

To: Pat Green <pgreen@bgsu.edu>
From: Duane Whitmire <whitmire@bgsu.edu>
Subject: Re: Monitor
Cc:
Bcc:
X-Attachments:

>Duane
>
>I think maybe ASC Exec should brainstorm a new name for this section - it
>really galls me that it is only faculty when in the last monitor there
>were some major grants by staff.
>>
>>I appreciate your comments and in fact have thought about the
>>"exclusiveness" of the name quite a bit. The information includes both
>>faculty and staff accomplishments. However, the vast majority of
>>publication, grant and research activity is conducted by faculty.
>>I am open to new names for this quarterly section that are more
>>"inclusive"
>>but a good name must reflect the intent of the publication. Given the
>>strong leaning toward faculty activity, I think it would either have to
>>mention faculty or simply focus on the tasks being recognized
>(research,
>>publications, grants and presentations).
>>
>
>Pat Green
>Administrative Director
>Center for Photochemical Sciences
>Bowling Green State University
>Bowling Green, Ohio 43403
>Phone: 419-372-6008
>Fax: 419-372-6069
>e-mail: pgreen@bgsu.edu
>http://www.bgsu.edu/departments/photochem

Good point! Let's brainstorm in Exec and then either invite Sue to an
Exec meeting or at least put our thoughts in writing to her. Thanks for
the suggestion!
Thanks for both items, Duane.
A news brief about the tapes will appear in the next Monitor.
As for the Faculty Focus, I appreciate the feedback. It is still so new (only six months old) that I will wait to make any changes until it has been in existence at least one year and until I am able to obtain feedback through a readership survey. This will help me base a decision on opinions from a broad spectrum of the campus community.
The Administrative Staff Council Executive Committee brainstormed today on how the Monitor section entitled "Faculty Focus" could communicate the contributions of both Faculty and Staff in a more inclusive way. The following ideas were generated which I have been asked to send to you for consideration.

1) change the title of this particular Monitor section to emphasize the inclusive nature of everyone's contributions to the University community

2) specifically, consider titles such as "Focus on Community" or "Focus on Faculty and Staff"

3) in highlighting individuals who were recently hired at the University, include both administrative and classified staff as well

Thank you, in advance, for your consideration of these ideas. If you need any additional information, please feel free to contact me.
February 9, 1998

Duane Whitmire, Chair
Administrative Staff Council
Computer Services

Dear Duane:

As we have discussed, I am a strong advocate of the Administrative Staff Council and I was excited when I was selected to serve. However, with an increased travel schedule, some of which I do not control, it is becoming more difficult to maintain my regular attendance. Therefore, I am tendering my resignation effective immediately.

Sincerely,

Kenneth C. Frisch

cc: Deborah Boyce, Chair-Elect
     Judy Donald, Secretary
Faith Olson, 3/10/98 1:48 PM -0500, Re: Agenda for next Tuesday's CSC Meeting

X-Sender: folson@mailbox.bgsu.edu
Mime-Version: 1.0
Date: Tue, 10 Mar 1998 13:48:23 -0500
To: Duane Whitmire <whitmire@bgnet.bgsu.edu>
From: Faith Olson <folson@bgnet.bgsu.edu>
Subject: Re: Agenda for next Tuesday's CSC Meeting

Status:

Duane,

How this year has been different because of the combined efforts of the CGC.

Perhaps you can address areas where we have worked together to get things approved by the Board -- Chair of CGC representing all groups on search for new VP of Univ.

Faith's suggestion to sort the order of Chair Reports at BOT mtgs.

how the Caucus Group had it beginning with you - Collaborative Resolution we look for the common ends among the various groups.

Connelly's visit - Service Quality is everyone's job; as Tom would say "Everyone Makes a Difference" in Cindy Kunde is serving in the Follow Up Team experience at Cedar Point - although an ASC initiative to advance the Student Scholarship Fund; there was some participation from classified staff / faculty; hopefully Enrollment Initiative as joint effort can be expanded in the future.

Human Resources, ASC, 4 ASC changes to President's Panel & University Budget Committee - joint request from ASC & ASC.

Vice Chairs of ASC & ASC are attending as guests and formal request is going through.

and whatever other issues we have worked on together and how we have given - participation in President's Day support for the various initiatives that only really affect Administrative Staff -- i.e., multi-year contracts like what the Senate and Administration are approving.

Thanks for attending. I think this should be very informative for those who sit on CSC.

Faith
Here is a draft of the Monitor article on yesterday's CSC meeting. Shannon
and I both worked on this, and it includes quotes from all of you, so I
thought I would give you a chance to review.
Please get back to me with any changes/comments.
It is long, so I may have to cut.

Faith:
Particularly look at the section on the proposed review team: is this too
soon to mention it? where does it go from here in terms of the approval
process?

Thanks to all! (This is my last BGSU meeting article!)
Sue

Classified staff meeting (March 17, 1998)
Collaboration aids all campus constituencies
They're meeting. They're talking. They're getting things done.
The University's constituent groups "have come out of an adversarial
climate and into a communicative climate, with several collaborative
projects" ongoing, noted Faculty Senate Chair Veronica Gold, special
education.
"I see the beginning of a camaraderie developing," said Duane Whitmire,
computer services, chair of Administrative Staff Council.
Both were guests during the March 17 Classified Staff Council meeting, and
both cited several joint initiatives that are bringing staff and faculty
together.
Gold cited several projects that have been accomplished through the
coordination and effort of the Constituent Groups Caucus. The caucus
involves leadership from all five constituent groups on campus-faculty,
staff and student—who meet about once each month to discuss issues of
common concern.
Among the successful joint initiatives, Gold counts the University's Family
and Medical Leave Act (FMLA) policy and a recommended expansion of the
President's Panel to include additional staff representatives. The
recommendation will go before the Faculty Senate at its next meeting, she
said.
Gold called a revision of the undergraduate suspension and forgiveness
policy "one of the neat things that the Constituent Groups Caucus has
done in the last year-and-a-half." The former policy, she said, was viewed
as "mean-spirited." The revised policy is now before the Faculty Senate's
Committee on Academic Affairs, she said.
Gold noted that another item on the caucus's agenda involves the
academic charter. She said a senior faculty member advised her that the original intent was to incorporate all employee group handbooks—including the classified staff's—into the charter.

Whitmire, Deb Boyce, and Judy Donald, members of the ASC leadership team, also mentioned the successful development of the Employee Enrollment Initiative, which involved the staff councils, a few academic department chairs, and the human resources and admissions offices. Judy Donald, continuing education and ASC secretary, said, so far, eight staff (WITH MORE TO COME) intend to register for computer or communication courses on Saturday mornings next fall through this initiative.

Another initiative, started by the Student Scholarship Committee of Administrative Staff Council, which could be expanded in the future to include other constituent groups was the work day at Cedar Point.

Faith Olson, classified staff chair, asked Gold what can be done about instances of ill treatment of classified staff by faculty.

"I've heard horror stories, too," Gold said, "and the University does have an harassment policy. There are some faculty whose behavior could be described as arrogant and lacking in good interpersonal skills ... people ought to step up and file harassment complaints."

Gold said there are grievance policies in the academic charter, as well as University harassment policies "and I think some people ought to be using them."

Taking such a step often is a difficult decision, she said, "but when you let the problem see the light of day, when you put someone on notice, sometimes that is enough to get that person to back off. And that doesn't just apply to faculty and staff—I've been treated rudely by some faculty."

Gold said that administrators, faculty and staff "work much better together now and even meet now on a social level, so that now we're able to resolve differences of opinion in a reasonable way." Creation of an ombudsman's office would be a big help in that area, Gold said. "I think people would choose that as an option."

She said she would propose that the Constituent Groups Caucus give awards to groups which have undertaken collaborative projects.

Olson said, "But we have to recognize that the classified staff is not without our own sin, when you see the BG News giving "thumbs down" to classified staff for the way they treat students. I also see our need to work more cooperatively and kindly with the students."

In other business, council:

--- approved a change in the University's severe weather policy that would
Suzanne Kashuba, 3/18/98 9:05 AM -0500, Re: Monitor article: 3/17 CSC meeting

> stagger the times employees could leave if the University must close early.
> Those living the farthest distance from campus would be let out earlier than those who live close-by. Charles Middleton, provost and vice president
> for academic affairs, will make the final decision on the policy.
> --- heard an update by Lori Peugeot, Firelands, about potential staff layoffs or downsizing at Firelands College involving a few employees affected by the loss of a $200,000 grant. Peugeot will discuss concerns with Rebecca Ferguson, assistant provost for human resources.
> --- approved an addendum to the University's Family and Medical Leave Act (FMLA) policy. The change would affect classified staff who have been reassigned to a new position once they return to work after taking a family or medical leave. As approved, "the interim assignment will be reviewed no later than three months following return to work, with the goal of reinstatement to the previous position."
> Other items of interest to classified staff include:
> Classified Staff Web page: Any classified staff who have suggestions for content and/or links should send them to Chris Cooperrider, admissions, at ccooper@bgnet.bgsu.edu or 2-9869. She is chairing the committee planning the new site.
> Facilities Services Review Team: Classified staff are seeking final approval for a proposal to create a review team through which front-line employees could provide input into renovation and construction projects, as well as general facility operations.
> A written proposal was submitted Feb. 23 to Mark Gromko, vice provost for academic affairs, who oversees the facilities function.
> Under the proposal, the team would include both rank-and-file and supervisory employees from all the trade areas. Members would meet regularly to access the impact of construction project changes, for example, and help monitor the work of outside contractors. The team could also begin evaluating the needs of all campus buildings and developing a strategic, campus-wide maintenance plan.
> According to CSC leadership, the review team process would serve several less tangible purposes, as well, including:
> * helping to make the best use of human and material resources in facilities services;
> * identifying problem areas before they occur or correcting problems that do occur in a more efficient manner,
> * promoting open dialogue and discussion, and
> * increasing morale and a sense of "ownership" for classified employees.
> This will be a separate "sidebar" article
> Salary recommendation: The Salary Compensation Committee of the Classified Staff Council recommends that the Board of Trustees approve a 3.5 percent across-the-board increase for all classified staff in 1998-99. The recommendation statement also requests that classified staff be
reimbursed
>for any increase in health care premium costs.
>The rationale for the recommendation states in part:
>"With significant reductions in the classified work force, classified
staff
>have absorbed additional duties without additional pay.
>"We have consistently assisted in the University's ongoing initiatives
of
>increasing enrollment and retaining students. However, as enrollment and
>retention of students increase, we would expect to share equally in the
>increased revenue realized by the University.
>"With this request, the classified staff renews its commitment to
making
>BGSU the premier learning institution it can become."

My suggestions are in ALL CAPITAL LETTERS. Even though this is your last
meeting article, please keep in touch!
Hi Duane,

Jill and I finally contacted everyone and several suggested we stick with SECO. Several institutions already send "non-bargaining" professional staff reps to the annual meeting of SECO, although it is mostly classified staff who attend. The suggestion was made that we try to get the administrative staff types who go, to meet separately during the meeting. We will contact Brenda Marks and have her send registration information to us. Jill and I will be happy to attend and try and drum up some administrative staff business if you want and I am sure you and/or other officers will want to attend. Several people thought a state-wide group of us "non-bargaining, professional, administrative types" was a good idea, but rather than re-invent the wheel to instead use SECO as our "means to our end".

Let me know what you think. Ann

Ann Bowers
University Archivist/Assistant Director
Center for Archival Collections
Jerome Library
Bowling Green State University
Bowling Green, Ohio 43403
abowers@bgnet.bgsu.edu
(419) 372-2411 Phone
(419) 372-0155 Fax

Thanks for the feedback! Would you and/or Jill be able to attend the ASC Executive Committee meeting tomorrow at 11:45 at Club 57 to communicate your findings? Please advise ASAP. Thanks!

P.S. When is the SECO meeting scheduled?
Memorandum

March 18, 1998

To: Sandra MacNevin
Executive Assistant to the President

From: Duane Whitmire, Chair
Administrative Staff Council

Re: Requested Feedback on the University's FMLA Policy

Per your request for feedback on two items related to the University's FMLA Policy, please be advised that the entire Administrative Staff Council does not meet by the deadline for feedback. Therefore, the Executive Committee of Administrative Staff Council reviewed both items on March 17, 1998.

Regarding the change in section I.A., we concur with the wording

"...for the birth of an employee's child or the placement of a child with the employee for adoption or foster care or the care of an employee's child..."

We concur that the new wording brings greater clarity to the policy and does not involve any substantive change to the policy as a whole.

In terms of section VI.G., we suggest the following wording for administrative staff:

“For administrative staff, the interim assignment will be reviewed no later than 30 calendar days following return to work, with the goal of reinstatement to the previous position.”

The rationale for the above definition of interim assignment is based upon maintaining consistency with the definition of interim assignment as contained in Policy #5 of the Administrative Staff Compensation Plan as passed by the Board of Trustees on September 13, 1996.

If you need any additional information, please feel free to contact me.

pc: Deborah Boyce, Chair Elect of Administrative Staff Council
Judy Donald, Secretary of Administrative Staff Council
Veronica Gold, Chair of Faculty Senate
Deborah Magrum, Secretary of the Board of Trustees
Charles Middleton, Provost and Vice President for Academic Affairs
Faith Olson, Chair of Classified Staff Council
Sidney Ribeau, President
April 28, 1998

MEMORANDUM

TO: Veronica Gold, Chair, Faculty Senate
    @ D. Whitmire, Chair, Administrative Staff Council
    Faith Olson, Chair, Classified Staff Council

FROM: Stacie Enriquez, Manager, Parking & Traffic

SUBJECT: Heat Plant Project - Temporary Parking Displacement and University Parking Committee Shuttle Bus Recommendation

The attached information regarding the Heat Plant project and the Shuttle Bus Recommendation will be provided to the MONITOR and BG NEWS for publication in the near future.

A budget proposal to expand the existing Shuttle Service was submitted through the budget process to request general fees funding. The attached recommendation from the University Parking Committee (April 7, 1998 meeting) proposes that everyone at the University be assessed and shares equally the cost of the proposed expansion, reducing the cost to students.

Should you have any questions, please let me know.

xc: James Wiegand
    Director of Public Safety
HEAT PLANT PROJECT

Start Date and Duration of Project:

- projected start date - July 1, 1998 but may start as early as June 15, 1998
- duration of project is approximately 1 1/2 years

Project consists of:

- construction of new heating plant
- removal of the existing heating plant
- improvements to existing site parking

Parking during Project:

- parking availability in Lot E will be affected by this project and will be modified as needed to accommodate the sequences of the project

-FIRST SEQUENCE requires that 50% of the lot (north end) be used for staging of materials for construction of new building
-SECOND SEQUENCE requires that 50% of the lot (south end) be used for staging and removal of materials from existing facility and allows for the potential of a minimum of 57 and a maximum 108 additional (new) parking spaces.

IT IS POSSIBLE THAT AT TIMES DURING THIS PROJECT THE ENTIRE LOT MAY BE CLOSED. INFORMATION WILL BE PROVIDED PRIOR TO COMPLETE CLOSURE OF LOT.

IT IS UNDERSTOOD THIS PROJECT WILL CREATE PARKING INCONVENIENCES FOR ALL WHO UTILIZE THIS LOT. FACULTY AND STAFF SHOULD ALLOW THEMSELVES EXTRA TIME AS PARKING WILL BE LIMITED. THE PARKING RULES AND REGULATIONS ALLOW FOR FACULTY AND STAFF TO OVERFLOW INTO COMMUTER PARKING AREAS WHEN FACULTY AND STAFF LOTS ARE FULL. FACULTY AND STAFF MAY ALSO PARK IN LOT 20 BY THE VISITOR INFORMATION CENTER AND RIDE THE SHUTTLE TO FOUNDERS. THE DAY ROUTE AND MAIN ROUTE BOTH HAVE STOPS AT FOUNDERS.

The above information was provided by the Jim McArthur of Architect's Office and by Stacie Enriquez of Parking & Traffic.
SHUTTLE BUS RECOMMENDATION

Whereas the existing shuttle service is paid for out of the existing Parking and Traffic Operating budget and;

Whereas the condition of existing parking lots is rapidly deteriorating and;

Whereas the existing Parking and Traffic Operating budget can no longer maintain both an expanded shuttle service and parking lots;

Whereas from September 1989 until May 1992 General Fees funded $50,000 toward the Shuttle Service, and when the 1992 budget cuts occurred this funding was taken away and Parking assumed the total funding:

To wit, the University Parking Committee recommends and supports the following fees be established to support the Shuttle Service: (1) a one time fee of $7.00 and (2) a per semester fee of $6.00 per student. Further, we recommend the same fees be charged to all faculty and staff who will benefit from reduced congestion in various lots resulting from the expanded service.

The one time fee will allow for upgrading existing obsolete equipment, purchase of one new bus for expanding the service, and various service improvements.