Communication paces activity

‘People’ play key role in operations planning

When George Postich, vice president for operations, talks about long-range planning, he talks largely about communications, because long-range planning, relatively new in the operations area, involves a lot of people. According to Postich, who said approximately 700 people work in the operations area at the University, “We are trying to get the message to all our people that planning is important.” And in order to plan, he said, his personnel must be constantly in tune with what is happening in operations, what is happening at the University as a whole and what is happening in the “outside world” that will impact upon Bowling Green.

Describing planning at this point as a “response” situation, Postich said he is presently concerned with responding to the needs of the academic community, the needs of the University’s aging physical plant and the needs of the people who work in the operations area. And response, he said, is an activity preceded by communication. “As in any business, we must be aware of what our business is all about,” Postich said. “We are making a concerted effort to see that everybody in the operations areas knows we are here to support academic programs. It is our job to respond to whatever is that the academic areas are concerned about.”

Richard Stoner, director of operational planning, heads the communications effort. In an attempt to coordinate planning activity, one person in each of the operations areas was elected to serve as a “planner,” responsible for looking at short-term and intermediate planning as well as keeping a long-range perspective.

That group of planners, in addition to working on specific projects, will analyze the impact of all proposals on both specific areas and the University as a whole.

Postich noted that in addition to communications, planning requires extensive data analysis. “When you commit dollars to planning, you do so as an investment, not an expense,” he said. He added that operations personnel are constantly monitoring the condition of buildings and equipment, finances and systems, and people, attempting to determine where money can be most wisely invested.

“We know that our physical plant is getting older and that we no longer can rely on constructing new buildings to meet changing academic needs,” he said. “We know that utility costs are soaring. Much of our planning is in those two areas.”

Another high cost area, Postich said, is people. As budgets have become tight, the University has been forced to become more efficient in utilizing manpower. For the past two years Stoner has reviewed every replacement position in the operations area in an attempt to channel as many operating dollars as possible towards the priority needs of the operations support activity.

Training programs also have been initiated to increase job performance, and Postich said he sees a need to enhance the University’s internal audit capabilities, not just from a financial standpoint, but also from the perspective of program review, now underway in the academic areas as well.

Postich said, however, that personnel planning is much different from planning in other operations areas. “The University is labor-intensive,” he said. “If we want to be realistic in employee planning, we have an obligation to ask the employees how they feel.”

The recent survey of classified employees, internal support services and the personnel steering committee is one attempt at focusing on long-range personnel planning.

Postich said, in addition to looking at people resources, the operations area has taken concrete steps to control costs in other areas. A new long-distance telephone system to be activated in December will be more cost-effective and will keep the University more current with the rapidly changing telephone industry, Postich said. Planning is also underway for the potential drilling for oil and natural gas on University property, and five operations personnel are now working on questions of energy management.

Postich said the University also will seek state funds for construction of a bigger warehouse which will permit more bulk buying, eliminate some transportation and handling costs and provide increased storage capacity overall.

“We are assuming that inflation will continue and that resources, both financial and material, will become scarce,” Postich said. “If enrollments fall as predicted, education is apt to get less financial support from government sources.”

“We can prepare for some of the future by maintaining an anticipatory stance on long-range planning, problem-solving capability. We must always be ready to change.”

Postich added that once a course of action is selected, communication enters the picture again.

“All our planning activity is paced by thoughtful analysis and communication,” he said. “If our communication is effective, we can respond in an informed, and hopefully insightful way, rather than react to whatever situations come along. And once a decision has been made, we must not fail to inform the community of what changes are coming and why. The final result of any planning must be a believable presentation.”

Board of Trustees

The University Board of Trustees responded Thursday, Nov. 13, to Gov. Rhodes’ three percent spending cut by approving a $15 per quarter instructional fee surcharge, beginning next fiscal year.

The surcharge brings the total paid by undergraduates for instructional fees and general fees to $471 per quarter. Graduate students will pay $501.

Part-time students will be assessed a $1.50 per credit-hour surcharge, not to exceed $15.

The surcharge, which is expected to generate approximately $450,000 in additional revenue, will not be built into the University’s permanent fee structure, according to Charles Shanklin, chairman of the Board’s finance committee. It will be in effect only as long as the state cut exists.

Shanklin pointed out that the surcharge “could have been worse” and that the $540,000 it will generate is only a part of the deficit the University will have to overcome as a result of state subsidy cuts and higher than expected costs in other areas, particularly utilities. More than $1 million in cuts will be funded by the surcharge.

Last June the governor ordered a 10 percent cutback in state spending which cost the University approximately $1 million in subsidy payments. That cut, however, was anticipated by the University, which adopted a 1980-81 educational budget in April which incorporated a four percent cut in instructional subsidies.

The most recent cut, announced Nov. 10, by the governor, translates into another $1 million reduction in the University’s budget, which will take effect Dec. 15.

President Moore told the board that this has been a particularly difficult year for the University's budget, with the deficit the University has been facing this year already equal to all of the deficit the University faced the year before.

The board also heard detailed information from Dr. Gerald Saddlemire, college vice president, on the University’s budgetary problems.

Shanklin also noted that the Board has already approved the Finance Committee’s deliberations of the proposed optional early retirement program.

Shanklin said the University has been having a particularly difficult time in finding funding for the college’s immediate needs and that the budget has been reduced to meet these needs. Shanklin also said that the Board has recommended that the University’s budget be increased to meet the needs of the University’s academic programs.

The Board also passed a resolution calling for a moratorium on further cuts in state subsidies until a long-term solution to the University’s budgetary problems can be found.

Board of Trustees chairperson, Frank Adams, said that the Board will meet again in December to consider the University’s budgetary problems.

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FacultY

Grants

Edward Stockwell and Jerry W. Wicks, sociologists, were granted $4,100 by the Health Service, Dept. of Health and Human Services, for a study on the relationship between infant mortality and social factors in the six metropolitan centers in Ohio and two in Arizona.

Jong Sik Yoon, biological sciences, was granted $27,000 from the National Science Foundation to study mechanisms of chromosome evolution and specialization in Haplochiton. Dr. Yoon's research will be a two-year project.

Recognitions

Jane L. Forsyth, geology, has been named a member of the Distinguished Alumni Society of the Oakland University Alumni Association. The society, chartered in January, 1979, was one of six graduate student sections in the association.

Roy B. Brownlee, popular culture, has completed a six-week lecture tour of Japan and China to lecture at National Taiwan University and Peking, where he delivered 20 lectures on popular culture.

Dr. Brownlee's tour was sponsored by the U.S. Information and Cultural Exchange Service.

Leslie J. Chamberlin, education administration and supervision, spoke on the "Classroom Management/Science Discipline" at a Nov. 5 middle school symposium for teachers in grades 4-8 at the Gateway Middle School.

Ernest A. Champion, ethnic studies, told the "20th Century: The Age of Ethnicity," in the fall 1980 issue of "Journal of the Society of Ethnic and Special Studies."


Douglas D. Days, philosophy, presented a paper on "Truth, Paradoxes and the Non-classical," at the annual meeting of the National Communication Association Nov. 7 in Dallas.

Donald Sobel, speech communication, presented a paper on "Genetic Criticism: An Analysis of Two Organizing Perspectives" at the Speech Communication of Ohio Convention Oct. 10 in Columbus.

Gary R. Hasz, William R. Rock, Bernard Stemmer and Jack Thomas, history, participated in an "Annual Fall Case Against Roosevelt as Prolegomena for a Case Against the Use of the "Community" in the American Academy of Religion Nov. 7 in St. Louis.

Dr. Stemmer presented a paper on "The American Populist Movement in California," Dr. Hasz was a member of a panel discussing the crises in the American Populist Movement in California. Dr. Rock and Thomas commented on a paper by J. Henry Glassie on folklore by the same title.

Richard D. Hoare, geology, will attend the annual meeting of the Geological Society of America Nov. 17-20 in Atlanta. Dr. Hoare and two co-authors will present a paper on "Epizoa on the braincrustacean "parasitifer boweckeri" from the Middle Devonian of Ohio."

Stephen Hood, speech communication, presented a paper on "The Concept of the "Parasitic" in Modern Society and the Prevention of Treatment of the Northwestern Ohio Special Education Resource Center and Mansfield area speech-language clinicians.

Melvin Hyman, speech communication, spoke on "Speech, Language and Hearing Association of Canada," at a luncheon Oct. 15 of the medical staff of St. Vincent's Hospital.

Jay F. Jones, music history and composition, presented a paper on "The Concept of Suite in Arabic Music," at a meeting in Nov. 21 of the Society for Ethnomusicology at Bloomington, Ind. Dr. Jones also presented a paper on "The Role of Multi Music in Preservation of Turkish Art Music," at a Nov. 8 meeting of the American Academy of Religion.

Mildred L. Lintner, speech communication, presented a paper on "The Height of Fashion - Women's Hats of the Victorian Age," at the American Theatre Association national conference in San Diego.

Clifford A. Long, mathematics and statistics, was elected at the Oct. 31 fall meeting of the Ohio Section of the Mathematical Association of America at John Carroll University. Dr. Long chairs the conference committee for the Ohio Section.

At the fall meeting, James Albert, statistics, presented a paper in "Bayes' Discrete Data Analysis." The paper described research he has done with Arjun Gupta and mathematics and statistics. William A. Kirby, mathematics and statistics, is chair of the Committee on the Ohio Section of the Mathematical Association of America, and serves on the executive.

According to the department, a paper on "Changes in the English-speaking Caribbean International Systems Perspective with Implications for the United States," at the Latin American Studies Association in the fall meeting in Boston.

Lee A. Meserve, biological sciences, co-authored with Shu-Mual Ting, a paper presented at the annual meeting of the American Physiological Society Oct. 16 in Toronto.

Dr. Meserve's presentation, "A Study in Aging: Scanning Electron Microscopy and Reticulon patterns of Human Fint Dendritic Cell horrible Mice," was chosen as the best poster presentation at the annual symposium of the Electron Microscopy Society of North America Oct. 17 at the Bowling Green. The presentation was co-authored with D.J. Allen, R. Reinfelder and S.A. Chappuis of the Medical College of Ohio in Toledo.

Edward E. Morgan Jr., health and community services, presented a paper on "A Study Case of Cooperative Allied Health Programs at the national conference of the Council for Intercollegiate Leadership in Cincinnati."

Robert L. Perry, ethnic studies, presented a paper on "Black on Black Communication," at the 53rd annual meeting of the American Society of Criminology Nov. 5-8 in San Francisco.

Five representatives from the Library of Congress participated in an Ohio Library Exchange of Scholars to attend the annual meeting of the American Political Science Association in Cincinnati Oct. 20-24.

Angela Poole participated in a panel discussion on information alternatives. Eron Collins was a member of a panel discussing automated circulation. Don W. McClysh spoke on "CCLC on TXW on an international loan in the 80's.

Dr. Burgess participated in a discussion of library technology in "The 90's, and Elizabeth Wood spoke on "Reference Interviewing Techniques."

William O. Reichelt, political science, presented a paper on "A Study in Psychology in Prolegomena to a Case Against the Use of the "Community" at the annual meeting of the American Political Science Association in Wysconsin, Ill.

Dr. Reichelt also presented a paper on "The Political Science of Citizenism and Modern," at an ethics session seminar at the same convention.


The manual is used by instructors in Bowling Green's summer transition course for freshmen.

Janet Schnapp-Lee, education curriculum and instruction, spoke on "Using the Newspaper as a Teaching Tool," at the 75th annual convention of the National Council of Teachers of English Nov. 21-26 in Cincinnati.

Jim Sharp, conferences and arrangements, spoke on "Public Relations with the Community," at the fifth annual Conference on Community Relations Oct. 23-26 at the University of Illinois, Champaign-Urbana.

Joanne Smith, creative arts, and Annette Buehler, music education, participated in a panel discussion at the National Plan Pedagogy Conference Oct. 23-25 at the University of Illinois, Champaign-Urbana.

Daniel M. Trauth, speech communication, described "How to Prepare a Presentation of the Use of Cable Television for Data Transmission," at the annual conference of the American Society for Informational Communication in Oct. 23-25 at the University of Illinois.

M. Lee also was executive editor of "Empirical Research in Theatre," vol. 6, published during the summer.


James R. Ostes, Jan. 20; Reed and Peter M. Hutchinson, economics, "Pooled Regression Analysis of Inner City Mortgage Loan Flows," an article in Regional Science and Urban Economics.

Another article, "Los Danzantes de Monte Alban," is featured as the cover story in "Historia," published in Madrid.

Brian Harom Lee, speech communication, "Strategies for the Use of Film and Television in the Theatre," at the American Theatre Association conference paper which has been reprinted in the Human Resources in Reading and Communication Skills for Entry Level Programs.

The abstract of the paper will be included in a forthcoming "Resources in Education."

Dr. Lee was executive editor of "Empirical Research in Theatre," vol. 6, published during the summer.

Publications

Delight Burginsame, library, is the author of a book, "The Role of Librarians in Instruction and Faculty Development," which is forthcoming by the Ohio University Press.

Sharon J. Rogers, library, co-authored a chapter in the same book.


Lawrence J. Daly, history, "In a Borderland: Themistius' Ambivalence toward Julian," the fall, 1980 issue of "Byzantine Zeitschrift".


The book and accompanying videotape use a sign language-deaf child from Toledo as the "voice," but the students were taught sign language and were used for use by any viewer wishing to relate to young deaf children.

Alex Johnson and Virginia Gold, sociology, "The Principal's Role in Implementing Public Law 94-142," in the Society of Amerian Journalism.

Mercedes, language, romances, "In Quest of Columbus," an essay on what Dr. Columbus meant in sign language and were used for use by anyone wishing to relate to young deaf children.

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Publication End
Purchasing department helps combat inflation

If anyone on campus is aware of the effects of inflation on consumer buying power, it is the University's purchasing department, headed by Richard Rudd. Buying everything from tulip bulbs to complex scientific equipment, the department attempts to serve the University community by using sound business practices to obtain the best prices possible.

"We are a service organization and more and more people are using us all the time because we use good business procedures and are able to save the University money every year," he said. "We abide by rules specified in the university office procedures manual and the Ohio Revised Code."

Saving money has become increasingly difficult, however, as inflation has become a constant throughout the years. Powers has seen the price of a case of duplicating paper nearly double, and Xerox paper has increased more than 30 percent. Toilet paper, which is used at the University at a rate of some 180,000 rolls per year, has increased more than $5 per case in the past three years.

To help counteract skyrocketing prices, the purchasing department utilizes competitive bidding and large-scale buying procedures to obtain most goods and services. Powers noted that paper, is now bought by the truckload and stored in the Park Avenue Warehouse until needed. In addition to doing its own competitive bidding, the purchasing department cashes in on some dollar savings by buying through state contracts.

Ohio State University contract or inter-university price agreements buy a consortium of all state universities in Ohio.

Ohio State University, for example, buys almost as many employee uniforms in one year as all other state institutions combined, and Bowling Green is able to take advantage of tremendous savings by obtaining its uniforms through the Ohio State contract.

In addition to Powers, whose responsibilities include buying the University's annual coal supply, the purchasing department includes five other agents:

- Ard Canfield handles all requests for office, computer and music supplies and equipment; paper and paper products; instructional supplies; forms, and subscriptions and books.
- Otis Black purchases furniture, carpet and draperies; vehicles; materials handling equipment; gasoline and fuel oil; contracts with outside labor and is the prevailing wage coordinator.
- Jerry Swift buys all electrical, carpenter, plumbing, grills, automatic tools and machinery for all departments; maintains the purchasing department files; and furnishes advice to the departments; maintains the purchasing department files; and furnishes advice to the departments.

It is a service organization and more and more people are using us all the time because we use good business practices and are able to save the University money every year," he said. "We abide by rules specified in the university office procedures manual and the Ohio Revised Code."

FROM SOUP TO NUTS--The purchasing department is able to save the University a lot of money every year by buying many commodities, ranging from green beans to carpet, in bulk and storing them in the Park Avenue Warehouse until needed. Richard Powers, director of purchasing, says good business practices, competitive bidding and contract buying agreements, in addition to bulk purchases, enable the department to cash in on substantial savings for everyone at the University.

Room in demand

It's getting to be a familiar story. Each fall, Bowling Green begins the academic year with its residence halls bursting at the seams.

In fact, some students -- usually about 200 -- find themselves living in residence hall lounges, the Union total and even an off-campus motel. The situation admittedly causes some inconvenience, but departmental staffs soon get a feel for what they want -- campus housing, thanks to the efforts of the University Housing Office and its director, Bob Rudd.

"We always try to find space for those who want to live on campus and we have a high success rate," said Rudd, who has been in the campus housing business longer than anyone else.

In recent years, Bowling Green has been in the enviable position of having more than 4,000 bedrooms -- almost 4,000 accommodations -- completely full. While there have been times when students desiring on-campus living quarters. The reality of the situation, though, is that there are not enough rooms to meet the demand.

The aspect of the job that has given Rudd and his staff headaches has been the matter of assigning students to places other than normal residence hall rooms at the beginning of the year. Based on his years of experience, Rudd knows that within two to three weeks, everyone will have an on-campus room. "We always have a shakedown period that opens up several campus rooms," he explained. "It's just a matter of waiting for events to follow their normal course."

Some critics have blamed the housing office for being greedy, trying to squeeze as many as possible into the dorms so that a greater amount of room and board fees could be collected.

Such criticism is unfair because the housing office does not control how many students live on campus. "We are obligated to provide on-campus housing for any freshman student admitted to this University," Rudd said. In addition, the housing office, working with admissions and other campus offices, must determine how many admitted freshmen will actually arrive on campus each September.

The system works because the housing office has enough rooms to fill any case of assigning students to places other than normal residence hall rooms at the beginning of the year. Based on his years of experience, Rudd knows that within two to three weeks, everyone will have an on-campus room. "We always have a shakedown period that opens up several campus rooms," he explained. "It's just a matter of waiting for events to follow their normal course."

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Based on past experience, the housing office can be fairly accurate in determining how many new students will be needing rooms. However, changes in past trends have resulted in more students showing up on campus and needing rooms.

University regulations require all freshmen and sophomores to live on campus, unless they are married or commuting from home within 50 miles of Bowling Green. Any other exceptions are determined on an individual basis. Rudd said that at times some sophomores, to ease an expected housing crunch, have been given special permission to move off campus.

The housing office does exercise some control over the number of continuing students living on campus. These students begin making room applications each April and the housing office tries to personalize the process by visiting residence hall space for continuing students already living in the halls.

What it boils down to is a numbers and guessing game. The housing office, working with admissions and other campus offices, must determine how many admitted freshmen will actually arrive on campus each September.

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Waste not, want not philosophy keeps food budget in balance

Anyone who has trouble balancing the monthly food budget for a family can appreciate the task facing the University's food operations. With an annual budget of $8.5 million, the University feeds more than 17,000 students, faculty and staff every weekday, said James Corbitt, director of food operations. The budget remains balanced for the third year in a row.

According to Corbitt, Bowling Green is considered a model institution because of its ability to operate within these budget limitations while continuing to expand services and upgrade the quality of the food served.

Corbitt said that the food services budget balancing act has resulted in inquiries and visits from other institutions wanting to know "how we do it."

Representatives from more than 100 colleges and universities have visited the campus to learn about Bowling Green's meal coupon system. It was initiated in 1971, Corbitt said.

He said the coupon system is based on a "waste not, want not" philosophy and is especially effective because it saves the University hundreds of thousands of dollars without sacrificing service to the students.

Corbitt noted, for example, that food waste was reduced by 80 percent in the first 18 months of the program. He said the program also is beneficial because it offers greater food selection at reasonable prices, discourages food theft and better facilitates parent and guest dining in the cafeterias.

In addition to the coupon system, food operations is involved in other cost-cutting measures such as large-scale and bid purchases and employee training programs. Because food operations is the largest on-campus employer, with approximately 175 part-time and full-time employees and some 1,100 student workers, Corbitt said a sound, thorough training program can be an effective tool in maximizing production and positively influencing employee attitudes. He said several training programs, stressing safety, sanitation and service, were conducted for employees this summer.

"We believe the more efficient and well-trained our personnel, the more money we will save in the long run," Corbitt said. "And with inflation increasing our food costs by 13 to 15 percent this year, we are constantly looking for new ways to improve efficiency and reduce expenses."

He added that because food operations is self-supporting, management must continually look for innovative ways to attract students, faculty and staff to spend their food dollars on campus.

In addition to the five main residence hall cafeterias, Corbitt said many students and faculty eat in the Union dining facilities which include the Falcon's Nest, the Carnation Room and the Pharaoh Room. He added that these areas generate nearly 25 percent of the University's total food budget.

Another area of food operation is the University's catering department which is also housed in the Union. The catering department is responsible for arranging and providing food and hospitality service for a variety of on- and off-campus groups. These functions include luncheons and dinners, buffets and receptions.

Corbitt said the catering service is especially attractive for organizations planning on-campus conferencing and workshops, adding that the department has served several groups as Boys State, the Ohio Education Association and Ohio Farmer's Association.

Food operations also includes the University bake shop located in the Department of Kahl Hall, which daily provides fresh baked goods to the dining halls.

Corbitt said the University's recent expansion of food service and facilities, including several new specialty restaurants and "theme" areas in the dining halls, is an indication of efforts to keep current with trends in the food service industry.

"We see that now institutional food programs are changing with the times. We can no longer view the industry in an antiseptic way. We must identify the needs of our customers and then respond to them accordingly," he said.
Bowling Green has its own "environmental protection agency." Charged with maintaining a safe and healthy campus, the environmental services office, headed by Seldon Carsey, regularly inspects all campus buildings to ensure that everyone at the University is living and working in a safe and healthy environment.

With a staff of four, including Carsey, two safety inspectors and one secretary, the environmental services office monitors University compliance with all Occupational and Safety Health Act regulations, city and county health rules and Ohio Environmental Protection Agency statutes.

"Keeping those concerns in mind, the inspectors attempt to make a complete inspection of any campus building at least once a quarter, checking for fire safety, defects in equipment or on stairs and walkways and noting whether adequate lighting, ventilation and sanitary conditions prevail. "If we find something wrong, we try to determine whose responsibility it is and make sure that the responsible person is notified," Carsey said, noting that buildings are usually found to be in excellent condition.

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Business office keeps watchful eye on University's health and safety

Routine inspections Seldon Carsey, director of environmental services, and Glenn Cook, a safety inspector, make a routine check of the fire alarm and smoke detector system just installed in Rodgers Quadrangle. Inspection of residence halls for potential health and safety hazards is a major responsibility of the office.

"We have, however, closed a few places," Carsey said. The most recent was the entrance to Moore Hall, an inspector found the stone archway and there was a possibility the archway might fall in.

Residence halls receive the greatest attention from the University's safety inspectors, Carsey said, because they involve so many people. Environmental services conducts fire drills in the residence halls and makes sure that no fire hazards exist. In addition, inspectors regularly inspect fire extinguishers. An outside firm is contracted to check and service all smoke detectors throughout the University's campus.

Carsey said environmental services personnel work closely with health officials inspecting food operations. Noting that all major dining halls on campus are "top notch," he said it is the responsibility of his office to ensure that all food is properly handled and stored so that no accidents occur.

The work of environmental services, however, is by no means limited to building and cafeteria inspections. A group of University of Washington,-last J. Walters, geology, University radiation safety officer, to ensure that the University is in compliance with all Nuclear Regulatory Commission rules. When a person is injured on the job, environmental services personnel investigate the accident and check the measures for preventing that accident from occurring again. Personnel training sessions are also a responsibility of the office.

Carsey works closely with the EPA, handling permits for the operation of incinerators and the heating plant on campus and ensuring that the University complies with air pollution regulations.

He also contracts with an exterminating company for bi-weekly pest control, and inspectors periodically check swimming pool water and locker rooms for compliance with health and safety standards.

Inspectors regularly visit shop areas on campus to check their safety. Equipment is available to test carbon monoxide and sound levels in the art annex and other industrial-type areas.

"Prevention" is the focus of the office, Carsey said, adding that one of his goals is to offer workshops programs to alert personnel to potential hazards on campus.

Register's office is University records archive

If there is one office on campus that needs a revolving door to function, it is the Office of Registration and Records. Located on the third floor of the Administration Building, it services as a liaison between students, faculty and administration.

"I would guess that nearly all students, faculty and staff set foot in our office at one time or another during their years at the University," Brewer said. "And because we are constantly dealing with people and their concerns, we try to greet our customers with a cheerful smile and a pleasant voice."

Employees use the office as a resource library, Brewer said, inquiring about grade changes, veteran's certification, employment data, research projects or a former professor.

He said the office, originally located in University Hall, has been maintaining records and academic documents since the University graduated its first students in 1819. Since that time, the office has processed more than 67,000 degrees.

Although the office has expanded its staff and has become more divisionalized in recent years, Brewer said he anticipates even greater changes in the near future—autonimized and technological changes which will increase efficiency and productivity while minimizing the possibilities for error.

"We're looking forward to the progress of the '90s. We're anxiously awaiting a microfilmed copy of Toledo's cathode ray display terminal to call up a student's transcript and use a computer to perform a degree audit for graduation," he said.

The Office of Registration and Records is divided into three main areas: registration, directed by Judi Rollor; records, headed by Zona Buford, and scheduling, under the supervision of Duane Whitmire.

Buford listed the major functions of the records division as collecting and processing final grade reports, issuing official transcripts, transferring undergraduate credits and compiling statistical statements. Between 6,000 and 10,000 new records are accumulated each year, with an additional 50,000 transcripts distributed. As classes are changed, Buford said. Permanent records, including classes taken, grades received and cumulative grade point averages, are kept for each student. To protect the records from loss by fire, flood or other natural disaster, all records are also duplicated onto two sets of microfilm, one of which is maintained in a locked vault at the University of Toledo. Bowling Green, in turn, keeps a microfilmed copy of University's original records to ensure that data from both offices will be available should the University's biggest expense, Lipp said. Approximately 70 percent of Bowling Green's annual educational budget is allocated to the Business Office, which in a typical month approach the University's business office, is responsible for all checks written by the University, ranging from those issued for student refunds and those for reimbursement to those written to pay utility bills.

Payroll, however, is the University's
Campus Safety: Security is more than law enforcement

While the title of the office says it is responsible for campus safety and security, the catchword which guides the actions of the University’s security force is “service.” Law enforcement as a service is the personal philosophy which William Bess has brought to the position of director of Campus Safety and Security. It is also the philosophy he has tried to instill in his employees since becoming director in 1978.

“We have tried to take a more humanistic approach to law enforcement. That means playing down the military look which some law enforcement operations have and expanding our service-oriented projects.”

“We are here to provide a wide range of service to the University, its students and employees. Law enforcement, that is arresting people, is only one of the services we provide to protect the safety of everyone on campus,” he said. A staff of more than 50 full- and part-time employees, including students, is responsible for the entire operation.

In addition to law enforcement, services fall into two basic categories—programs designed to help officers be better prepared to carry out their duties, and programs designed to meet the needs of employees and residents.

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“Students or employees who have questions about their legal options or rights. In the past, Bess said he has talked to individuals involved in legitimate student group involvement in a legitimate off-campus activity.

“A friend in need—The emphasis in the University’s Campus Safety and Security office is on service, according to William Bess, director, who said Bowling Green’s patrons receive training beyond what is required by the state in order to better serve the unique needs of a university community. Bess emphasizes that University safety officers must be of a much different character than their counterparts in a large city.

Vehicle requests show University is ‘on the move’

The hockey team piles into a bus headed for northern Michigan as a carload of student teachers arrives. The recently emphasized building security is cleaned and checked in preparation for its own maintenance staff, charged with its own maintenance staff, charged with.

Greyhound-type buses, leased to any faculty or student group involved in a legitimate off-campus University activity.

“Any group participating in a University-related function sponsored by an on-campus department is eligible to rent one of our vehicles,” Rupricht said. “Our biggest ‘customers’ are departments like athletics, music, science and education areas that often tend to transport their staff and students to other cities and even other states.”

In addition to academic departments, Rupricht said student organizations use the vehicles for attending out-of-town University-affiliated functions.

“Our services have been so much in demand in recent years that we have had to triple the size of our fleet to accommodate all scheduling requests,” Rupricht said. “Our vehicles are on the road about 50 percent of the time, and Wednesdays and weekends are our busiest travel days.”

According to Rupricht, all rentals must be billed to a departmental budget through the business office.

Carl B. Kastner, director of Campus Safety and Security, said the shuttle van service Is also the philosophy which.

Bess and a number of other officers are also available to counsel persons who have questions about their legal options or rights. In the past, Bess said he has talked to individuals who were victims or potential victims of crimes, or who witnessed crimes and were not sure what they should do or even what their options were.

“In situations, we won’t tell a person what they have to do, but we will outline their alternatives and the consequences of those alternatives,” he added.

“Being an officer on a college campus is not like being an officer in a large city. We understand that, and we are trying to meet the needs of the people here on campus. Each year we try to take more roles and services to the campus, and each year we have been successful in achieving that goal,” Bess said.

Arranged well in advance to guarantee an available vehicle, University identification and a driver’s license are required at the time of departure.

Rupricht said vehicles may be leased on a daily, monthly or yearly basis at rates lower than those charged by most commercial rental companies in Toledo. He said, for example, that as much as $32 could be saved on a 100-mile trip by renting a University sedan rather than a commercial car.

Most vehicles remain in the transportation fleet three to four years before they are retired to various maintenance areas for on-campus use. However, Rupricht said the average life-span of a van is about 150,000 miles; for a car, 100,000 miles; and for a bus, 50,000 miles. He noted that the longest recorded trip in a University vehicle was a 12,000-mile summer bus tour by a choral group to several Southern and Western states.

All University vehicles are maintained and repaired by several mechanics at the physical plant garage who also function as drivers for the large passenger buses when they are leased for long excursions.

Because transportation services is considered an auxiliary support service, Rupricht said the $320,000 annual budget must be operated on a break-even basis, and therefore, new money-saving measures are continually being examined.

“After much research, we have discovered that the most economical way to provide vehicles to the University community is to purchase them from local car dealers and then lease them to us through our own department,” he said. “We are also buying smaller mid-size and compact cars to cut down on fuel consumption. Our goal is to increase average gas mileage for our cars to 20 miles per gallon.”

MAINTAINING THE FLEET—Because the University’s vehicles are in such great demand, transportation services has its own maintenance staff, charged with keeping all cars, buses and vans in good working order. The mechanics double as drivers when buses are chartered for long trips.
Graduate education

New dean examines college role in changing academic community

EDITOR'S NOTE: Following is a message to the entire University community from Garret Heiberlein, dean of the Graduate College. Dr. Heiberlein explains his views on the role of the Graduate College at the University through the year 2000.

The decade of the 1980's witnessed a variety of challenges and opportunities for higher education. These challenges have led to an increasing awareness of the need to make the academic enterprise more efficient and competitive. The challenges for Bowling Green will be the task of transforming the Graduate College into a program in a national setting of declining enrollment and diminishing public confidence, increased faculty morale and light money. And, if we are to meet these challenges, we may appear, as it was an exciting opportunity for the Graduate College to refocus itself to quality education and to apply its resources to areas of need.

Success in the 1980's will require careful strategic planning. The faculty and administration will need to work closely and effectively. Each will have to assist the other in developing realistic expectations. We must ensure that the long-term well-being of the institution and sound academic principles take precedence over immediate and sectional interests. Commitment and sacrifice will be required if we are to succeed; however, I believe that the graduate college at Bowling Green will have the ability to meet this challenge.

Our Graduate College activities in the 1980's should be first and foremost the concern of our faculty. It is the academic substance and reputation of the college that we must guard.

"It is probable that our most important assurance against possible enrollment decline in the 1980's is the Graduate College. We must ensure that Bowling Green has to high quality, productive faculty.

We must not forget that good students want to be at Bowling Green. They, from the outside, are intelligent consumers. To ignore this requirement is to sacrifice quality. Our programs are, in the future, intellelctual consumers. We must make sure that we are competitive. In today's world, it is critical that we are not to delay curriculum reform any longer.

In our attempts to build quality, we must develop a sense of where we are and where we are going. The graduate program is inevitably determined by the future, and not just what we are doing in the faculty. I do not believe that excellence can be built if we do not know where we are going to. This will be those programs that will prosper. Most of us are not going to do you have to be careful to protect. We want to make sure that the important, to be sure, however, this is one of our most important responsibilities. It is particularly important in the current era. It is our job to provide guidance on such matters as the job market, employment opportunities, and the intricacies of scholarship.

For the future, we are going to encourage our graduate students in the classroom, then we must see that they are doing something on their "how" and "why" of good teaching.

Good curriculum without good advisory leaves one without a total program.

COLLEGE GROWTH AND DEVELOPMENT

The past generation of opportunities, however, have been spotlighted. Graduate colleges and their faculties have become accustomed to relative affluence and, in many circumstances, uncompromised expectations. The availability of graduate students, and not the need for them, was available for new programs without having to face concurrent retrenchment or restructuring of priorities or through the acquisition of outside funds. Nor do we preclude the continuation and further development of the Graduate College.

During the 1980's, we have to make do with the resources available for new programs without sacrificing. When a faculty becomes accustomed to growth without death, or to the idea of a "red" faculty.

This is typical of the Graduate College. It is the way of soliciting some privately funded scholarships that can be used to attract exceptional students. It is a way in the case of graduate recruitment that we must do no more than that we can deliver. Furthermore, we must make certain that our recruitment brochures reflect high standards.

The competition for students will undoubtedly get tougher. We have to be very fast just to stay in the game. In order to maintain the health of our enterprise, collective efforts will be needed to devote more time, effort and resources to graduate recruitment, and to act in the area of redirection in the pursuit of excellence. We must use only the best, good students than have easy grades and light work to become the competitive initiative for students to come to Bowling Green.

Research and Creative Activity

Research and other forms of creative involvement play an important role in establishing the University's reputation. We are one of the few research endowed institutions in the nation and an essential component of our graduate education. The tradition of the Graduate College is reflected in the projects that are under way within and between departments, schools and colleges. A new initiative, however, as an institution, we will have to work together with much greater effort.

It is important that we do not become accustomed to growth without death, or to the idea of a "red" faculty.

The blunt reality of the '90s is that: we must work together, as faculty and students.

A graduate program cannot be strong where they already have in the way of degree programs, physical facilities, faculty and staff. This situation need not persist; however, controlled growth in new areas of critical need, through a realignment of priorities. For through the acquisition of outside funds, not only will it be available for new programs without sacrificing. When a faculty becomes accustomed to growth without death, or to the idea of a "red" faculty.

In retrospect, however, we have been careful to realize that big is not necessarily better and that good students want to be at Bowling Green. They are smart consumers. We must make sure that we are competitive.

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The future will need programs that are appropriate to our strengths and weaknesses. The future will need programs that are appropriate to our strengths and weaknesses.

We must not forget that good students want to be at Bowling Green. They, from the outside, are intelligent consumers. To ignore this requirement is to sacrifice quality. Our programs are, in the future, intellelctual consumers. We must make sure that we are competitive. In today's world, it is critical that we are not to delay curriculum reform any longer.
News Review

Fall quarter enrollment at 70-year record high
Fall quarter enrollment has reached a new high, according to Robert E. Brown, dean of the registrar's office. A record 20,027 students are enrolled on the main campus, compared to 19,659 for the fall quarter last year. Enrollment for the quarter is 1,375, up from 1,139 a year ago.

Of those enrolled on the main campus, 2,102 are graduate students, up from 2,071 last year. On the undergraduate level, 5,943 students are freshmen, 2,459 are sophomores, 2,852 are juniors and 1,888 are seniors.

The College of Business Administration remains the largest undergraduate college with 4,766 students. Last year, 4,565 students were enrolled.

New telephone hotline updates Library hours
Information on current library hours and services will be updated daily by answering telephone 372-3855. Taped messages will be updated to reflect changes in library hours for holidays and examination periods.

Reichert to chair HRC
William Reichert, political science, has been named by President Moore to chair the Human Relations Committee for the 1981-82 academic year.

The commission, created by Dr. Moore last year, has worked with "serving as the guardian of the college community" as its essential to the University's achievement of its objectives of counseling, discipline and advancing learning." It is expected to help improve the environment in which students, faculty and staff will work with dignity and respect, for promoting academic freedom and the open exchange of ideas and for ensuring that all members of the University are treated fairly and justly.

Appointed to membership on the committee this year are Reva Anderson, graduate assistant, business administration; James Garcetti, physical education and recreation, auxiliary support services; Ramona Cormier, assistant professor, English; Eric Glenn, Black Student Union; Rachel Graham, Bowman Green City School; and Robert C. Gosser, University Committee; G.R. "Dick" Horton, acting associate dean, education; Willard Johnson, special education, and Diane Stenkekop, undergraduate student.

Also serving on the committee are Charles A. Brown, chairman, business administration; Virginia M. Buzi, business administration; Robert Perry, vice president of student services; Gerald Rentz, college student personnel; Diane Rosenthal, University Development Program; Manuel Vadillo, Student Development Program; Kirt Johnson, dean of the College of Business Administration; Gordon Wetzel, dean of the College of Business Administration; and Ronald Steven Williams, undergraduate.

Academic Council

A modified 1981-82 summer quarter calendar should result in increased summer enrollments in the College of Education was approved by Academic Council at its Nov. 5 meeting.

The new calendar retains a 10-week summer quarter for all students in the College of Education.

The summer quarter for those students to be divided into one five-week session and one four-week session. During the four-week term, all classes will be scheduled five days a week rather than the traditional four.

The quarter will begin on Monday, June 22, and end with commencement on Saturday, Aug. 29. All graduate education offerings, however, will terminate Friday, Aug. 21.

Provost Ferrari said the change is being made to accommodate increasing numbers of public school teachers who must return to their classrooms in August and previously have not been able to enroll in Bowling Green's summer term because of the early public school starting dates.

The action taken for the 1981-82 summer term is temporary, he said. Further study of a summer quarter calendar for 1982-83 and beyond will be undertaken.

Academic Council also heard a report from Ramona Cormier, associate provost, on a developing problem with residency requirements for certain academic programs particularly those affiliated with the Firelands College.

She said several exceptions have been made to the current 30-hour rule which requires that at least 30 hours of coursework be taken on the Bowling Green campus for a degree to be granted from the institution.

Because a problem has been perceived by both the University administration and accrediting agencies, Dr. Cormier said a study will be undertaken to determine either the role of Firelands as a college. The term "college," she said, implies that Firelands can offer a broad scope of academic discipline. If a rule affects a college which requires at least 60 hours of coursework be taken on the Bowling Green campus, other colleges which are not affiliated with the region have authority over them.

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When and Where

Exhibits

The Works of Gerald Mattick, through Nov. 30, Alumni Gallery, Musical Arts Center. Gallery hours are 9 a.m. to 5 p.m. weekdays.

School of Art Faculty Exhibition, a multimedia show featuring paintings, sculpture, ceramics and other artwork created by the faculty of the School of Arts and Communication, Nov. 11, Kobacker Hall, Musical Arts Center. Admission is free.

"Dominick Lalbin: The Man and His Art," a 5 p.m. to 5 p.m. weekdays, 2:30 p.m. Saturday and Sunday, through Dec. 7. Fine Arts Gallery, School of Art. Admission is free.

Special Events

"The Life and Poetry of John Keats," an hour-long slide-tape presentation by actor Jonathan Skolnick, 5:30-6:30 p.m. Monday, Nov. 17, 115 Life Sciences Center. Admission is $5.40.

Terry Stokos, poet and fiction writer, will present "In the Works," 8 p.m. Friday, Nov. 21, Recital Hall, Old Music Building. Free.

Sports

Hockey vs. Western Michigan, 7:30 p.m. Friday and Saturday, Nov. 21-22, Ice Arena.

Hockey vs. Western Ohio, 7:30 p.m. Saturday, Dec. 13, Ice Arena.

Hockey vs. Lake Superior, 7:30 p.m. Friday and Saturday, Jan. 8-9, Ice Arena.

Football vs. Ohio University, 1:30 p.m. Sunday, Nov. 22, 7:30 p.m. Monday, Dec. 7. Memorial stadium, Bowling Green. Basketball vs. Western Ontario, exhibition game, 8 p.m. Saturday, Nov. 20, Anderson Arena.

Basketball vs. Miami, 7:30 p.m. Monday, Feb. 1, Anderson Arena.


Basketball vs. Capital University, 7:30 p.m. Tuesday, Dec. 9. Anderson Arena.

Basketball vs. Wooster, 7:30 p.m. Monday, Dec. 16, Old County Court House.

Basketball vs. Miskolci, 7:30 p.m. Wednesday, Dec. 17, Anderson Arena.

Basketball vs. Western Michigan, 7:30 p.m. Saturday, Jan. 10, Anderson Arena.

Theater

"Hippolyta," the classic tragedy by Greek playwright Euripides, 8 p.m. Nov. 19-22, Main Auditorium, University Hall. Ticket price is $8 with BSU identification and $12 for all others.

Music

BGSU Brass Chord, 8 p.m. Tuesday, Nov. 11, BGSU University Center, Musical Arts Center.

BGSU Women's Chorus, 8 p.m. Friday, Nov. 21, Kobacker Hall, Musical Arts Center.

Walter Baker, piano, 8 p.m. Saturday, Nov. 22, 8 p.m. Thursday, Nov. 20, Dobyns Recital Hall, Musical Arts Center.

BGSU Orchestra, 3 p.m. Sunday, Nov. 22, Kobacker Hall, Musical Arts Center.

"Selected Works of Walter Balch," 8 p.m. Thursday, Dec. 1, Anderson Arena.

Rex Elkind, tenor, 8 p.m. Sunday, Nov. 29, Dobyns Recital Hall, Musical Arts Center.

Carolyn Elkind, soprano and tenor, 8 p.m. Thursday, Dec. 1, Anderson Arena.


"Coppelia," 8 p.m. Wednesday, Dec. 17, Musical Arts Center.

Sunday Evening Concert, 8 p.m. Saturday, Dec. 17, Dobyns Recital Hall, Musical Arts Center.