Executive Committee Minutes September 1985-June 1987

Bowling Green State University. Administrative Staff Council

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Administrative Staff Council
Executive Committee
September 11, 1985

Minutes

Members Present: Jill Carr
              Dick Conrad
              Gregg DeCrane
              Patrick Fitzgerald
              Deb Heineman
              Jim Sharp
              Paul Yon

Members Absent: Jim Corbitt, Jack Gregory

Discussion was held concerning which trustee to invite to meet with
the full Council. Following several points, D. Heineman will
contact Richard Newlove to meet in December or January.

D. Heineman lead an extended discussion concerning committee
appointments, vacancies, procedures for filling vacancies, and
candidates for some. Some ASC members had indicated committee
interest by signing up at the last meeting, but some committees
still have vacancies.

Further discussion and a review of the by-laws indicated that some
vacancies may be filled by non-ASC members. Suggestions were
made, with Heineman or the Committee Chairs to extend the
invitation.

Yon suggested that future ASC candidates be advised that service
on committees is expected in the second and third years of ASC
membership.

Heineman further recommended that the Scholarship Committee be
possibly expanded, to allow for the two-fold duties of that
committee: Continuation of the scholarship fund raising and
the selection of the winner on an annual basis.

The meeting adjourned at 1:25 p.m.

Respectfully submitted,

James M. Sharp, Secretary
AGENDA
Administrative Staff Council
Executive Committee
September 24, 1985

A. Merit policy discussion

B. Communication Network updates

C. Evaluation Committee response to Eakin memo.

D. 33% turnover - why?

E. Thurs. President's Panel items

F. Speaker finalization

G. Exigency committee discussion

H. Faculty Senate items:
   1. Sick leave policy
   2. Classified salary increase

I. Monitor at the meeting - controls

J. Committee assignments

K. Questions for Oct. 3 speaker
Members Present: Jill Carr
Dick Conrad
Gregg DeCrane
Jack Gregory
Deb Heineman
Jim Sharp
Paul Yon

Members Absent: Jim Corbit, Patrick Fitzgerald

DeCrane distributed Susan Caldwell's response to our inquiry regarding the merit pay policy. (Copy attached.) Discussion produced two further questions for Caldwell: Where is the policy written for general distribution, and when was said policy formulated? DeCrane will pose these questions to Caldwell.

One update to the Network: John Barley, CMA, assigned to Barry Piersol.

Dr. Eakin's response to the recommendations of our Evaluation Committee was distributed. (Copy attached.) The memo will be referred to the Merit Committee for response.

DeCrane advised that 33% of the 85-86 Administrative Staff membership is new, suggesting a very high turnover rate. Possible reasons include new positions, planned turnover, and retirement replacements. The subject will be referred to the Needs Assessment Committee for further review.

Guest speakers for the rest of the year were finalized, thanks to Heineman: Don Borden, November; March, Sue Crawford; June, Shad Hanna; and Dick Mewlove and Sharon Stuart, yet to be announced.

DeCrane will find out the status of our request for membership on the Exigency Committee, and so advise the ASC.

DeCrane will also speak informally with Paul Kosky, Editor of the Monitor, concerning the coverage of our ASC meetings.

Heineman advised that all committee assignments are almost complete, with a complete listing to come soon.

The meeting adjourned at 1:30 p.m.

Respectfully submitted,

James M. Sharp, Secretary
September 17, 1935

MEMORANDUM

TO: Wayne Colvin, Chair
    Evaluation and Merit Committee

FROM: Richard R. Bakin
    Vice President for Planning and Budgeting

President Olscamp and the Administrative Council have reviewed the report of your committee relative to administrative staff evaluations. Overall the response to the report was quite positive. The vice presidents have agreed to proceed with evaluations according to the strategies outlined in your report. One exception to this approval centers on redundancy among the criteria listed under item #3 in your report. Namely, university involvement, university and professional service and service to the university community appear to deal with the same issues. Thus, the vice presidents and the president were most emphatic that the criteria be refined to eliminate duplications. I am confident this matter can be handled with relative ease. Another exception is related to the item labeled "the support of human rights". It is the feeling of the president and vice presidents that this item is too vague to permit evaluation as stated and, in any event, represents an inherent expectation of all employees at the university to abide by university policies in this particular area. It is our judgment that this item should not be included among evaluative criteria.

Finally there is considerable support among the vice presidents for the concept of goal setting and for evaluations of employees based upon achievement of agreed-upon goals.

Thank you for your splendid work on this important matter. If you have any questions, please feel free to call me.

RRE:af

copy: President Olscamp
    Administrative Council
    Susan Caldwell
    Gregg DeCrane
MEMORANDUM

TO: Dr. Richard Eakin  
Vice President for Planning & Budgeting

FROM: Gregg T. DeCrane  
Chair, Administrative Staff Council

RE: Insurance Rate Increases

Having talked with Susan Crawford regarding the insurance rate increase, I was able to provide some insight to the Administrative Staff Council at our September 5th meeting. While it may not always be possible for you to directly provide advance information to ASC on matters which affect members and constituents, I would appreciate any advance notice on issues that may be particularly sensitive; i.e., those that hit the pocketbook and wallet.

All was well until the Senate Executive Committee's minutes came out and your presentation to them was noted. The general feeling was we deserved the same courtesy.

Thanks for your understanding.

GTD:tt
MEMORANDUM

TO: Gregg DeCrane
   Assistant Vice President for Student Affairs
   Student Affairs and Organizations

FROM: Susan Caldwell, Director
       Administrative Staff Personnel Services

SUBJ: Merit Pay

Gregg: I have attached a copy of a policy that determines who is eligible for across-the-board and merit increases. It is my understanding that this policy statement reflects the practice for the past several years. I hope that you will find this information helpful.

SC:mmb
Attachment
Merit and Across-the-Board Increases for New Administrative Staff

Each year salary increases for University-funded administrative staff include merit and across-the-board increase components. Continuing University-funded full-time and part-time staff members on fiscal or academic year contracts with more than one calendar year of service are eligible for consideration for both an across-the-board percentage increase and a merit increase. Those staff members employed for one calendar year or less will be considered for increases as follows:

1. Staff members employed by December 31 are eligible for consideration for both across-the-board and merit increases for the next year.

2. Staff members employed after December 31 are eligible for consideration for an across-the-board increase for the next year on a pro-rated basis. For example, a staff member hired on March 1 would be eligible for consideration for four-twelfths of the annual across-the-board percentage increase. Staff employed after December 31 are not eligible for merit increases for the next year.
Administrative Staff Council
Executive Committee
October 8, 1985

Minutes


Absent: J. Corbitt

Brief discussion was held concerning the Merit policy, as submitted by Susan Caldwell. One thought was that merit should apply to any employee—new or old. The issue will be an agenda item for the November Council meeting.

DeCrane inquired as to increasing our budget request for 86-87. General consensus: no increase.

Heineman advised that Sharon Stuart will be speaking to the Council in December and Dick Newlove will speak at the January meeting.

The rest of the meeting was spent finalizing committee assignments. At DeCrane's request the Executive Committee member on each committee will call the first meeting, see that a chair is selected, and move the committee on its way.

Several persons were suggested to Heineman for membership on the ACGPA Committee, including: Navin, Piper, Hoehner, and Swierlein. DeCrane will ask Arrowsmith to continue to act as our liaison to Faculty Senate and attend their meetings.

It was also suggested that newly elected Council members, in the future, be advised that Committee service will be a large and expected part of their service.

The meeting adjourned at 1:13 p.m.

Respectfully submitted,

James M. Sharp, Secretary
ASC EXECUTIVE COMMITTEE
October 22, 1985

AGENDA

A. Committee finalization
where & how
one funds obtained?
no representation
committee or treaties

B. Salary Pool (from whence comes the water?)
on Executive Budget

C. Agenda for November 7 meeting

D. Discussion of recommendations of insurance committee.

E. Anything else.

Study of merit pool & distribution-
start with exec comm

to leg. govern-

Financial report
Insur. committee report

Exec. comm. help "negotiate"
salary pool with committe and parties
Herit com. recommend to meet
Administrative Staff Council  
Executive Committee  
October 22, 1985  

Minutes


Absent: P. Yon

DeCrane shared a copy of a memo from Phil Mason to Dr. Olscamp seeking a change in the Grievance and Hearing Procedures for Contract Staff. At DeCrane's request, Mason agreed that the subject should be referred to our Personnel Welfare Committee for response.

Heineman reported that most committees had met for the first time, or were about to do so. Dave Weinandy will sit on the ACGPA Committee. Joni Reed has been added to the Professional Development Committee. Bob Arrowsmith will act as our Faculty Senate liaison, and the Merit Committee is meeting this week.

Considerable discussion ensued concerning future salary pools and the amount of same, on the presumption that Administrative Staff will be split from the Faculty. The entire merit question split itself into two separate questions: (1) How much will be available for merit?, and, (2) How will that money be distributed?

The Committee consensus was the following: The first question should be addressed by the Executive Committee as a whole, and the second to be initially formulated by our Merit Committee, and ultimately by the full Council. As a step toward addressing the first question, Dick Eakin will be invited to meet with us at our next meeting. (NOTE: He will be in attendance at our next meeting.)

DeCrane handed out the recommendation of the University Insurance Committee in preparation of our meeting on October 23rd. All of the items were discussed, with more detailed discussion and questions to be addressed at the October 23rd meeting.

The names and departments of new staff were distributed, and will be noted into the Communications Network along with minutes of the next Council meeting.

We adjourned at 1:52 p.m.

Respectfully submitted,

James M. Sharp, Secretary
ADMINISTRATIVE STAFF COUNCIL
Executive Committee

November 12, 1985
Minutes of the Meeting

University Union

Present: D. Conrad, G. DeCrane, P. Fitzgerald, D. Heineman, P. Yon
Absent: J. Carr, J. Corbitt, J. Gregory, J. Sharp
Guest: R. Eakin

DeCrane briefly discussed the Rock report's implications for administrative staff and asked Dr. Eakin to share his thoughts with the committee. Eakin stated that, historically, administrative staff increases have been tied to faculty increases. In fact, until this year, graduate student stipends have been tied to contract staff increases. Eakin further mentioned that the University is attempting to reach the top 60% with faculty salaries.

Discussion followed concerning the action that administrative staff should take in order to prepare a recommendation as to administrative staff salary increases. Eakin suggested that the administrative staff should select 20-30 administrative positions that are common to all postsecondary institutions and compare the salaries of these positions among institutions.

DeCrane related his concern that the administrative staff's recommendation would be made to the Faculty Senate Budget Committee which is composed of faculty, one graduate student and one undergraduate student representatives. He asked Eakin if it would be possible to have an administrative staff and a classified staff representatives on the Faculty Senate Budget Committee.

Eakin stated that the University Budget Committee, composed of all the Vice-Presidents, has "represented" the administrative and classified staffs in the budgetary process. The University Budget Committee studies all budget requests separately from the Faculty Senate Budget Committee and then the two committees meet to make final recommendations. Eakin noted that the classified group studying their compensation schedule will probably present its recommendation to Dr. Clark and Chris Balton for inclusion in the budgetary process.

Eakin was asked about the zero staff increase that Dr. Olscamp has mandated for the coming year. He responded that he is currently putting together a three year personnel plan for the University which would target some departments/offices for growth while reducing others. Eakin further stated that the personnel requests will be difficult to balance and that, for the first time, any personnel increases may have to be weighed in relation to other Vice-President personnel requests, rather than within Vice-Presidential areas.
We adjourned at 1:15 p.m.

Respectfully submitted,

Deb Heineman (in absence of J. Sharp)
ASC EXECUTIVE COMMITTEE.

Meeting agenda Tuesday, November 26, 1985

I. Insurance information update

II. Committee appointment updates

III. Ferrari Committee permanence

IV. Amendments to By-laws

V. Anything else for the good of the order, or any good.
Minutes of the Meeting
November 26, 1985

Present: J. Carr, D. Conrad, G. DeCrane, D. Heineman, J. Sharp, F. Yon

Absent: J. Corbitt, P. Fitzgerald, J. Gregory

Insurance Information Update: Discussion centered around the best way to inform all ASC members of the changes under suggestion. The Committee decided to furnish all materials to all Council members at the December 5th meeting, discuss, and follow-up with distribution for all members to their respective Council representatives. Each Council member will then meet with his/her constituents.

DeCrane noted that the CCC had adopted the recommendation in total and that the faculty had recommended two changes:

1. Removal of the $150,000 Life Insurance limit.
2. Coverage for experimental medicine.

Committee Appointments: DeCrane suggested the appointment of an ad hoc committee to study and keep abreast of any state legislation concerning PERC early retirement. He further recommended Joe Martini as Chair of that committee. The Exec. Committee concurred with DeCrane's recommendation. Formal support will be asked of the full Council at the December 5th meeting.

Ferrari Committee: DeCrane asked that the Amendments and By-laws Committee recommend that the Ferrari Committee be made a permanent Committee of ASC. Carr indicated her willingness to do so, and noted her Committee's report would be forthcoming in January.

Chair's Comments: DeCrane advised he had received no response from Dr. Olscamp regarding ASC inclusion at the opening session in the Fall, and no response to his (DeCrane's) memo concerning the Rock report. The Exec. Committee suggested DeCrane follow-up with Phil Mason.

DeCrane also noted that Everett Piper, Alumni and Development, had requested an opportunity to address the Council about the 75th Anniversary Fund Drive. Piper will be invited to speak at the December 5th meeting.

DeCrane noted further that he had received a response from Susan Caldwell regarding staff turnover, and that that response would be given to the Personnel Welfare Committee for response.

The meeting adjourned at 1:20 p.m.

Respectfully submitted,

James M. Sharp, Secretary
December 10, 1985
Minutes of the Meeting
Canal Room
University Union

Present: Fitzgerald, Von, Conrad, Corbitt, Heineman, DeCrane, Sharp
Absent: Carr, Gregory

VACATION POLICY
Discussion was held concerning the present vacation policy, the fact that it was established in 1955 by President McDonald, and the reasons various persons use, or accumulate their vacation days.

According to stats furnished by S. Caldwell, Von reported that 16 people, last year, lost days due to accumulation past 40 days.

No firm decision was reached, but the PWC will be bringing a recommendation to the Exec Committee.

75th ANNIVERSARY FUND DRIVE
The Exec Committee will recommend to the Council that we support the Fund Drive with the emphasis that all contributions count in the total goal.

SALARY/MERIT FOR NEW STAFF
The policy as recommended, with one alteration, and as subsequently approved by the Exec Committee is attached. This will be recommended to the full Council in January.

PERS COMMITTEE
Norma Stickler and Ann Powers will join Joe Martini on this Committee. Any other interested staff should contact Martini.

JANUARY MEETING OF COUNCIL
Dick Newlove will be our guest speaker. Exec Committee members should have questions in mind.

Meeting adjourned at 1:27 p.m.

Respectfully submitted,

James M. Sharp
Secretary
Minutes of the Meeting
January 14, 1986

Present: J. Carr, G. DeCrane, P. Fitzgerald, D. Hainsman, J. Sharp, P. Yon

Absent: D. Conrad, J. Corbitt, J. Gregory

DeCrane opened the meeting and shared several handouts (copies attached for absent members). The agenda for the Thursday full Council meeting was set to include:

- Guest speaker Dick Newlove
- Insurance recommendations
- Fund drive endorsement
- Salary/Merit policy

DeCrane also introduced David Wu, of the Alumni & Development, who requested to use our Communication Network to distribute 75th Anniversary Campaign materials, and to include the Scholarship information in that distribution. Following discussion, the Executive Committee approved the request.

Discussion ensued concerning Dr. Oltzcamp's memo. The Committee noted that during the Opening Day ceremonies no mention was made of the Administrative Staff as a whole, but that pursuant to the invitation in the memo, DeCrane would communicate to Dr. Eakin our suggestions, to include presenting the Ferrari Award at the ceremony.

Concerning the Caldwell memo on the budget process, the Committee asked DeCrane to write to Clarke & Balton and to advise that we prefer the budgeting process remain as is.

Yon and Fitzgerald, in discussing the Salary/Merit policy recommendation, noted the difficulties at arriving at a consensus among the PNC members, and suggested meeting with the Merit & Evaluation Committee to discuss common areas of understanding.

Yon also distributed handbook policy revision suggestions and asked that same be discussed at the February Council meeting.

The meeting adjourned at 1:23 p.m.

Respectfully submitted,

James M. Sharp, Secretary
ADMINISTRATIVE STAFF COUNCIL
EXECUTIVE COMMITTEE

January 28, 1986, Meeting Agenda

I. Newlove presentation follow-up
II. Review of draft memos
III. Election time table/Interface with Amendments Committee
IV. Attendance review
V. Whatever else comes to mind
VI. Adjournment  (Remember---A Motion to Adjourn is always in order.)
Minutes of the Meeting
January 28, 1986


Absent: J. Corbitt, J. Gregory, P. Von

DeCrane opened the meeting and discussion asking for thoughts on Dick Newlove's offer to assist with ASC representation on the Board. The consensus was to seek an invitation to attend pre-Board Committee meetings, as opposed to full representation and reporting to the Board, at least for now. DeCrane is to explore this question privately with Newlove.

The election timetable was briefly discussed, and will be presented at the February full Council meeting. In brief, nominations will take place in February, with the candidates announced at the March meeting. The General Election will be completed by the April meeting, to be followed by the Executive Committee offices and Committee elections.

The Amendments and Bylaws Committee is preparing recommended changes to those items for which the Committee is named.

Discussion was held concerning attendance, with the Secretary directed to advise, via memorandum, those members who have potential attendance difficulties, including Brewer, Friend, Gregory, Huston, and McHugh.

Sharp shared several items from the CSC, all of which are attached.

Respectfully submitted,

James M. Sharp, Secretary
Minutes of the Meeting
February 11, 1986

Present: Carr, DeCrane, Fitzgerald, Gregory, Heineman, Sharp, Von

Absence: Conrad, Corbitt

The Committee was advised of two resignations -- Carole Huston and Kevin McHugh. Greg Jordan has been contacted and has agreed to serve the term of Ms. Huston. Jerry York is next in line for the slot vacated by McHugh. He will be contacted by the Secretary. Both names will be brought before Council at the March meeting.

Von advised that some Council members had requested that the Agenda be sent prior to each meeting. The Secretary agreed to attempt compliance with those requests.

Elections were discussed. Nomination ballots will be sent next week, with a due date of February 27. The full slate will be presented to Council at the March meeting. All areas will have the same number of reps, except the President's area. Due to a staff decrease, that area will have one less representative. With the current expiration of terms, no election will be required in that area.

The Graduate Fee Waiver tax was briefly discussed. Interested persons were urged to write their Congressman.

Paul Von presented the proposed Vacation Policy revision to the Committee. (Copy attached for absent members.) In summary, additional days are proposed, with more accumulation possible, but the payoff remaining the same. The Committee will be asked for its formal opinion at the February 25th meeting.

The Needs Assessment Committee intends to distribute a survey of staff. (Copy attached for absent members.)

By-law changes as proposed at the last Council meeting will be voted upon at the March meeting.

Mention was also made of the Dalton memo concerning salaries, and whether or not the Committee has a contingency plan in the event of rejection. We do not. A copy of the Dalton memo will be included with the minutes of the next Council meeting.

Respectfully submitted,

James M. Sharp, Secretary
ADMINISTRATIVE STAFF COUNCIL
Executive Committee

Minutes of the Meeting
Tuesday, February 25, 1986

University Union
Canal Room

Present:  J. Carr, D. Conrad, G. DeCrane, P. Fitzgerald, D. Heineman,
J. Sharp, P. Yon

Absent:  J. Corbitt, J. Gregory

DeCrane shared new information on the Fee Waiver tax treatment,
specifically noting that Tim King in the Graduate Center is
chairing a University Task Force to address the problem.

DeCrane also shared Dr. Olscamp's response to his (DeCrane's)
response inquiring about participation in Opening Day Ceremonies.
All indications suggest our participation will not increase.

Kevin McHugh's resignation was noted, as was the addition of
several new staff members. Sue Crawford will replace McHugh on
the Council.

Sharp reported that Election Nomination response was quite heavy,
including strong response to participate in Committee work. The
Election ballots will go out by March 7th (the Secretary hopes).

Heineman requested an increase of the amount allocated for the
Ferrari Award. After discussion, the Committee decided to
recommend an increase to $400 to the Council.

The excellent work of the Personnel Welfare Committee was demon-
strated in two proposals—the first dealing with a change in the
Fee Waiver Policy; the second with a proposed change in the Vacation
Policy. Both recommendations will be sent to the Council prior to
the meeting on the 6th, and both will be on the agenda for that
meeting.

The meeting adjourned at 1:19 p.m.

Respectfully submitted,

James M. Sharp, Secretary
ADMINISTRATIVE STAFF COUNCIL  
Executive Committee

Meeting of the Meeting  
Tuesday, March 11, 1986

University Union  
Canal Room

Present:  J. Carr, D. Conrad, J. Corbitt, G. DeCrane, P. Fitzgerald, 
J. Gregory, D. Heineman, J. Sharp, P. Yon

Absent: None (Thanks to all)

DeCrane shared segments of the minutes from the President's Panel 
and noted that anyone wanting to read them should see him. He 
further noted that HE 211, dealing with campus services that could 
be potentially provided by off-campus vendors, has been re-introduced.

The general issue of merit consumed the remainder of the meeting. 
Questions arose as to:

What is merit, exactly? When should a person be evaluated? 
What is the official University policy? Is merit short-
term or long-term? Should merit become part of one's 
salary base, or awarded on a once per year basis in a lump 
sum?

Paul Yon noted that mention had been made in his presence that 
across-the-board increases were not necessarily always granted. He 
noticed that he would gather the details regarding the incident of 
which he was aware.

Questions of salary increments also arose, along with the particular 
history of certain positions on campus and the general problem of 
using averages. Yon noted that S. Caldwell's office had some data 
in this regard--DeCrane said he would contact her.

(Included with these minutes is the information this Committee and 
the Council have discussed concerning Merit.)

Respectfully submitted,

James M. Sharp, Secretary

Sub for next week

Recommendation by May 1 to S. Caldwell 
on PER Segouti and conjunction
ADMINISTRATIVE STAFF COUNCIL
Executive Committee

Minutes of the Meeting
Tuesday, March 25, 1986

University Union
Canal Room

Present: J. Carr, D. Conrad, G. DeCrane, J. Gregory, D. Heineman,
J. Sharp, P. Yon

Absent: J. Corbitt, P. Fitzgerald

Sharp reported that election ballots are in the process of being
received, and that run-off elections are anticipated in each area.
Run-off candidates will be available by the 4/3/86 Council meeting.

Yon inquired into the possibility of Firelands having their own
seat on Council, given that 11 administrative staff are located
at Firelands. Our charter presently does not allow for such a
designation. To determine the staff sentiment at Firelands,
DeCrane will ask Norma Stichler, the Firelands staff representa-
tive, to seek input.

DeCrane shared a memo from Susan Caldwell noting the availability
of salary data of administrative staff (copy attached). He also
noted that the March 19 issue of the Chronicle contained that
publication's annual survey. DeCrane will proceed to gather
relevant data from Ms. Caldwell.

DeCrane further shared the official function charge to the Merit
Committee (copy attached).

Heineman reported that our Scholarship winner has been selected,
and will be announced at the April Council meeting.

DeCrane noted that the PEPS Sub-Committee had met twice, and that
an outline of the proposed legislation would be presented to all
staff, along with a response sheet for comment and recommendation.

Carr reported an excellent return on the Needs Assessment survey,
with the two biggest comments appearing to be Salaries and Parking.

DeCrane noted that the recommended Vacation Policy will probably
be before Administrative Council Tuesday, April 1.

The committee then reviewed our Goals and Objectives for the 85-86
year, and noted very favorable progress overall.

The meeting adjourned at 1:35 p.m.

Respectfully submitted,

James M. Sharp, Secretary
I. Eat lunch

II. Discuss benefit survey results

III. Discuss handbook changes and counter-changes

IV. Discuss elections and run-offs of run-offs

V. Discuss anything else of interest or non-interest

VI. Sign lunch checks

VII. Leave
**Contract Information**

**Appointment Information**

Administrative staff members shall be advised in writing at the time of initial appointment of the primary responsibility of the position including title, salary, and pay period.

**Obligation to the University**

An administrative staff member may not accept employment from outside the University that will adversely affect fulfillment of the responsibilities and duties of the assigned position/title.

**Continuance/Termination/Release**

**A. Continuance**

Appointments to full-time administrative staff positions will be subject to renewal or non-renewal annually, on a fiscal year basis. It is assumed that a full-time administrative staff member will receive successive annual contracts unless:

1. The contract states the contrary.

2. The University has made the decision not to continue employment and has given timely notification as follows:

   a. not later than March 1 of the first, second and third years of contract service if appointment is to expire at the end of one of those fiscal years.

   b. not later than January 1 of any subsequent fiscal year of contract service.

Recommendations for non-renewal (which will include supportive information) will be made to the appropriate supervisor, whether President, appropriate Vice President or Dean by area heads.

**B. Termination**

Termination of the appointment and contract before the end of any contracted term of service shall be referred to as "Termination for Cause" or "Release."

1. **Termination for Cause**

   a. An administrative staff member may be terminated for cause during the contract year for the following reasons:

      i) **conviction of a felony;**

      ii) **if credentials are proved to be fraudulent;**

7/85
iii) failure to perform duties and services (as identified in the appointed position or title and/or as may be assigned or changed) to the satisfaction of the staff member's immediate supervisor.

2. Dismissal or Suspension

Recommendations for termination for cause noted above shall be sent to the President or appropriate Vice President with appropriate documentation. After a decision for dismissal or suspension is made, written notice shall be given to the staff member involved stating all provisions relating to that notice.

The President or appropriate Vice President may dismiss or suspend the staff member immediately. In the event of a dismissal or suspension, the staff member shall be continued on the payroll for fourteen (14) calendar days following the date of dismissal or suspension. The President or appropriate Vice President may continue the staff member on suspended status with pay through temporary assignment to other job responsibilities until the suspension is resolved. In the event the dismissal or suspension is resolved in the staff member's favor, the staff member shall be entitled to full back pay and benefits if the staff member had been dismissed or suspended without pay.

C. Release

Release may be affected in case of financial exigency, or bona fide discontinuance of a program or departmental/divisional area, and the staff member concerned will be given a minimum of three months written notice; except for the release of persons funded by external grants which shall be contingent upon the availability of said grant funds.

A notice for termination for cause or release is not affected by Section A (Continuance).
B. NON-RENEWAL OF CONTRACT

RECOMMENDATIONS FOR NON-RENEWAL SHALL BE MADE IN WRITING TO THE CONTRACTING OFFICER AND SHALL INCLUDE SUPPORTING WRITTEN DOCUMENTATION. EXAMPLES OF REQUIRED DOCUMENTATION FOLLOW:

- IN THE CASE OF NON-RENEWAL BECAUSE OF PERFORMANCE, THE WRITTEN DOCUMENTATION SHALL INCLUDE COPIES OF PAST PERFORMANCE EVALUATIONS.

- IN THE CASE OF NON-RENEWAL BECAUSE OF REORGANIZATION, AN EMPLOYEE'S INABILITY TO SERVE THE UNIVERSITY WITHIN THE REORGANIZED UNIT SHALL BE EXPLAINED.

C. TERMINATION OF CONTRACT

Termination of the appointment and contract before the end of any contractual term of service shall be referred to as "Termination for Cause." AN ADMINISTRATIVE STAFF MEMBER MAY BE TERMINATED FOR CAUSE DURING THE CONTRACT YEAR FOR THE FOLLOWING REASONS:

1. Termination for Cause

   - An administrative staff member may be terminated for cause during the contract year for the following reasons:

2. Conviction of a felony (or other offence whose "nature is inimical to the interest of the university)

3. Repeated failure to perform duties and services as identified in the appointed position or title and/or as may be assigned or changed to the satisfaction of the staff member's immediate supervisor;

4. Documented failure to accept reasonable changes in the job description as required by evolving technology or by changes in university organization, priorities, or resources.

PROCEDURES FOR TERMINATION

RECOMMENDATIONS FOR TERMINATION SHALL ORIGINATE WITH THE IMMEDIATE SUPERVISOR AND SHALL BE SENT TO THE CONTRACTING OFFICER VIA APPROPRIATE AREA OR DEPARTMENT HEADS. IF THE IMMEDIATE SUPERVISOR IS A CONTRACTING OFFICER, THE RECOMMENDATION IS SENT TO THE AREA VICE PRESIDENT OR TO THE PRESIDENT, WHICHEVER IS APPROPRIATE. THE FINAL DECISION TO TERMINATE AN ADMINISTRATIVE STAFF MEMBER IMMEDIATELY IS MADE
BY THE CONTRACTING OFFICER OR BY THE VICE PRESIDENT OR
PRESIDENT IF THE CONTRACTING OFFICER IS THE IMMEDIATE
SUPERVISOR), THE OFFICE OF ADMINISTRATIVE STAFF PERSONNEL
SERVICES SHALL BE ADVISED OF RECOMMENDATIONS AND DECISIONS
CONCERNING TERMINATION. IN THE EVENT OF TERMINATION, THE
STAFF MEMBER SHALL BE CONTINUED ON THE PAYROLL FOR FOURTEEN
CALENDAR DAYS FOLLOWING THE DATE OF DISMISSAL.

D. SUSPENSION

IN LIEU OF IMMEDIATE TERMINATION FOR THE ABOVE-CITED REASONS,
AN ADMINISTRATIVE STAFF MEMBER MAY BE SUSPENDED WITHOUT PAY
UNTIL THE PROBLEM IS RESOLVED. IN THE EVENT THE SUSPENSION IS
RESOLVED TO THE STAFF MEMBER'S FAVOR, THE STAFF MEMBER
SHALL BE ENTITLED TO FULL BACK PAY AND BENEFITS. THE STAFF MEMBER
MAY ALSO BE CONTINUED ON SUSPENDED STATUS WITH PAY ON A
TEMPORARY ASSIGNMENT TO OTHER JOB RESPONSIBILITIES.

E. Release

Release may be affected EFFECTED in THE case of financial
exigency, or bona fide discontinuance of a program or
departmental/divisional area, and

1. A staff member IN FIRST THREE YEARS OF
EMPLOYMENT IS CONSIDERED WILL BE GIVEN A MINIMUM OF
THREE MONTHS' WRITTEN NOTICE;

2. STAFF MEMBERS WITH MORE THAN THREE YEARS OF
EMPLOYMENT WILL BE GIVEN SIX MONTHS' NOTICE;

3. except-for-the-The release of persons funded by
external grants which shall be contingent upon the
availability of said grant funds.

A--notice--for-termination-for-cause-or-release-is-not-effect-
by-Section-A-(Continued)--
## FRINGE BENEFIT PRIORITY LIST

<table>
<thead>
<tr>
<th>PART I</th>
<th>EST. COST</th>
<th>PRIORITY LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Reducing Waiting Period for Dependent Fee Waivers</td>
<td>$26K-$63K</td>
<td>Very Low</td>
</tr>
<tr>
<td>2. Changing Deductible to a Calendar Year</td>
<td></td>
<td>High</td>
</tr>
<tr>
<td>3. University to Pay for Annual Health Examination</td>
<td>20K</td>
<td>High</td>
</tr>
<tr>
<td>4. Univ. Paid Family Counseling &amp; Major Medical</td>
<td>650K</td>
<td>Very Low</td>
</tr>
<tr>
<td>5. Univ. Provide Preventive Medical Procedures</td>
<td>7K</td>
<td>High</td>
</tr>
<tr>
<td>6. Coverage for Experimental Medical/Dental Procedures</td>
<td>7K</td>
<td>High</td>
</tr>
<tr>
<td>7. Major Medical Deductible to Remain at $400</td>
<td></td>
<td>Highest</td>
</tr>
<tr>
<td>8. Enhancement + Family Dental/Vision Coverage</td>
<td>245K</td>
<td>Very Low</td>
</tr>
<tr>
<td>9. Prescription Payments</td>
<td>0 - 45K</td>
<td>High</td>
</tr>
<tr>
<td>10. Enhancement of Long Term Disability Benefit</td>
<td>61K</td>
<td>Very Low</td>
</tr>
<tr>
<td>11. Changing Deductible to a Calendar Year</td>
<td>0 - 25K</td>
<td>Highest</td>
</tr>
<tr>
<td>12. 1-Month Grace Period Calendar Year Major Medical Deductible 0 - 25K</td>
<td>$100/$1000</td>
<td>Very Low</td>
</tr>
<tr>
<td>13. No change in Major Medical Deductibles</td>
<td></td>
<td>Average</td>
</tr>
<tr>
<td>15. Implementation of Error Detection Award Program</td>
<td></td>
<td>Average</td>
</tr>
</tbody>
</table>

## BENEFIT ENHANCEMENT CHOICES

Imagine a pool of $800,000 somehow becomes available for enhancing benefits. (This would roughly increase faculty benefits by 10-25% of salaries, still below average for state-supported universities in Ohio.)

Which benefit enhancements on the two lists given (Part I and Part II) do you think would be best for the University overall (not necessarily just you personally) to add? Name these or provide the number(s)

Part I:

Part II:

## COMPENSATION PREFERENCE POOL

Imagine that a given pool of money is available to be used for increases in salary and enhancing benefits. Further make the assumption (not always necessarily true) that funds for salary increases and benefit enhancements are interchangeable. Given our current situation with respect to salaries and benefits, which of the following divisions would you think would be most beneficial to the University?

- 100% Salary Increases — 0% Benefit Enhancements
- 95% Salary Increases — 5% Benefit Enhancements
- 90% Salary Increases — 10% Benefit Enhancements
- 80% Salary Increases — 20% Benefit Enhancements
- 70% Salary Increases — 30% Benefit Enhancements
- 50% Salary Increases — 50% Benefit Enhancements
Minutes of the Meeting
April 8, 1986

University Union
Canal Room

Present:  Corbitt, DeCrane, Fitzgerald, Gregory, Heineman, Sharp, Yon

Absent:  Carr, Conrad

DeCrane shared a copy of his memo to Eakin specifying Council actions and reactions to Administrative Council proposals. The memo was endorsed by the Committee.

DeCrane shared a copy of the benefit survey results (copy attached for those absent). These results will be forwarded to Chris Dalton, Chair of the Budget Committee.

Sharp discussed the current election process and the run-off elections required to attain the 51% as dictated by our by-laws. Several options were discussed, and following discussion of these options, the consensus was to propose a change in the by-laws. That proposal, when made, would be:

Conduct one election with all nominated candidates. If a majority is not obtained, conduct one run-off, with the winner or winners to be determined by highest vote count.

This change would provide for only one run-off election, if necessary, reducing the considerable number we have had this year.

General concerns about Administrative Council's recommendations in the areas of termination and suspension were discussed, with no conclusions except that the proposals would need much more refinement before acceptance.

Respectfully submitted,

James M. Sharp, Secretary
ADMINISTRATIVE STAFF COUNCIL
Executive Committee

Minutes of the Meeting
April 22, 1986

University Union Canal Room

Present: Carr, Conrad, DeCrane, Fitzgerald, Heineman, Sharp, Yon

Absent: Corbitt, Gregory

The interaction between a Leave of Absence and membership on the Council began the meeting. Among the points discussed:

1. If a person is on leave and away from campus, the attendance policy would ultimately dictate the possibility of being voted off Council.

2. In spite of the above, should we not encourage Professional Development?

3. In the event of a granted leave, should the person voluntarily resign from Council.

A motion to table until the situation arises, which passed, ended the discussion.

Election, By-law changes will be presented at the full Council meeting May 1.

Concerns were expressed about the Alumni giving telefund and the dialogue of the telephone solicitor. DeCrane will contact Dr. Burlingame with those concerns.

DeCrane advised that 90 PEPS survey sheets had been returned. A compilation will be available by the May 1 Council meeting.

DeCrane also advised that in a response from Dr. Eakin:

1. The handbook changes tabled by the Council would remain tabled, and there would be no changes in the handbook of those items.

2. Administrative Council wants the word "annually" to stay on the front page of the handbook, but agreed to re-consider in light of our arguments.

3. The increase in vacation days to 22 with a 44 accrual will be presented to the Trustees in May.

DeCrane read a memo from him to Dr. Olscamp lauding the President's remarks at the Staff Awards Banquet, especially as related to Administrative Staff.
Administrative Staff Council Executive Committee
Minutes, April 22, 1986

The Committee voted to approve the expenses of printing a T.I.P.E.S. booklet for each staff member.

Nominations from the Executive Committee for next year's Chair-elect and Secretary included:

Chair-Elect: Paul Yon
Sue Crawford
Norma Stickler

Secretary: Sally Blair
Jane Wood
Barry Piersol

Sharp will contact these persons to verify their interest in being on the ballot.

The Agenda for the May 1 meeting was set prior to adjournment at 1:42 p.m.

Respectfully submitted,

[Signature]

James M. Sharp, Secretary
Minutes of the Meeting
Tuesday, May 13, 1986

Present: Carr, Conrad, Corbitt, DeCrane, Heineman, Sharp, Yon

Absent: Fitzgerald, Gregory

General discussion ensued concerning the approved salary increases. DeCrane shared the conversation that he, Heineman, and Sharp had with Olscamp last Wednesday.

The consensus of the Committee was that beginning next year, the ASC should propose salary increases with reasoning and documentation, to the appropriate budget committees.

Conrad noted the need to focus on reasons for the high turnover rate, among those reasons potentially being a higher salary offer. This is to be discussed with Susan Caldwell as part of her exit interview process.

General impressions of sentiment regarding the salary increases were predominated by displeasure at the differential, and concern about the future holding the same promise.

DeCrane circulated a proposed memo to Dr. Olscamp regarding the FEPS early buy-out plan. (Attached for those absent.)

The June 5 meeting will include all present Council members and those newly elected members. The agenda, which will be available prior to the meeting, will include:

- Guest Speaker Shad Hanna
- By-law change
- Election results
- Introduction of new members
- Recognition of members with expiring terms
- End of year summary report

Respectfully submitted,

James M. Sharp, Secretary
ADMINISTRATIVE STAFF COUNCIL
Executive Committee

Minutes of the Meeting
Tuesday, May 27, 1986

University Union
Canal Room

Present: Carr, Conrad, DeCrane, Fitzgerald, Gregory, Heineman

Absent: Corbitt, Sharp, Yon

DeCrane handed out a list of accomplishments for the year and asked
for input regarding additions, deletions, and changes. Suggested
changes will be made and incorporated in final document to be
distributed to the entire Administrative Staff.

DeCrane reported on his conversation earlier in the day with
Dick Pehmer in regards to PEPS Retirement Incentive Program.
Dick indicated that the bill, after amendments, was passed by the
House and sent to the Senate for approval, and eventual signing
by the Governor. Dick indicated that the bill should be in
effect in October of 1986. University participation is still
subject to action by the Administrative Council and Board of
Trustees.

It was determined that a resolution be introduced at the June 5
meeting expressing ASC's sympathy and acknowledging the accom-
plishments of Hazel Smith, who passed away on May 31.

DeCrane reported that as a follow-up to Paul Von's concern about
Firelands having their own representative, that Norma received
an answer from the Firelands campus. They are pleased with the
current situation and will continue to evaluate it as new
representatives come into office. Much of the current satis-
faction was attributed to Norma's efforts over the past two years.

DeCrane indicated that he was officially notified by Dick Eakin
that the proposed change in the Handbook asking for grievance
of non-renewal was not accepted by the Executive Administration.
DeCrane and Fitzgerald are to meet with Eakin to get details for
the June 5 meeting.

Questions were discussed that should be directed to Shad Hanna
during his June 5 appearance at ASC.

DeCrane thanked the Executive Committee for their support and
efforts during the year.

Respectfully submitted,

[Signature]
Gregg DeCrane, Chair
MEMORANDUM

TO: Gregg DeCrane, Chair
Administrative Staff Council

FROM: Susan Caldwell, Director
Administrative Staff Personnel Services

SUBJ: Administrative Staff Handbook

The Administrative Staff Handbook was approved by the BGSU Board of Trustees on June 13, 1986. As I mentioned to you, the discussion of the handbook went very well at the Thursday evening Personnel/Facilities Committee meeting. There were few comments about any of the proposed changes, and we were complimented on having done a good job.

The only suggestions for change dealt with the references to faculty on pages 33, 34, 35, and 36, and the provision for a liaison between Faculty Senate and Administrative Staff Council included in Article 7, Section 3 of page 56 (By-Laws). Members of the Personnel/Facilities Committee felt that, since the Administrative Staff Handbook is designed to cover policies and benefits for administrative staff only, it would be more appropriate to remove the reference to faculty from pages 33-36. In addition, the provision in the By-Laws (p. 56) for a liaison between Administrative Staff Council and Faculty Senate has not been approved by Faculty Senate. It was suggested that ASC discuss this provision with the Senate so that formal action can be taken by the latter.

The Personnel/Facilities Committee of the Board of Trustees approved the handbook as it was presented to them and recommended it to the full Board which, as I mentioned, approved it on Friday. The Committee also asked that I share with the Administrative Staff Council the comments noted above concerning references to faculty and Faculty Senate. The Committee would appreciate your reviewing these suggested changes. They have asked for your recommendations on the changes by the September 12 meeting of the Board of Trustees. If it is not possible to meet that schedule, please let me know when your recommendations can be expected. Thanks.

SC:mmb
xc: Phil Mason
MEMORANDUM

TO: Shirley Colaner
    Lori Schumacher
    Joe Martini
    Dick Rehmer
    Richard Hebein
    Gregg DeCrane
    Sharon Stuart

FROM: Susan Caldwell, Director

SUBJ: Fee Waiver for Dependents of BGSU Employees

As you know, a recommendation has been presented to the Board of Trustees to reduce the eligibility requirement for the dependent fee waiver from five to three years of full-time BGSU service. Since this policy change will go into effect July 1, 1986, it is my understanding that employees will be eligible for the benefit with the summer session which begins after July 1. Therefore, effective with the session beginning July 14, 1986, employees with three years of full-time service will be eligible for the dependent fee waivers.

SC:mmb
xc: Dr. Eloise Clark
    Dr. Richard Eakin

GEN6
Accomplishments
Administrative Staff Council
1985-86

1. Increased the corpus in the ASC scholarship fund and awarded the first ASC scholarship to Donna Capelle. Also assisted with the 75th Anniversary Fund Drive.

2. Improved communication with all administrative staff through stabilization of the Communication Network, increased coverage in campus publications and interest meetings with constituents (such as those held for the insurance issue).

3. Through use of guest speakers became more aware of the concerns and feelings of Trustees, faculty and classified staff.

4. Offered an expanded slate of Professional Development programs including the addition of four lunchtime interest sessions.

5. Conducted a needs assessment of administrative staff the results of which will help give direction to ASC in future years.

6. Made recommendations on the proposed Public Employees Retirement System Retirement Incentive Program, after surveying the employees for input.

7. Changed the by-laws to clarify the elections process, committee membership, and attendance policy.

8. After extensive review of information and holding of public meetings, made recommendations on Insurance Benefits.

9. Established the Ferrari Committee as a permanent committee of ASC and increased the amount of the award to an equivalent of $400 in Art.

10. Charged the Merit Committee to 1) determine the current use of merit on the Bowling Green campus, 2) investigate alternatives to the current system and 3) offer recommendations to ASC.

11. Dealt with the question of salary pools and made input to the two budget committees in the form of recommendations and reports on benefit survey. Also met with the president to receive explanation on salary differential initiated for 1985-86.

12. Responded to federal legislation seeking mandatory participation in Social Security by distributing relative information and urging employees to contact their congressmen.

13. Worked jointly with Faculty Senate Committees in developing recommendations on the issues of Dependent Fee Waivers and Insurance benefits.

14. Establish a liaison with the Classified Staff Council.

15. Began the building of a data base relative to Administrative Staff information.
16. Strengthened employee benefits by increasing the number of vacation days to 22 per year and the number which can be accumulated at the end of a year to 44; decreased the waiting period for dependent fee waivers from five years of service to three years of service while also extending the dependent fee waiver of retired employees to five years after retirement. (Pending Board of Trustees approval on June 13.)

17. Suggested improvements in the Opening Day Convocation to make it meaningful to Administrative Staff.

15. Defrayed the cost of making available to each administrative staff members the TIKES information pamphlet.

19. Continued working to make the Administrative Staff Handbook easy to understand and be supportive of the employee.

20. Continued to pursue membership on the Committee on Academic Priorities (CAP) to assure input in the event of the declaration of Exigency. Awaiting response from Faculty Senate's Committee on Committees.
Goals
Administrative Staff Council
1985-86

1. Increase Administrative Staff Council representation in University governance.
   A. Identify appropriate University committees and seek membership.
   B. Seek representation on the Board of Trustees.

2. Establish procedure for awarding of the first Administrative Staff Council Scholarship.

3. Double the corpus of the Administrative Staff Council Scholarship.

4. Increase the effectiveness of the Communication Network through evaluation and modification.

5. Assess the needs of the Administrative Staff.

6. Clarify and, if warranted, strengthen the relationships between Administrative Staff Council and Faculty Senate and Classified Staff Council.

7. Offer professional development programs, in a variety of formats, that meet the changing needs of staff members, and at the same time, make the staff aware of the offices and personnel available on the campus.

8. Invite guest speakers to ASC meetings to address current issues or to explain particular functions of the governance process.

9. Update and revise the Administrative Staff Handbook.

10. Review all aspects of the merit system to determine its effectiveness and consistency in usage.

11. Bring to conclusion those projects begun in 1984-85, to include:
   
   A. a standardized basis for evaluation,
   B. clarification of committee appointments, and
   C. establishing input into the University exigency procedures.

12. Continue the process of selecting the Michael P. Ferrari Award winner in recognition of outstanding contributions by an Administrative Staff member.

13. If warranted, develop the approach to be followed in the institution of a FEPS Retirement Program.
ADMINISTRATIVE STAFF COUNCIL
EXECUTIVE COMMITTEE
August 5, 1986

Agenda

I. Introductions (as needed)
II. Meeting schedule (Executive and Council)
III. Administrative Staff Handbook approval by Board and recommendations - removal of "faculty"
IV. Dependent fee waiver - 1/3 of July 14th (charge to 34th)
V. Communication network - do in September
VI. Welcome Back Reception Alumni Room:
   A. August 25, 1986 -- 3:00 p.m. - 6:00 p.m.
   E. Wine and cheese arrangements Paul = wine
   C. Invitations
   D. Ferrari Award presentation
   E. Nametags - to take money
   F. Other (?)
VII. Miscellaneous items
   A. Past chair on Exec present at meeting - by Karen
   B. Selection of chair-elect, secretary - by Council
   C. Standing committees - membership by Exec group members
VIII. Adjournment
This first meeting of the Executive Committee had several items of brief discussion.

---The Welcome Back reception plans were outlined, with Heineman to send specific invitations to the VPs. Von will handle the donation box.

---Heineman shared two memos from Susan Caldwell, both attached to these minutes.

---Heineman reported that the Communication Network will be ready in early September.

---Heineman asked the Committee's opinion concerning inviting the ex-Chair to attend Executive Committee luncheon meetings. Her thought was that such advice and counsel would be quite valuable. The Committee endorsed the proposal.

---Discussion also evolved concerning the election of the Chair-elect and Secretary, and whether these officers should be elected by the Council or, as now, the full membership. It was decided to place this item on the future agenda for full Council discussion.

---Heineman will proceed to contact the Chair of the Faculty Senate Budget Committee to seek an ASC appointment to that committee or designate an ASC liaison for input.

Respectfully submitted,

James M. Sharp
Secretary
August 11, 1986

MEMORANDUM

TO: Deb Heineman, Chair
   Administrative Staff Council

FROM: Richard R. Eakin
   Vice President for
   Planning and Budgeting

SUBJ: 1985-86 ANNUAL REPORT

I received a copy of the President's 1985-86 Annual Report today. One of the goals established for 1986-87 includes the following:

"13. At some Board meeting during the coming year, we will ask representatives from the Administrative and Classified staffs to report to the Board about their concerns and views of University issues."

I do not know when this meeting may occur but I wanted you to have this advance notice so you and the Council could begin your planning. If I can provide any assistance, please let me know.

RRE:h
ADMINISTRATIVE STAFF COUNCIL
Executive Committee
August 19, 1986

Present: Cleveland, DeCrane, Heineman, Koehler, Sharp
Absent: Bowers, Buckenmyer, Carr, Conrad, Crawford

---Opening Day reception is all set. Koehler graciously volunteered to print the name tags for new members and the Executive Committee.

---The Communication Network is all set to go to press.

---Heineman reported via a memo from Eakin that ASC will be called upon to give a report to the Trustees at some meeting this year. (Memo attached.)

---Sue Caldwell is gathering salary information for our use in proposing increases next Spring.

---The Merit Committee has a staff survey prepared for mailing very soon.

---The Agenda was set for the September 3rd meeting of the full Council.

Respectfully submitted,

James M. Sharp
Secretary
ADMINISTRATIVE STAFF COUNCIL
Executive Committee
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Present: Cleveland, DeCrane, Heineman, Koehler, Sharp

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Respectfully submitted,

[Signature]

James M. Sharp
Secretary
ASC EXECUTIVE MEETING
AGENDA
Sept. 9, 1986

I. Communication Network Update - will be needed - interfacing - get charges
II. Opening Day Wine/Cheese Reception - more donations, bring new members
III. 1986-87 Speakers for ASC Meetings
   Foundation account for social activities
IV. Committee Update
   Chair: F. Swearengen
   Chairperson: Rosemary Kimes
V. 1986-87 Budget Committee Participation
   Financial aid, scholarships, increase
   Change in chart by Fall 1986, NS ranking requires
VI. Exec. Meeting at Firelands (?)
VII. Insurance Update
VIII. 1986-87 Goals and Objectives
IX. Good of the Order
X. Adjournment

P. White - Computing
G. Libbrecht - Finance, ?
K. Legrow - Insurance
K. Burke - Telecommunications
L. Hammett - Maintenance
C. Swainell - Union Ad.
J. Firth - Parking

- Reappointment
- Fitzgerald - Long Range Planning
- Bookstore Advisory
- Personnel Committee

4. Private School
3. Foundation
2. PKK
1. Personnel Welfare

- Personnel
- Scholarship
- Elections
- Finance
- Announcements
1986-87 GOALS

1. Increase corpus of ASC Scholarship
2. Prepare and submit salary proposal for 1987-88 budget
3. Improve communication with Firelands staff
4. Prepare a recommendation for merit distribution
5. Representative to attend Board of Trustee meetings on Thursdays
6. Representative to Faculty Senate Budget Committee
7. Recommend any handbook changes
ADMINISTRATIVE STAFF COUNCIL
Executive Committee

Minutes of the Meeting
September 9, 1986

Present: Crawford, DeCrane, Buchenmyer, Koehler, Bowers, Conrad, Heineman, Sharp

Absent: Cleveland, Carr

The Opening Day reception funding situation was discussed, with the resolution that the Executive Committee would remedy the situation on a collective basis.

Heineman noted that the Communication Networks are being mailed out, and that all members should verify the names listed under their respective constituency. We have 61 new staff members for '86-'87.

'86-'87 guest speakers at Council meetings were discussed, and will include: Dr. Olscamp; Rich Hebain, Chair of Faculty Senate; Chris Esparza, Chair of CSC; one of the local trustees; and possibly Rolando Hahn, from Benefits Risk Management, to discuss proposed insurance changes.

The Exec Council was also apprised of additional ASC reps on University committees, in addition to those announced at the last Council meeting. Among them are:

- University Union Advisory Committee - Ed O'Donnell
- Parking Appeals Committee - John Buchenmyer
- Parking Committee - Jim Treager

Possible members for the Professional Development Committee were suggested: Linda Katzner, Ron Swierlein, and Rich Hughes.

Heineman suggested, in order to keep good relations, that the Executive Committee hold a meeting at Firelands. The Committee heartily endorsed the idea, and suggested a meeting in the next couple of months, before severe weather.

Considerable discussion ensued concerning the salary proposal recommendations that are due by February 15. The need to have relevant comparative data was agreed, and various sources of that data were discussed, among them the recent Department of Labor study. Heineman will meet with Susan Caldwell to discuss the data sources available.

Goals of objectives for the '86-'87 year were discussed, and included:

1. Salary proposal
2. Increase the corpus of the scholarship fund
3. Merit proposal
4. Firelands meeting and improved communication
5. Representation on Faculty Senate Budget Committee
6. Liaison to Thursday nite trustee committee meeting
7. Handbook changes

The advisability of consulting other state universities was also mentioned vis-a-vis other "administrative staff councils" or similar representative bodies.

The meeting adjourned at 1:32 p.m.

Respectfully submitted,

James M. Sharp, Secretary
ASC EXECUTIVE MEETING
September 23, 1986

I. Payment for Wine at Reception

II. Communication Network

III. 1986-87 Speakers for Meetings
     New - Olsnerson: 7:15

IV. Salary Proposal/Budget Process for 1986-87

V. Committee Updates

VI. Agenda for October 2 Meeting

VII. Good of the Order

1. Use Communication Network - to not-for-alumni Olsnerson or other
   speakers to ask questions or invite to be there.

2. Feb. 15th must submit budget request - supporting later request.
   - Request from Comm. to Chair to Dean to Finance Committee.
   - Request for 1986-87.

3. October agenda:

   - Financial Aid
   - Budget Process
   - Committee Reports
Administrative Staff Council
AGENDA
October 2, 1986

I. Guest Speakers for 1986-87
   November - O'Donnell

II. 1986-87 Goals - Salary and benefits package / initial distribution
   - Rep. and Budget Committee - request for increase

III. Committee Reports
     - All and 6 of Trustees meeting - report

IV. United Way Campaign - enforcement / support

V. Remarks from the Chair - special election

VI. Good of the Order

VII. Adjournment

---

- Cay Brewer leaving, Nov 1st
- Don not letters to Communications network - prior to Nov. 1st
- Letter from J. J. Borin

What is final gone for this report?

1985 - Scholarships - by end of the quarter - should have about
$500 available for next scholarships

This report include meeting

AC&FI - AS member - to represent
ASC Executive
October 14, 1986
Agenda

I. Special Election Ballot

II. Committee Reports

III. Department of Labor Proposal

IV. Salary Information for Compensation Request

V. Speaker Agenda Update

VI. Good of the Order
ADMINISTRATIVE STAFF COUNCIL
EXECUTIVE COMMITTEE
October 14, 1986

Members Present: Deb Heineman, Dick Conrad, Sue Crawford, Pat Cleveland, Greg LeCrane, Ann Bowers, Jill Carr

SPECIAL ELECTION BALLOT

The special election ballot for the chair-elect will be mailed soon. Sue Crawford's name will appear. A space for a write in candidate will also appear. In addition, a list of all council members will be provided since only council members may be added as a write-in candidate.

COMMITEES

All committees have been set. Jill Carr will chair the Personnel Welfare Committee. Paul Yon will assist on a consulting basis. Rich Hughes and Jim Austermiller will also join the committee.

Discussion took place regarding the University Insurance Committee. The new chair of this committee will be Sandy LaGro. A series of information meetings will be planned by this committee to clarify the employee benefit program. The issue regarding Professional Liability insurance seems to be raising concern. Sandy will be invited to the November council meeting to discuss this item.

DEPARTMENT OF LABOR PROPOSAL

Sue Caldwell and Sue Crawford have submitted a position statement and a budget to Dr. Olscamp regarding the clarification needed for the titles of manager and director. A sample study has been suggested to look at job descriptions and positions. The proposed starting date for the study is December with a completion target date of spring.

SALARY INFORMATION

Deb Heineman will meet with Susan Caldwell to discuss already available salary information and to ascertain what information is still needed.

SPEAKER AGENDA

Dr. Virginia Platt, member of the Board of Trustees, is interested in meeting with us. As yet, no date has been set. Chris Esparza, chair of the Classified Staff Council, will also be invited to speak with us.

GOOD OF THE ORDER

Deb Heineman announced that Faculty Senate will be having an informational meeting with the Board of Trustees. This should be an interesting event to follow.

The next meeting is scheduled for 10/28/86 at noon in the Canal Room.
ASC Executive
Agenda
October 28, 1986

I. Special Election Ballot in real today

II. Salary Compensation Information

III. Committee Updates
(a) DWC - 1st Monday every month, 3:30 - morning
Issues: flexibility, insurance, release time for Chair, finances
(continue? ?)

IV. University Safety Committee Proposal

V. Good of the order - President Panel - topics to be discussed

(a) Needs Assessment - one thing stuck out - issue of comp time
(b) Prof. Dev. Committee - Danita Weinard, the chair
(c) Scholarship - need in Nov. to do timeline
(d) Safety Committee - need a rep to meeting (environment/etk)
(e) Faculty Secretary - Steve Carr
Pat will help with election

1) Not next on the 11th, meet on the 10th

2) NW 25th - ok
ADMINISTRATIVE STAFF COUNCIL
EXECUTIVE COMMITTEE
October 28, 1986

MINUTES


Ballots for the chair-elect have been mailed and are due by November 4. Results will be announced at the November 6 Council meeting.

Sandy LaGro will discuss the Cost Containment program proposal and Professional Liability Insurance beginning at 2 p.m.

Dr. Olscamp is scheduled to speak at 2:15.

D. Heineman met with S. Caldwell to discuss salary/compensation issue. S. Caldwell stated that she is cautious about releasing salary information without a release. This is a courtesy to employees since all salaries are a matter of public information. We need to look at how much we advance each year toward average salary and ask the questions, "Are we making progress?"

Personnel Welfare Committee has met. This group will meet on the first Monday of each month from 3-5 in the Housing Office Conference Room. Agenda items for this year will include: review of handbook, maternity leave policy, release time for chair and secretary of ASC, and possibly the grievance issue.

J. Carr requested direction from the Executive Committee regarding the further pursuit of the grievance issue. P. Yon will attend the next PWC meeting and explain last year's outcome in detail and give direction for this year.

D. Weinandy will chair the Professional Development Committee.

The Scholarship Committee will meet in November to establish a time line.

A memo was received from the University Safety Committee requesting that ASC appoint a rep to this committee.

The Executive Committee will meet on NOVEMBER 10 NOT NOVEMBER 11 IN THE TAFT ROOM - THE CANAL ROOM IS NOT AVAILABLE ON THE 10TH. Also, the Executive Committee will meet on November 25.

The President's Panel will meet on Thursday, October 30 from 2:30 to 4:00. P. Yon will attend. One item was given to Paul - "What happens to a student when an academic program is dropped?". An example is the Medical Records Administration Program.

Questions need to be developed for the President's visit to our November 6 meeting. Two suggestions were: clarification on the Board of Trustees meeting when an ASC rep will present information, and also what is happening with the PERS buy out option.

The meeting was adjourned at 1:45. REMINDER: THE NOVEMBER 11TH MEETING OF THE EXECUTIVE COMMITTEE HAS BEEN RE-SCHEDULED FOR NOVEMBER 10TH IN THE TAFT ROOM AT NOON.

Respectfully submitted,

Jill Carr
Acting Secretary
1) Salary and Fringe Benefits - Proposal 1987-88

2) ASC Representation to the Board of Trustees
   Contact Phil Vincent - discuss over lunch - (This evening Committee - res.)

3) ASC Representation on Faculty Senate Budget Committee
   Ron Russell (Chair/Comm)

4) H.B. 245 Resolution - Surcharge for Failing to Register for Selective Service
   - not agree - insufficient funds in budget

5) Committee Assignments:
   - Thula - ASCPA
   - Bob Lunn - Telecommunications

6) By-Law Committee - Proceed to Change By-Laws to Provide a Seat for Past Chair on Executive Committee
   - Jack Richmond - Pat Reikli

7) Insurance Benefits - Cost Containment
   Charge to PWC

8) Other

President's Panel - Past Chair - Special Meeting

Recess until 9:00 AM - Cost Containment

Safety Committee - P.I. attend
ADMINISTRATIVE STAFF COUNCIL
EXECUTIVE COMMITTEE
10 NOVEMBER 1986

1) Salary and Fringe Benefits - Proposal 1987-88
   - John B.

2) ASC Representation to the Board of Trustees
   - Discussion

3) ASC Representation on Faculty Senate Budget Committee
   - Chair (Moe)

4) H.B. 845 (Resolution) - Surcharge for Failing to Register for Selective
   Service - Discussion

5) Committee Assignments

6) By-Law Committee - Proceed to Change By-Laws to Provide a Seat for
   Past Chair on Executive Committee

7) Insurance Benefits - Cost Containment
   - Recommendation

8) Other

9) OFFICIAL MINUTES

By-

Law
Act. 4 Sec. 7
Nov. 15, 1986

Nov. 25

Jan. 8, 1987

Long Range Planning Team - Director's Planning - Fitz - Report
Executive Committee - Memo - No Response

Thus A Testament...
ADMISITRATIVE STAFF COUNCIL
EXECUTIVE COMMITTEE
NOV. 10, 1986
MINUTES

Members Present: S. Crawford, J. Carr, G. DeCrane, J. Buckenmeyer, P. Koehler, A. Bowers, P. Von

Members Absent: P. Cleveland, D. Conrad

P. Von requested that minutes be approved by the full Council at each meeting from here on out.

The ASC Executive Committee will handle the preparation of the request for Salary and Fringe Benefit increases for next year. S. Crawford will chair the sub-committee, other members will include: P. Von, P. Koehler, and J. Buckenmeyer. S. Caldwell is still collecting information regarding staff salaries on other campuses.

Phil Mason will join us for lunch on 11/25 to discuss the possibility of direct ASC representation to the Board of Trustees.

P. Von is continuing his efforts to gain ASC representation on the Faculty Senate Budget Committee.

A meeting is being held, P. Von will attend for ASC, to discuss H.B. 345. This bill would establish a surcharge for any male who failed to register for the draft. This is the state's version of past federal legislation that was found unconstitutional. Any male Ohio resident who is attending a state supported institution would be charged out of state fees if he failed to register for the draft.

The Executive Committee approved the appointment of Kathryn Theide to the ACGFA Committee.

The President will make the Administrative Staff appointment to the Telecommunications Committee. D. Conrad will have additional details.

The by-laws committee needs one additional member. Gail Richmond is interested. Items to be included this year with by-law revisions are: including the past chairperson as a part of the Executive Committee, making the Scholarship Committee a permanent standing committee of ASC, and the issue of leave of absence of a Council member.

The Personnel Welfare Committee requested direction regarding the gaining of input on the proposed Cost Containment program. It was decided that Council members will be asked to poll their
constituents within the network. A survey will be prepared by the PWC Committee.

This survey should also include information regarding fringe benefits in general.

What's happening with the Strategic Planning Committee? P. Fitzgerald will be invited to lunch to fill us in on this.

Also, does the University Image Committee still exist?

The Executive Committee will meet again on 11/25 at noon in the Canal Room.

Respectfully submitted:

[Signature]

Jill Carr
Acting Secretary
November 14, 1986

MEMORANDUM

TO: Chris Esparza, Chair
    Classified Staff Council

    Sheila Harrington, President
    Graduate Student Senate

    Kelly McCoy, President
    Undergraduate Student Government

    Paul Yon, Chair
    Administrative Staff Council

FROM: Richard R. Eakin
    Vice President for Planning and Budgeting

SUBJ: H. B. 845 Resolution

Enclosed is a resolution which has been prepared for consideration by the Board of Trustees. I have scheduled a meeting for 9:00 a.m. on November 20, 1986 to discuss this resolution. This resolution is designed to institute a new fee to be charged to persons who are not registered for Selective Service. H. B. 845, which was passed earlier this year, requires Ohio state universities and colleges to charge a fee equivalent to the nonresident fee to students who are not registered with Selective Service. The law is applicable for the first time with the Spring Semester, 1987. I have enclosed a copy of H. B. 845 for your information.

The enclosed proposed resolution also provides that the fee assessed by virtue of a student's nonregistration with Selective Service may not be waived despite other fee waiver eligibility the student might possess.

If you have any questions relative to the proposed resolution before the meeting, please contact me.

RRE: sf

Enclosures
RESOLUTION

WHEREAS, the Ohio Legislature has passed H.B. 345 which requires male students who fail to meet the Selective Service registration requirements to be charged a fee equivalent to the nonresident fee and provides that the University will not receive state subsidy for such students; and

WHEREAS, in accordance with that legislation, and rules and regulations issued by the Ohio Board of Regents, this law will become effective the second semester of the 1986-87 academic year; and

WHEREAS, students may be eligible for fee waiver as a result of being a member of the faculty or staff, or a dependent thereof, athlete, graduate assistant, teaching fellow, or graduate research assistant;

NOW BE IT RESOLVED: that the Board of Trustees, in order to conform with H.B. 345, establishes that a fee equivalent to the nonresident fee be charged to students who are in violation of H.B. 345, and that such fee shall not be eligible for fee waiver.
115th General Assembly
Regular Session
Am. H. 3d No. 565

BILL

To enact section 3345.32 of the Revised Code relative to state college or university tuition, and state educational loan, grant, or scholarship eligibility for students that fail to comply with the Selective Service Law.

If enacted by the General Assembly of the State of Ohio

Section 1. That section 3345.32 of the Revised Code be enacted to read as follows:

Sec. 3345.32. (A) As used in this section:

(1) *State university or college* means the institutions described in section 3345.27 of the Revised Code, the 201
Northeastern Ohio Universities College of Medicine, and the 202
Medical College of Ohio at Idaho.

(2) *Resident* has the meaning specified by rule of the 203
Ohio Board of Regents.

(3) *Statement of selective service status* means a 204
statement certifying one of the following:

(a) That the individual filing the statement was 205
registered with the Selective Service System in accordance with 206
APP. 453, AS AMENDED;

(2) THAT THE INDIVIDUAL FILING THE STATEMENT IS NOT REQUIRED TO REGISTER WITH THE SELECTIVE SERVICE FOR ONE OF THE FOLLOWING REASONS:

(1) HE IS UNDER EIGHTEEN OR OVER TWENTY-SIX YEARS OF AGE;

(2) HE IS ON ACTIVE DUTY WITH THE ARMED FORCES OF THE UNITED STATES OTHER THAN FOR TRAINING IN A RESERVE OR NATIONAL GUARD UNIT;


(4) HE IS NOT A CITIZEN OF THE UNITED STATES AND IS A PERMANENT RESIDENT OF THE Trust TERRITORY OF THE PACIFIC ISLANDS OR THE NORTHERN MARIANA ISLANDS;

(5) THE OHIO BOARD OF REGENTS SHALL, BY RULE, SPECIFY THE FORM OF STATEMENTS OF SELECTIVE SERVICE STATUS TO BE FILLED IN COMPLIANCE WITH DIVISIONS (2) TO (5) OF THIS SECTION. EACH STATEMENT OF SELECTIVE SERVICE STATUS SHALL CONTAIN A STATEMENT THAT THE INDIVIDUAL WAS REGISTERED WITH THE SELECTIVE SERVICE SYSTEM IN ACCORDANCE WITH THE "MILITARY SELECTIVE SERVICE ACT," 52 STAT. 694, 50 U.S.C. 2014, APP. 453, AS AMENDED, AND A SPACE FOR THE INDIVIDUAL TO RECORD THE SELECTIVE SERVICE NUMBER HE WAS ASSIGNED FOR THOSE STUDENTS NOT REQUIRED TO REGISTER WITH THE SELECTIVE SERVICE, AS SPECIFIED IN DIVISIONS (2)(3)(4)(5) TO (8)(9) OF THIS SECTION. A SECTION SHALL BE PROVIDED ON THE STATEMENT OF SELECTIVE SERVICE STATUS FOR THE CERTIFICATION OF NONREGISTRATION AND FOR AN EXPLANATION OF THE REASON FOR THE EXEMPTION. THE BOARD OF REGENTS MAY REQUIRE THAT SUCH STATEMENTS BE ACCOMPANIED BY DOCUMENTATION SPECIFIED BY RULE OF THE BOARD.

(2) A STATE UNIVERSITY OR COLLEGE THAT ENROLLS ANY COURSE, CLASS, OR PROGRAM A MALE STUDENT BORN AFTER DECEMBER 31, 1979 WHO HAS NOT FILED A STATEMENT OF SELECTIVE SERVICE STATUS WITH THE UNIVERSITY OR COLLEGE SHALL, REGARDLESS OF THE STUDENT'S
(2) The Ohio Student Loan Commission shall not make or guarantee a loan under Chapter 3153 of the Revised Code to any male born after December 31, 1959 unless he has filed a statement of selective service status with the commission.

(2) No male born after December 31, 1959 shall be eligible to receive any loan, grant, scholarship, or other financial assistance for educational expenses under Section 3153.41, 3153.42, 3153.43, 3153.44, 3153.45, 3153.46, 3153.47, 3153.48, or 3153.49 of the Revised Code unless he has filed a statement of selective service status with the board of regents.

(3) If a state college or university, the student loan commission, or the board of regents receives a statement from an individual certifying that he has registered with the selective service system in accordance with the "Military Selective Service Act," 42 U.S.C. 604, 50 U.S.C. App. 159, as amended or that he is exempt from registration for a reason other than that he is under eighteen years of age, the college or university, commission, or board shall not require the individual to file any further statements. If it receives a statement certifying that the individual is not required to register because he is under eighteen years of age, the college or university, commission, or board shall require the individual to file a new statement of selective service status each time he seeks to enroll for a new academic term or makes application for a new loan or loan guarantee or for any form of financial assistance for educational expenses, until it receives a statement certifying that the individual has registered with the selective service system or is exempt from registration for a reason other than that he is under eighteen years of age.

Section 2. In defining the number of full-time equivalent students for fiscal year 1958-1959, the Ohio Board of Regents shall exclude all students bearing
tuition surcharge under division (C) of section 3365.79 of the Revised Code.
tuition surcharge under division (C) of section 3345.77 of the 2017 Revised Code.
ADMINISTRATIVE STAFF COUNCIL
EXECUTIVE COMMITTEE
NOV. 25, 1986
AGENDA

1. Report on H.B. 345
2. Report from Salary and Fringe Benefits Sub-Committee
3. Com Com Meeting - Dec 15, 3:00 - meet with Ann
4. Virginia Platt, Member, Board of Trustees
5. Good of the Order

2. Phil Nash - Tie - rep. on B. of Trust.
3. Dick Eakin - H.B. 345 - resolution will be required - to protect law
4. H.B. 701 - early retirement - update P&G's - will be recommending
5. A.T. issue - formal letter to
   - indicates of all committee with concerns - with all some B.T. members
   - the communication department of said rep.
6. Flu - handbook revision by Dec 31st
7. Minutes - discussed in December

* Bring questions for Platt to Dec 15th EV.
ADMISTRATIVE STAFF COUNCIL
EXECUTIVE COMMITTEE
NOV. 25, 1986
MINUTES

Members Present: P. Yon, G. DeCrane, S. Crawford, P. Cleveland, J. Carr, A. Bowers, D. Conrad, P. Koehler

Members Absent: J. Buckenmeyer

There will be a special election to fill the vacancy created by Jack Gregory's resignation.

Phil Mason will be our guest on 12/9. The topic of discussion will be representation to the Board of Trustees.

P. Yon met with D. Eakin regarding H.B. 845. This bill has been passed by the legislature. Eakin will request that our Board of Trustees pass this resolution also, mainly to protect the University. It should be noted that the majority of Executive Committee members voiced concern regarding the discriminatory nature of this bill and the additional workload that it will cause the Financial Aid Office.

H.B. 706 was passed by the General Assembly. This is the PERS buy-out option. P. Yon will send a reminder to Dr. Olscamp regarding our recommendations from last year.

The Salary and Fringe Benefit Recommendation Committee has begun meeting. Two national studies will be reviewed. Also 26 positions will be surveyed for a 3 year salary comparison. Each person will be contacted to alert them that their salary will be used in this study. P. Yon has also looked up this information in the salary book. He will forward his information to S. Caldwell for verification. S. Caldwell will also provide fringe benefit information. We need to know the monetary value of our benefits.

P. Yon will meet with Dr. Russell and the Faculty Senate Committee on Committees to discuss the possibility of having an ASC rep on the Faculty Budget Committee. This will require a Charter change. The meeting is scheduled for 12/9.

Virginia Platt will be our guest at our Jan. meeting. She has requested to receive our questions prior to the meeting.

ASC members are urged to be aware of the two resolutions noted in last week's Monitor.

The Executive Committee will meet again at noon on 12/9/86 in the Canal Room.

Respectfully submitted,
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<tr>
<th>Name/Title/Department</th>
<th>1983-84</th>
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<td>John Martin, Director Admissions</td>
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<td>Conrad McRoberts, Director Financial Aid and Student Employment</td>
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<td>JoAnn Kroll, Director University Placement Services</td>
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<td>Rollie Engler, Director Plant Operations and Maintenance</td>
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<td>Keith Fagan, Associate Director Plant Operations and Maintenance</td>
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<td>37,625</td>
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<td>Roger Newman Assistant Professor (now) Computer Science, formerly Director, Registration and Scheduling</td>
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<td>Becky McOmber, Director Office Systems Registration and Records (P/T)</td>
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<td>Kerry Foldenauer, Assistant Director Admissions</td>
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<td>Lisa Chavers, Assistant Director Admissions</td>
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<td>Laura Tellez, Assistant Director Admissions</td>
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<td>Laura Emch, Associate Director</td>
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<td>Diane Regan, Executive Assistant to Dean, College of Arts &amp; Sciences, formerly Coord. Circulation, Library</td>
<td>17,655</td>
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<td>Suzanne Crawford, Director</td>
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<td>Joe Martini</td>
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<td>Greg DeCrane</td>
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<td>John Buckenmyer, Director</td>
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<td>Bill Bess, Director</td>
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<td>Sue Cerny, System Analyst</td>
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<td>Elaine Gerwin, Systems Analyst</td>
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<td>Steve Shutt, Director</td>
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<td>Cary Brewer</td>
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<td>Registrar</td>
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</table>

(1) In 1985-86 Larry assumed additional responsibilities for development, the salary in 85-86 reflects this increase in responsibility.

(2) The salaries for these individuals are for positions they were in during the 3 years listed. Their present (86-87) titles are different.

(3) Sue's salary reflects a combination of commitments to several different departments.
ADMINISTRATIVE STAFF COUNCIL
EXECUTIVE COMMITTEE
DEC. 9, 1986

AGENDA

1. GUEST - PHIL MASON, EXECUTIVE ASSISTANT TO THE PRESIDENT

2. COMMITTEE REPORTS
   FINANCE COMMITTEE
   SALARY AND FRINGE BENEFITS -
   PERSONNEL WELFARE -

3. REPRESENTATION ON FACULTY BUDGET COMMITTEE -
   Replace capacity
   CORRESPONDENCE WITH CHRIS DALTON

4. REPLACEMENT DURING SUSAN CALDWELL'S ABSENCE Jan-May absence -

5. REPLACEMENT FOR CARY BREWER -

6. EXECUTIVE COMMITTEE MEETINGS - 12:23 & 1:00 instead of 12:00

7. GOOD OF THE ORDER
ADMINISTRATIVE STAFF COUNCIL
EXECUTIVE COMMITTEE
DEC. 9, 1986
AGENDA

1. GUEST - PHIL MASON, EXECUTIVE ASSISTANT TO THE PRESIDENT

2. COMMITTEE REPORTS
   FINANCE COMMITTEE
   SALARY AND FRINGE BENEFITS
   PERSONNEL WELFARE

3. REPRESENTATION ON FACULTY BUDGET COMMITTEE
   CORRESPONDENCE WITH CHRIS DALTON
   [Handwritten note: "Tag - may"
   [Handwritten note: "d]"
   [Handwritten note: "Note for 1st to 4th"

4. REPLACEMENT DURING SUSAN CALDWELL'S ABSENCE

5. REPLACEMENT FOR GARY BREWER

6. EXECUTIVE COMMITTEE MEETINGS - 12/23 & 1/6
   [Handwritten note: "ich is for"

7. GOOD OF THE ORDER

Existing Personnel

[Handwritten note: "see agenda"]
Members Present: P. Yon, J. Buckenmyer, G. DeCrane, P. Cleveland, A. Bowers, J. Carr, S. Crawford, P. Koehler, D. Conrad

Guest: Phil Mason, Executive Assistant to the President

P. Mason provided valuable information regarding our representation to the Board of Trustees and other issues currently facing the University.

P. Yon reported on his meeting with Chris Dalton, Chair of the Faculty Budget Committee. Dalton has agreed to entertain a statement requesting an ad hoc ASC representative to the FBC. This rep would not serve in a reporting capacity, but in an observing role in anticipation of having a full representative. The past chair of ASC will handle this responsibility.

Yon also indicated that he spoke with Chris Esparza, Chair of CSC, regarding CSC representation on FBC. Esparza indicated that CSC made a request for representation last spring, but were denied.

The Salary and Fringe Benefits Sub-Committee will meet again on 12/30. At this time they will have compiled all information needed to proceed with the salary recommendation.

The Personnel Welfare Committee will complete the editorial revisions of the Handbook by the 12/31 deadline. These changes will be presented to the Executive Committee as soon as possible. The resolution regarding the cost containment program will be presented to the Executive Committee on 1/6 and to the full council on 1/8.

It was clarified that Lori Schumacher is the replacement for Cary Brewer.

Susan Caldwell will be on leave from January - May. P. Yon will inquire about her replacement.

It was decided that a meeting should take place with D. Eakin and S. Caldwell to discuss the relationship between ASC and the Office of Administrative Staff Personnel Services. This meeting is scheduled for December 18 at 8 am in the Pheasant Room.

The Executive Committee will meet again on 12/23 at noon in the Canal Room. Please note the additional meeting scheduled for 1/6 at noon. Location is TBA.

Respectfully submitted,

[Signature]

Jill Carr
Acting Secretary
Executive Committee
Meeting with Dr. Richard Eakin, VP for Planning & Budgeting
December 18, 1986

Present: All Committee members
Guests: Susan Caldwell

The breakfast meeting with Dr. Eakin was held to discuss the general relationship between the senior administration, the Trustees, and ASC. In response to several questions and comments, Dr. Eakin noted the following:

- He is confident our voice is being heard by the Trustees. He cited the interaction between Susan Caldwell of the Administrative Staff Personnel Office and the Council and the perceived "maturity" of the Council.

- Linda Hamilton would be replacing Susan Caldwell during Caldwell's maternity leave, and would be attending the Thursday night Trustee meetings.

- In response to the ASC desire to participate in the Thursday night sessions, he expressed a concern about too much diversification and parochialism; as between faculty, classified staff, and administrative staff. Too much splintering, in his opinion, would be divisive.

- He feels that communication between constituent groups and the Trustees is 2-way and not 1-way. He noted in particular that Dr. Vogt brings to bear the view of classified staff, Dr. Clark does the same for the faculty, and that Ms. Caldwell fulfills that role for administrative staff.

- The PEPS Early Retirement bill has been signed by the Governor. Cost factors are being prepared by PEPS in Columbus. He anticipates a lower cost savings as compared to the STPS plan, due to the relative equivalency of replacement costs.

- At this point in time, he sees the Thursday night meetings as remaining closed.

Respectfully submitted,

James M. Sharp
Secretary
1. PWC- Resolution on Cost Containment
2. COM/COM Report
3. Report- Breakfast with Dick Eakin and Susan Caldwell
4. Linda Hamilton's Request
   University Insurance Committee
6. ASC Minutes
7. Salary Fringe Benefits Proposal
Minutes of the Meeting
December 23, 1986

Present: Buckenmyer, Carr, DeCrane, Sharp, Yon

Absent: Bowers, Cleveland, Conrad, Crawford, Koehler

Carr introduced a resolution from the Personnel Welfare Committee concerning insurance cost containment. (Copy attached.) Sharp moved for approval, DeCrane seconded. Motion carried.

Carr also introduced suggested editorial changes in the Handbook. (Copy attached.) DeCrane moved for acceptance, Buckenmyer seconded. Motion carried.

Carr also noted that the special election ballots to replace Jack Gregory were distributed and are due back soon.

Yon shared the proposed memo to the Faculty Senate Committee on Amendments and By-laws. The memo is designed to change the membership on the F.S. Budget Committee to include a representative from ASC. The only suggested change was to change "appointed" to "elected" in the last line of the second paragraph.

Yon also noted that he had sent communication to Chris Dalton, Chair of the FSBC, requesting ad hoc representation this current year.

Yon further noted that he would prepare the correspondence necessary to seek ASC representation on the Strategic Planning Committee.

The meeting adjourned at 1:25 p.m.

Respectfully submitted,

James M. Sharp
Secretary
Committee Report - Submitted by Sharon Franklin

Topics Discussed at University Insurance Committee
December 3, 1986

1. Cost Containment Measures were discussed. This subject was tabled until the next meeting since there still needs to be more information brought before the various committees and until further action is taken by the Faculty Welfare Committee of the Faculty Senate.

The Cost Containment Measures need to be done to hold down the cost of the insurance premiums being paid out so we do not have to pick up part of that cost out of our own paycheck.

2. Discussed the subject of DRGs (Diagnostic Related Groupings) Prospective payment program and if the University may have any interest in this type of plan. Medicare now has this type of plan and several states have adopted this type of payment program. As far as the committee knows, the University has not looked into this type of program.

3. Hearing Aids were discussed and whether or not they were paid for by the University. Hearing tests performed due to an illness or injury are covered by the diagnostic program, but any tests done due to hearing loss because of age/deterioration of the ear drum are not covered. Clarification needs to be made regarding the interpretation of a "prosthetic device" since some coverage is listed under the major medical program for prosthetic devices such as artificial limbs, etc.

4. It should be noted that as of January 1, 1987 the requirement for a second opinion should be enforced. There is no charge to the employee for getting the second opinion on those types of surgery that actually require a second opinion. If the employee does not get a second opinion on those special elective procedures, see below an excerpt from a letter received by all classified staff employees in August, 1986.

--- The Mandatory Proposed Second Opinion will be implemented with respect to the following elective procedures:

Adenoidectomy/Tonsillectomy  Hernia Surgery
Cataract Surgery  Hysterectomy
Bone Surgery  Joint Surgery
Coronary Artery Bypass  Mastectomy and Mastectomy
Billistone  and Mastectomy
Ear Drum Surgery  Nose Surgery
Foot Surgery  Ovarian Surgery
Gallbladder Surgery  Prostate Surgery
Gastro-Intestinal Bypass  Thyroidectomy
Herniorrhoidectomy  Varicose Vein Surgery
Herniorrhoidectomy  Endarterectomy

The University insurance plan will pay the entire cost involved in obtaining the second opinion. Should the first and second opinions differ, the University will also pay the total cost for the cost of a third opinion, should the patient wish to obtain one.

NOTE: If the required second opinion is not obtained, reimbursement will be made on an EOS basis, rather than 100% of the usual, customary and reasonable costs.
MEMORANDUM

To: Committee on Amendments and By-Laws
From: 
    Dr. Gerald Saddlemire
    College Student Personnel
    
    Ronald Stoner
    Physics and Astronomy
    
    Denise Trauth
    Radio, Television, Film

Re: Request for Change in Academic Charter

In accordance with Article XIII, 2 paragraph 1, we propose the following change in the membership of the Faculty Senate Budget Committee, article IV, 6.E.

"The Faculty Senate Budget Committee shall be composed of seven faculty members elected by the faculty member of the Senate, one graduate student appointed by the CSS, and one undergraduate student appointed by USG, and one member from the Administrative Staff Council, appointed by the council."

Rationale:

Currently the University employs 250 Administrative Staff who have no direct involvement in the University's budgeting process. By granting membership to a person from the Administrative Staff Council, these 250 professionals would then achieve representation in the budget process. Although many of these professionals work in areas governed by the Vice Presidents, the Vice Presidents are not directly responsible in the University Budget Committee to represent the concerns of the Administrative Staff.
December 22, 1986

MEMORANDUM

TO: Administrative Staff Council Executive Committee Members

FROM: Jill Carr, Chair, ASC Personnel Welfare Committee

RE: Editorial Changes for Administrative Staff Handbook

Attached please find the list of proposed editorial changes for the Administrative Staff Handbook. In addition you will find several items that will require further attention as decisions are made within the University and on the Federal level.

The maternity/paternity/adoption leave policy will receive a major overhaul. A recommendation for a significant policy change will be forthcoming.

Please note that a section regarding the Role and Mission Statement will be added including the full statement as an appendix. In addition a short statement will be written regarding the merit system and will be suggested for addition to the section on evaluation.

Should you have any questions regarding this proposal, please feel free to contact me or any member of the Personnel Welfare Committee. Thank you for your attention to this matter.

cc: PWC Members

Enclosure
ROLE AND MISSION STATEMENT

Bowling Green State University is committed to a set of mutually agreed upon goals and purposes. This statement is referred to as the University Role and Mission Statement. All University personnel are encouraged to develop and fulfill objectives which will result in the attainment of the goals within this statement. All Administrative Staff members are urged to be familiar with this important document. The University Role and Mission Statement appears as Appendix F.
### EDITORIAL CHANGES FOR ADMINISTRATIVE STAFF HANDBOOK

#### PAGE | LOCATION | CHANGE
--- | --- | ---
ii | Section III- 3rd parag. | correct "ratification"
iii | 3rd parag. - line 3 | correct "eligibility"
 | | spacing on "iii"
iv | 1st parag. -line 5 | one "l" in counseling
7 | end of 1st parag. | correct spacing
t0 | 2. - line 3 | capital "u" in BGSU
19 | 1st parag. - last line | change "in" to "as"
20 | parag. 5&6 | dbl. space before PERS and STRS
23 | B. line 3 | correct "either"
25.1 | last parag. - line 2 | correct "whenever"
40 | 3rd parag. - line 4 | change "may" to "will"
41 | Key Replacement Policy | all "shall" to "will"
 | Parking - line 5 | correct "identified"
43 | (4) - line 1 | correct "medicare"
51 | F. - line 1 | remove "four"

**Other items for consideration or correction:**

1. **Page 7** - 3. Reporting of Invention - should this policy change the appropriate update would need to be added. This is under consideration by the Faculty Senate at this time.

2. **Page 8** - A. Continuance - Last paragraph should be changed to the following wording: Recommendations for non-renewal (which will include supportive information) WILL BE MADE TO THE APPROPRIATE CONTRACTING OFFICER (PRESIDENT, VICE PRESIDENT, OR DEAN).

3. **Page 9.2** - A section will be added to describe the merit evaluation system and the evaluation process which should accompany this.

4. **Page 20** - Investigation needs to be done to determine if the mandatory retirement age can remain at 70 in light of the bill recently signed by President Reagan to do away with this age category.

5. Work is being done to recommend a change in the maternity/paternity/adoption policy. This recommendation will be forwarded at a later date.

6. It is suggested that the attached paragraph be added to Section I. The location would be between "Retirement" and "Sexual Harassment Policy". It is also suggested that a copy of the University Role and Mission Statement be added as Appendix F.
ADMINISTRATIVE STAFF COUNCIL
EXECUTIVE COMMITTEE
AGENDA
6 JANUARY 1987

FSBC Update - Barry Salzberg
Virginia Platt - Questions
Salary-Fringe Benefit Report
Professional Development Request D. We insets - up to date -
Insurance Committee
By-laws and Amendments -
Board of Trustees Follow-up
Other -

Salary - Can you follow up;
1. Can get 60% parents - yes
2. Need to revamp clergy - some names to be directed to other
   Child Health and to areas like downtown.
   Need more like these, some feelings.
ADMINISTRATIVE STAFF COUNCIL
EXECUTIVE COMMITTEE
January 6, 1987

Members Present: A. Bowerz, G. DeCrane, J. Buckenmeyer, S. Crawford, P. Von, D. Conrad and P. Koehler

FSBC UPDATE

The memo requesting ASC representation on the FSBC has been signed by Parsons and Saddlemire. After Stoner's signature is secured, it will be sent on to Chris Dalton, FSBC Chair.

PROFESSIONAL DEVELOPMENT REQUEST: D. WEINANDY

A request has been received from Dave Weinandy, Professional Development Chair, to assist in underwriting the $900 balance for the National Narrowcast series of "Management and Supervision". (10 hours/ma/rights for a year/120 program hrs.) Bowers moved to support request up to $300 with the stipulation that the programs be utilized by ASC Prof. Dev. and other BGCU units. Second by DeCrane. Motion carried.

V. PLATT QUESTIONS

Questions were outlined for Trustee Platt to be entertained at the Jan. 8 ASC meeting and addressed the perception of ASC by the Trustees, PERC buyout, and salary differential.

SALARY-FRINGE BENEFIT REPORT

Crawford presented a preliminary report for consideration. It was noted that the majority of positions being compared fall below the 60th percentile with greater disparities revealed at the lower administrative levels. The salary committee will proceed to examine the data available and will prepare a proposal to be presented to the full council on February 5. The request for the budget is required by February 13.

INSURANCE COMMITTEE

Minutes of the Dec. 3 Insurance meeting were distributed. It was noted that Benefit Risk Management, Inc. has merged with Wisconsin Pension & Group Services.

BY-LAWS

The by-laws committee will meet within the next two weeks. Suggestions were received for changes and amendments.

BOARD FOLLOW-UP

It was suggested that an administrative staff profile/demographics report be prepared to accompany and enhance the salary proposal to be presented in February. A survey to identify staff degrees, publications and presentations will be sent to administrative staff personnel.

Respectfully submitted,
Pat Koehler
Acting Secretary
COUNCIL MEMBERSHIP WHILE ON LEAVE

In the event a Council member chooses to take an approved leave during his/her term of office, a permanent substitute will be chosen by the Council member prior to the beginning of said leave. This name shall be submitted to the Executive Committee one month prior to the beginning of the leave period. The substitute shall have full voting privileges and shall meet all obligations of a full council member. The option to designate a substitute for the purposes of an approved leave shall not exceed one year. Should an approved leave be granted for more than one year, the Council member shall be requested to resign their term or remainder thereof.
In the event a Council member chooses to take a professional leave during his/her term of office, a permanent substitute will be chosen by the Council member prior to the beginning of their leave. This name shall be submitted to the Executive Committee one month prior to the beginning of the leave period. The substitute shall have full voting privileges and shall meet all obligations of a full council member. The option to designate a substitute for the purposes of a professional leave shall not exceed one year. Should a professional leave be granted for more than one year, the Council member shall be requested to resign their term or remainder thereof.

If leave is greater than 3 months but less than 12 months...

annual review of by-laws

Paul -
FYI - from last year's by-law files.
I sent a copy to Pat Koehler.

Jill
AGENDA
ADMINISTRATIVE STAFF
EXECUTIVE COMMITTEE
27 JANUARY 1987

1. Salary and Fringe Benefit Proposal - Suzanne Crawford

2. ASC Representation to Board of Trustees
   Thursday Night Meetings. - Paul Yon

3. Committee Reports:
   PWC - Jill Carr - draft - Fringe Benefit - adopt policy
   Amendments - Pat Koehler
   Others:

4. Up-date:
   FSBC
   Senate Amendments Committee
   Telecommunications Advisory Committee

Fringe benefits - accrd. to agreement

1. Fit well program
2. Dental/med. to class 3 staff
3. "Improving" life insurance - next year
ADMINISTRATIVE STAFF COUNCIL  
Executive Committee  

Minutes of the Meeting  
Tuesday, January 27, 1987  

University Union  
Canal Room  

Present: Bowers, Carr, Cleveland, Conrad, Crawford, DeCrane, Koehler, Sharp, Yon  

Absent: Buckenmyer  

Yon led a general discussion concerning the Governance Documents of BGSU and the role of Administrative Staff. Staff are singled out in several instances, and Yon urged Committee members to be familiar with those sections especially under "Basic Principles" in Article I of the Charter.  

Yon also offered his thoughts concerning Thursday night representation at Trustee committee meetings. From Yon's perspective, the timing for making our request is good, in that Caldwell is on temporary leave and Dr. Eakin is leaving. The general consensus of the Committee was that Yon should meet personally with Dr. Olscamp, one-on-one. Yon will set up the meeting.  

Crawford presented her committee's report on salary recommendations. After reviewing all of the data and offering suggestions for minor revisions in the format of presentation, it was agreed that the Exec Committee would meet in a special meeting February 3, 1987, in the Library Archives rumpus room.  

Following discussions and updates on ASC presence on the Faculty Senate Budget Committee, and our lack of presence on the Telecommunications Advisory Committee, both of which Yon is monitoring, the meeting adjourned at 1:27 p.m.  

Respectfully submitted,  

[Signature]  
James M. Sharp  
Secretary
AGENDA

ADMINISTRATIVE STAFF COUNCIL
EXECUTIVE COMMITTEE

3 FEBRUARY 1987

1. SALARY AND FRINGE BENEFIT RECOMMENDATIONS
2. MEETING WITH PJO
3. COMMITTEE REPORTS:
   PERSONNEL WELFARE
   AMENDMENTS
   OTHERS;
4. DEALER’S CHOICE—
ARTICLE 5 VACANCIES

Positions vacated by resignation or for other reasons prior to the dates of the annual election for the position vacated shall be filled as follows.

Section 1: ASC Chair

A vacancy in the position of ASC Chair shall be filled by the Chair-elect. IF THE CHAIR-ELECT IS UNABLE TO FILL THE POSITION FOR THE CURRENT YEAR, THEY RETAIN THE CHAIR-ELECT TITLE. THE CANDIDATE WHO RECEIVED THE NEXT HIGHEST NUMBER OF VOTES FOR CHAIR-ELECT SHALL BE ASKED TO FILL THE CHAIR VACANCY FOR THE REMAINDER OF THE CURRENT YEAR.

Section 2: Other Vacancies

A. A vacancy in other ELECTED positions provided for in the Administrative Staff Council Charter and the By-Laws shall be filled by the person who, in the preceding election, received the next highest number of votes for the position vacated. In the event that there is a tie in the number of votes for the persons receiving the next highest number of votes, the vacancy shall be filled by lot conducted by the Executive Committee.

B. IN THE EVENT A COUNCIL MEMBER CHOOSES TO TAKE AN APPROVED LEAVE DURING THEIR TERM OF OFFICE, A PERMANENT SUBSTITUTE WILL BE CHOSEN BY THE COUNCIL MEMBER. ONE MONTH PRIOR TO THE BEGINNING OF THE LEAVE PERIOD, THE NAME OF THE SUBSTITUTE SHALL BE SUBMITTED TO THE EXECUTIVE COMMITTEE FOR THEIR APPROVAL. THE SUBSTITUTE SHALL HAVE FULL VOTING PRIVILEGES AND SHALL MEET ALL OBLIGATIONS OF A FULL COUNCIL MEMBER. THE OPTION TO DESIGNATE A SUBSTITUTE FOR THE PURPOSES OF AN APPROVED LEAVE SHALL NOT EXCEED ONE YEAR. SHOULD AN APPROVED LEAVE BE GRANTED FOR MORE THAN ONE YEAR, THE COUNCIL MEMBER SHALL BE REQUESTED TO RESIGN THEIR TERM OF REMAINDER THEEPEOF.

In the event that a vacancy is not filled as specified in Article 5, Sections 1 and 2, the Election Committee shall conduct a special election following the election procedures for that position.
Proposed Amendment to the ASC Charter

SECTION IV - Officers and Committees

PRESENT: Committees

1. Executive Committee. The Executive Committee shall be composed of the Chair, the Chair-Elect, the Secretary and one representative from each Vice Presidential area, elected from the Administrative Staff Council by the full administrative staff membership.

PROPOSED: 1. Executive Committee. The Executive Committee shall be composed of the Chair, the Chair-Elect, THE IMMEDIATE PAST CHAIR, the Secretary and one representative from each Vice Presidential area, elected from the Administrative Staff Council by the full administrative staff membership.
ADMINISTRATIVE STAFF SALARY REQUEST
1987-1988

The Administrative Staff salary request for 1987-1988 is 10%.
This is the minimum percentage, for the next three years, needed to bring the administrative staff salaries up to the 50th percentile of similar positions in the Mid-American Conference and throughout colleges and universities of similar size and budget according to the College and University Personnel Association (CUPA) data.

This salary request hopes to stem the tide of the 33% annual turnover experienced by administrative staff for the past several years. When residence life staff and athletic department staff are eliminated from the turnover rate, administrative staff are still replaced at a rate of 30% per year. This is not cost effective to an institution.

Administrative staff members are twelve month employees. Their professional preparation is in most cases a Masters degree, 9% of the administrative staff members have PhDs. Although qualifications do not change, with longevity, there is an increase of responsibility and with the complexity of decision making that is expected of the experienced administrative staff member. They are expected to grow in increased interpersonal skills (student services), program design and computing skills (registrar, computer services), increased opportunities for student internships (co-op, placement), etc.
There are no planned opportunities for the majority of administrative staff members to increase their experience through sabbatical leaves or to supplement their income through summer school teaching or through consulting.

As faculty members seek to achieve the 60th percentile in their salary, so, too should the professional administrative staff members who work with them to bring the university to a position of a major research and teaching institution. The ability to hire more able faculty members based on salary increases is the same argument that can be made for increasing the salaries of administrative staff members. Currently 25% of administrative staff members are sought out by their national organizations for leadership, 56% of administrative members present papers at their professional meetings, and 16% of the administrative staff members have received grants from foundations and agencies for their proposals. Another 19% administrative staff members teach university courses and 20% of them have published in the past several years. These are impressive activities which go beyond the job descriptions of most administrative staff. The university cannot afford to hire at two levels as it seeks to upgrade itself. Faculty and administrative staff members are tied together in the development of an increasingly complex institution.

This salary recommendation keeps the administrative staff salary up to the 50th percentile. To bring the salaries to the desired 60th percentile would require an additional $900-$1,000 per position. All salaries and data comparisons were from the 1985-1986 CUPA reports.
The average annual increase from 1980-81 to 1985-86 was 7.7 percent. Since 1986-87 data is not available, 6.0 percent is the best guess we have of what the average CUPA increase was for 1986-87 for these positions. The average Bowling Green State University Administrative staff increase for 1986-87 was 8.0 percent. Therefore, to increase Administrative staff 1985-86 salaries from the 40th percentile to the 50th percentile would require an additional 5.0 percent increase. 4.3 percent would be needed for 1986-87 and 4.7 percent would be needed for 1987-88. This means that the 1987-88 increase needed to bring Administrative staff salaries to the 50th percentile is 6.4 percent.

We cannot guess whether a 5.2 percent increase is a realistic for 1987-88, but we do know that Administrative staff salaries are at least 5.0 percent below the salaries of comparable position at our sister institutions. Therefore, every effort should be made to increase these salaries to at least the 50th percentile. To make any significant move in that direction would require at least a 10 percent increase for 1987-88. Therefore, Administrative Staff Council is requesting that Administrative staff salaries be increased by at least 10 percent for 1987-88.
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PERSONNEL WELFARE COMMITTEE
1987-88 FRINGE BENEFIT PACKAGE RECOMMENDATION

Based on the results of the recent Administrative Staff Information Survey and on personal contacts with individual constituents, the ASC Personnel Welfare Committee hereby recommends the following additions changes to our fringe benefit package. It is also recommended that these changes become effective July 1, 1987 and be maintained throughout the 1987-88 contract year.

1. Administrative Staff across the campus feel strongly, and request frequently, that the employee contribution to the cost of family health insurance benefits be eliminated. We understand that a plan was devised and approved last year whereby a portion of the family health insurance is now being paid by the University. This benefit will increase until the total cost pick up by the University reaches 92% of the total cost. This is scheduled to occur in Jan. of 1983. However, staff members continue to state that in order to remain competitive with other state universities and area employers, this benefit should be paid in full by the University as of July 1, 1987.

2. In order to support the concept of preventative medicine as a means to the ultimate reduction of long term, high cost medical treatment, the Administrative Staff requests that the University cover the cost of a complete physical examination every 2 years. In addition, it is requested that the cost of an annual pap smear for female staff members be covered by the University for the same reasons as those listed for the physical examination.

3. The option for Administrative Staff to purchase family dental/vision insurance needs to be made available. The precedent has been established to show that family dental/vision is feasible and available on this campus. The "pool" is also established, therefore the addition of administrative staff family members should only increase this population and assist in the reduction of the per person cost of this benefit.

4. In an effort to promote preventative health measures and to keep the cost of medical payments paid out by the University to a minimum, the Administrative Staff recommends that the University provide the opportunity for Administrative Staff members to participate in the FITWELL program. It is recommended that the University cover the cost of the participation fee as established by the FITWELL staff. The current cost is $30.00 per person. It is our contention that this small cost could significantly reduce the greater cost incurred when paying hospital and doctor's fees for conditions such as heart attack, stroke, and other health problems related to the lack of adequate physical fitness.

These requests represent those items most frequently stated by the full Administrative Staff. The Personnel Welfare Committee believes that these are reasonable requests. The addition of these benefits will continue to assist us in the recruitment and retention of quality Administrative Staff members.
ADMINISTRATIVE STAFF COUNCIL  
Executive Committee  

Minutes of the Special Meeting  
Tuesday, February 3, 1987  

Present: Bowers, Buckenmyer, Carr, Conrad, Crawford, DeCrane, Koehler, Sharp, Yon  

Absent: Cleveland  

This special was held to discuss salary and fringe benefit recommendations.  

Crawford presented revised data supporting a 10% increase in salary for each of the next 3 years. (Proposal as revised is attached.)  

Carr moved to accept the proposal and forward same to full Council. Bowers second. Passed without dissension.  

Carr presented the recommended Fringe Benefit package, items in order of priority. (Copy attached.) Crawford moved to accept, Koehler second. Motion carried.  

Yon noted that he, as Chair, would recommend that beginning next year the Personnel Welfare Committee be expanded to include one member from each VP area, and include salary proposal recommendations along with fringe benefit suggestions. He further recommended that this Committee be formed at the first meeting of the new ASC.  

Carr noted also that PWC would have handbook revision changes to full Council by the end of February.  

Koehler presented for consideration recommended changes to the ASC Handbook and one Charter revision. (Both attached.) DeCrane moved to accept both, Buckenmyer second. Motion carried.  

Yon advised that his meeting with Dr. Olscamp is set for Wednesday, February 4. We all wished him luck.  

The meeting adjourned at 1:36 p.m.  

Respectfully submitted,  

[Signature]  
James M. Sharp  
Secretary
ADMINISTRATIVE STAFF SALARY REQUEST

1987-88

The Administrative staff requests a 10% salary increase for 1987-88. According to College and University Personnel Association (CUPA) data, this is the minimum percentage increase needed over each of the next three years to bring administrative staff salaries up to the 50th percentile of similar positions in colleges in the Mid-American Conference and throughout colleges and universities of similar size and budgets.

Administrative staff members are 12-month employees. Most have masters degrees; 9% have PhD's. Although the qualifications for their positions do not change with longevity, the responsibilities associated with their positions do. For example, as administrative staff become increasingly experienced, their roles as decision-makers become more demanding and complex. In addition, administrative staff are expected to grow in interpersonal skills, program design and computing skills, ability to provide increased opportunities for student internships, etc. At the same time, there are no opportunities for the majority of the administrative staff to enhance their expertise or supplement their income through professional activities such as sabbatical leaves, consulting, or summer school teaching.

If granted, the 10% salary increase for administrative staff should help stem the 27% annual turnover that has occurred in its ranks over the past several years. Even when residence life staff and athletic department staff are eliminated from the count, administrative staff turnover occurs at the alarmingly high average rate of 14%. Clearly, this turnover rate is not cost effective.

Just as faculty members seek to achieve the 60th percentile in their salaries, so too should the administrative staff who work with them to make the university a major teaching and research institution. The argument used to justify an increase in the salaries of faculty should also be used to justify an increase in the salaries of administrative staff: higher salaries will attract more qualified and dedicated personnel. Among administrative staff members, 25% play leadership roles in national organizations, 56% present papers at professional meetings, 16% receive grants from foundations and agencies, 19% teach university courses, and 20% publish. These impressive statistics refer to activities which go far beyond most job descriptions. If the university truly wishes to pursue academic excellence, it no longer can afford to conduct its hiring practices under two sets of criteria.
Finally, a 10% salary increase for administrative staff would also move the administrative staff closer to the 50th percentile. To bring administrative staff salaries to the desired 60th percentile, an additional $900-$1,000 per position per year would be required.

All salaries and data comparisons were obtained from the 1985-86 CUPA reports.
### Median Salaries from the College and University Personnel Association

<table>
<thead>
<tr>
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<tr>
<td>Financial Aid</td>
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<td>46,000</td>
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<td>57,046</td>
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</table>

450,560 12.86% 508,513 4.41% 530,942 6.58% 565,868 14.52% 648,008

= 7.7% average
The average annual CUPA increase from 1980-81 to 1985-86 was 7.7%. Since 1986-87 data is not available; 7.7% is the best guess we have of what the average CUPA increase was for 1986-87 for these positions. The average Bowling Green State University administrative staff increase for 1986-87 was 8.0%. Therefore, to increase administrative staff 1985-86 salaries from the 40th percentile to the 50th percentile would require an additional 5.0% increase; .3% would be needed for 1986-87 and 7.7% would be needed for 1987-88. This means that the 1987-88 increase needed to bring administrative staff salaries to the 50th percentile is 12.4%.

We cannot predict whether a 12.4% increase is a realistic one for 1987-88, but we do know that administrative staff salaries are at least 5.0% below the salaries of comparable positions at our sister institutions. Therefore, every effort should be made to increase these salaries to at least the 50th percentile. To make any significant move in that direction would require at least a 10% increase for 1987-88. Therefore, Administrative Staff Council is requesting that administrative staff salaries be increased by at least 10% for 1987-88.
<table>
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<tr>
<th>Administrative Positions</th>
<th>Salary</th>
<th>CUPA Median Salary</th>
<th>CUPA % ILE BSU Salary</th>
<th>CUPA 60% ILE</th>
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<td>61,013</td>
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</table>
Based on the results of the recent Administrative Staff Information Survey and on personal contacts with individual constituents, the ASC Personnel Welfare Committee hereby recommends the following additions/changes to our fringe benefit package. It is also recommended that these changes become effective July 1, 1987 and be maintained throughout the 1987-88 contract year.

1. Administrative Staff across the campus feel strongly, and request frequently, that the employee contribution to the cost of family health insurance benefits be eliminated. We understand that a plan was devised and approved last year whereby a portion of the family health insurance is now being paid by the University. This benefit will increase until the total cost pick up by the University reaches 92% of the total cost. This is scheduled to occur in Jan. of 1988. However, staff members continue to state that in order to remain competitive with other state universities and area employers, this benefit should be paid in full by the University as of July 1, 1987.

2. In order to support the concept of preventative medicine as a means to the ultimate reduction of long term, high cost medical treatment, the Administrative Staff requests that the University cover the cost of a complete physical examination every 2 years. In addition, it is requested that the cost of an annual pap smear be covered by the University for the same reasons as those listed for the physical examination.

3. The Administrative Staff requests that the University provide full coverage of family dental/vision benefits. The current cost to the University per employee for family dental/vision is $24.99 for dental and $6.25 for vision, or a total of $31.23 per employee. If Administrative Staff were given this benefit the cost to the University would be approximately $10,936.50 per year. This is based on the current per employee cost with the possibility of 350 full time Administrative Staff members being eligible to receive the benefit. Again, this would assist with the desire to remain competitive with other state universities and area employers.

4. In an effort to promote preventative health measures and to keep the cost of medical payments paid out by the University to a minimum, the Administrative Staff recommends that the University provide the opportunity for Administrative Staff members to participate in the FITWELL program. It is recommended that the University cover the cost of the participation fee as established by the FITWELL staff. The current cost is $30.00 per person. It is our contention that this small cost could significantly reduce the greater cost incurred when paying hospital and doctor's fees for conditions such as heart attack, stroke, and other health problems related to the lack of adequate physical fitness.

These requests represent those items most frequently stated by the full Administrative Staff. The Personnel Welfare Committee believes that these are reasonable requests. The addition of these benefits will continue to assist us in the recruitment and retention of quality Administrative Staff members.
Proposed Amendment to the ASC Charter

SECTION IV - Officers and Committees

PRESENT: Committees

1. Executive Committee. The Executive Committee shall be composed of the Chair, the Chair-Elect, the Secretary and one representative from each Vice Presidential area, elected from the Administrative Staff Council by the full administrative staff membership.

PROPOSED: 1. Executive Committee. The Executive Committee shall be composed of the Chair, the Chair-Elect, THE IMMEDIATE PAST CHAIR, the Secretary and one representative from each Vice Presidential area, elected from the Administrative Staff Council by the full administrative staff membership.
Proposed Amendments to the ASC By-Laws

ARTICLE 5 VACANCIES

Positions vacated by resignation or for other reasons prior to the dates of the annual election for the position vacated shall be filled as follows.

Section 1: ASC Chair

A vacancy in the position of ASC Chair shall be filled by the Chair-elect. IF THE CHAIR-ELECT IS UNABLE TO FILL THE POSITION FOR THE CURRENT YEAR, THEY RETAIN THE CHAIR-ELECT TITLE. THE CANDIDATE WHO RECEIVED THE NEXT HIGHEST NUMBER OF VOTES FOR CHAIR-ELECT SHALL BE ASKED TO FILL THE CHAIR VACANCY FOR THE REMAINDER OF THE CURRENT YEAR.

Section 2: Other Vacancies

A. A vacancy in other positions provided for in the Administrative Staff Council Charter and the By-Laws shall be filled by the person who, in the preceding election, received the next highest number of votes for the position vacated. In the event that there is a tie in the number of votes for the persons receiving the next highest number of votes, the vacancy shall be filled by lot conducted by the Executive Committee.

B. IN THE EVENT A COUNCIL MEMBER CHOOSES TO TAKE AN APPROVED LEAVE FROM COUNCIL DURING THEIR TERM OF OFFICE, A PERMANENT SUBSTITUTE WILL BE CHOSEN BY THE COUNCIL MEMBER. ONE MONTH PRIOR TO THE BEGINNING OF THE LEAVE PERIOD, THE NAME OF THE SUBSTITUTE SHALL BE SUBMITTED TO THE EXECUTIVE COMMITTEE FOR THEIR CONFIRMATION. THE SUBSTITUTE SHALL HAVE FULL VOTING PRIVILEGES AND SHALL MEET ALL OBLIGATIONS OF A FULL COUNCIL MEMBER. THE OPTION TO DESIGNATE A SUBSTITUTE FOR THE PURPOSES OF AN APPROVED LEAVE SHALL NOT EXCEED ONE YEAR. SHOULD AN APPROVED LEAVE BE GRANTED FOR MORE THAN ONE YEAR, THE COUNCIL MEMBER SHALL BE REQUESTED TO DESIGN THE REMAINDER OF THEIR TERM.

In the event that a vacancy is not filled as specified in Article 5, Sections 1 and 2, the Election Committee shall conduct a special election following the election procedures for that position.
ADMINISTRATIVE STAFF COUNCIL
EXECUTIVE COMMITTEE
24 FEBRUARY 1987

AGENDA

1. AMENDMENTS- PAT KOEHLER

2. PERSONNEL WELFARE- JILL CARR
   a. MATERNITY BENEFITS
   b. ADMINISTRATIVE STAFF CONTRACT
   c. STATEMENT ON MERIT PAY AND MERIT EVALUATION
   d. FRINGE BENEFITS PROPOSAL- REVISION
   e. PERS-STATUS
   f. FACULTY SALARY STUDY-RESPONSE?

3. RESOLUTION- JAMES SHARP

4. PRESIDENT’S PANEL

5. CHAIR’S COMMUNICATIONS-
   a. PJO
   b. TELECOMMUNICATION ADVISORY COMMITTEE
   c. NEW ADMINISTRATIVE STAFF
   d. CHRIS DALTON

6. FIRELANDS MEETING

7. ASC MARCH MEETING
   DR. DWIGHT BURLINGAME

8. OTHER:
A vacancy in the position of ACC Chair shall be filled by the Chair-elect.

1. IF THE CHAIR-ELECT IS UNABLE TO FILL THE POSITION VACATED BY THE CHAIR, HE/SHE RETAINS THE CHAIR-ELECT TITLE, AND THE CANDIDATE WHO RECEIVED THE NEXT HIGHEST NUMBER OF VOTES FOR CHAIR-ELECT SHALL BE ASKED TO FILL THE CHAIR VACANCY FOR THE REMAINDER OF THAT YEAR.


1. IN THE EVENT THAT A COUNCIL MEMBER CHOOSES TO TAKE AN APPROVED LEAVE FROM COUNCIL DURING HIS/HER TERM OF OFFICE, A PERMANENT SUBSTITUTE WILL BE CHOSEN BY THE COUNCIL MEMBER. ONE MONTH PRIOR TO THE BEGINNING OF THE LEAVE PERIOD, THE NAME OF THE SUBSTITUTE SHALL BE SUBMITTED TO THE EXECUTIVE COMMITTEE FOR CONFIRMATION. THE SUBSTITUTE SHALL HAVE FULL VOTING PRIVILEGES AND SHALL MEET ALL OBLIGATIONS OF A FULL COUNCIL MEMBER. THE OPTION TO DESIGNATE A SUBSTITUTE FOR THE PURPOSES OF AN APPROVED LEAVE SHALL NOT EXCEED ONE YEAR. SHOULD AN APPROVED LEAVE BE GRANTED FOR MORE THAN ONE YEAR, THE COUNCIL MEMBER SHALL BE REQUESTED TO RESIGN THE REMAINDER OF HIS/HER TERM.

2. IF A COUNCIL MEMBER Chooses TO TAKE AN APPROVED LEAVE FROM COUNCIL DURING THE TERM OF OFFICE, A PERMANENT SUBSTITUTE WILL BE CHOSEN BY THE COUNCIL MEMBER. ONE MONTH PRIOR TO THE BEGINNING OF THE LEAVE PERIOD, THE NAME OF THE SUBSTITUTE SHALL BE SUBMITTED TO THE EXECUTIVE COMMITTEE FOR CONFIRMATION. THE SUBSTITUTE SHALL HAVE FULL VOTING PRIVILEGES AND SHALL MEET ALL OBLIGATIONS OF A FULL COUNCIL MEMBER. SHOULD AN APPROVED LEAVE BE GRANTED FOR MORE THAN ONE YEAR, THE COUNCIL MEMBER WILL BE OBLIGATED TO RESIGN.
MEMORANDUM

TO: Members of the Administrative Staff Council Executive Committee

FROM: Jill Carr, Chair, ASC Personnel Welfare Committee

RE: Proposed Maternity, Paternity, Adoption Leave Policies

Attached please find a copy of the proposed Maternity/Paternity/Apdition Leave Policies. The Personnel Welfare Committee has truly "labored" (no pun intended) over the revision of these policies during the past few months. After some drastic changes, we have finally agreed that the attached proposals will hopefully meet the needs of all concerned at this institution.

I ask that you review this material prior to next Tuesday's Executive Committee meeting. Upon your approval, the policies will be taken to the full Council for discussion and a vote at the March meeting.

If you have any questions, please give me a call. Thanks, in advance, for your time.

JC/jm

Enclosure
The following maternity leave and paternity/adoption leave policies for administrative contract staff will become effective July 1, 1987:

MATERNITY LEAVE

1. In accordance with Federal and State law female staff members who give birth are eligible for 4 months of maternity leave per pregnancy. This will be considered customary and usual.

2. The 4 month maternity leave need not be taken as consecutive days, but may not extend beyond the 12 month period following delivery.

3. Accrued sick leave, accrued vacation credit and a leave of absence without pay can be used during this 4 month period.

4. The University will continue all fringe benefits during the 4 month maternity leave period.

5. A medical leave for a period of time before birth or a leave in excess of 4 months after delivery will need medical certification. Under these circumstances the University will continue all fringe benefits for a period not to exceed 6 months from the date of delivery.

6. Female staff members taking maternity leave are guaranteed their positions and job title upon return.

7. A female staff member will notify, in writing, her supervisor and the office of Administrative Staff Personnel Services, prior to the start of her maternity leave, as to the number of days to be taken as sick leave, the number of days to be taken as vacation and the number of days to be taken as a leave of absence without pay.

8. A female staff member may use any or all of her accrued vacation credit and/or accrued sick leave during her maternity leave before going on a leave of absence without pay.

9. In any case, should both parents be University employees, both are eligible for maternity leave or paternity leave benefits.

10. Should a female staff member decide not to return to the University following maternity leave, the female staff member must notify her supervisor, in writing, no later than 30 calendar days preceding her scheduled return to work.

Paternity Leave

1. Male staff members are eligible for 3 months of paternity leave per pregnancy. This will be considered customary and usual.
2. The 3 month paternity leave need not be taken as consecutive days, but may not extend beyond the 12 month period following delivery.

3. Accrued vacation credit and a leave of absence without pay can be used during this 3 month period.

4. The University will continue all fringe benefits during the 3 month paternity leave period.

5. Male staff members taking paternity leave are guaranteed their positions and job title upon return.

6. A male staff member will notify, in writing, his supervisor and the office of Administrative Staff Personnel Services, prior to the start of his paternity leave, as to the number of days to be taken as vacation and the number of days to be taken as a leave of absence without pay.

7. A male staff member may use any or all of his accrued vacation credit during his paternity leave before going on a leave of absence without pay.

8. In any case, should both parents be University employees, both are eligible for maternity leave or paternity leave benefits.

9. Should a male staff member decide not to return to the University following paternity leave, the male staff member must notify his supervisor, in writing, no later than 30 calendar days preceding his scheduled return to work.

ADOPTION LEAVE

1. Staff members are eligible for 3 months of adoption leave per adoption. This will be considered customary and usual.

2. The 3 month adoption leave need not be taken as consecutive days, but may not extend beyond the 12 month period following adoption.

3. Accrued vacation credit and a leave of absence without pay can be used during this 3 month period.

4. The University will continue all fringe benefits during the 3 month adoption leave period.

5. Staff members taking adoption leave are guaranteed their positions and job title upon return.

6. A staff member will notify, in writing, his/her supervisor and the office of Administrative Staff Personnel Services, prior to the start of his/her adoption leave, as to the number of days to be taken as vacation
and the number of days to be taken as a leave of absence without pay.

7. A staff member may use any or all of his/her accrued vacation credit during his/her adoption leave before going on a leave of absence without pay.

8. In any case, should both parents be University employees, both are eligible for adoption leave benefits.

9. Should a staff member decide not to return to the University following adoption leave, the staff member must notify his/her supervisor, in writing, no later than 30 calendar days preceding his/her scheduled return to work.
This agreement is made and entered into by and between Bowling Green State University of Bowling Green, Ohio ("University") and _________ ("Appointee").

TERMS OF EMPLOYMENT:

1. Position/Title: ____________________________

2. Type of Employment:
a. ( ) full-time
b. ( ) part-time
(c) regular POSITIONS FUNDED BY THE UNIVERSITY (Contract is for the time specified under Period of Employment and subject to renewal or non-renewal annually according to the provisions of contract continuity/termination/release in the Administrative Staff Handbook).

3. Period of Employment: ( ) fiscal year ( ) other ____________________________

4. Compensation:
a. Salary for period designated above: $__________ to be distributed as follows: Cash amount $__________ PERS Employer Pick-Up $__________ Prorated from Academic/Fiscal year rate of $__________ First payment date: ____________ Subsequent payments TO BE MADE on the 20TH of each month through ____________

b. Fringe and related benefits. In addition to the annual salary paid to the Appointee hereunder, the University shall continue to provide the Appointee all fringe benefits offered by the University according to the Appointee's type of employment as described in the Administrative Staff Handbook and shall provide adequate notice of any changes to these benefits. Administrative staff are participants in the Public Employees Retirement System (PERS) of the State of Ohio by virtue of their contract states.

5. Conditions of Employment:

a. University:
(1) This contract is contingent upon the availability of funds. In the case of employees whose compensation is paid wholly or in part by grant/EXTERNAL funds, employment is contingent upon the availability of said grant funds.
(2) This contract is predicated upon substantive representations regarding education, and experience, qualifications AND GENERAL BACKGROUND which, if subsequently proven to be fraudulent FALSE, may cause this contract to be voidable at the discretion of the University.

b. Appointee: Signature on this contract does not preclude the Appointee from pursuing established grievance procedures.

6. Return of the Contract: The signed original and one signed copy of this contract shall be returned to the contracting officer by ____________ or within two weeks of date of receipt.

BOWLING GREEN STATE UNIVERSITY

SIGNATURE OF APPOINTEE

DATE

SOCIAL SECURITY NUMBER

DATE

BUDGET/COST

TIME

BUDGET/COST

TIME
MEMORANDUM

To:      Dr. Chris Dalton, Interim Vice President
         Planning and Budgeting

From:    Paul D. Yon, Chair,
         Administrative Staff Council

Re:      ASC Fringe Benefit Proposal

Date:    23 February 1987

On 13 February the Administrative Staff Council submitted, as per Dr. Eakin’s
request, its Salary and Fringe Benefit Proposal. This morning Elton Ringer
called and indicated that the computation for item three (Dental/Vision
Benefits) was incorrect. The beginning of line should read "total cost of $30.38
per employee per year-month". Based on the per month rate the cost to
the University would be approximately $68,000, rather than the $11,000
initially proposed.

I sincerely apologize for the oversight and appreciate Elton Ringer bringing it
to my attention.

xc Elton Ringer

Faculty-Staff Single Coverage

Dental  137.28
Vision   39.12
---------
176.40

Classified Staff-Single

Dental  129.84
Vision   42.00
---------
171.84

Classified Staff-Family

Dental  289.08
Vision   75.48
---------
364.56

186.16 x 360 (full time) = $67,737 total.
February 23, 1987

To: Senate Executive Committee
   Senate Committee - Salary and Benefits

From: Administrative Staff Executive Committee

We recently received a copy of a salary analysis comparing Bowling Green State University faculty salaries with those of administrative staff. It showed that the average increase for Administrative Staff salary over the past x years was 8.xx percent while the average faculty salary was only 6.xx percent. We do not know why you would want to make such a comparison unless to increase the faculty's share of the already limited "pie". We believe that making this type of comparison is divisive and can only create disharmony between the faculty and staff. IN ADDITION, WE BELIEVE THAT THESE NUMBERS DO NOT REFLECT ACTUAL SALARY PERCENT INCREASES DURING THIS PERIOD. IN FACT, THE FACULTY HAVE RECEIVED AN EQUAL OR GREATER PERCENT INCREASE THAN ADMINISTRATIVE STAFF IN EACH OF THE YEARS CITED. We know that the job of a statistican is to find the numbers that best support a given case and that you have the services of the best statisticans at this University. Therefore, we do not question the accuracy of the percentages cited, but only that they are not an accurate representation of the actual increases granted the faculty and staff at Bowling Green State University. We might add that faculty are eligible for additional salary increases (promotion), which is not available to administrative staff.

We believe that we should be working together to promote harmony and a good working relationship at Bowling Green State University. To make comparisons on how poorly we rank among our sister institutions is fine but that it is totally inappropriate to make comparisons among ourselves.

If...

Thank you.

pc C. Dalton, P. Olscamp
RESOLUTION

WHEREAS, members of the Administrative Staff Council have learned of the appointment of Richard Eakin to the position of Chancellor of East Carolina University; and

WHEREAS, Dick joined Bowling Green State University in 1964 and served as a member of the faculty in the Mathematics Department, Assistant Dean of the Graduate College, Vice Provost for Student Affairs, and Vice President for Planning and Budgeting; and

WHEREAS, he directly provided services to Administrative Staff through the Office of Administrative Staff Personnel, an office he supervised; and

WHEREAS, he repeatedly made himself available to the Administrative Staff Council and its Executive Committee, to explain and answer inquiries about issues of concern to Administrative Staff; and

WHEREAS, his style was one of openness, fairness, and respect that was indicative of his concern and caring for individuals and organizations;

Now, THEREFORE, Be It Resolved, that the Administrative Staff Council expresses its sincere appreciation for his many years of service and wishes him, Joanne, and his family the very best in their new ventures.
February 16, 1987

MEMORANDUM

TO: Paul Yon, Chair, Administrative Staff Council

FROM: Paul J. Olscamp
President

While the Trustees were present for the February Board meeting, I discussed with them the pros and cons of expanding the numbers of peoples present at the Thursday night committee meetings of the Board of Trustees to include the Chair of the Classified Staff Advisory Council and the Administrative Staff Council or their designee, ex-officio. The Board has not reached a conclusion about this matter, except that it does not wish to expand the format of the regular meeting of the Board of Trustees usually held on Friday morning to include additional formal reports. The Board has asked for some information and some time to consider this issue, but in the meantime, I have been asked to invite you to be the guest of the Board and the administration at the pre-Board meetings and for dinner prior to our next Board meeting which will be held at Firelands. Phil Mason will be in touch with you to provide the time and place of the meeting, the information as to the schedule of events including dinner, and to make whatever transportation and lodging arrangements that may be necessary for you. I hope you can attend the March meeting of the Board at Firelands, and the Thursday evening meetings and dinner as well.

I am hopeful that in the not-too-distant future a formal invitation to attend on a regular basis will be forthcoming from the Board.

Best wishes.

PJ0:mg

cc: Philip Mason
CONTRACT FOR ADMINISTRATIVE (UNCLASSIFIED) STAFF EMPLOYMENT

This agreement is made and entered into by and between Bowling Green State University of Bowling Green, Ohio ("University"), and ___________________________________ ("Appointee").

TERMS OF EMPLOYMENT:

1. Position/Title: ___________________________________________ 

2. Type of Employment: 
   a. ( ) full-time  ( ) part-time  
   b. ( ) regular POSITION FUNDED BY THE UNIVERSITY (appointment is for the time specified under Period of Employment and subject to renewal or non-renewal annually according to the provisions of contract continuance/termination/release in the Administrative Staff Handbook).  
   ( ) temporary POSITION FUNDED BY THE UNIVERSITY (appointment is for the time specified under Period of Employment and not subject to renewal).  
   ( ) POSITION FUNDED WHOLLY OR IN PART BY GRANT/EXTERNAL FUNDS (APPOINTMENT IS FOR THE TIME SPECIFIED UNDER PERIOD OF EMPLOYMENT AND SUBJECT TO THE PROVISIONS OF THE POLICY FOR ADMINISTRATIVE STAFF IN GRANT OR EXTERNALLY FUNDED POSITIONS IN THE ADMINISTRATIVE STAFF HANDBOOK). 

3. Period of Employment: ( ) fiscal year ( ) other ________________________________ 

4. Compensation: 
   a. Salary for period designated above: $_________ to be distributed as follows: Cash amount $_________ of PERS Employer Pick-Up $_________ Prorated from Academic/Fiscal year rate of $_________ First payment date: _______________ Subsequent payments TO BE MADE on the 20TH of each month through _______________________________ 
   b. Fringe and related benefits. In addition to the annual salary paid to the Appointee hereunder, the University shall continue to provide the Appointee all fringe benefits offered by the University according to the Appointee’s type of employment as described in the Administrative Staff Handbook and shall provide adequate notice of any changes in these benefits. Administrative staff are participants in the Public Employees Retirement System (PERS) of the State of Ohio by virtue of their contract status.  
   * BEFORE TAXES, AUTHORIZED DEDUCTIONS/REDUCTIONS. 

CONDITIONS OF EMPLOYMENT

5. Obligations of the Appointee; In consideration of the terms of this appointment, the Appointee agrees to perform such professional duties and services as identified in the appointed position or title, and/or as may be assigned or changed, to the satisfaction of the Appointee’s immediate supervisor. It is the responsibility of the officer[s] signing for the University to verify whether or not the Appointee’s performance is in accord with prevailing University practice.
WHEREAS the Board of Regents is responsible for maintaining the quality of education in the State of Ohio,

WHEREAS the Governor's budget is significantly below the recommended budget of the Board of Regents,

WHEREAS the Governor's budget decreases the quality of academic services available to students,

WHEREAS the Governor's budget reverses the recent trend in Ohio to bring the students' share of the cost of education closer to the lower national norms (33%),

WHEREAS the citizens of Ohio have recently expressed their support for education by the defeat of Resolutions 2 and 3, and

WHEREAS a series of national reports have called for increased support for education,

NOW, THEREFORE, BE IT RESOLVED

that the Faculty Senate of Bowling Green State University strongly urges the Legislature of the State of Ohio to support the needs of education as recommended by the Board of Regents;

AND BE IT FURTHER RESOLVED

that the appropriations for higher education be increased by 240 million or 1.3% of the total state budget, thereby enabling state-funded universities to preserve the present share of education borne by students at 36%.
ADMINISTRATIVE STAFF COUNCIL
EXECUTIVE COMMITTEE

10 MARCH 1987
AGENDA

1. EXECUTIVE COMMITTEE MEMORANDUM

2. ELECTIONS

3. BOARD OF TRUSTEES MEETING - FIRELANDS

4. FSBC - STATUS OF REQUEST

5. OTHER:
1. COMMITTEE REPORTS
   A. PWC - JILL CARR
   B. ELECTIONS - JIM SHARP
   C. OTHERS

2. OFFICERS REPORTS/COMMENTS
   A. SECRETARY
   B. CHAIR-ELECT
   C. CHAIR

   Linda Hamilton

   meeting 2nd May
   Fireclads

   Stu Huntley (S)

   Sue Reynolds
   Ret. Sec
   Coun. John Proulx

   UHF 135 +3
   Op. 43 +4
   P.O.B. 50 +1
   R.C.S. 55 - 5
   Stats. 79 +1
   U.A. 72
ADMINISTRATIVE STAFF COUNCIL
Executive Committee

Minutes of the Meeting
Tuesday, March 24, 1937

University Union
Canal Room

Present: Bowers, Buckenmyer, Carr, Crawford, DeCrane, Koehler, Sharp, and Yon.

Absent: Cleveland and Conrad

General discussion prevailed concerning the issue of non-grievance of contract non-renewals. (Another non-non.) Given the refusal last year to open the discussion door, Crawford suggested the following as a possible alternative proposal.

After 5 years of service, administrative staff would be offered a 3-year contract.

After 15 years of service, staff would be offered a 5-year contract.

The Committee did not reach closure on the issue, but did agree to give the proposal thought.

Carr reported on behalf of PWC that our request to have a PWC member attend Insurance Committee meetings had been denied. Yon offered to call Lagro to determine the problem.

Carr also reported that Rich Hughes would be attending PEPS informational sessions on behalf of PWC.

Kathryn Thiede's efforts in attending ACGPA meetings was recognized by the Committee. Sharp was instructed to prepare a Letter of Commendation to be signed by the ASC officers.

The April meeting agenda was discussed, with the decision made to suspend the normal business and instead ask Jack Taylor to discuss the issue of racism on campus. The Committee endorsed the proposal.

Yon, in conclusion, shared his experiences at the Trustee meeting and the favorable response he perceived.

Respectfully submitted,

James M. Sharp
Secretary
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James M. Sharp
Secretary
1. DR. CHRIS DALTON - GUEST

2. COMMITTEE REPORTS
   A. PERSONNEL WELFARE
   B. ELECTIONS
   C. SCHOLARSHIP
   D. 

3. OFFICER'S REPORTS/COMMENTS
   A. SECRETARY
   B. CHAIR-ELECT - Paul Miller - Information with Barb Hotze, May 7
   C. CHAIR - Phil Mason - Board of Trustees - PERS
      - Annual Budget
      - Feedback meeting

[Odd's Report]

6:00 - 9:30
Susan Caldwell

CALL John Harrington

[Initial]
1. DR. CHRIS DALTON - GUEST

2. COMMITTEE REPORTS
   a. PERSONNEL WELFARE
   b. ELECTIONS
   c. SCHOLARSHIP
   d. 

3. OFFICER'S REPORTS/COMMENTS
   a. SECRETARY
   b. CHAIR-ELECT
   c. CHAIR
1. COMMITTEE REPORTS
   A. PERSONNEL WELFARE - PERS BUY-OUT - [illegible]
   B. ELECTIONS - NOMINATIONS FOR CHAIR-ELECT AND SECRETARY
   C. SCHOLARSHIP
   D. AMENDMENTS AND BY-LAWS
   E.

2. OFFICER'S REPORTS/COMMENTS
   A. SECRETARY
   B. CHAIR-ELECT
   C. CHAIR-
      1. COMMUNICATIONS
      2. DIRECTOR- ADM. STAFF SERVICES
      3. APPT. HUMAN SUBJECTS REVIEW BOARD, 15 MAY
      4. ASC/CSC JOINT MEETING
      5. FSBC - UPDATE
      6. OTHER:
Position Description

Director, Administrative Staff Personnel Services

- Manage the operation of the Administrative Staff Personnel Services department including supervision of two full-time staff members, developing and implementing office procedures, establishing short and long-range goals, and administering the office budget.

- Explain and interpret policies, procedures, and benefits that affect administrative staff.

- Investigate and recommend policy revisions and additions.

- Coordinate and oversee recruitment efforts for administrative positions including development of position description, placement of advertisements and other recruitment efforts, providing general guidance for the screening process, coordinating interviews, corresponding with applicants, processing of all internal paperwork, and monitoring the entire process for adherence to Affirmative Action guidelines.

- Conduct orientation for new administrative staff members.

- Conduct exit interviews for administrative staff members.

- Conduct position reviews for the purpose of evaluating responsibilities, organizational structure, or salary.

- Respond to salary surveys conducted nationally.

- Plan and coordinate training programs for administrative staff members.

- Create and maintain personnel files for all administrative staff in a highly confidential manner. Provide physical and procedural security for information about staff.

- Develop and administer department budget.

- Provide retirement counselling assistance relative to Public Employee Retirement System and the BGSU Supplemental Retirement Program.

- Counsel and advise staff members who have questions, concerns or problems concerning their employment.
Prepare numerous reports and statistics including the Board of Regents Personnel Inventory, salary and demographic statistics relative to administrative staff.

Work with the Administrative Staff Council on projects dealing with the general welfare of administrative staff.

Revise, update, and distribute the Administrative Staff Handbook annually in cooperation with Personnel Welfare Co. of ASC.

Work with faculty, staff, and students internally and with professionals at external agencies on a daily basis in providing services.

Maintain current files close to all ASC Personnel files.

Ad hoc member of ASC
Ex officio member of ASC
Jill Carr reported that the Personnel Welfare Committee (PWC) had concluded their discussions about the Public Employees Retirement Plan Incentive Program and submitted their proposal. Extensive discussion prevailed concerning the Supplemental Retirement Program and the Five Year Buy-Out Plan. It was moved by Crawford and seconded by DeCrane to accept the proposal as amended. The motion passed unanimously.

Crawford suggested Melissa Firestone be contacted about placing a brief announcement of the 7 May meeting of ASC in the Monitor encouraging Administrative Staff to voice their concerns about the SRP and the Proposed Five Year Buy-Out. Carr indicated she would contact Melissa.

Carr also reported that the PWC met with Sam Ramirez regarding the Referral Assistance Program and agreed that the concept was vitally important and that an alternative method of implementation be considered. Yon indicated that this was for informational purpose only and that no one has asked ASC to take any action on the issue.

Bowers reported that the Scholarship Committee will give an informational presentation at the 7 May ASC meeting and a packet is currently being assembled for distribution to ASC members in preparation of this year's fund drive. She also noted that all members of the Executive Committee (except John Buckenmyer) had returned their pledge cards for 1937-1938. The proposed goal for the next fiscal year is $4000.

Crawford indicated that Barb Keller will join Council on 7 May to discuss the results of the recent survey conducted by the PWC.

Yon indicated that he has been in contact with Chris Dalton about the SRP and Five Year Buy-Out Plan and he has been invited to give testimony to the Board of Trustees Finance Committee on 7 May. However, his presentation was postponed until the June Board meeting.

Yon also indicated that he had again discussed the issue of ASC representation to the Thursday night Board of Trustees meetings with Phil Mason. Mason indicated that the Board had legal council's opinion and has not taken any action. He also informed the Chair that it would be on the Board's 7 May agenda.
Yon reported that according to Senate Executive Committee minutes the SEC rejected ASC's request for representation to the Faculty Senate Budget Committee. At this time official notification of SEC's action has not been forwarded to the Chair.

Yon also reported that Chris Dunn, Chair of the Human Subjects Review Committee, had contacted him regarding the appointment of an Administrative Staff member to his committee by 15 May. Conrad indicated he would forward two names to the Chair for consideration.

Yon dispersed the current job description for the Director of Administrative Staff Personnel Services Offices. Yon reported that he on two occasions had discussed the position with Chris Dalton and that the Vice-President would like to have, in writing, the Executive Committee's recommendations for revising the job description. After considerable discussion it was agreed to submit the current description with the following suggestions:

a. "The responsibility of working with staff, faculty and students internally with professionals of external agencies on a daily basis in providing services" be given a higher priority.

b. To maintain current job descriptions and establish and administer the "permanent personnel files".

c. To served as a resource person for ASC. Maintain statistics, develop career paths, salary studies, staff profiles, and take an active role in the recruitment of Administrative Staff.

d. To regularly attend ASC meetings and serve in an ad hoc capacity on the Personnel Welfare Committee.

e. To discontinue attending the Board of Trustees meetings (Personnel and Facilities Committee) on a regular basis and replace the position with the Chair of ASC.

With no other business to be conducted the meeting was adjourned at 1:55pm.

Respectfully submitted

Paul D. Yon
Secretary Pro Tem

PDY:scf
ADMINISTRATIVE STAFF COUNCIL

Resolution

WHEREAS, the executive budget proposal for a 1987-88 Bowling Green State University instructional subsidy is $1.9 million or 3.75% less than that received in 1986-87; and

WHEREAS, the projected increase in student fees needed to meet Ohio Board of Regents estimated expenses for Bowling Green State University would be 25%; and

WHEREAS, the executive budget proposal would destroy gains made in the last four years in bringing Ohio closer to the national average of 33% of the cost of a higher education borne by the student; and

WHEREAS, the executive budget proposal would increase the portion of the cost of higher education to 46%; and

WHEREAS, the increase in student fees at a time of severe cuts in Federal Financial Aid could have a devastating impact on the ability of students to attend colleges and universities in the state of Ohio; therefore be it

RESOLVED:

That the Administrative Staff Council of Bowling Green State University, a representative body in the governance structure of the University, urges the legislators of the Ohio state legislature to take action that will preserve the positive momentum created by the legislature in regard to providing higher educational opportunities at a realistic cost to the students; and be it further
RESOLVED:

That the Administrative Staff Council of Bowling Green State University encourages the General Assembly of the State of Ohio to restore $240 million to the Ohio Board of Regents 1988-89 biennial budget in order to maintain the students' share of their educational costs at 36%.
Presented to The Faculty Senate
Bowling Green State University
March 3, 1987

WHEREAS the Board of Regents is responsible for maintaining the quality of education in the State of Ohio,

WHEREAS the Governor's budget is significantly below the recommended budget of the Board of Regents,

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WHEREAS a series of national reports have called for increased support for education,

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that the Faculty Senate of Bowling Green State University strongly urges the Legislature of the State of Ohio to support the needs of education as recommended by the Board of Regents;

AND BE IT FURTHER RESOLVED

that the appropriations for higher education be increased by 240 million or 1.3% of the total state budget, thereby enabling state-funded universities to preserve the present share of education borne by students at 36%.
The Honorable Paul E. Gillmor  
President  
Ohio Senate  
State House  
Columbus, Ohio  43215

The Honorable Randall Gardner  
Ohio House of Representatives  
State House  
Columbus, Ohio  43215

The Honorable Barney Quilter  
Ohio House of Representatives  
State House  
Columbus, Ohio  43215

The Honorable Vern Riffe  
Ohio House of Representatives  
State House  
Columbus, Ohio  43215

HOUSE FINANCE COMMITTEE

The Honorable Patrick Sweeney  
Ohio House of Representatives  
State House  
Columbus, Ohio  43215

The Honorable Ross Boggs  
Ohio House of Representatives  
State House  
Columbus, Ohio  43215

The Honorable Jane Campbell  
Ohio House of Representatives  
State House  
Columbus, Ohio  43215

The Honorable Dean Conley  
Ohio House of Representatives  
State House  
Columbus, Ohio  43215

The Honorable Vernon F. Cook  
Ohio House of Representatives  
State House  
Columbus, Ohio  43215

The Honorable Fred H. Deering  
Ohio House of Representatives  
State House  
Columbus, Ohio  43215
The Honorable Robert W. Jaskulski  
Ohio House of Representatives  
State House  
Columbus, Ohio 43215

The Honorable Casey Jones  
Ohio House of Representatives  
State House  
Columbus, Ohio 43215

The Honorable William L. Mallory  
Ohio House of Representatives  
State House  
Columbus, Ohio 43215

The Honorable C.J. McLin, Jr.  
Ohio House of Representatives  
State House  
Columbus, Ohio 43215

The Honorable Ray Miller, Jr.  
Ohio House of Representatives  
State House  
Columbus, Ohio 43215

The Honorable Francine M. Panehal  
Ohio House of Representatives  
State House  
Columbus, Ohio 43215

The Honorable LeRoy D. Peterson  
Ohio House of Representatives  
State House  
Columbus, Ohio 43215

The Honorable Helen Rankin  
Ohio House of Representatives  
State House  
Columbus, Ohio 43215

The Honorable Michael Shoemaker  
Ohio House of Representatives  
State House  
Columbus, Ohio 43215

The Honorable Mike Stinziano  
Ohio House of Representatives  
State House  
Columbus, Ohio 43215

The Honorable Daniel Troy  
Ohio House of Representatives  
State House  
Columbus, Ohio 43215
The Honorable Thomas Johnson  
Ohio House of Representatives  
State House  
Columbus, Ohio 43215

The Honorable Ron Armstutz  
Ohio House of Representatives  
State House  
Columbus, Ohio 43215

The Honorable Robert L. Corbin  
Ohio House of Representatives  
State House  
Columbus, Ohio 43215

The Honorable Jo Ann Davidson  
Ohio House of Representatives  
State House  
Columbus, Ohio 43215

The Honorable Michael A. Fox  
Ohio House of Representatives  
State House  
Columbus, Ohio 43215

The Honorable Russ Guerra  
Ohio House of Representatives  
State House  
Columbus, Ohio 43215

The Honorable Joan W. Lawrence  
Ohio House of Representatives  
State House  
Columbus, Ohio 43215

The Honorable Larry Manahan  
Ohio House of Representatives  
State House  
Columbus, Ohio 43215

The Honorable Robert E. Netzley  
Ohio House of Representatives  
State House  
Columbus, Ohio 43215

The Honorable Thomas A. Pottenger  
Ohio House of Representatives  
State House  
Columbus, Ohio 43215
SENATE FINANCE COMMITTEE

The Honorable Stanley J. Aronoff
Ohio Senate
State House
Columbus, Ohio 43215

The Honorable Theodore M. Gray
Ohio Senate
State House
Columbus, Ohio 43215

The Honorable Richard F. Finan
Ohio Senate
State House
Columbus, Ohio 43215

The Honorable Charles F. Horn
Ohio Senate
State House
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The Honorable Robert W. Ney
Ohio Senate
State House
Columbus, Ohio 43215

The Honorable Gary C. Suhadolnik
Ohio Senate
State House
Columbus, Ohio 43215

The Honorable Alan Zaleski
Ohio Senate
State House
Columbus, Ohio 43215

The Honorable Eugene Branstool
Ohio Senate
State House
Columbus, Ohio 43215

The Honorable Neal F. Zimmers, Jr.
Ohio Senate
State House
Columbus, Ohio 43215
ADMINISTRATIVE STAFF COUNCIL

EXECUTIVE COMMITTEE

AGENDA

26 MAY 1987

1. Committee Reports
   a. Personnel Welfare - FERS, buy-in, new program proposal
   b. Scholarship - Firelands College - left out of RSC
      
      [Handwritten note: Retirement]
   c. Elections

2. Officer's Reports
   a. Secretary
   b. Chair-Elect
   c. Chair

3. Other

[Handwritten signatures:
   Iv. Committee 1987/88
   Pat Fitzgerald
   Nona Stocklow
   Buckenmeyer
   Res. 1986
   Conrad
   Cleveland
   Camp
   Rich Hughes
   Edely Blair

[Handwritten note: June 1st 1987 - 9:30 a.m. only]
MEMORANDUM

TO: Administrative Staff Executive Council

FROM: Sue Crawford

RE: Lunch Meeting

Our first meeting will be at noon on June 30, 1987 in the Chart Room in McFall Center. (This is a change; the Union is booked on that day.) It will be a brown bag lunch. (An austerity program is beginning.) Please contact me if you cannot be there: 372-6807; 372-8181.

AGENDA

I. PERS-ERIP response
II. 1987-88 goals for ASC
III. Housekeeping items (time for meetings, lunch, communication network, etc.)
IV. Appointments to committees
V. Fall opening
VI. Other

Committee agenda: tomorrow
June 29th: 3-5 pm

ASC Committee

John Buchanan (chair)
Sue Cesar 2-7831
Carol Emch 2-7951
Margaret Weinberg 2-6029

*First copy of duel letter to Sue C.
ASC Executive Committee Minutes
June 30, 1987

PRESENT: Blair, Bowers, Buckenmyer, Cleveland, Conrad, Crawford, Stickler, Yon

ABSENT: Hughes, Fitzgerald

1. Early Retirement Incentive Program for PERS members was approved by the Trustees on June 26. ASC will send a follow up memorandum to the administration expressing thanks and reiterating ASC concern that the released monies be used for Administrative Staff positions.

2. The communications network was reviewed.

3. There was agreement that for 1987-88, the Executive Committee will continue to meet at 12 on the second and fourth Thursdays. NS will check about cheaper lunches and about bringing our lunches from downstairs in the Union.

4. Committee appointments were suggested as follows. All nominees will be contacted to ascertain their willingness to serve.

Ferrari Award Committee
Katrina Meyer
David Wu
Bob Arrowsmith
Sue Crawford
1987 winner

Scholarship Committee
Ann Bowers, Chair
Sue Cerny
Laura Emch
John Buckenmyer
Margaret Weinberger

Elections Committee
Norma Stickler

Amendments and Bylaws Committee
Gail Richmond, Chair
Norma Stickler

Professional Development
Dave Weinandy, Chair
Jim Hoy
Linda Katzner
Joyce Kepke
Fran Voll
Personnel Welfare Committee
Rich Hughes, Chair
Pat Fitzgerald
Linda Swaisgood
Ed O'Donnell
Diane Regan
Scot Bressler

Finance Committee
Pat Fitzgerald

5. Arrangements for the August 24 opening day reception were discussed. Donations will be collected (by PY). Notices will be sent to all administrative staff. Council members will be reminded at the August meeting to urge their constituents to come. The Ferrari Award will be given and past recipients of the award will be given small plaques. Members of the administrative staff who have completed 15, 20, 25, etc. years of service at the University will be recognized, as will new administrative staff.

6. Agenda items and goals for 1987-88
   1. Cardinal Casualty Insurance is canceling liability coverage. Administrative Staff need to receive written clarification regarding the extent to which the general State of Ohio liability coverage applies to administrative staff in their work situations.
   2. Plan for career paths
   3. Work with the new Director of Administrative Staff Personnel Services regarding general liaison, attendance at Personnel Welfare Committee meetings, clerical assistance, etc.
   4. Develop a comparison study of staffing levels
   5. Seek representation for the ASC chair at Thursday night meetings of Trustees
   6. Review grievance and non-renewal policy.
   7. Conduct salary surveys, in conjunction with ASPS office.
   8. Continue fundraising campaign for ASC scholarship.

7. The next meeting of ASC Executive Committee will be August 4, 1987 in the Canal Room of the Union.

NOTE TO EXECUTIVE COMMITTEE MEMBERS:

I have checked with the Union regarding our Canal Room luncheons. Since we are "such good customers," they will allow us to bring to the Canal Room food and drink purchased in the Union. They will monitor the situation to see if it causes any problems. We are asked to do our own cleanup.

Norma J. Stickler