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Monitor Newsletter December 20, 1982

Bowling Green State University

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Monitor

Vol. VI, No. 24

Bowling Green State University

December 20, 1982

In Brief. . .

Admissions reminder

The Office of Admissions has issued a reminder that the Dec. 15 and Feb. 1 dates listed in admissions materials as "deadlines" for submitting applications for the 1983-84 academic year are not "deadlines," but dates recommended to ensure consideration for admission to specific colleges.

John Martin, director of admissions, said no deadlines for submission of applications have been determined. Applications to the College of Business Administration will be accepted well beyond the recommended Dec. 15 date. Applications to the other colleges also will be accepted beyond the suggested Feb. 1 date.

Martin said a closing date for admissions will be announced when the admissions office perceives it has received enough applications to fill the freshman class.

Merry Christmas!

The Christmas holiday period for University employees will be observed from Thursday, Dec. 23, through Sunday, Dec. 26.

The period has been extended by assigning one of the three "floating" holidays for 1981 to Thursday, Dec. 23.

Saturday, Jan. 1, 1983, is New Year's Day. Because the holiday falls on a Saturday, it will be observed at the University on Friday, Dec. 31.

Classes are not scheduled to meet on any of the holidays. Only those activities deemed absolutely essential by area supervisors will continue during that period. The policy regarding holiday payment for classified employees is contained in Section 1, Personnel Procedure Memorandum No. 11.

Payday Dec. 30

Classified staff and student paychecks due to be issued on Thursday, Dec. 30 (Friday is a University holiday) will not be available until after 11 a.m. that day. There will be no early pick-ups.

No MONITOR Dec. 27

Faculty and staff are reminded that because of the Christmas holidays which will be observed at the University on Dec. 23 and 24, there will be no MONITOR on Monday, Dec. 27.

There will be a MONITOR on Monday, Jan. 3, but because of the short week preceding, all copy for that issue must be submitted no later than noon Tuesday, Dec. 28.

Final reminder

Faculty are reminded by the Office of the Vice President for Academic Affairs that fall semester grades must be turned in by Tuesday, Dec. 21.

New interest rates for savings bonds

The Office of the University Treasurer has received notification from the U.S. Treasury Department that United States Savings Bonds will earn 11.09 percent interest during their first "market-based" interest period, Nov. 1, 1982-April 30, 1983.

The new rate is effective for Series EE Bonds purchased between November and April and for Series E and EE Bonds and Savings Notes with semi-annual interest periods beginning during those months, when they are held at least five years.

Under the new market-based system that went into effect Nov. 1, new bonds

Committee sets qualifications for academic affairs position

Feb. 21 has been set as the deadline for receipt of nominations and applications for the position of vice president for academic affairs and provost.

The search and screening committee for that position has developed with President Olscamp a description of duties and qualifications for the post, as follows:

"The vice president and provost is the chief academic officer of the University and the chief budgeting officer. As chief academic officer, the vice president works with the deans of the various colleges to provide leadership in the coordination, supervision and advancement of the research and curricular activities of the faculty, in monitoring and approving tenure and promotion decisions, as well as faculty hiring, and in recommending various academic policy and financial changes to the president and the Board of Trustees. As chief budgeting officer, the vice president serves as chair of the budget committee of the University, which is composed of the other vice presidents. This committee recommends to the

president all changes in the overall University budgets. The vice president serves at the pleasure of the president, and the salary is competitive."

The description will be included in an advertisement for the position to be published in the Chronicle of Higher Education Jan. 5 through Feb. 2. Candidates must possess the terminal degree in their field, a distinguished record of scholarly achievement and significant academic and administrative experience.

Nominations and applications, including vitae and credentials, are to be sent to Dr. Frank Baldanza, English, chair of the search committee, c/o of the Office of the President.

All faculty and staff are being encouraged to nominate individuals for the position, and final candidates will be invited to Bowling Green to meet the campus community.

The new vice president is expected to be named at the May 13 meeting of the Board of Trustees.

Administrative staff elect new council

Thirty-one people have been elected to the newly formed Administrative Staff Council which will represent the University's administrative (contract) staff.

Elected to three year terms from their respective areas were Cary Brewer, registration and records; Zola Buford, registration and records; Dr. James Litwin, institutional studies; Norma Stickler, academic affairs; Susan Caldwell, personnel support services; Joseph Martini, bursar; Gregg DeCrane, student organizations and new student programs; Derek Dickinson, standards and procedures; Richard Lenhart, student affairs; and Patrick Fitzgerald, WBGU-TV.

Elected to two-year terms were Kathleen Hart, general studies writing; Joyce Kepke, continuing education; Judi Roller, registration and records; Marian Ronan, research services; James Corbitt, food operations; Robert Arrowsmith, student activities; Wayne Colvin, residence life; Dr.

Janice Lloyd-Sladky, Health Center; Larry Weiss, alumni affairs, and Deborah Weiser, public relations.

Serving one-year terms will be Jan ScottBey, handicapped services; Tom Glick, admissions; Linda Hamilton, academic affairs; Joan Morgan, Center for Education Options; Charles Schultz, computer services; Charles Coddling, physical plant; Robert Hayward, physical plant; Terry Appolonia, residence life; Karen DeRosa, Student Recreation Center; James Treeger, athletics; and Joan Gordon, WBGU-TV.

Representatives were elected proportionally from five general areas: the president's office (1), academic affairs (12), business operations (5), student affairs (9), and University relations (4). Terms of office within each area were determined by the number of votes received during the election, which included all administrative staff.

Transportation services reduces rates

Effective immediately, the rates charged to offices and departments which lease vehicles from transportation services have been reduced.

The following rates are now in effect:
Sedans--\$31 per day plus gasoline
Station Wagons--\$37 per day plus gasoline
Vans--\$39 per day plus seven cents per mile plus gasoline.

Bus rates remain as follows:

38-passenger--\$1.10 per mile plus fuel charge, or \$14 per hour (two-hour minimum) plus fuel charge, whichever is greater

47-passenger--\$1.30 per mile plus fuel charge, or \$16 per hour (two-hour minimum) plus fuel charge, whichever is greater. Bus charges do not include driver's meals, toll charges or lodging.

Faculty and staff are reminded that a 15 percent discount will be allowed on all vehicles, except buses, rented during the summer, Christmas break or spring recess. The same discount will be allowed on vehicles leased for 14 consecutive days or more. Insurance costs are included in all rates.

University vehicles may be leased to faculty and staff on University business which is sponsored by an office or department. A valid driver's license, budget and cost number must be presented by the individual seeking to obtain the vehicle. For additional information, contact transportation services at 372-2251.

and those already outstanding receive 85 percent of the average return on five-year Treasury marketable securities when held five years or longer after Nov. 1, 1982. Each semi-annual savings bond rate is based on the Treasury five-year rate for the preceding six months.

Although the University is not currently involved in a bond campaign, faculty and staff are reminded that payroll deductions for bonds can be arranged by contacting the payroll office in the Administration Building.

Board of Trustees

The University's sixth president and two former faculty member/administrators were honored by the Board of Trustees at its Dec. 10 meeting.

Dr. William T. Jerome III, president of Bowling Green from 1963-1970, and Dr. James Paul Kennedy, dean emeritus of the College of Musical Arts, were recognized for their years of service when University facilities were named in their honor. Dr. Joseph K. Balogh, former dean of the College of Health and Community Services, was designated a Trustee Professor.

Jerome's name has been permanently affixed with the University Library, which will now be formally designated the William T. Jerome University Library. Kennedy, a teacher and administrator for 42 years until his retirement in 1978, was honored by having the Green Room, a faculty lounge and reception area in the Moore Musical Arts Center, named for him. The room will now be formally known as the James Paul Kennedy Green Room.

Balogh, the first dean of the College of Health and Community Services and chair of the department of sociology from 1965-1973, retired in 1980. He joined the sociology department in 1949 and remains on the faculty as an emeritus professor. The Trustee Professorship is accorded only to those persons who have served with distinction as a senior administrator and have then returned to the teaching ranks.

In other action, the board approved a change in the dependent fee waiver policy which provides fee waiver benefits for employees' children who do not qualify as

dependents under IRS regulations but who nevertheless receive support from the employee/parent.

The board also elected Philip Mason, assistant to the president, as its secretary, succeeding Richard Edwards, vice president for University relations, who has held the secretary's post more than 10 years.

In his report to the board, President Olscamp announced tentative plans to proceed with computerization of the financial aid office during the coming year because the University currently is one to three months behind other state institutions in notifying students of aid they may receive. Olscamp noted that in a time when enrollments are dropping and competition for students is more severe, "we need to be able to address financial aid more rapidly."

Commenting on enrollment problems, Olscamp noted that as of Dec. 1, 2,771 freshman applications and 181 transfer student applications had been received in the admissions office, representing a 24 and 30 percent decline, respectively, from corresponding application counts at the same time last year. Noting that Bowling Green's situation is not unlike that of other institutions in the state, he said, however, "If these lower application figures continue to hold in the months ahead, it will be essential for us to take steps to plan for a seriously lower enrollment, and therefore a lowered funding base, for the fall of 1983." Estimated spring semester enrollment is 744 less than the comparable winter quarter 1982 figures, Olscamp said, adding that fall semester enrollment was 745 below last year's fall term enrollment and "thus, the enrollment trend from first academic term to the second academic term appears to be quite stable."

Noting the need to prepare for an enrollment decline based purely on demographics (there is a 5.5 percent decrease in the number of Ohio high school seniors this year), Olscamp said "it will be more important than ever for us to involve our alumni association and other similar organizations in the recruitment of qualified students. We are already pursuing this."

Olscamp said he will present the Faculty Senate's proposed financial exigency policy for board consideration in January, adding that he personally supports the plan and considers it "one of the better financial exigency policy

statements when compared with others I have read from across the country."

He summarized for the board a shortfall which has occurred in the general fee budget resulting from both the \$9 per semester reduction in the general fee approved last summer and the enrollment decline experienced this fall. He said the projected \$110,000 shortfall will be handled this year by reducing the amount previously budgeted for depreciation reserves for bonded facilities supported by the general fee.

Olscamp also announced to the board that the Office of Academic Affairs has created three committees: a teaching loads committee chaired by Dr. Jack Thomas, history, which will investigate equity in the distribution of teaching loads and make recommendations regarding the definition of teaching loads relative to research and service commitments; a teaching effectiveness committee, chaired by Dr. Peter Wood, education, which will make recommendations to enhance teaching effectiveness and assess such effectiveness; and a committee on strategies for retention of minority students, chaired by Dr. Mary Edmonds, health and community services, which has been charged with developing a plan to increase the number of minority students at the University both through recruitment and retention.

In addition, Olscamp said Dr. Kenneth Rothrock, sociology, is chairing an ad hoc committee which will evaluate current strategies for responding to the needs of non-traditional students and recommend changes that will provide a better learning environment for those students.

Dr. Ronald Stoner, physics and astronomy, chair of the Faculty Senate, told the board in his report that Dr. Betty van der Smissen, who chaired the committee which drafted the final form of the proposed financial exigency plan, also will chair a committee which will deal with Olscamp's suggestions for revision of the Academic Charter.

He also announced to the board that the Faculty Welfare Committee has recommended that optional vision/dental insurance for the families of faculty and administrative staff not be implemented this year because of the current high estimated cost. He said the faculty support a family vision/dental insurance package which would be primarily funded by the University.

Employment Opportunities

CLASSIFIED EMPLOYMENT OPPORTUNITIES NEW VACANCIES

Posting Expiration Date: Monday, Jan. 3, 1983

- 1-3-1 **Clerk 1**
Pay Range 2
Northwest Ohio ETV Foundation
Permanent part-time
Grant-funded
- 1-3-2 **Cook 1**
Pay Range 3
University Food Operations/
McDonald Dining Hall
Nine-month full-time
- 1-3-3 **Food Service Worker**
Pay Range 1
University Food Operations/
McDonald Dining Hall
Nine-month full-time
- 1-3-4 **Typist 1**
Pay Range 3
Mathematics & Statistics
Temporary full-time
from 2-1-83 to 6-1-83
- 1-3-5 **Administrative Secretary 1**
Pay Range 28
College of Arts &
Sciences
Dean's Office

CONTINUED VACANCIES

Posting Expiration Date: Monday, Dec. 20, 1982

- 12-20-1 **Clerk 2**
Pay Range 3
Residence Programs/Harshman
Nine-month part-time
- 12-20-2 **Food Service Manager 2**
Pay Range 28
University Food Operations/
Harshman Dining Hall
- 12-20-3 **Storekeeper 1**
Pay Range 25
University Union

Faculty/Staff Positions

The following faculty positions have been authorized:

Accounting and MIS: Assistant/associate professor. Contact Lloyd Buckwell (2-0045). Deadline:

Open

College Student Personnel: Visiting assistant professor. Contact Gerald Saddleire (2-0151).

Deadline: Invitation

Computer Science: Instructor. Contact Faculty Search Committee (2-2337). Deadline: Open

Marketing: Assistant professor and assistant/associate professor (two positions). Contact Stephen Goodwin (2-2041). Deadline: Jan. 10, 1983

Academic Council

A date for fall semester commencement in the 1983-84 academic year was set by Academic Council at its Dec. 1 meeting.

The calendar, as approved by council on May 5, 1982, did not specify a date for the December commencement, which has now been set for Thursday, Dec. 22, the day following the end of the final examination period. Examinations are scheduled to begin on Friday, Dec. 16, and continue on Dec. 17 and Dec. 19-21.

Council also approved a motion, tabled at the Nov. 17 meeting, which will allow the Office of Registration and Records, when converting from quarter to semester hours, to "use its own good judgment in rounding credits for transfer students when appropriate."

Another motion, which will allow acceptance of two one-quarter-hour courses as complying with the physical education requirement under the semester system, was approved. The action was taken to allow some flexibility for continuing students who are converting

their quarter system courses to the semester curriculum. Also approved, after considerable discussion, was a motion which will allow transfer students to transfer two one-quarter-hour courses in HPER and meet compliance with the University's physical education requirement. The motion applies to all present and future transfer students. A motion which would have limited the terms of the flexibility of HPER conversion to this academic year was defeated.

Dr. Melvin Hyman, speech communication, who chaired the Academic Council subcommittee on the role and functions of the council, discussed the subcommittee's report, noting that the group has concluded that council should become a committee of the Faculty Senate, retaining its present membership but adding additional faculty members from the larger colleges (a total of four additional faculty, given the present college sizes).

In response to questions about the future functions of the Academic Council, Hyman noted that the subcommittee had not discussed those functions in any detail but had proceeded from an assumption that the council would continue to deal with broad curricular and academic policy issues, as it now does. Hyman said the subcommittee did not wish to tamper substantially with the Academic Council's present functions.