1985

Minutes 1984-1985

Bowling Green State University. Administrative Staff Council

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**Index:** _X_ None

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**Notes**

1. Colored Ink
2. Photocopies
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<thead>
<tr>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>Bob Arrowsmith</td>
<td>Office of Vice President for Student Affairs</td>
</tr>
<tr>
<td>Cary Brewer</td>
<td>Office of Registration and Records</td>
</tr>
<tr>
<td>Zola Buford</td>
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<tr>
<td>Jill Carr</td>
<td>Housing</td>
</tr>
<tr>
<td>Wayne Colvin</td>
<td>Greek Life</td>
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<td>Jim Corbett</td>
<td>Auxiliary Services</td>
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<td>Susan Darrow</td>
<td>Honors Program</td>
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<tr>
<td>Gregg DeCrane</td>
<td>Student Activities</td>
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<tr>
<td>Derek Dickinson</td>
<td>Standards and Procedures</td>
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<td>Nan Edgerton</td>
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<td>Management Support Services</td>
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<td>Kathy Hart</td>
<td>General Studies Writing</td>
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<td>Deb Heineman</td>
<td>Financial Aid and Student Employment</td>
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<td>Athletic Department</td>
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<td>Joyce Kepke</td>
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<td>Jim Litwin</td>
<td>Institutional Studies</td>
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<td>Joe Martini</td>
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<td>Joan Morgan</td>
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<td>Larry Weiss</td>
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<td>College of Education</td>
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<td>Paul Yon</td>
<td>Library</td>
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<td>Ron Zwierlein</td>
<td>Recreation Center</td>
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<tr>
<td>Norma Stebler</td>
<td>Academic Affairs</td>
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Administrative Staff Council-Financial Report
September, 1984

Balance carried forward from 1982-83 Budget $799.16
1983-84 Budget Allocation 1500.00
Available monies for 1983-84 Fiscal Year $2299.16

Expenses 1983-84

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Supplies</td>
<td>$48.35</td>
</tr>
<tr>
<td>Equipment - file cabinet</td>
<td>178.07</td>
</tr>
<tr>
<td>Duplication</td>
<td>176.50</td>
</tr>
<tr>
<td>Student Labor for Elections</td>
<td>80.40</td>
</tr>
<tr>
<td>Food (V.P. lunches &amp; quests)</td>
<td>26.20</td>
</tr>
<tr>
<td>Plaques</td>
<td>53.00</td>
</tr>
<tr>
<td>Academic Charters</td>
<td>855.00</td>
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<tr>
<td>Ferrari Award</td>
<td>250.00</td>
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<tr>
<td><strong>Total 83-84 Expenditures</strong></td>
<td><strong>1667.52</strong></td>
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Carry-over to 1984-85 Fiscal Year 631.64

1984-85 Budget Allocation 1550.00

Available monies for 1984-85 Fiscal Year $2181.64

Foundation Account

Income:

<table>
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<tr>
<th>Description</th>
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<tr>
<td>Receipts from 1983 opening day event</td>
<td>46.90</td>
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<tr>
<td>Donation - May 1984</td>
<td>30.00</td>
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<tr>
<td>Receipts from 1984 opening day event</td>
<td>54.00</td>
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<tr>
<td><strong>Total Income</strong></td>
<td><strong>$130.90</strong></td>
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Expenses:

<table>
<thead>
<tr>
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<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>1983 opening day event</td>
<td>38.63</td>
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<tr>
<td>1984 opening day event</td>
<td>38.85</td>
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<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>$77.48</strong></td>
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<td><strong>Total Available</strong></td>
<td><strong>$53.52</strong></td>
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1984-85 Administrative Staff Council
Meeting Schedule

Full Administrative Staff Council
1:30 p.m. - 3:30 p.m.

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, September 6, 1984</td>
<td>Taft Room</td>
</tr>
<tr>
<td>Thursday, October 4, 1984</td>
<td>Taft Room</td>
</tr>
<tr>
<td>Thursday, November 1, 1984</td>
<td>Alumni Room</td>
</tr>
<tr>
<td>Thursday, December 6, 1984</td>
<td>Taft Room</td>
</tr>
<tr>
<td>Thursday, January 10, 1985</td>
<td>Taft Room</td>
</tr>
<tr>
<td>Thursday, February 7, 1985</td>
<td>Taft Room</td>
</tr>
<tr>
<td>Thursday, March 7, 1985</td>
<td>Taft Room</td>
</tr>
<tr>
<td>Thursday, April 4, 1985</td>
<td>Taft Room</td>
</tr>
<tr>
<td>Thursday, May 2, 1985</td>
<td>Taft Room</td>
</tr>
<tr>
<td>Thursday, June 6, 1985</td>
<td>Taft Room</td>
</tr>
</tbody>
</table>

Executive Committee Meetings

Noon - 1:30 p.m. Lunch will be served.

All in Canal Room

<table>
<thead>
<tr>
<th>Date</th>
<th>Date</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>August 28, 1984</td>
<td>December 11, 1984</td>
<td>April 9, 1985</td>
</tr>
<tr>
<td>September 11, 1984</td>
<td>January 8, 1985</td>
<td>April 23, 1985</td>
</tr>
<tr>
<td>September 25, 1984</td>
<td>January 22, 1985</td>
<td>May 14, 1985</td>
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<tr>
<td>October 9, 1984</td>
<td>February 12, 1985</td>
<td>May 28, 1985</td>
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<td>October 23, 1984</td>
<td>February 26, 1985</td>
<td>June 11, 1985</td>
</tr>
<tr>
<td>November 13, 1984</td>
<td>March 12, 1985</td>
<td></td>
</tr>
<tr>
<td>November 27, 1984</td>
<td>March 26, 1985</td>
<td></td>
</tr>
</tbody>
</table>
Administrative Staff Scholarship Fund

Goal: Establish a scholarship endowment fund through the Bowling Green State University Foundation with the intent of using the interest for scholarships.

Funding: Yearly fund drive to ask each of the 300 members of the Administrative Staff to contribute at least $12 a year equivalent to a contribution of $1 a month via both personal contribution or payroll deduction.

How: Each year, a committee be established to do two things:

1) handle the fund drive
2) distribute scholarship

Reasons for Such a Project:

Provide much needed scholarships to Bowling Green State University students.

Provide a visibility for Administrative Staff.

Increase amount of interest available for disbursement.

Will not interfere with current University fund drives.

If approved today for further review:

1) Need a committee of 3 or 4 volunteers to coordinate this project.

2) Meeting with Larry Weiss and Jim Hodges.

3) Prepare formal proposal to be presented next ASC meeting (October 4) followed shortly thereafter by the actual fund drive.

4) Develop for approval a formal agreement with the Foundation.

Zola
Del
Jane Wood
Bf

Joe attend initial meeting
MEMORANDUM

TO: Administrative Staff Council Members
FROM: Jill Carr, ASC Secretary
RE: Meeting Reminder

August 29, 1984

This is to remind you of our first meeting of the 1984-85 academic year. The meeting is scheduled for Thursday, September 6, 1984 at 1:30 in the Taft Room of the University Union.

Agenda items will include:
1. Review of Goals and Objectives for 1984-85
2. Report from the Professional Development Committee
3. Report from the Evaluation Committee
4. Committee Assignments for 1984-85
5. Establishment of an Administrative Staff Scholarship

Please note that all council meetings will begin at 1:30 p.m. not 1:00 p.m.

Enclosed is an updated roster. Some changes have occurred in our membership. Please destroy the original roster.

If you cannot attend this meeting, please contact me at 2-2011.

Thank you.

JC/jm

Enclosure

J. Martini opened the meeting at 1:35 p.m. He announced that Jim Harris has left the University. His position on the ASC will be filled by Kevin McHugh. Introductions of the Executive Committee and all ASC members then took place.

The goals and objectives for 1984-85 were reviewed. These will include:

- development of an administrative staff professional leave policy - the professional development committee will work on this
- the evaluation and merit committee chaired by Wayne Colvin will continue compiling information
- a committee will be established to look into the possibility of direct ASC representation to the Board of Trustees
- the guest speaker program will continue, Susan Caldwell, Dr. Paul Olscamp, and possibly the college deans will be invited
- increased communication with constituents will occur
- our relationship to the role and mission statement will be discussed
- health care benefits will be studied
- continued and increased University committee representation will be attempted
- the establishment of an administrative staff scholarship will be investigated
- the exigency committee will be revived and will develop a statement of procedure
- a committee will be established to look at salary equity among administrative staff
- further investigation regarding on campus child care will take place

Jim Litwin and Kathy Hart presented the Professional Development Committee report.

This report included the following items:

- a replacement to fill Joan Gordon's position is needed
- persons interested in working on this committee should contact Litwin, Hart, or Martini
- the workshop policy will be forwarded to the Vice Presidents for approval
- a workshop agenda is being developed; these will include a follow-up to the computer program, a session on evaluating performance, and one on getting organized
it is recommended that 2 sessions be held after ASC meetings to discuss merit pay and the organization of BGSU

- this committee will work with CSAC and examine the tapes on well being

- work has begun on the development of a professional leave policy; policies from other institutions such as the U. of Cincinnati and Ohio University are being reviewed, 2 open hearings have been scheduled for all Administrative Staff to express opinions and offer suggestions on what should be included in this policy. These will be held on Wednesday, September 19 at noon and Thurs. September 20 at 4 p.m.

Wayne Colvin presented a report on the evaluation survey. A 50% response was received. All written comments have been compiled. Computer Services is compiling all additional data. Wayne will present a final report at our next meeting. This committee will also conduct a survey regarding merit. It was suggested that the report on the Contract Staff Classification Study be located.

Committee assignments were reviewed. Anyone interested in serving on the Human Relations Commission should indicate so by Thursday.

J. Martini suggested that Cary Brewer serve as his designee to the President's Panel. Norma Stickler and Bob Arrowsmith will review and update our by-laws.

A committee is needed to review the Administrative Staff Handbook. N. Stickler suggested looking at the "contract status policy", the grievance policy, and the lost vacation policy.

J. Martini expressed his appreciation to Gregg DeCrane for chairing the Ferrari Award Committee. A new committee is needed for this year.

J. Martini presented a proposal to establish an Administrative Staff Scholarship. Discussion took place regarding this idea. W. Colvin entered a motion to adopt the proposal and establish a committee to work out the details. Motion seconded by J. Morgan. Motion carried. Committee members will include Zola Buford, Bob Arrowsmith, Jane Wood, and Deb Heineman.

Announcements

J. Litwin requested that ideas regarding the leave policy be sent to him if someone cannot attend one of the open hearings.

Congratulations were extended to Zola Buford for being the 1983-84 recipient of the Ferrari Award.

Thanks were expressed to J. Sharp and J. Carr for assisting with the wine and cheese opening reception.

J. Martini extended appreciation to Norma Stickler and Cary Brewer for moving us forward as an organization.

Judi Roller has accepted a new position at Wright State University. She will leave BG as of 9/21.
Our next meeting will be Thursday, October 4 at 1:30 in the Taft Room of the University Union.

Respectfully submitted,

Jill Carr
ASC Secretary
Administrative Staff Council
Emergency Meeting
September 10, 1984
Minutes

Members Present: Jane Wood, Pat Fitzgerald, Pat Koehler, Judi Roller, Bob Hayward,
Ruth Friend, Joyce Kepke, Deb Weiser-McLaughlin, Ron Zwierlein, Carol Huston,
Jim Litwin, Bob Arrowsmith, Joan Morgan, Jill Carr, Wayne Colvin, Gregg DeCrane,
Jan Scottbey, Jim Sharp, Zola Buford, Joe Martini, Paul Yon

The Administrative Staff Council called an emergency meeting on September 10, 1984
to discuss a proposal presented by R. Eakin and P. Nusser regarding 1984-85 group
insurance rates.

After extensive discussion a motion was entered by J. Sharp for approval of the
proposal. Motion was seconded by P. Fitzgerald. An amendment to the motion was
then entered by W. Colvin and seconded by Z. Buford. The amendment reads:

"The ASC endorses the 1984-85 group insurance rate proposal with the
recommendation that the Insurance Committee further investigates the
issue of single vs. composite rates and the issue of the University
picking up family coverage."

The motion carried as amended.

This will be forwarded to R. Eakin.

Respectfully submitted,

Jill Carr
ASC Secretary

Enclosure
MEMORANDUM

TO: Cary Brewer
    Jim Corbitt
    Susan Darrow
    Derek Dickinson
    Nan Edgerton
    Jack Gregory
    Kathy Hart
    Deb Heineman
    Kevin McHugh
    Marshall Rose
    Norma Stickler
    Larry Weiss

FROM: Jill Carr, ASC Secretary

RE: Emergency ASC Meeting Held on 9/10/84

An emergency Administrative Staff Council meeting was held yesterday to discuss a proposal for changes in the 1984-85 group insurance rates. A presentation regarding the proposal was made by Dr. Richard Eakin and Paul Nusser. A copy of the proposal is attached for your review. In addition a copy of the motion approved by the ASC and sent to Dr. Eakin is included.

If you have any questions or comments, please contact me, Joe Martini, or Gregg DeCrane.

Thank you.

JC/jm

cc: Joe Martini
    Gregg DeCrane
MEMORANDUM

TO: Administrative Staff Council Members

FROM: Jill Carr, ASC Secretary

Our next council meeting is scheduled for Thursday, October 4, 1984 at 1:30 p.m. in the Taft Room of the University Union. Agenda items will include:

1. presentation by Susan Caldwell
2. update on the ASC scholarship
3. proposed communication network
4. report from professional development committee
5. report from evaluation/merit committee
6. update on committee assignments

Enclosed are 2 documents for your review prior to the meeting. Please read these carefully as they will be discussed at our meeting.

If you cannot attend this meeting, please contact me in advance.

Thank you.

JC/jm
MEMORANDUM

TO: Kathy Hart
    Jim Litwin

FROM: Susan Caldwell

SUBJ: Guidelines for Professional and Educational Development Programs

The Guidelines for Professional and Educational Development Programs have been approved by President Olscamp and the Administrative Council with a change to item 7 under PROCEDURES. That item should be changed to read: "Participation in professional and educational development programs during regular work hours must be approved by the employee's area vice president."

I am pleased that the guidelines have the approval both of Administrative Staff Council and Administrative Council (with the one item correction). I feel that they provide an excellent basis for the Professional Development Subcommittee and my office to work together on future training and development programs.

I would appreciate your forwarding this information to the Administrative Staff Council for appropriate action on the correction to item 7. Thanks, and thanks again for your hard work in preparing the guidelines.

SC:mmb
xc: Joe Martini

ORIGINAl MOTION APPROVED BY ASC ON 6/14/84

"Participation in professional and educational development programs during regular work hours is a decision to be resolved by the individual staff member and his/her supervisor."
Bowling Green State University

Office of the Vice President
for Operations
Bowling Green, Ohio 43403
Cable: BCSUOH

MEMORANDUM

September 11, 1984

TO: Dr. Dwight Burlingame, Vice President for University Relations

Dr. Eloise Clark, Vice President for Academic Affairs

Dr. Richard Eakin, Vice President for Planning and Budgeting

Dr. Mary Edmonds, Vice President for Student Affairs

FROM: Karl E. Vogt

Vice President for Operations

RE: Benefits for Permanent Part-Time Classified Staff

Please be advised that permanent part-time classified staff are eligible to receive vacation and fee waiver benefits subject to conditions described below.

1. Vacation Benefits

Permanent part-time classified staff employed on a fiscal year basis would earn vacation time on a pro-rated basis depending on the amount of hours worked-per pay period. It is required that vacation time be taken in lieu of working. Permanent part-time staff would not be replaced in their positions while on vacation. The scheduling of vacation time requires the approval of the staff member's supervisor and would only be taken after completion of 2080 hours of University employment. Also, classified staff members' previous years of service to the University will be taken into account when deciding the original annual rate of vacation. Accrued vacation hours must be used each year and cannot be carried forward. Moreover, permanent part-time classified staff, at the time of separation from University employment, will not be eligible to receive payment for unused vacation time. Effective date of the vacation benefit is 27 August 1984.

2. Classified Staff Fee Waiver

After one year of service (equivalent to 2080 hours) to Bowling Green State University as a permanent part-time staff member, the individual will be eligible for a fee waiver. Entitlement of fee waiver benefits is restricted to a pro-rated portion of hours employed - for example,
September 11, 1984
Page 2

A permanent part-time classified staff member employed 20 hours/week would be eligible for an equivalent of two courses of waived fees over the fiscal year. Moreover, classified staff fee waivers would be subject to the same regulations as apply to full-time staff members. (Reference: page 6, 1984-85 Classified Staff Handbook). Effective date of the permanent part-time staff member fee waiver benefit is Spring Semester, 1984-85.

In addition to these benefits, permanent part-time classified staff members will receive a Part-Time Employee Handbook, University discounts, an identification card and University Library privileges.

Please inform Deans, Directors and department heads within your respective areas of the extension of the University fringe benefit program - especially, vacation and fee waiver benefits - to include permanent part-time classified staff (subject to conditions described above).

Personnel Support Services is responsible for the overall administration of the benefit program for permanent part-time classified staff. Questions regarding the structure and administration of the benefit program should be addressed to Richard Rehmer, Director, Personnel Support Services.

has

xc. Phil Mason
Richard Rehmer
Harold Smith
MEMORANDUM

TO: Administrative Staff Members, Planning & Budgeting Area
FROM: Jill Carr, Secretary, Administrative Staff Council
RE: Election Results

I am pleased to announce that Dick Conrad, Director, Computer Services has been elected to the Administrative Staff Council. Dick will complete Judi Roller's term on the Council.

I appreciate your cooperation and participation in the nomination and election process. If you have any questions, please give me a call.

Thank you.

JC/jm

cc: Linda Swaisgood
    All ASC Members
ADMINISTRATIVE STAFF COUNCIL
Oct. 4, 1984
AGENDA

1. Presentation by Susan Caldwell
2. Update on ASC Scholarship
3. Proposed communication network
4. Report from Professional Development Committee
5. Report from Evaluation/Merit Committee
6. Update on committee assignments
Administrative Staff Council
Minutes
October 4, 1984

Members Present: Joyce Kepke
Jill Carr
Paul Yon
Jan Scottbey
Bob Arrowsmith
Pat Fitzgerald
Joan Morgan
Joe Martini
Deb Heineman
Gregg DeCrane
Nan Edgerton
Jim Litwin
Wayne Colvin
Kathy Hart
Sue Cerny (for D. Conrad)
Deb Weiser-McLaughlin
Norma Stickler
Ron Zwierlein

Members Absent: Ruth Friend
Jane Wood
Carole Huston
Jim Corbitt
Cary Brewer
Jim Sharp
Bob Hayward
Jack Gregory
Derek Dickinson
Susan Darrow
Marshall Rose
Larry Weiss
Pat Koehler
Zola Buford
Kevin McHugh

The meeting was called to order at 1:35 p.m. by Joe Martini, Chair. It was announced that Dick Conrad has been elected from the Planning and Budgeting area to finish out Judi Roller's term.

A presentation was made by Susan Caldwell, Director of Administrative Staff Personnel Services. All members received a copy of the office personnel roster and office functions. In addition, S. Caldwell described the future goals of this office. They include:

- more training programs
- review of evaluation and merit process
- utilization of microcomputer
- increased visibility

S. Caldwell stated that she views the ASC and her office as independent of one another, however effective communication is a necessity and she can provide assistance to the ASC.

Several ASC members asked questions. These included:

"What is the status of the Contract Staff Classification Study?"
Response: The results are being reviewed by several Vice Presidents. They will, in turn, respond to S. Caldwell.

"Will the Administrative Staff be asked to conduct a study similar to the Faculty Compression Study?"
Response: This has not been initiated as yet.

"How many personnel files does each administrative staff member have?"
Response: The official personnel file is kept in S. Caldwell's office. Other supervisors or vice-presidents can keep their own personnel files. A program will be implemented to provide vitae updates, resumes, and job descriptions.

"Will a general evaluation form for Administrative Staff be developed?"
Response: There is a possibility of this. Some differentiation will be necessary.
A report was submitted by the Administrative Staff Scholarship committee. Areas covered in the report are:

1. timetable
2. goals & objectives
3. contributions, solicitation network, identification of candidates, and awarding procedure
4. criteria for the scholarship

After much discussion it was decided that more time is needed. The committee members will bring back more information to the 11/1 meeting. In addition, each ASC member should present this proposal to his/her constituents for feedback.

Jill Carr presented the proposed communication network. This proposal will enable ASC members to communicate more closely and frequently with constituents. Council members were asked to review the list. Any errors or omissions should be brought to the attention of J. Carr. The network will be formalized at the 11/1 meeting.

J. Martini presented the list of all committees and their membership.

J. Litwin presented the Professional Development Committee report. Discussion took place regarding the change requested by Administrative Council to our professional development workshop policy. No action was taken at this meeting. The 5 area executive committee representatives were asked to speak with their respective vice presidents and obtain their reactions to this policy.

J. Litwin also reported on the professional leave hearings. Six persons attended and 4 letters were received. A variety of ideas and suggestions were submitted. The following timetable will be followed:

- a draft of the policy to ASC at the 11/1 meeting
- draft to all administrative staff for comment
- cost analysis
- end of semester - circulated and commented draft back to ASC
- final action to be taken in January

The results of the evaluation study will be presented at the next meeting.

In closing, J. Martini expressed his concern regarding attendance and members leaving meetings early. Council members are requested to commit 1½ hours per month for our meeting. If a member must be absent, a substitute should be sent. It is essential that attendance be maintained. J. Martini agreed to send a memo and a copy of the by-laws to all members regarding this issue.

Council members were asked to prepare questions for Dr. Olscamp. He will attend our 11/1 meeting at 1:30 in the Alumni Room of the University Union.

Respectfully submitted,

Jill Carr
Secretary
ADMINISTRATIVE STAFF COUNCIL COMMITTEE

By-Law Committee - Bob Arrowsmith, Norma Stickler

Election Committee - Jill Carr (Chair)

Evaluation/Merit Committee - Wayne Colvin, Nan Edgerton, Joan Morgan, Norma Stickler

Ferrari Award - Joyce Kepke (Chair)

Financial Exigency - Greg DeCrane, Zola Buford, James Litwin, Pat Fitzgerald

Handbook Committee - Susan Darrow, Pat Fitzgerald, Paul Yon

Professional Development Committee - Kathy Hart, James Litwin, Ruth Friend

Scholarship Committee - Bob Arrowsmith, Zola Buford, Deb Heineman, Jane Wood

UNIVERSITY COMMITTEE

Human Relations Commission - James Corbitt

Insurance Committee - Suzanne Crawford

Library Committee - Ann Bowers

Monitor Advisory Committee - Joan Gordon

Parking Appeals Committee - John Buckenmyer

President's Panel - Cary Brewer

Telephone Committee - Pat Fitzgerald

University Computing Council - Joseph Martini

As of August 31, 1984
MEMORANDUM

TO: Administrative Staff Council Members

FROM: Jill Carr, ASC Secretary

The Administrative Staff Council will meet on Thursday, October 18, 1984 at 1:30 p.m. in the Taft Room of the University Union. Phil Mason has requested that this meeting be called in order to discuss the solicitation policy.

If you cannot attend, please contact me and arrange to send a substitute.

Thank you.

JC/jm
The purpose of this meeting was to discuss the proposed revisions to the solicitation policy. Philip Mason, Executive Assistant to the President made the presentation regarding this policy. A copy of the current policy and a copy of the proposed revision is on file.

Mr. Mason's presentation included the following:

- A solicitation policy became necessary as a result of Senate Bill 133 which makes collective bargaining legal.

- A labor relations legal firm was used to draft the current policy. This policy is generic in nature and could be used on any state university campus in Ohio.

- This is basically what caused the problems and complaints with the current policy. BG is not like other state universities, therefore our faculty and staff saw several problems with this policy.

- In response, a sub-committee of the Faculty Senate re-wrote the policy. No representatives from ASC or CSAC were on this committee, however it was stated that all concerns were addressed.

- A description of the revised policy was given. The following sections are included:

  Preface - states that the purpose of the policy is to keep employees from being interrupted during working hours.

  Definitions - self-explanatory

  Description of Work Time - self-explanatory
Use of Facilities

Campus Mail - biggest change is in this area; any internal organization can use the campus mail, external organizations cannot.

Space Assignments - can use bulletin boards and other public access areas; items can be posted in these areas with the exception of glass enclosed cases; must obtain permission to use these

Distribution of Literature - limited to public access areas or public space

Violations - will use same guidelines as those in handbooks

This policy has been adopted by Faculty Senate.

Several questions were asked by ASC members. These included:

1. Why was ASC not included on the revision committee?  
   Response: ASC did not ask to be on this committee.

2. How will student organizations be affected?  
   Response: Should not be affected if they follow the guidelines of this policy.

3. Will fund-raising with outside agencies and organizations be affected?  
   Response: As long as the outside agency or organization is affiliated with an internal organization and the policy is followed everything should be O.K.

4. Do we expect violations of this policy?  
   Response: This is an open policy. Other policies will overlap this one. Other policies will supersede this one.

After Phil Mason left the meeting, ASC members discussed the policy. Points brought up were:

- do we have the option to suggest changes?  
- we need to take a more active role and strongly request that we be included on policy making committees  
- several suggestions for editorial changes were made  
- it was suggested that the "violations" section be reviewed as current faculty and staff handbooks do not contain provisions for violations

The following motion was entered by G. DeCrane:

"ASC endorses the proposed Solicitation Policy contingent upon revising the text of the body of the policy to be consistent with the definition of solicitation as written in the "definitions" section; and wording revisions as stated below in relation to the Office of Space Assignments listed under II (b) Space paragraph two."
Proposed revision: II (b) Space, paragraph two

"The Office of Space Assignments or persons or Offices responsible for other University space will attempt to..."

Motion seconded by W. Colvin. Motion carried unanimously.

The meeting was adjourned at 3:00 p.m.

Respectfully submitted,

Jill Carr
ASC Secretary
MEMORANDUM

TO: Susan Darrow
    Paul Yon
    Pat Fitzgerald

FROM: Joe Martini

RE: 1985-86 Administrative Staff Handbook

The attached memorandum clarifies that the editorial changes, revisions, etc., should be to Dr. Paul Olscamp by February 22, 1985. Therefore, could you all meet

1) to select a chair

2) to initiate a meeting with Susan Caldwell

3) to set up a time schedule to meet this date

4) to determine just what agenda items need to be dealt with . . . some of these for consideration are as follows:

   A) editorial review (you may also wish to have the Executive Committee help you with this area)

   B) review of the grievance procedures

   C) the vacation policy - accumulations to "60 days with only 40 paid upon termination" and increase to 25 days per year for those with 20 years of service

   D) the inclusion of the full Sexual Harassment Policy and the new Solicitation Policy in the handbook as an appendix item

   E) the vacation/sick leave policy for part-time staff

The intent of this note is to provide you with a starting point.

If I or any of the Council can help you, please let us know.

xc: Administrative Staff Council
    Susan Caldwell

Attachment
MEMORANDUM

TO: Philip Mason, Executive Assistant to the President
FROM: Joe Martini, Chair
Administrative Staff Council
RE: Solicitation Policy

The Administrative Staff Council appreciates the time you took to explain the newly revised Solicitation Policy. All have agreed that this policy is an improvement over the earlier approved policy.

The Administrative Staff Council felt strongly that several editorial changes are necessary. These changes are outlined in the following resolution which was unanimously approved by ASC on October 18:

"The Administrative Staff Council endorses the proposed Solicitation Policy contingent upon revising the text of the body of the policy to be consistent with the definition of solicitation as written in the "Definitions" section; and wording revisions as stated below in relation to the responsibilities of the Office of Space Assignments listed under II (b) Space, paragraph two."

Proposed revision: The Office of Space Assignments or persons or offices responsible for other University space will attempt to...

In addition, we also urge that various handbooks identified under Section IV "Violations" be reviewed to insure that there is a reasonable definition of procedures regarding University policy violations. In fact, it would seem appropriate that the entire solicitation policy, once approved by the President and Board of Trustees, be included therein.

The Council has asked me to express its objection to not being represented on the Solicitation Policy Revision Committee. It is felt that issues that are to become University policy need to have the input of all three representative groups on campus: Administrative Staff, Faculty, and Classified Employees. Please accept this statement as the Administrative Staff Council's request to have representation on University committees established to develop and/or revise University policy.

Again, thank you for your time. If you have any questions regarding these matters, please do not hesitate to contact me.

JM/jm

cc: Dr. David Roller
     Dr. Art Neal
     All ASC Members
MEMORANDUM

TO: Administrative Staff Council Members
FROM: Jill Carr, ASC Secretary
RE: Meeting Reminder

The Administrative Staff Council will meet at 1:30 p.m. on Thursday, Nov. 1, 1984, in the Alumni Room of the University Union. Agenda items for this meeting will include:

1. Presentation by Dr. Paul Olscamp
2. Initial Report on the Scholarship Survey
3. Finalization of the Communication Network
4. Discussion of Professional Development Workshop Policy
5. Handbook Revision Suggestions

Enclosed please find the revised communication network. Please review this prior to the 11/1 meeting in order to finalize this project at the meeting.

If you cannot attend this meeting, please arrange to send a substitute and contact me by 10/31.

Thank you.

JC/jm

Enclosure
To: Mr. Joe Martini, Chair  
Administrative Staff Council  

From: Phil Mason  

Re: Solicitation Policy

Thank you for the opportunity to discuss with ASC the details of the revised Solicitation Policy. I am happy that we are in agreement that this policy is an improvement over the earlier policy.

In response to your three concerns, I will address them one at a time. First, you express a concern over the consistency of the definition of "solicitation" in the definition section and "solicitation" as it is used in the policy. I have reviewed the issue with the legal counsel and with the Ad Hoc Committee to Review the Solicitation Policy and we are in agreement that the use of "solicitation" in the policy is consistent with the definition section.

Secondly, your proposed revision under II (b) "Space" — paragraph two — includes the addition of "or persons or offices responsible for other University space" in the first sentence. The rationale for having the section regarding "space" written as it was approved by the Faculty Senate is to assist people from off-campus who are in the process of securing space to hold a meeting and who may not be aware of other "persons or offices responsible for other University space." By following this process the person would contact one central office which could make reference to the appropriate individual.

Your third concern identified under Section IV "Violations" is to recommend a review of the handbook by the Administrative Staff Council to determine whether there is a reasonable definition of procedures regarding University policy violations. That recommendation is most appropriate.

With regard to the objection expressed regarding not being represented on the Ad Hoc Solicitation Policy Committee, I agree that certain issues need the input of all representative groups on campus. It is my understanding that a member of the Ad Hoc Committee to Review the Solicitation Policy contacted the Administrative Staff Council and the Classified Staff Advisory Committee to discuss the policy and learn of their concerns.

Again, thank you for your time and for the opportunity to discuss the Solicitation Policy and other issues with the ASC. If you have any questions, please do not hesitate to contact me.

c: Vice President Richard Eakin  
Dr. David Roller  
Dr. Arthur Neal  
ASC Members
Members Present: Jim Austermiller (for B. Arrowsmith) Kathy Hart
Cary Brewer Bob Hayward
Zola Buford Deb Heineman
Jill Carr Carole Huston
Wayne Colvin Joyce Kepke
Dick Conrad Pat Koehler
Jim Corbitt Regina Lemaster (for P. Yon)
Susan Darrow Jim Litwin
Carol Davis (for N. Edgerton) Joe Martini
Gregg DeCrane Joan Morgan
Derek Dickinson Linda Ogden (for N. Stickler)
Patrick Fitzgerald Jim Sharp
Ruth Friend Jan Scottbey
Phil Goldstein (for K. McHugh) Deb Weiser-McLaughlin
Jack Gregory Jane Wood

Members Absent: Marshall Rose
Larry Weiss
Ron Zwierlein

The meeting was called to order by Chairman, Joe Martini at 1:35 p.m. Dr. Paul Olscamp, President was introduced. A question and answer period followed. The following is a synopsis of the questions and answers.

1. Is there a plan for continued computer development and have any specific systems been targeted at this date? (Z. Buford)

A committee was established to look at computer development and a 5 year plan was established for the purchase of hardware and softwares. Phase I of this plan is now in practice. Within the next 3 weeks 2½ million dollars worth of computer orders will be made. Dr. Olscamp offered to send Z. Buford a copy of the report submitted by this committee.

Follow up question from Z. Buford: Are any systems similar to Financial Aid or Admissions being considered?

Personally, Dr. Olscamp has none in mind. He stated that he is dissatisfied with the computing relationship between Financial Aid, the Registrar, and Admissions. A report will be presented to the Board of Trustees in November regarding this issue. Dr. Olscamp also stated that BGSU has made dramatic computing progress in the last 5 years. Financial Aid processing is 100% better, our academic computing capacity for research has increased, and we have added 9 microcomputer labs in our residence halls.

2. Given Dr. Olscamp's participatory management style, how can we best keep him advised of ASC issues and what is our best avenue of access? (J. Sharp)

Dr. Olscamp suggested the following: Use of the telephone, agrees to read minutes, and will accept advisement from the Vice Presidents. Phil Mason also serves as a liaison. Dr. Olscamp stated that he is willing to listen to us and appreciates being invited to our meetings.

3. Will a similar salary compression study be done with Administrative Staff as was done with Faculty? (W. Colvin)

Dr. Olscamp stated that he hadn't thought there was a need in this area. A different set of faculty problems are being faced right now. He didn't think these problems existed outside of the faculty area. He also stated that if the need exists to do this study with Administrative Staff, he has no objection to one being conducted, however, he has no plans to conduct this study himself.
4. Regarding the Role and Mission Statement, how will it be implemented, what time frame has been set, what are the priority items, what has been the reaction from Columbus and other state universities? (J. Litwin)

Dr. Olscamp responded with the following:

- no reaction has been received from the Board of Regents or other state universities
- some discussion with the Board of Regents will occur in the future
- he is confident that we will get one new Ph.D. program
- will be surprised if we can double graduate student enrollment in less than 10 years
- he has a clear idea of what BGSU can be if the people who work here want this idea also
- he is considering approaching private builders to build graduate student housing on university owned property
- he feels that the efforts being made to implement the Role and Mission Statement are quite visible
- he will be happy if 7 - 10 years from now we have:
  - 3,000 graduate students
  - 650-700 international students
  - 2 new Ph.D. programs
  - on the verge of getting into the American Research Library Association
  - in the 70%-80% percentile of the Association of State Universities and Land Grant Colleges

5. Given that demands on space are increasing, can we look at the possibility of adding more space to the campus? (D. Conrad)

The possibility of receiving funding from the Board of Regents for new academic facilities is small. At this point, all money allocated is going to renovations of existing buildings with the exception of the additions to the Business Administration and Fine Arts Buildings.

Other options are being explored such as leasing the Armco Building on Poe Road now and then have Armco give the building to the University at a future date when their financial status is better. This building could be used for library storage, science labs, and computer use.

Dr. Olscamp stated that he is aware of our space problem. He is exploring possibilities and will continue trying to rectify the situation.

6. What impacts will occur as a result of the early retirement option? (C. Brewer)

Fifty-nine faculty have indicated that they will retire this year. As a result, some departments will be hit harder than others. It will be necessary to pick out areas where we need to replace some professors with faculty of similar experience and qualifications. Also, not all positions will be filled. As many as 20 may not be filled due to the need to control the size of faculty with greater precision.

Some benefits will occur as a result of this retirement option. Ten visiting professorships can be created at excellent salaries, in 5 years several 100,000 dollars will be saved, and the University will be able to attract quality, younger faculty. The President sees this retirement situation as a problem, but it is a manageable problem.
7. What is happening with PERS in relation to the retirement buy-out option?

A bill will be proposed to include retirement buy-out as a PERS benefit. Dr. Olscamp has been advised that this bill has no chance of passing.

8. Will the 59 retiring faculty remain associated with the University? (J. Litwin)

There are 59 separate answers to this question, so it is difficult to respond. All 59 are eligible for the supplemental retirement program.

9. How will the academic departments handle the loss of 20 faculty positions? (P. Fitzgerald)

Uniform distribution will not create an excess work load for any department. The average teaching load on our campus is remarkably light, less than 8 hours per faculty member. This teaching load is not uniform across the faculty, but we should be able to manage the loss of these positions. A few suggestions for handling this situation are:

- accept fewer majors within a department
- utilize modern teaching devices and data processing techniques
- increase class sizes
- could cancel ½ of the classes listed in the catalog (we will not do this)

10. What is your reaction to Secretary of Education Bell's report on higher education? (G. DeCrane)

This report is of mild interest to most in higher education. BGSU can say that it is combating all of those things listed in the report as bad.

11. Will you elaborate on the fund raising and utilization of these funds in relation to the 75th anniversary? (J. Martini)

We shouldn't be overly excited about this anniversary. Instead it should be viewed as a time of satisfaction and recommitment to our goals. A $12 million fund raising goal has been set. Money is already being raised for this anniversary. The official opening date of the campaign will be November 10, 1985 which is the founding date of the University. It is hoped that 30% of this money will already be raised by 11/10/85. We will concentrate on deferred giving and unitrusts.

Money raised will go toward:

- graduate scholarships
- undergraduate scholarships
- faculty research
- libraries and learning resources
- endowment of chairs in our best academic departments
- possibility that some money may need to go to the funding of the addition to the Business Administration Building if the state legislature does not pass a bill to fully fund this project.

This could amount to $780,000.00.

12. Do you foresee moving Continuing Education to a more visible area and will faculty be asked to teach more evening courses? (P. Fitzgerald)

We know that the population of 17-24 year olds is decreasing, therefore we need to attract more 24-30 year olds. It was an intentional move to have a
Dean of Continuing Education. Efforts will be made to increase the Continuing Education staff and to make them more accessible. In addition, efforts will be made to make it possible to finish a degree at night, however this will not occur completely this year.

13. Will consideration be given to operating a University child care center and would you support this idea? (D. Heineman)

At present, we do not have the funds to operate a child care center. If the state wishes to financially support this venture, that's fine. Dr. Olscamp would lobby in favor of increasing our budget to support a child care center. This needs to be a state decision.

14. Will there be lobbying in favor of shifting any excess state tax funds to education? (J. Martini)

Lobbying will probably not occur in this area. The most generous budget in ten years is being proposed and a significant part of it will probably be funded. It is not an unwise idea to have a reserve fund that any tax excess would go into, but there probably will be no tax excess.

15. What is the major issue facing this University at this time? (Z. Buford)

Continues to be financial stability, although progress has been made. If the new budget is passed, stability will be achieved. In addition, physical plant problems continue to plague us. There was no deferred maintenance schedule, we now have one and we're moving through it. We also now have a deferred maintenance budget of $250,000.00. This needs to grown to one million dollars sooner or later.

The lack of a budgeting system and money being spent unwisely has also been an issue. Greater input from the faculty in this area is now occurring.

Dr. Olscamp initially faced some serious staffing problems. He has hired 4 vice presidents and several new deans.

He is confident that the Faculty Senate will pass the new general education requirement package. This is just a beginning in this area.

A set of problems regarding faculty salary, governance, and grievances is occurring. The scope and authority of the Faculty Personnel Conciliation Committee needs to be investigated.

All in all, "we are in pretty sound shape" and we are doing better in Columbus.

16. Would you object to an additional fund raising project to raise 20% of the funds needed to enclose the patio area of the Student Services Building and create 6 or 7 rooms. (D. Dickinson)

Dr. Olscamp would need to know a lot more about this idea before responding and clearance would be needed from the foundation people.

17. Will changes occur in the severe weather policy? (J. Martini)

A revision is currently being done by USG. There will be some published changes. We need some way to guarantee that students who live outside of the city will be able to make up classes missed as a result of severe weather.
18. The current severe weather policy states that when a snow emergency occurs, faculty and students need not come to campus, however all staff must report to work. Will this change? (W. Colvin)

If the administration declares a snow emergency, the University will be closed down.

19. What is our future in Division I? (J. Litwin)

Dr. Olscamp stated that he is not too optimistic about this. A practical re-definition of Division I has occurred. The same 50 or 60 schools are always on TV. We will have to struggle along with this.

Some additional ASC business occurred after the departure of Dr. Olscamp.

- An initial report on the Scholarship Survey was passed out - copy is now on file - members were asked to continue obtaining survey results.
- The communication network was finalized, members received a final update on the network.
- Discussion of the professional development workshop policy was tabled until our next meeting.
- Gregg DeCrane reported on Phil Mason's response to our memo regarding the solicitation policy. All ASC members should receive a copy of Phil's response.
- The Handbook Revision Committee was given a list of suggestions from J. Martini.

The meeting was adjourned at 3:20 p.m. All ASC members were appreciative of the time Dr. Olscamp spent with us.

Our next full council meeting is December 6, 1984 at 1:30 p.m. in the Taft Room.

Respectfully submitted,

Jill Carr
ASC Secretary
RESOLUTION

WHEREAS, costs applicable to fringe benefits for grant-funded employees should not place a demand upon available University funds; and

WHEREAS, it is the intention of this Board of Trustees to assure that all grant-funded projects are budgeted and funded on a fully self-supporting basis; now, therefore, be it

RESOLVED, 1. That the President or his designee implement appropriate procedures to ensure that all proposals prepared for submission to external agencies be appropriately budgeted with adequate funding of all applicable fringe benefits, including but not limited to, vacation, military leave, sick leave, retirement, workers compensation, unemployment compensation, parking privileges, health and life insurance fee waivers; and

2. That the President or his designee implement appropriate procedures to ensure that all such benefits are accrued upon the accounting records in a timely manner in order that sufficient funding is set aside to pay such costs when they become due and payable, even in the event the grant has terminated.
MEMORANDUM

TO: All Administrative Staff

FROM: Joe Martini, Chair
       Administrative Staff Council

RE: Communication Network

November 19, 1984

A goal of the 1984-85 Administrative Staff Council is to increase communication between Council Members and their constituents. In an effort to achieve this goal, a communication network has been developed whereby each ASC member has been assigned a specific group of constituents. The intent of this network is to insure that you are kept posted on Council activities and to obtain your input on issues that come before the Council.

Enclosed you will find a copy of this network. It has been broken down by Presidential and Vice Presidential areas for easy reference. In addition, a roster of Council members and committee membership is enclosed.

The communication network list has been checked and re-checked. However, if you find any errors or have any questions, please contact your representative, Jill Carr (2-2011) or me (2-2815) at your earliest convenience.

Thank you.

JM/jm

Enclosure
ADMINISTRATIVE STAFF COUNCIL COMMITTEE

By-Law Committee - Bob Arrowsmith, Norma Stickler

Election Committee - Jill Carr (Chair)

Evaluation/Merit Committee - Wayne Colvin, Nan Edgerton, Joan Morgan, Norma Stickler

Ferrari Award - Joyce Kepke (Chair)

Financial Exigency - Greg DeCrane, Zola Buford, James Litwin, Pat Fitzgerald, Suzanne Crawford, Harold Smith, Susan Darrow, Peace Champion

Handbook Committee - Susan Darrow, Pat Fitzgerald, Paul Yon

Professional Development Committee - Kathy Hart, James Litwin, Ruth Friend

Scholarship Committee - Bob Arrowsmith, Zola Buford, Deb Heineman, Jane Wood

UNIVERSITY COMMITTEE

Equal Opportunity Committee - William Bess, Deb Heineman

Human Relations Commission - James Corbitt

Insurance Committee - Suzanne Crawford

Library Committee - Ann Bowers

Monitor Advisory Committee - Jill Carr

Parking Appeals Committee - John Buckenmyer

President's Panel - Cary Brewer

Representative to 75th Anniversary Committee - Deb McLaughlin

Telephone Committee - Pat Fitzgerald

University Computing Council - Joseph Martini
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<td>Barry Piersol, Wayne Colvin, Tonia Stewart</td>
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<td>Ferrari Award (Ad Hoc)</td>
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<tr>
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<td>Deb Heineman, Kathryn Thiede, Ann Bowers, Ron Zwerlein</td>
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<td>Finance Committee</td>
<td>Deb Heineman, Dick Conrad</td>
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**Needs Assessment for Administrative Staff (Ad Hoc)**

- Chris Dunn
- Laura Emch
- Jill Carr

**Representative to attend Board of Trustees Meetings**

- Dick Conrad

**Representative to attend Faculty Senate Meetings**


**Representative to attend CSAC Meetings**

- James Sharp
University Committees

University Computing Council (E)  Joe Martini
Library Advisory Committee (E)  Ann Bowers
Monitor Advisory Committee (E)  Jennifer Spielvogel
Insurance Committee (E)  Suzanne Crawford
Telecommunications Committee (E)  Don Passmore
Parking Appeals Committee (E)  John Buckenmeyer
Parking Committee (E)  Jim Treeger
Human Relations Commission (A/E)  Jim Corbitt
Equal Opportunity Committee (E)  William Bess, Deb Heineman
Safety Committee (A)  Susan Darrow
Bookstore Advisory Committee (A/E)  Jane Wood
Long Range (Strategic) Planning Committee (A/E)  Dick Conrad

Athletic
Pres. Paul

mdecrow
MEMORANDUM

TO: Administrative Staff Council Members
FROM: Jill Carr, ASC Secretary
RE: Meeting Reminder

The Administrative Staff Council will meet on Thursday, December 6, 1984 at 1:30 p.m. in the Taft Room of the University Union. Agenda items will include:

1. Presentation on the revised Student Code by Dr. Mary Edmonds, Vice President for Student Affairs.
2. Report from the Scholarship Committee
3. Report from the Personnel Welfare Committee
4. Wrap up on Professional Development Workshop Policy

Enclosed please find recent Faculty Senate minutes, a copy of our by-laws, and an item of interest from Susan Caldwell.

If you cannot attend this meeting, please arrange to send a substitute.

Thank you.

JC/jm

Enclosures
ADMINISTRATIVE STAFF COUNCIL
DEC. 6, 1984
AGENDA

1. Dr. Mary Edmonds - review of the revised Student Code
2. Report from the Scholarship Committee
3. Report from the Personnel Welfare Committee (formerly the Handbook Review Committee)
4. Wrap up on the Professional Development Workshop Policy

3 workshops approved
1. Computer
2. Tech tech
3. Planning models

Workshop attendance

Additional notes:
- Standard Handbook - This year
- Vacation Leave Policy - Syllabus
- Schematic for part-time Employees Vacation Time
- Standard Base for Non-Renewal of Contract $10
- H.B. 830 - Peters Picking
Administrative Staff Council
December 6, 1984
Minutes

Members Present: Bob Arrowsmith
Sally Blair (for P. Koehler)
Zola Buford
Jill Carr
Pat Cleveland (for K. McHugh)
Wayne Colvin
Dick Conrad
Gregg DeCrane
Derek Dickinson
Nan Edgerton
Pat Fitzgerald
Deb Heineman
Joyce Kepke

Members Absent: Cary Brewer
Jim Corbitt
Susan Darrow
Ruth Friend

The meeting was called to order at 1:35 p.m. by Chairperson, Joe Martini. He then introduced Dr. Mary Edmonds as our guest speaker.

Dr. Edmonds presented the newly revised Student Code to the Council. Highlights of her presentation included:

- Each member of the Student Code Revision Committee spent 70 hours on this project.
- The code basically explains the rights and responsibilities of students on campus and in the community.
- Any policies included are appendices to the code.
- Next year the code will be part of the catalog.
- At this time, every student should have their own copy of the code.
- Each part of the code was reviewed. Administrative staff should pay close attention to the section regarding student records.
- Interpretation of the code is available in the due process area.
- Anyone can request an amendment to Student Code. This request should be directed to the Vice President for Student Affairs.
- The Code does allow for enforcement of policies that are not included as appendices.
- Any revisions to be made must be completed by March.

Joe Martini extended thanks to Dr. Edmonds for making this presentation.

A report was presented by the Scholarship Committee. January will be the target date for soliciting ASC contributions.

L. Weiss raised a point of discussion regarding the eligibility of children of faculty and staff. If they are eligible, the potential for problems does exist.

Fall of 1986 will be the target date for the first scholarship award. The scholarship is for one year. It is not renewable.
G. DeCrane extended appreciation to Bob Arrowsmith and Deb Heineman for their efforts.

The Handbook Review Committee presented their report. The committee will be chaired by Paul Yon and will now be known as the Personnel Welfare Committee. The following points were included in the report:

- a 4th member is needed, an appointment will be made by the Executive Committee as no volunteers were on hand.
- the committee will examine the Administrative Staff Handbook for clarity and continuity.
- due to this year's time constraint suggestions from Council members for revision will be needed no later than the February meeting.
- the racial and sexual harassment policies as well as the solicitation policy will be included.
- vacation time and leave policies will be reviewed; an additional week of vacation at 25 years will be requested; also the inconsistencies regarding vacation time for part time administrative staff will be reviewed. Susan Caldwell is currently working on this with Dick Eakin.
- extensive investigation of the grievance policy will occur in hopes of establishing a grievance procedure for dismissal or non-renewal of a contract; currently neither of these are grievable. S. Caldwell will provide other University handbooks to give the committee some direction.
- all questions and concerns should be forwarded to this committee.
- the committee's revisions will be presented to Administrative Council on February 22.
- B. Arrowsmith suggested that the option to buy service time in other states or the military be investigated.
- J. Litwin inquired about the PERS early retirement buy out option. This proposal is pending in Columbus. If it passes (chances are not good for this) the University must then pass the proposal before it can be implemented on this campus.
- a final point was made that revisions to the grievance policy will be closely tied to evaluation procedures.

A report was presented by the Professional Development Committee.

J. Litwin reported that Administrative Council approved the following 3 workshops:

1. Computer (3 sessions)
   a. microcomputer in the office (Jan. 12, 1985 9 a.m.-noon)
   b. use of the MacIntosh
   c. financial planning models and other advanced uses of the microcomputer

2. Performance Evaluation

3. Getting Organized

Discussion took place again regarding the attendance policy for PDC workshops. Area representatives reviewed the responses they received from their respective vice presidents.

After a lengthy discussion a motion was entered by B. Arrowsmith that the workshop policy be endorsed by ASC to include Vice Presidential approval on requests for attendance at workshops held on campus during working hours. The motion was
seconded by G. DeCrane. The motion carried; 13 in favor, 5 opposed, 2 abstentions.

J. Litwin agreed to write a memo to Administrative Council regarding this motion.

Council members received a copy of a memo from Suzanne Crawford requesting input for the upcoming review of our insurance package. Comments and questions should be forwarded to Jill Carr by 12/22. She will compile all comments and forward them to S. Crawford. P. Fitzgerald requested that S. Crawford attend a full council meeting to talk about insurance options.

J. Martini announced that Marshall Rose has resigned from the Council. The Executive Committee will pursue finding his replacement.

G. DeCrane presented the budget report. Current balance $1638.09. G. DeCrane suggested that we request the same amount next year, $1550.00.

W. Colvin moved that we accept this suggestion. Motion seconded by J. Sharp. Motion carried.

Z. Buford reported that the Financial Exigency Committee is reviewing the exigency policy. Our lack of representation is very evident on the CAP Committee. We need to request to send a representative to this committee.

J. Martini indicated that ASC needs a liaison to Faculty Senate and to the Classified Staff Advisory Committee. We also need someone to serve on ACGFA.

The meeting was adjourned at 3 p.m.

Respectfully submitted.

Jill Carr
Secretary
ASC
To: Administrative Staff Members

From: Gregg DeCrane

Date: December 7, 1984

Re: Matters of Interest from ASC

The Administrative Staff Council met on December 6, 1984. The following items were discussed and actions were taken.

1. Dr. Edmonds reviewed the new Student Code

2. The ASC scholarship subcommittee presented its' final report.

   The ASC Scholarship will begin to seek funds in January. The first to contribute will be the ASC Executive Committee, followed by the ASC, followed by the Administrative Staff. More information will be forthcoming.

3. The Personnel Welfare Committee reported that its' emphasis for this year (until Feb.) will be on Handbook revisions. Items to be considered throughout the year will be:
   
   A. Vacation and sick leave policies - increased benefits after 25 years
   
   B. Inconsistencies for part-time employees vacation time
   
   C. Grievance procedures for non-renewal of contract personnel (page 10 of current Handbook)

4. The Professional Development Committee announced three workshops

   A. Computer usage - 3 part series first of which will be January 23, and deal with microcomputer integration into office structure
   
   B. Professional Evaluation
   
   C. Getting Organized

5. The resignation of Marshall Rose for personal and professional reasons was accepted. A replacement will be chosen from those who were runners up in the election.

6. The budget for 1985-86 of $1550 was approved.

7. Please review the memo from Sue Crawford and respond to Jill Carr.

At any time that you have concerns you feel should be brought before the ASC, please let me know.

GDC:mm
December 3, 1984

MEMORANDUM

TO: Administrative Staff Council Members

FROM: Suzanne Crawford (as representative to the Insurance Committee)

RE: Group Insurance Study

The Insurance Committee of Bowling Green State University is requesting your input. During the coming year, a review is planned of our entire insurance benefit plan (life and health). We have not had our employee insurance package reviewed in the last eight years, and feel that the health care picture has substantially changed in that period of time.

I would like to hear from you with any recommendations you may have for changing/modifying/improving our existing plan. Your comments on the existing plan, both positive and negative would be appreciated.

Please send these recommendations to Jill Carr, Housing Office by December 22, 1984. Thank you for your assistance.

vf
MEMORANDUM

TO: Administrative Staff Council Members
FROM: Jill Carr, Secretary
RE: January ASC Meeting

The January meeting of the Administrative Staff Council has been changed from January 10 to January 17. The time and place will be the same, 1:30 p.m. in the Taft Room of the Union. If this date and time is not convenient for you, please arrange to send an alternate and contact me prior to the meeting date. In addition, I am pleased to announce that Peace Champion, Coordinator of Project Search will replace Marshall Rose on the Council. Peace will join us at our January meeting.

Also enclosed are recent minutes from Faculty Senate meetings for your review.

I hope you had a very Merry Christmas and best wishes for a happy and healthy New Year.

JC/jm

Enclosure

cc: Linda Swaisgood
January 11, 1985

MEMORANDUM

TO: Administrative Staff Council Members
FROM: Jill Carr, Secretary, ASC
RE: Meeting Agenda for 1/17/85

The agenda for the 1/17/85 meeting of the Administrative Staff Council will be as follows:

1. Report from the Merit and Evaluation Committee
2. Report from Scholarship Committee
3. Report from Personnel Welfare Committee
4. Election Committee - members needed
5. Insurance Issue
6. Report from Exigency Committee

Please review the enclosed memo regarding part-time administrative Staff vacation time and fee waiver benefits.

Thank you.

JC/jm

Enclosure
Administrative Staff Council
January 17, 1985
Minutes


Absent: Carr, Corbitt, Dickinson, Gregory, Hayward, Huston, McLaughlin, Scottbey, Weiss

Meeting began at 1:35 p.m. in Taft Room.

Joe welcomed Peace Champion and said that new network lists would be mailed out to reflect all of the changes.

Agenda Items:

1. Report of Merit & Evaluation Committee - Wayne Colvin

The final report will be handed out at the February 7 meeting and will include pertinent data and recommendations. There were 146 responses with Academic Affairs and Student Affairs leading the way with 38 & 35 returns respectively. The overall finding is that evaluation on a whole is poor. The next step is to suggest a process and possible criteria. Pam Anthrop was given credit for all her work on this project.

2. Scholarship Committee - Bob Arrowsmith for Deb Heineman

Solicitation of Executive group will take place in January - Jim Hodge will be at February 7 meeting to talk about soliciting staff.

The card design is in the review stage - ready shortly.

Joe thanked Bob for his work. Joe suggested we let the network know campaign is forthcoming.

3. Welfare Committee - Paul Yon

Met three times - have identified 45 cosmetic changes.

Part A - Grammar and style will be available for consideration at the February 7 meeting (to Exec. by Feb. 5 meeting)

Part B - Policy Questions
Recommend acceptance of Part-time Vacation policy (Feb. 7)
Handbook will be more comprehensive - racial and sexual harassment policy will be in appendix
Leave Policy - looking at child adoption leave of absence
Looking at grievance policy in regards to evaluation
Handbook in 3 ring binder being proposed

4. Election Committee - Joe

Schedule is forthcoming
Need 2 or 3 to help (members should be in last year)
Planning to begin immediately
5. Insurance Issue - Joe

Send feedback to Sue Crawford now.
A consultant has been selected and will soon start the process.
Joe will ask Sue Crawford about the time frame of the consultant.

6. Exigency Committee - Zola

Have reviewed university policy.
Pat F. and Jim L. met with Art Neal to discuss having ASC membership on CAP committee. Neal was supportive and asked to send me a statement of rationale. Pat F. prepared the statement and it will be forwarded by Joe.
The possibility of a position paper is being explored.

Other items - Joe

- Joe read a letter from Dr. Olscamp in regards to an advocacy council on minority concerns. A copy of the letter was distributed - responses should be directed to Joe, Jill or Gregg.
- Micro Computer Workshop was discussed - Jan. 29 session has 30 sign ups.
- Minutes of Classified Employees Council will be circulated.
- The Ferrari Award plaque was passed around - when corrections are made it will be displayed in the Administrative Staff Personnel Office.

Next meeting is February 7 in the Taft Room.
Adjourned at 2:25 p.m.

Respectfully submitted,

Gregg DeCrane
Vice-Chairperson
MEMORANDUM

TO: Joe Martini
   Bursar

FROM: Susan Caldwell, Director
       Administrative Staff Personnel Services

SUBJ: New Administrative Staff

The following are new administrative staff members:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Date of Hire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Timothy King</td>
<td>Assistant to the Dean, Graduate College, Temporary F/T</td>
<td>January 1, 1985</td>
</tr>
<tr>
<td>Diana Strauss</td>
<td>Clinician Audiologist, Speech &amp; Hearing Clinic</td>
<td>January 2, 1985</td>
</tr>
<tr>
<td>Stephen Schaefer</td>
<td>Systems Programmer, Computer Services</td>
<td>January 1, 1985</td>
</tr>
<tr>
<td>Joshua E. Kaplan</td>
<td>Director, Student Health Center</td>
<td>December 31, 1984</td>
</tr>
<tr>
<td>Margaret Hawkins</td>
<td>Academic Counselor, Special Services</td>
<td>January 7, 1985</td>
</tr>
<tr>
<td>Cindy Krause</td>
<td>Director of TV Information</td>
<td>December 26, 1984</td>
</tr>
</tbody>
</table>

Administrative Staff
Personnel Services
Bowling Green, Ohio 43403-0086
(419) 372-2558
Cable: BGSUOH
SECTION 1: ASC CHAIR

A VACANCY IN THE POSITION OF ASC CHAIR SHALL BE FILLED BY THE CHAIR-ELECT.

SECTION 2: OTHER VACANCIES


SECTION 3: UNFILLED VACANCIES

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.

Article 4  Finance

Article 5  Official Liaison

Article 6  Quorum

Article 7  Rules of Order

Article 8  Amendments of Charter and By-Laws

Section 1

Amendments to the Charter and/or the By-Laws may be proposed by one or more of the following:
Section 2

The Amendments Committee will receive all proposed amendments to the Charter or By-Laws. The proposed amendment shall be presented in writing at the first Administrative Staff Council meeting following its receipt by the Amendments Committee. The amendment will not be debated, refined and/or amended but members of the council may ask questions in order to clarify any part of the amendment.

Section 3

The text of the printed amendment will be sent by the secretary to all Administrative Staff Council members at least twenty (20) days prior to its consideration.

Section 4

The proposed amendment, after meeting all requirements of this article, shall be placed on the agenda of a council meeting at which time the amendment may be debated, refined and/or amended before final vote.

Section 5

The Charter and/or By-Laws shall be amended by a three-fourths (3/4) vote of the members present that the council meeting.

Section 6

Voting on proposed amendments to the Charter and By-Laws shall be by written ballot.

Section 7

Unless otherwise provided, all amendments shall take effect immediately.

Section 8

A proposed amendment to the Charter and/or By-Laws may be withdrawn by a majority of the petitioners or by written request of the Executive Committee.
January 31, 1985

MEMORANDUM

TO: Dr. Paul Olscamp
    President

FROM: The Minority Caucus

RE: Minority Advocacy Council

We wish we could appreciate your invitation to submit thoughts on a Minority Advocacy Council. Of great distress, however, is your declaration that, "It would not be possible for such a committee to report directly to the President of the University because the work load of this office simply does not permit it. There are too many committees with whom the president must work already." Further, you extend your own bias to the chairs of the Faculty Senate and the Administrative Staff Council and render them too busy for minority affairs because, "they have little enough time left for their other duties."

Given the status quo of underrepresentation of minority student enrollment, faculty and staff appointments, and curricular offerings one would expect a president to find little that is more important than minority affairs as we head toward a new century that will inevitably bring us closer to multi-cultural and multi-educational concerns. (See attached). Consequently, we are not inclined to take seriously a veiled request for advice or serious thoughts regarding the efficacy of an advocacy council for minority affairs. Your memorandum has already rendered yourself and significant others too busy with other duties to organize or else meet with a minority affairs advocacy council.

Given the preceding statement, we must make ourselves clear. There are some minority faculty, staff, and students at the University who are very interested in finding a door thru which to enter into a cooperative relationship with you, but will never be so desperate that their self-esteem, intellect, or dignity are sacrificed and treded upon as doormats. Therefore, we are requesting that you meet with representatives from the Minority Caucus to develop an acceptable format for membership and reporting of a minority advocacy council.

If you believe that such a meeting is important, we are requesting that you contact Dr. John Scott, Chair, Minority Caucus to arrange an appropriate meeting time. He can be reached at 372-2798.

Attachment

kt
Dear Dr. Olscamp:

The Administrative Staff Council appreciates the opportunity to share our thoughts with you regarding the recommendation made by the Minority Affairs Committee B. Several suggestions have been made by Council members regarding the advocacy council.

First, since the Minority Affairs Committee B has recommended that the advocacy council should report directly to you and in light of your very heavy work load, perhaps it would be wise to charge the Human Relations Commission with this responsibility. This is an already existing group which reports to you. With the appointment of additional representative faculty and staff members, this group could fulfill the role of an advocacy group. In addition, other already existing committees such as the Minority Caucus or the Equal Opportunity Committee could serve this function. This would decrease the duplication of effort and the work load for you as well as the committee members.

Second, with the creation of an Office of Minority Affairs perhaps a Minority Affairs Advisory Board could be established. This board could operate in a similar fashion to the Student Affairs Advisory Board. Faculty and student members could be appointed by you or through the Faculty Senate Committee on Committees. One member from the Minority Affairs area could be elected by his/her peers. The charge to this board would be to serve as an advocacy council.

The Administrative Staff Council is supportive of the idea of having a Minority Affairs Advocacy Council. We would welcome the opportunity to participate in whatever decision is finally agreed upon. Currently we have ASC members serving as representatives to the Human Relations Commission, Equal Opportunity Committee and the Minority Caucus. We will gladly appoint a representative to a new committee should it be established.

Again, thank you for the opportunity to share these thoughts. If you have any questions or comments please do not hesitate to contact me.

Sincerely,

Joe Martini
Chair
Administrative Staff Council

JM/jm
TO: Mr. Joe Martini - Chair ASC
FROM: Peace Champion - Member ASC

This is in reference to President Olscamp's memorandum regarding an advocacy council for the Office of Minority Affairs.

I feel that if the University Administration is firmly committed to increasing the minority population on this campus (students, faculty and staff) the President "in spite of the workload of his office" should make the time available for this committee to report directly to him. This is the best way he can monitor the progress that is being made towards the University's commitment to equal opportunity and educational diversity.
February 1, 1985

Dr. Paul Olscamp
President

Dear Dr. Olscamp:

The Administrative Staff Council appreciates the opportunity to share its thoughts with you regarding the recommendation made by the Minority Affairs Committee B about establishing an advocacy council. Several suggestions have been made by Council members regarding an advocacy council.

First, since the Minority Affairs Committee B has suggested that the advocacy council report to you, it is suggested that the Human Relations Committee, which reports to you now, be charged with this responsibility. With the appropriate appointments of additional faculty, staff and classified to its membership, the Human Relations Committee could fulfill the role of an advocacy council. In addition, other existing committees, such as the Minority Caucus or the Equal Opportunity Committee, could also serve in this role. Currently members of the Administrative Staff Council are already represented on all three committees. Also, strengthening existing committees would decrease the duplication of effort and, at the same time, support the role and mission statement of the University.

Second, with the creation of the Office of Minority Affairs, perhaps a Minority Advisory Board could be established. Appropriate representation could be appointed by you through the faculty committee on committees with one member from the minority affairs area elected by his or her peers.

More importantly, the Administrative Staff is supportive of the idea of an advocacy council. We would welcome the opportunity to participate in whichever decision is finally agreed upon. Again, thank you for the opportunity to share these thoughts. If you have any questions or comments, please contact me at your earliest convenience.

Sincerely,

Joseph Martini, Chair
Administrative Staff Council

sal
Administrative Staff Council
Executive Committee
February 1, 1985

Agenda

1. By-laws Review
2. Scholarship Update
3. Maternity Leave Policy
4. Olscamp Letter
5. Ferrari Award Committee
6. Elections
7. Agenda Planning

Next meeting is 2/12/85 in the Canal Room.
MEMORANDUM

TO: Administrative Staff Council Members
FROM: Jill Carr, Secretary, ASC
RE: Meeting Reminder

The Administrative Staff Council will meet on Thursday, February 7, 1985 at 1:30 p.m. in the Taff Room of the University Union. Agenda items for this meeting will include:

1. Scholarship Update and Visit from Jim Hodge
2. Revision of By-Laws
3. Handbook Revisions
4. Election Timetable

Enclosed please find a copy of the suggested by-law revisions. In accordance with our by-laws, a 20 day period must be allowed for review and discussion before a final vote can be taken. Therefore, the final approval of these changes will be sought at our March meeting. Discussion will take place at the 2/7 meeting.

In addition, an updated Communication Network (just what you wanted, I'm sure) is enclosed. Several additions and deletions have occurred in the past few months which necessitated a complete update.

If you cannot attend Thursday's meeting, please arrange to send a substitute and give me a call.

Thank you.

JC/jm
Administrative Staff Council
February 7, 1985

Agenda

1. Scholarship Update/Jim Hodge  
2. Review of Administrative Staff Handbook  
3. By-Laws Revision  
4. Report from Merit/Evaluation Committee  
5. Election Timetable
The meeting was called to order by chairman, J. Martini at 1:35 p.m. Two announcements were made. P. Koehler passed out a request for assistance during the upcoming Channel 57 fund drive scheduled for 3/8/85 - 3/24/85. J. Gregory is ill and will be back to work next week. A get well card has been sent.

Jim Hodge presented information regarding the Administrative Staff Council Scholarship. The following are the major points of his presentation.

- all plans are now finalized and the pledge drive is in progress
- 100% of the Executive Committee has submitted pledge cards
- the full council is now being solicited; full participation is highly encouraged and hoped for, council members should return their completed pledge cards to their area representative by 2/18.
- our goal is $5,000.00
- next step after council members pledge is to solicit the full administrative staff
- area reps will supply council members with pledge cards for their constituents within the communication network, completed cards will be returned to the area rep
- J. Holdge extended appreciation for this project. It is the first of its kind. A hand-out regarding hints for solicity was distributed (copy on file).
- Other suggestions included:
  a. be sure to use the pledge card
  b. discourage cash gifts
  c. checks should be made out to BGSU-Foundation-ASC Scholarship
  d. the Foundation will provide receipts for checks, payroll deductions will be receipted at the end of the year
ASC Minutes
Page 2

e. interest will be accrued once we reach the $5,000 goal - rate will be 6-6½% - therefore the scholarship will be about $350
f. J. Hodge is available at any time for questions.

G. DeCrane posed the question "If a contribution is made to the ASC scholarship in 1986 will that contribution count toward the 75th anniversary campus wide campaign?"

Response: YES

J. Martini extended thanks to the committee for their work on this project.

A letter will go out on 2/11 to all administrative staff explaining the upcoming campaign.

B. Arrowsmith expressed the need for 100% participation from the Council.

Extensive discussion took place regarding the proposed handbook revisions.

P. Yon thanked S. Caldwell for her assistance. Several questions and comments were raised by council members. A synopsis follows:

1. D. Heineman - "to receive insurance benefits one must be employed full time for 5 months"

   S. Caldwell clarified that this statement means that in order to be eligible for insurance benefits one must have a temporary contract for at least 5 months. S. Caldwell agreed that the wording of this statement needs to be modified.

2. J. Sharp - referring to p. 23 - "what is the definition of "appropriate authority"? After discussion it was decided to strike the whole statement regarding "appropriate authority".

3. W. Colvin inquired as to the inclusion of the Student Code. It was decided not to include this document.

4. D. Dickinson - referring to pg. 24 - explanation of benefits for spouse and children - "In the case of the marriage of a child, are fee waiver benefits terminated?" The criteria listed in the handbook must be met for a child to receive fee waiver benefits. Therefore, if an employee continues to claim this child as a dependent on income tax forms, the benefit remains.

5. D. Heineman - "Why can part time administrative staff accrue vacation time, but cannot receive payment for accrued vacation time upon separation from the University?"

   Response: The Ohio Revised Code governs this type of policy. At this point the Code does not deal with part time employees at all. Therefore this change cannot be made.

6. D. Heineman - "Has there been a clarification on the severe weather policy in relation to staff?" It was decided after much discussion that the Executive Committee should draft a recommendation on this policy.

   At this time P. Yon also requested that the Executive Committee deal with the maternity/paternity leave policy and the smoking/no smoking policy.
7. D. Heineman - referring to pg. 8 - continuance and renewal of contract - as the policy is currently written, a staff member has the choice of filing a grievance with the President or appropriate Vice President/Dean. It was agreed that this needs to changed.

S. Caldwell would like to take the draft to Administrative Council by the third week of February. The Board of Trustees will rule on changes on April 12.

A motion was entered by N. Edgerton to approve the editorial changes as written. Motion seconded by J. Corbitt. Motion carried.

N. Edgerton encouraged all council members to thoroughly READ the handbook.

W. Colvin presented detailed statistical information from the merit/evaluation study (copy on file). The committee recommends the following evaluation process:

1. June - meeting with supervisor - agree on evaluative criteria, job description, and goals for the year.

2. April - end of year evaluation - personal interview with supervisor, written evaluation of agreed upon items, employee receives a copy of the written evaluation, a copy goes to S. Caldwell, employee has the option to write a response.

The study shows that staff should be evaluated on their primary duties, goals and occasional duties. Also, within a specific department additional evaluative criteria can be agreed upon. At our next meeting discussion regarding results from specific vice presidential areas will take place.

Proposed changes to the by-laws were submitted to the Council (copy on file). B. Arrowsmith reviewed the suggested changes. A motion was entered by B. Arrowsmith to accept these changes as a working document. Seconded by J. Kepke. Motion carried.

Final approval of the by-laws will take place at our March meeting.

J. Carr submitted a timetable for the election process.

The meeting was adjourned at 3:15 p.m. Our next meeting is 3/7/85 at 1:30 p.m. in the Taft Room.

Respectfully submitted,

Jill Carr
Secretary
ASC
MEMORANDUM

TO: Administrative Staff Council Members
FROM: Jill Carr, Secretary, ASC
RE: Meeting Reminder

The Administrative Staff Council will meet on Thursday, March 7, 1985 at 1:30pm in the Taft Room of the University Union. Agenda items for this meeting will include:

1. Review of severe weather, no smoking, and maternity/paternity leave policies
2. Election Report
3. Update on Ferrari Award
4. Scholarship Update

If there are additional agenda items, please give me a call. Also, if you cannot attend the meeting, please arrange to send a substitute and contact me as soon as possible.

Thank-you!
ADMINISTRATIVE STAFF COUNCIL
March 7, 1985
AGENDA

1. Review of policy change proposals

2. Scholarship - Pledge cards for full staff

3. Election review

4. Ferrari Award Update

5. Other business
MATERNITY/PATERNITY/ADOPTION LEAVE

Pregnancy, childbirth or adoption may require a temporary interruption in the way in which an administrative staff member meets customary contractual obligations. It is the responsibility of the staff member to notify the immediate supervisor of an anticipated birth or adoption which the administrative staff member expects will result in such an interruption. Moreover, it is the right of an administrative staff member to secure time to attend to pregnancy, childbirth, or adoption without affecting the terms or conditions of the staff member's employment.

Time needed to attend to pregnancy, childbirth, or adoption is to be arranged on mutually acceptable WRITTEN terms with the immediate supervisor. Specific details relative to the use of sick leave, leave without pay, vacation time, or arrangements for modified work schedules must also be mutually agreeable to the administrative staff member and the immediate supervisor. Consideration should be given to the needs of the individual employee and to the concerns and interests of the affected unit and its employees. ADMINISTRATIVE STAFF MEMBERS SHOULD CONTACT THE OFFICE OF ADMINISTRATIVE PERSONNEL SERVICES AS EARLY AS POSSIBLE PRIOR TO A LEAVE TO REVIEW BENEFITS.

Sick leave is authorized for that period of time the staff member is physically unable to work as determined by her physician. Administrative staff members should contact the Office of Administrative Staff Personnel Services as early as possible prior to a maternity leave to review benefits and procedures. Written documentation about the leave is required.

10-12 noon Tuesday
Archives
MEMORANDUM

TO: Administrative Staff Members
FROM: Susan Caldwell, Director Administrative Staff Personnel Services
SUBJ: Professional Development Workshops

Two professional development workshops are planned for administrative staff during March. You are cordially invited to attend both. The topic of the first program is: "Interpersonal Skills Necessary for Conducting Effective Performance Evaluations." Dr. Roman Carek, Director of Counseling and Career Development, will present this program which is planned for Thursday, March 14 from 10:00 a.m. to Noon in the Alumni Room of the Union. This topic was selected by the Professional Development Subcommittee of the Administrative Staff Council because of the importance of the performance evaluation process to all of us. Conducting an effective performance evaluation requires careful planning and a sensitive, constructive approach. We are all involved in the performance evaluation process either as an evaluator or as the person being evaluated, or both. The purpose of performance evaluation is to review the responsibilities of the job and assess the staff member's performance. No matter what type of rating form is used, the techniques involved in preparing for and discussing a performance evaluation are the same. Dr. Carek has conducted numerous workshops on this topic. His suggestions and examples of effective interpersonal skills will help you the next time you conduct an evaluation and the next time you are evaluated.

The second workshop will present an overview and instruction on the MacIntosh. Participants will have an opportunity to use the word processing and graphics software packages and see demonstrations of various capabilities of the MacIntosh. This program will be held Wednesday, March 20 from 9:00 a.m. to Noon in Room 122 of the Library. Enrollment in this program is limited.

Both programs have been approved as professional development workshops according to guidelines endorsed by the Administrative Staff Council and the Administrative Council. The guidelines require that a staff member's attendance at a professional development program must be approved in advance by his/her area management including vice president. Once you have obtained approval to attend, please call me or Marcia Buckenmyer at 2-2558 to make a reservation. I look forward to seeing you at one or both of these workshops.

SC:mmb
GEN7
Members Present:  B. Arrowsmith  P. Koehler
J. Carr  J. Litwin
P. Champion  J. Martini
J. Clemens (for R. Friend)  K. McHugh
D. Conrad  D. McLaughlin
J. Corbit  J. Morgan
S. Darrow  J. ScottBey
G. DeCrane  J. Sharp
P. Fitzgerald  N. Stickler
K. Hart  D. Whitmire (for Z. Buford)
B. Hayward  L. Weiss
J. Heineman  J. Wood
C. Huston  P. Yon
J. Kepke  R. Zwierlein

Members Absent:  C. Brewer, W. Colvin, D. Dickinson, N. Edgerton, J. Gregory

The meeting was called to order by Chairman, J. Martini at 1:35 p.m.

P. Yon, Chairperson of the Personnel Welfare Committee, reviewed the committee's recommendations for change regarding 3 policies within the Administrative Staff Handbook. The recommended changes are as follows:

1. Severe Weather Policy - faculty response and input from S. Caldwell are needed; there are problems with interpretations of this policy, therefore the issue of changing the policy will be tabled until next year.

2. Smoking/No Smoking Policy - formal proposal has been filed; we are essentially requesting that smoking be prohibited in restrooms in academic and administrative buildings, also smoking is to be completely prohibited in the Health Center and in the Student Recreation Center.

G. DeCrane entered a motion to accept the recommendation with the suggested changes. Motion seconded by P. Yon. Motion carried.

3. Maternity/Paternity/Adoption Leave Policy - temporary revision to the existing policy has been submitted (copy on file). The committee suggests that the complete revision of this policy be a top priority item for next year. Extensive work needs to be done on the sick leave, vacation leave, and leave without pay portion of the policy. Much discussion took place, particularly in relation to defining "time".

A motion was entered by D. McLaughlin to adopt the temporary revised policy until more work can be done. Motion seconded B. Arrowsmith. Motion carried.
P. Yon also announced that the Personnel Welfare Committee meets on the first Tuesday of each month at 10 a.m. in the Archives. These meetings are open to all council members. Agenda items for future meetings will include:

- maternity/paternity/adoption policy
- severe weather policy
- grievance procedure
- contract obligations
- employment period needed for fee waiver for spouse/dependents

D. Heineman presented the Scholarship report. Pledge cards were passed out to all council members for dissemination to constituents within the communication network. A cover letter was also distributed that should be passed out with each pledge card. As of 2/26 - 27 ASC members have turned in pledge cards. This represents an 83% response from the Council with a total amount of $2400 already pledged. This is an average pledge of $91.80.

Council members are urged to be familiar with the criteria for the scholarship, also USE THE COMMUNICATION NETWORK.

J. Carr presented the Election Committee report. Nomination ballots and committee interest surveys have been mailed to all staff. Completed ballots are due 3/8. Election ballots will be duplicated and mailed by 3/30.

The selection of the recipients of this year's Ferrari Award is now under way. The committee has met. Criteria and nomination information will be sent out to all Administrative Staff next week. Nominations will be due 4/5/85. The committee will make the final selection by April 30.

A motion was entered by G. DeCrane to approve the by-laws changes as reviewed at the February meeting. Motion seconded by L. Weiss. Motion carried.

J. Martini noted that the revised handbook has been sent to the Administrative Council. No feedback has been received to date.

J. Litwin gave a Professional Development Committee report. 55 persons attended the computer workshops, evaluations were positive. Two more workshops will be presented on 3/14 and 3/20. Performance evaluation will be covered on 3/14 and the MacIntosh microcomputer will be discussed on 3/20.

It was also suggested that a workshop be planned around the film "Meetings, Bloody Meetings". P. Fitzgerald announced that the videotape should be available in about a month.

P. Fitzgerald reported, as our rep to the Telecommunications Committee, that the wiring for the new telephone system is progressing rapidly. August 19 is the target date for the turn over to the new system. J. Corbitt explained that we will continue to need GTE's help until the new system is up and operating. It was suggested that we all ask about what will happen in our buildings when the re-wiring takes place.

The meeting was adjourned at 2:20 p.m. The next full Council meeting is scheduled for 4/4/85 at 1:30 in the Taft Room. The Executive Committee will meet on 3/19/85.

Respectfully submitted,

Jill Carr
Secretary
Notes on Meeting of ASC Executive Committee
March 27, 1984

PRESENT: Brewer, Buford, DeCrane, Martini, Stickler

1. Discussion of agenda items for Council meeting of April 5: Mary Edmonds; update on handbook revisions; proposal to revise the supplemental retirement program; proposed statement on professional development activities.

2. ASC members have been asked to attend meeting on March 30 regarding Cost Containment program being presented by Benefit Plans Risk Management. Cary Brewer will check on whether changes are also being proposed in term life insurance benefits.

3. A question had been raised regarding whether a separate representative should be allocated for the Firelands Campus. There was discussion of the question and agreement that representation should remain as it now is, namely, a part of the Academic Affairs area.

4. Gregg DeCrane reported that the 1983-84 Ferrari Committee will be convening within the next week.

5. Nominees for chair-elect of Council for 1984-85 will be Gregg DeCrane and Judi Roller. Nominees for secretary are Bob Arrowsmith and Jill Carr.

Norma J. Stickler
Secretary of ASC
MEMORANDUM

TO: Administrative Staff Council Members

FROM: Jill Carr, Secretary, ASC

RE: Meeting Reminder

The Administrative Staff Council will meet on Thursday, April 4, 1985 at 1:30 p.m. in the Taft Room. Agenda items for this meeting will include:

1. Insurance Benefit Update - Sue Crawford
2. Update on Scholarship
3. Report from Ferrari Award Committee
4. Report from the Merit/Evaluation Committee

If you cannot attend this meeting, please arrange to send a substitute. Please also contact me prior to the meeting with the name of your replacement.

Also, scholarship pledges from the full administrative staff are coming in slowly. PLEASE BE SURE TO CONTACT YOUR CONSTITUENTS WITHIN THE COMMUNICATION NETWORK!!

Thank you.

JC/jm
1. Report from Insurance Committee - Suzanne Crawford

2. Scholarship Report - Consultants report is back to committee as of today

3. Ferrari Award Update

4. Report from Merit/Evaluation Committee - see attached

5. PERS Update - Equivalent of faculty buy-out

6. Other - bill pending do we want it? Positions lost is a cost.
The meeting was called to order by Chairman, J. Martini at 1:35 p.m. Suzanne Crawford, as an invited guest, presented an update on the Insurance Committee. Her report contained the following points:

1. The study of employee life and health insurance benefits has been completed.
2. The Insurance Committee will now review this report and take it to appropriate constituent groups for review this summer.
3. A final report will be completed and submitted in January of 1986.
4. S. Crawford will update ASC again in June.

The Scholarship Report was presented. To date, $3,014.00 has been pledged. A total of 52 staff members (17%) have contributed. The average gift is $57.96. By area, the statistics are as follows:

- Student Affairs - 32% have contributed
- Operations - 7.5% have contributed
- Planning & Budgeting - 12.5% have contributed
- University Relations - 18.9% have contributed
- Academic Affairs - 8.5% have contributed
- President's Area - 6.7%

Thank you letters will be sent to individuals who have contributed.

J. Kepke reported that nominations are coming in for the Ferrari Award. The closing date is April 5.

W. Colvin presented the Merit/Evaluation Committee report (copy on file). Much discussion took place regarding the next step for this committee. The issue of a University-wide generic evaluation form vs. individual vice-presidential area forms was discussed. J. Litwin also suggested that some items listed as additional evaluative criteria should be worked into the evaluation in order to make them a permanent part of administrative staff performance.
J. Martini reported that the PERS buy out option is being discussed within the state legislative. ASC needs to begin to think about this and determine how we wish to deal with this. We need to consider if we can afford to do this. We must develop a stand. Our options could be:

1. we don't want the buy out option at all
2. we want it as a one time option only
3. we want it on a continuous basis.

We also need to find out what stand Dr. Olscamp and Phil Mason will take on this issue when they lobby in Columbus.

S. Darrow presented the Personnel Welfare Committee report (copy on file). The revised Administrative Staff Handbook has been accepted by Administrative Council with one exception. Our suggestions for revision to the Smoking Policy need to be reviewed by a University wide committee since our suggested policy would effect everyone within the campus community.

A copy of the revised manual is on file in S. Caldwell's office. Staff copies will be distributed in July. The Handbook will be in binder form. Each staff member will be asked to supply their own binder.

The PWC will continue to meet on the first Tuesday of each month in the Archives. Meetings are open to all Administrative Staff.

Points of Information

W. Colvin announced that the University Safety Committee will review the smoking policy.

J. Litwin reported that 10 people attended the workshop on the use of the MacIntosh personal computer and 38 people attended the session on Performance Evaluation. The next workshop topic will be "Getting Organized". The date, time, and location will be announced soon. A survey will also be sent to all Administrative Staff to gather ideas for future programs.

The Professional Development Committee is considering sponsoring a once a month luncheon next year where staff members would plan their own agenda for each luncheon.

ASC members were asked to forward any topics or suggestions for the Human Relations Commission to Jill Carr, Jim Litwin, or Jim Corbitt.

Congratulations were extended to Gregg DeCrane, Cary Brewer, and Jane Wood who are celebrating their 15th anniversary as BGSU employees.

The ASC will meet again on Thursday, May 2 at 1:30 p.m. in the Taft Room.

The meeting was adjourned at 2:30 p.m.

Respectfully submitted,

Jill Carr
Secretary
April 5, 1985

B.G.S.U. AAUP

Elliott Blinn, President
Richard Carpenter, Editor, Newsletter

NEWS ALERT

It has come to the attention of some members of the Executive Committee that President Olscamp appears to be mustering support for his opposition to the Charter amendments recently approved by two-thirds majority of the Faculty Senate. According to our information—admittedly hearsay but we believe substantially correct—he has discussed these amendments with the Council of Deans and the Council of Chairs, presumably in order to elicit responses which will serve as an administrative counterweight when the amendments are presented for final approval by the Board of Trustees. If our supposition is accurate, we think this maneuvering is wrong.

The Charter specifically provides that only the Faculty Senate, as representative of the faculty at large, is empowered to pass on proposed amendments to the Charter, subject to the faculty's right to review (Articles IV.3.A. and XIII.2). Final adoption requires approval of the President and the Board, but does not include other groups. The Council of Deans and the Council of Chairs, while they undoubtedly have opinions on the proposed amendments, have no role to play in the process except as individual faculty members, like any other faculty members. Whether or not these councils approve or disapprove of the amendments is irrelevant.

The President has, of course, the right to consult anyone he wishes, but if he wants to oppose the amendments over the head of the Faculty Senate, the means is at hand—faculty review as spelled out in the Charter. If he feels the amendments are not in the best interests of the University, he has only to take this route to support his position.

The President has stated on several occasions that he wants the Faculty Senate to play a major role in University governance. In this instance, the amendments, dealing as they do with the protection of probationers from arbitrary termination and according them certain rights not hitherto spelled out in the Charter, represent precisely the kind of policy-making role suited to the Faculty Senate. If some administrators are opposed to the amendments (and according to our information not all are by any means), because it will be more burdensome and difficult to discontinue a probationary appointment, this is only the kind of administrative inconvenience that goes with the job. The administration of policy is the work of administrators. It is also likely that many Senators voted for the amendments because they make it more difficult to terminate probationary appointments prematurely. The AAUP supported the amendments precisely for that reason: probationers were being terminated for reasons other than satisfactory performance, and we wanted to make such terminations burdensome and difficult.

President Olscamp argued against the amendments articulately and forcefully, and voted as did other Senators. We trust that our fears are groundless and that he will not provide himself with another vote in the form of administrative opinions. We strongly urge him to respect the decision of the Faculty Senate and present the amendments to the Board of Trustees without prejudice.
MEMORANDUM

TO:    Administrative Staff Council Members

FROM:  Jill Carr, Secretary, ASC

RE:    Meeting Reminder

The Administrative Staff Council will meet at 1:30 p.m. on Thursday, May 2, 1985 in the Taft Room of the University Union. Agenda items for this meeting will include:

1. Scholarship Report
2. Election Report
3. Personnel Welfare Committee Report
4. PERS Update
5. Committee Elections
6. Instruction on Cultural Diversity Issue
7. Chair-Elect and Secretary Slate

If you have any additional agenda items, please give me a call. Also, if you cannot attend this meeting, please arrange to send a substitute.

Thank you.

JC/jm
TO:  All Administrative Staff Council Members
FROM:  Jill Carr, Secretary, Administrative Staff Council
RE:  Meeting Reminder

The Administrative Staff Council will meet on Wednesday, June 5, 1985 at 1:30 pm in the Court Room on the fourth floor of the Student Services Building. All newly elected council members are invited to attend. Outgoing members are also encouraged to attend as this will be the final meeting of the year.

If you have agenda items, please contact me as soon as possible. Also, if you cannot attend this meeting, please arrange to send a substitute and notify me prior to the meeting date.

Thank you for your cooperation and please do not hesitate to contact me if you have any questions.
May 17, 1985

MEMORANDUM

TO: Administrative Staff
FROM: Administrative Staff Council Elections Committee
RE: Election Results, Executive Committee and Committee Elections

The election process for representatives to the 1985-86 Administrative Staff Council is now complete. Attached please find the complete roster of the 1985-86 Council. Newly elected members are noted in bold face type.

Three additional election processes must now be completed. First, the chair-elect and secretary must be elected. Second, area representatives to the Executive Committee must be chosen. And third, administrative staff representatives to University standing committees must be selected.

Please carefully complete the enclosed election ballot. Completed ballots must be returned to Jill Carr, Housing Office no later than May 27, 1985.

Thank you for your cooperation and participation.
May 27, 1985

ADMINISTRATIVE STAFF COUNCIL
May 2, 1985
MINUTES


MEMBERS ABSENT: J. Litwin, B. Arrowsmith, B. Hayward, J. Gregory, K. McHugh

The meeting was called to order by Chairman, J. Martini at 1:30 pm.

D. Heineman presented the scholarship report. At present, $4,945.00 has been pledged and contributed. Retirees will be contacted by letter. An additional letter will also be sent to staff who have not yet made a contribution.

J. Carr presented the election report. The roster of newly elected council members was distributed. The slate submitted by the Executive Committee for chair-elect and secretary was presented. No additional nominations were entered by council members. P. Yon entered a motion to accept D. Heineman and N. Stickler as candidates for chair-elect. Motion seconded by C. Huston. Motion carried unanimously. Z. Buford entered a motion to accept A. Bowers and J. Sharp as candidates for secretary. Motion seconded by G. DeCrane. Motion carried unanimously.

Discussion regarding committee elections took place. Each committee election will be for a two year term unless otherwise stated by the committee. This year the following committees will not have new members elected: Long Range Planning, Equal Opportunity.

J. Kepke reported that the process for the selection of this year's Ferrari Award winner is now complete. The announcement will be made at the Aug. 26, 1985 meeting of ASC. J. Kepke also expressed thanks to the committee for its work.

It was reported that Administrative Staff members can now be chairs of University Standing Committees.

The Merit/Evaluation Committee submitted its final report for the year. A copy is now on file. The committee feels that it is inappropriate for them to develop a form for evaluation of Administrative Staff. They feel that representatives from the presidential and vice-presidential areas should now take this responsibility for their respective areas. A motion was entered by R. Zwierlein to endorse the report as presented. Motion seconded by D. Heineman. Motion carried.

J. Martini expressed thanks to the Merit/Evaluation Committee for their work this year. W. Colvin will forward a copy of the committee's report to S. Caldwell for forwarding to the Vice-Presidents.
The Personnel Welfare Committee had no report for this meeting.

Council members were encouraged to respond individually to the study committee on Instruction on Cultural Diversity through Dr. E. Champiom.

The June meeting of the ASC will be held on 6/5/85 at 1:30 in the Court Room of the Student Services Building. Please note that this meeting is on Wednesday instead of Thursday.

K. Hart presented the Professional Development Committee report. The last workshop of the year will be held on 6/6/85 from 9am - noon. The topic is "Managing for Results" and will be presented by David Hyslop. S. Caldwell will prepare and distribute publicity. Administrative Staff must receive clearance from their Vice-President in order to attend. J. Litwin should be consulted with questions about plans for 1985-86.

P. Fitzgerald announced that the film "Meetings, Bloody Meetings" is now available in Instructional Media.

The meeting was adjourned at 2:10pm.

Respectfully submitted:

Jill Carr, Secretary
REPORT OF EVALUATION/MERIT COMMITTEE

After a review of the data compiled from the Administrative Contract Staff Survey on Evaluation, the Committee makes the following recommendations:

1. All administrative contract staff be evaluated on the basis of:
   a. Performance of primary duties
   b. Performance of occasional duties
   c. Attainment of agreed upon goals

2. That within each department, each staff member may be evaluated on additional criteria appropriate to the position and agreed upon in advance by the employee and the supervisor. These criteria may include:
   - Staff Management
   - Procedural Innovations
   - University Involvement
   - Professional Development
   - Promotion of Human Rights
   - Counseling
   - Peer Evaluations
   - Awards/Honors
   - Teaching
   - Financial Management
   - Policy Innovations
   - Program Innovations
   - Committee Work
   - Facility Management
   - Subordinate's Evaluations
   - Research/Publications
   - Community Involvement
   - Student Evaluations

3. The evaluation process should be a two step process.

4. During the month of June, a meeting between the employee and supervisor should take place. The purpose of the meeting is to:
   a. Review, revise and agree as to what the employee's job description will be for the next twelve months.
   b. Discuss and agree on what criteria will be used to evaluate the employee's performance during the next twelve months.
   c. Review and agree on the employee's goals for the next twelve months.

   All items agreed to will be agreed to in writing. The supervisor will provide the employee with a copy of these written agreements.

5. During the following April, an evaluation meeting will be held. At this meeting with the employee and the supervisor, a written evaluation, based on the agreed upon items from the June meeting, will be provided to the employee by the supervisor. This evaluation will be discussed.

6. The employee may write a response to the evaluation which will become a part of the evaluation.

7. Copies of the written evaluation will be sent to the Contract Staff Personnel Office, and to the employee.
1. Introduction of New Members
2. Election Update
3. Scholarship Update
4. Report from Personnel Welfare Committee - see minutes - meets 1st Tues. of each month
5. Insurance Update - session ends in itself or insurance
6. Report from Professional Development Committee - managing the records - SD signed up
7. Report from Exigency Committee
8. Review of Goals Set for 1984-85

Scholarship $200 - need by end of Dec. 13% extra
- thanks for updates - will be heard Jan.
- matching 2500 from Alumni - will have raised funds
- payroll deduction very low - one time off - money back

Worked in Faculty Senate
need to have a pay -
may need to have a report on Committee Academic Priorities
The meeting was called to order by J. Martini at 1:30 p.m. Introductions of newly elected council members were made. J. Martini made several announcements which included congratulations to Jim Corbitt as the new Associate Vice President for Operations and to Jill Carr as the new Director of On-Campus Housing. J. Martini also announced that Nan Edgerton will be leaving the University and relocating in Baltimore.

J. Carr presented the final election report. Copies of the council roster, executive committee roster, and individuals elected as ASC representatives to standing committees were distributed.

D. Heineman presented the scholarship report. We have met the 5000 goal. Alumni and Development will match our contribution up to $2500. The first scholarship will be awarded for the 1986-87 academic year. A total of 136 administrative staff members have contributed to the scholarship.

P. Yon presented the Personnel Welfare Committee report (copy on file). The dependent/spouse fee waiver policy will be revised and updated for easier interpretation and application. R. Stoner, the Faculty Welfare committee chair-elect, supports a reduction of the number of years of service in order to be eligible for this benefit. It seems that, comparatively, BGSU is rather high in the number of years needed in this category. The committee will also investigate the possibility of increasing the number of vacation days and the number allowed to carry over.

The Personnel Welfare committee meets on the first Tuesday of each month at 10 a.m. in the Archives. This committee also needs one new member. Anyone interested should contact P. Yon.

J. Litwin presented the Professional Development Committee report. The last workshop for the year is entitled "Managing for Results". To date about 50 people have signed up.
The workshops presented this year have been successful. One additional committee member is needed. This group will meet during the summer. Next year's emphasis will be the finalization of the leave policy.

Z. Buford reported that ASC should have a representative on the CAP committee in order to deal with the financial exigency issue.

G. DeCrane requested that all concerns and goals for future reference be referred to him. Two that need immediate attention are: the PERS situation and a review of committee representation (we should have a rep on the athletic committee and on the space utilization committee).

Certificates of Appreciation were distributed to out-going members.

A resolution regarding the service of Zola Buford was read. A motion was made by P. Yon to accept this resolution. Seconded by P. Fitzgerald. Motion carried unanimously.

J. Martini expressed thanks to all who have worked together this year.

G. DeCrane expressed appreciation to J. Martini for a job well done.

The meeting was adjourned at 2:30 p.m.

Respectfully submitted,

Jill Carr
Secretary
July 3, 1985

MEMORANDUM

TO: Administrative Staff Council Members

RE: 1985-86 Meeting dates

Please be reminded that our first Council meeting will be Thursday, July 11, in the Alumni Room of the Union, beginning at 1:30 p.m. Meetings are generally over by 3:30 p.m. at the latest.

The following are the meeting dates for the rest of this academic year. All are on Thursday at 1:30 p.m., and all are in the Alumni Room, except the April 3 meeting, which will be in the Taft Room:

- September 5,
- October 3,
- November 7,
- December 5,
- January 16, 1986,
- February 6,
- March 6,
- April 3,
- May 1,
- and June 5.

Also note the August 26 Welcome Back Reception at 3:30 p.m., also in the Alumni Room.

Remember that you or your representative are expected to attend each meeting.

Congratulations again on your election, and we all look forward to a successful year.

[Signature]

James M. Sharp
Secretary
ADMINISTRATIVE STAFF COUNCIL

July 11, 1985

AGENDA

A. Insurance Update - see handout
B. 85-86 Goals and Objectives - see handout
C. August 26 Welcome back reception
D. Communication Network

1. Network system will be assigned in Sept.
2. Attendance - must send rep. if not here.
3. Scholarship - printed thank yous; well over $5,000 in pledges
4. Personnel Welfare Committee - see revised policy, 5 weeks vacation
5. Pref Development - Writing memorandum
   - leaves of absence
   - leave of absence
   -也要改变 - e.g. develop.
   - Praise of getting published

6. Insurance: new accountant, report made, insurance committee
Administrative Staff Council
July 11, 1985
Minutes

Members Present: Jim Austermiller (for Joanne Navin)
Ann Bowers
John Buckenmyer
Jill Carr
Peace Champion
Jim Clemens (for Ruth Friend)
Dick Conrad
Gregg DeCrane
Patrick Fitzgerald
Deb Heineman
David Hoehner
Pat Koehler
Jim Litwin
Joe Martini
Deb McLaughlin (for Sally Blair)
Everett Piper
Michelle Rolston (for Ron Zwierlein)
Jan ScottBey
Jim Sharp
Norma Stickler
Jim Treeger (for Jack Gregory)
Paul Yon

Members Absent: Joan Bissland                      Carole Huston
Cary Brewer                                        Kevin McHugh
Pat Cleveland                                       Barry Piersol
Jim Corbitt                                        Kathleen Steiger
Susan Darrow                                        Tonia Stewart
Christopher Dunn                                   Dave Weinandy
Nan Edgerton                                       Jane Wood

G. DeCrane welcomed all new members to the Committee, and extended
an invitation to all administrative staff to attend the Welcome
Back reception August 26 from 3-6 p.m. Wine and cheese will be
served, the Ferrari award will be presented, and a good time will
be had by all.

DeCrane further noted that minor changes in the Communications
Network will be distributed via the minutes, and a total revision
to be done only on a semi-annual basis.

Recommended Goals for 1985-86 were distributed and discussed.
Martini suggested "continuous update of the Handbook" be added.
Litwin suggested "merit pay discussion, including distribution
criteria, policies and procedures" be added. A complete listing
of the 85-86 goals is attached.

Brief summaries from ASC Committee Chairs were offered, including:
Scholarship Committee - D. Heineman - A kind reminder will be sent to those still reserving their contribution decision, and thank you letters sent to those who have made that decision.

Personnel Welfare Committee - P. Yon - Topics under current discussion include the fee waiver policy and vacation benefit.

Professional Development Committee - J. Litwin - Workshops will continue again this year and will be expanded to include campus visits during a "brown-bag" lunch with selected speakers.

Sue Crawford, ASC representative to the University Insurance Committee, and Chair of that Committee, presented a current status report concerning her Committee's review of our total insurance package. Under discussion are changes in the following areas: Accidental Death and Dismemberment, the deductible for the Basic Medical Plan, Cost Containment Provisions, Hospice Coverage, and Generic Drug Incentives. A handout of current benefits is attached, and all members are urged to call Sue for specific inquiries or questions.

The meeting adjourned at 2:50 p.m. The Council will meet again at 1:30 p.m. on 9/5/85 in the Taft Room.

Respectfully submitted,

James M. Sharp, Secretary
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**Basic Medical Plan**

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**Major Medical Plan**

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**Doctors' Office**

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**In-Hospital**

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**Emergency Treatment:**

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**Misc. Expenses**

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**Usual, customary and reasonable**

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**Unlimited Medical Expenditures**

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**120 Days Per P.P.**

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**UCR for Hospital**

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**UCR for Inpatient**

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**UCR for Outpatient**

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**UCR for X-Ray and Lab**

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**UCR for Accident Treatment**

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Family Deductible

Co-Insurance

Out of Pocket Limit

Family Out of Pocket Limit

Maximum Benefit

Mental and Nervous, Alcoholism or Drug Addiction Conditions

In-Hospital Benefits

Out of Hospital Benefits

Inpatient Surgery

Hospice Coverage

Outpatient Surgery

Second Opinion Provisions

Preadmission Certification

Prevention and Wellness Programs

Employee Risk Screening

Employee Hospital Bill Audit

Weekend Admission Limitation

Preventive Care Service

Home Health Care

Emergency Room Controls

Facilitates

Alternative Birthing

Generic Drug Incentive

Preadmission Testing

Preadmission Certification

Cost Containment Provision

Out of Hospital Benefits

In-Hospital Benefits

Or Drug Addiction Condition

Mental and Nervous, Alcoholism

Maxium Benefit Limit

Family Out of Pocket

Out of Pocket Limit

Co-Insurance

Family Deductible

Average Claim Cost per Employee (Employee/Dept.

Family/Employee)

$2,225

Same as Other

$1,000 per disability

Unlimited

$1,000 per disability

80/20%

$1,225

Yes

Yes

duration of benefit period:
calendar year; then 80% for
of UCR to max. of $500 per
$20,000 lifetime limit, 50%
other

unlimited

$1,000 per person/disability

$1,000 per disability

80/20%

$100 per person
<table>
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<tr>
<th>Benefit</th>
<th>Deductible(s)</th>
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<th>All Except Ortho</th>
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MEMORANDUM

TO: Members of the Administrative Staff

FROM: Gregg T. DeCrane
       Chair, Administrative Staff Council

RE: Accomplishments, Goals, Communications Network

Enclosed please find the list of 1984-85 accomplishments, the 1985-86 goals, and the 1985-86 Communications Network for the Administrative Staff Council. Please familiarize yourself with the name of your representative and feel free to contact her/him with any concerns or questions you may have. I hope many of you will take the opportunity to become involved in the Administrative Staff Council through its committee structure. If you have a special interest in a specific committee or project, please let your representative know of your desires.

The Administrative Staff Council will only be as involved and effective as its members wish it to be. As a group I believe our potential is great.

Have a great year!

GTD:tt
Accomplishments
Administrative Staff Council
1984-85

Listed below are those accomplishments from 1984-85, that the Administrative Staff Council Executive Committee feels are of special significance.

1. Creation and funding of a student scholarship which will be awarded during the 1986-87 academic year. The corpus of $5,000 was exceeded through pledges and donations from the initial campaign. A grant of $2,500 was also received from the Development Office, which combined with Administrative Staff receipts gives a solid base for the award.

2. Establishment of a Communications Network within the Administrative Staff which provides every member with easy access to the Council and provides a means for the timely dissemination of information to all members.


4. Completion of the study on Evaluation with recommendations being forwarded to the Executive Administration.

5. Revision of the Administrative Staff Handbook to make it easier to understand and easier to manage changes.

6. Formally established a Personnel Welfare Committee to work on the continual review of the Handbook and to make recommendations regarding future benefits and needs of Administrative Staff members.

7. Increased the number of University Committees with AS representation.

8. Enhanced communication between ASC, and the Faculty Senate and Classified Staff Council through the exchange of minutes and both formal and informal communication with the respective chairs of these governing bodies.

9. By working with Faculty Senate, the policy regarding committee chairs was changed to allow AS representatives to chair University Committees.

10. Recommended change in the University policy on Maternity/Paternity leaves to include provisions for adoption.
Accomplishments
Administrative Staff Council
1984-85
Page Two

11. Effectively used speakers to keep ASC abreast of topics and concerns impacting on the Administrative Staff.

12. Provided input into Sex, Race and Solicitation Policies as well as the Insurance Review and Revision.

13. Revised the by-laws to better reflect the operation of ASC.
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 R. 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 PERS Retirement Program.
1986 ADMINISTRATIVE STAFF NEEDS ASSESSMENT SURVEY

Please indicate your Presidential or Vice-Presidential Area

In an effort to assess the current needs of Administrative Staff, the Administrative Staff Council requests that you complete this survey and return it to the Needs Assessment Committee c/o Housing Office by March 14, 1986.

Your input is greatly needed, and will enable the Administrative Staff Council to effectively address issues that are of direct concern to you.

1. Are you aware of ASC proceedings by reading the minutes published in Monitor?
   YES ___ NO ___
   If no, please explain the most effective way for you to receive information regarding Council business.

2. Does your Council representative communicate with you on a regular basis?
   YES ___ NO ___

3. What issues most concern you regarding your position as an Administrative Staff member?

4. What issues as an Administrative Staff member would you want ASC to address that would assist or benefit you and/or your position?

5. Please comment on any other area, issue, concern, that comes to mind.
11. Effectively used speakers to keep ASC abreast of topics and concerns impacting on the Administrative Staff.

12. Provided input into Sex, Race and Solicitation Policies as well as the Insurance Review and Revision.

13. Revised the by-laws to better reflect the operation of ASC.
Administrative Staff Council
Goals for 1985-86

- increase representation in University governance
- identify appropriate committees for membership
- select first ASC scholarship recipient
- increase corpus of ASC scholarship
- refine and evaluate communication network - functional aspects
- assess needs of Administrative Staff
- clarify relationships between ASC and Faculty Senate (designated representative) and Classified Staff Council (Sharon Stuart)
- closure of Ad Hoc Committee
- continuation of guest speakers
- continuation of professional development activities

- HandBook Update & Revisions
- Merit
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<td>Travel Accident Insurance</td>
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<td>60% to age 65</td>
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<td>Short Term Disability Insurance</td>
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<td>Minimum Benefit</td>
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<td>Accidental Death and Dismemberment</td>
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<td>Rate per $1,000</td>
<td>$0.44 (AD&amp;D)</td>
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Bowling Green State University
University Insurance Committee
Rehabilitation Provision
Survivor's Benefit
Minimum Indemnity Schedule
Funding Method
Premium Rate Factor per $100 of Covered Payroll

Basic Medical Plan
Major Medical Plan
Doctor's Office
In-Hospital
Emergency Treatment:
Outpatient
Inpatient
X-Ray and Lab. Benefits:
Maximum Days
Per Day

Doctor's Visits In-Hospital:
Surgeon's Benefits
Hospital Benefits

Basic Medical Plan

Deductible

100% of Covered Payroll

Premium Rate Factor per $100 of Covered Payroll

Funding Method

Schedule
Minimum Indemnity
Survivor's Benefit
Rehabilitation Provision

Reasonable
Usual, customary and
unlimited medical expenses
120 days S.P.

13% pooled

No

No

Off-set 100%
Family Deductible: $1,225

Co-Insurance: 80/20%

Out of Pocket Limit:
- Family: $1,000 per person/disability
- Unlimited

Maximum Benefit:
- Mental and Nervous, Alcoholism or Drug Addiction Condition
  - Unlimited

In-Hospital Benefits:
- Same as Other

Outpatient Surgery:
- Same as Other

Hospice Coverage:
- Same as Other

Generic Drug Incentive:
- Same as Other

Alternative Birthing Facilities:
- Same as Other

Emergency Room Controls:
- Yes

Home Health Care:
- Yes

Preventative Care:
- Yes

Preadmission Certification Provisions:
- Yes

Preadmission Certification:
- Yes

Weekend Admission Limitation:
- Yes

Employee Hospital Bill Audit:
- Yes

Health Risk Screening:
- Yes

Wellness Programs:
- Yes

Cost Containment Provision:
- Yes

Out of Hospital Benefits:
- Yes

In-Hospital Benefits:
- Yes

Out of Pocket Limit:
- Family: $1,000 per disability
- $1,000 per person/disability

Average Claim Cost per Employee (Employee/Dept. Claims & Employees):
- $100 per person

Average Claim Cost per Employee:
- $100 per person
<table>
<thead>
<tr>
<th>Dental Benefits</th>
<th>Deductible(s)</th>
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<th>Pre-Treatment Review</th>
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<td>$25 cal. yr.</td>
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<td>80/20%</td>
<td>Yes - when course of treatment to exceed $300</td>
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<td>50/50%</td>
<td>80/20%</td>
<td>80/20%</td>
<td>Yes - when course of treatment to exceed $300</td>
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<tr>
<td>Major</td>
<td>100%</td>
<td>80/20%</td>
<td>80/20%</td>
<td>Yes - when course of treatment to exceed $300</td>
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| Family Coverage | Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho OrthoOrtho Ortho Ortho Ortho Ortho Ortho Ortho Ortho Ortho...