1987

Minutes 1986-1987

Bowling Green State University. Administrative Staff Council

Follow this and additional works at: https://scholarworks.bgsu.edu/asc

Repository Citation
https://scholarworks.bgsu.edu/asc/143

This Article is brought to you for free and open access by the University Publications at ScholarWorks@BGSU. It has been accepted for inclusion in Administrative Staff Council by an authorized administrator of ScholarWorks@BGSU.
Pre-Microfilm Inventory

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

Location: Bowling Green, Ohio

Title of Series: Minutes

Inclusive Dates: 1986-1987

Format: Bound  X  Loose

Order: Alpha  X  Chronological  Numerical

Index: Included  Separate  X  None

Notes

1. Colored Paper
2. Colored Ink
3. Photocopies
<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>Monthly $</td>
<td>beginning</td>
</tr>
<tr>
<td>One Time $</td>
<td>on</td>
</tr>
<tr>
<td>Direct</td>
<td></td>
</tr>
<tr>
<td>Cash $</td>
<td></td>
</tr>
<tr>
<td>Check $</td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td>Solicitor</td>
</tr>
<tr>
<td>Total Gift</td>
<td></td>
</tr>
</tbody>
</table>

Administrative Staff Scholarship
Bowling Green State University

Payroll Deduction

Direct

Signature

Date

Total Gift

$
1986-87 GOALS

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

A) Statement on Performance Evaluations
B) Health Cost Containment
C) Professional Liability Insurance
ADMINISTRATIVE STAFF COUNCIL

COMMITTEES

1986-1987

PERSONNEL WELFARE— JILL CARR, JIM AUSTERMILLER, SUSAN DARROW
RICH HUGHES,

PROFESSIONAL DEV.— DAVE WEINANDY, LINDA KATZNER, RICH HUGHES,
CHARLES SCHULTZ

AMENDMENTS— PAT KOEHLER, GAIL RICHMOND

FERRARI AWARD— SALLY BLAIR, PEACE CHAMPION, GREGG DECRANE

SCHOLARSHIP— DEB HEINEMAN, ANN BOWERS, KATHRYN THIEDE,
RON ZWERLEIN

ELECTIONS— JIM SHARP

FINANCE— SUZANNE CRAWFORD
1986-87 ADMINISTRATIVE STAFF COUNCIL

**Student Affairs**
- Jill Carr 1987
- Deb Heineman 1987
- Tonia Stewart 1988
- Dave Weinandy 1987
- Peace Champion 1987
- Linda P. Hamilton 1989
- Rich Hughes 1989

**Planning and Budgeting**
- Cary Brewer 1987
- Dick Conrad 1988
- Charles Schultz 1989
- Linda Hamilton 1989

**Academic Affairs**
- Barry Piersol 1988
- Christopher Dunn 1988
- Ann Bowers 1988
- Joan Bissland 1988
- Kathleen Steiger 1988
- Susan Darrow 1987
- Kathy Hart 1989
- Linda Katzner 1989
- Jane Wood 1987
- Paul Yon 1987

**President's Area**
- Pat Cleveland 1988
- Jack Gregory 1987
- Ron Zwierlein 1987
- Greg Jordan 1987
- Sue Crawford 1987

**Operations**
- John Buckenmyer 1988
- Ruth Friend 1987
- Jim Sharp 1987
- Ed O'Donnell 1989

**University Relations**
- Sally Blair 1988
- Everett Piper 1988
- Pat Koehler 1987
- Linda Swaisgood 1989

(Newly elected members in bold face)
ADMINISTRATIVE STAFF COUNCIL

September 4, 1986

Agenda

A. Call to Order

B. Communication Network

C. By-laws

D. Committee Reports
   1) Scholarship - rd report
   2) Personnel Welfare Comm - replace with Jill Carr +
   3) Annual Rev of by-laws - make ready
   4) Termini Awards
   5) Prof. Dev Committee - report accepted

E. Secretary's Report
   1. Committee appointments
   2. Council membership report

F. Update of PERS Bill - reviewed
   Recommendation to full CEC not yet passed

G. Remarks from the Chair
   1. Trustee representation
   2. Committee involvement

H. Good of the Order

I. Adjournment

*staff new personnel in constituency - check on insurance package
   **11-13 - deadline for ABC Corp. package request
   **Send memo to Del - request increase in work-study allocation
REMARKS FROM THE CHAIR

Heineman noted she had sent a request to Chris Dalton, Chair of the Faculty Senate Budget Committee, requesting ASC representation on that Committee, given the impact of FSBC on administrative salary recommendations.

Good of the Order preceded adjournment at 2:33 p.m.

Respectfully submitted,

James M. Sharp, Secretary
TO: Administrative Staff Council  
FROM: Joni Reed, Acting Chair, Professional Development Committee  
DATE: August 28, 1986  
RE: Proposed Professional Development Programs

The Professional Development Committee met during the summer to develop a series of programs for the upcoming year. From ideas suggested by last year's participants and committee brainstorming, the topics are loosely woven into this year's theme of "Communication." The following Workshop and Luncheon Series topics are presented for your consideration and approval:

**Workshops (2-3 hour programs)**

- Instructional Media: Designing Effective Presentations and Materials
- Working with Student Problems
- Racial Awareness

**Luncheon Series (short programs scheduled during noon hour)**

- Tour of WBGSU-TV
- BGSU Budget Process
- Personal Financial Planning
- Impact of Tax Reforms
- A Passion for Excellence (videotape shown in two back-to-back sessions)
MEMORANDUM

TO: Administrative Staff Council
FROM: Deb Heineman, Chair
SUBJ: Communication Network
DATE: September 19, 1986

Enclosed you will find a copy of the 1986-87 Communication Network. Please check the listing of staff members whom you represent and inform me of any corrections, additions or deletions by September 30 at noon.

Thank you for your time.
ADMINISTRATIVE STAFF COUNCIL
Minutes
September 4, 1986


Absent: Weinandy, Gregory, Brewer, McRoberts, Hart

Heineman called the meeting to order at 1:32 p.m. with a general welcome to all and introductions around the table.

COMMUNICATIONS NETWORK

Heineman explained function and purpose of the Network and advised that advance copies will be mailed very soon. Council members should review the listing for accuracy and call Heineman with any corrections.

BY-LAWS

Heineman called attention to the revised by-laws distributed in the Spring, and special attention to the attendance policy, emphasizing that our first duty is to represent our membership by coming to the meetings.

COMMITTEE REPORTS

Scholarship - Heineman noted our first scholarship winner was Donna Cappelle, who was introduced at the opening day reception.

Personnel Welfare - Yon announced the two new committee members as Jill Carr and Cary Brewer. The current issue receiving Committee attention will be maternity leave.

Crawford also commended the Council on their input last Spring into the insurance changes, and asked Council members to remind any new staff to visit the Insurance Office to review available benefits.

Amendments - Carr noted the function of the Committee and indicated that a possible proposal may be forthcoming to name the past chair of ASC as a member of the Executive Committee.

Ferrari Award - Gregg DeCrane was the recipient and all Council members offer their congratulations.
SECRETARY'S REPORT

Professional Development - Joni Reed, Acting Chair, offered via memo a topic list for this academic year. Wood moved to accept the listing, Jordan second. Motion carried. (List is attached.)

Merit/Evaluation - Stewart noted that survey responses are still being returned and asked that any persons not responding to do so quickly.

Needs Assessment - Carr reported all the information is in and a report will be issued to Heineman very soon.

Sharp noted Committee additions over the summer included:

- Computing Council - Duane Whitmire
- EOC - Jim Litwin
- Insurance - Sandy LaGro
- Library Advisory - Kathryn Thiede
- Monitor Advisory - Linda Hamilton
- Union Advisory - Ed O'Donnell

In addition, recent replacements on Council include Jim Austermiller for Linda P. Hamilton, Gail Richmond for Kathy Steiger, and Gail McRoberts for Chris Dunn. (Please note these changes on your Council membership lists.)

PERS UPDATE (Early Retirement Bill)

Heineman reported no substantial progress on passage of the bill, although all sources indicate passage will occur at some point in time. She also highlighted ASC's recommendations if passage occurs. Those were made last Spring and included:

1. The University should adopt the provisions of the bill, if passed.
2. The early retirement period should be open-ended with a 1-year notice required.
3. The number of years of credit purchased should be 5.
4. Each employee should give six months advance notice of intent to retire.
5. The employee should take at least 3 months to reach the decision to retire.
6. Informational sessions should be held to acquaint employees with their options.
7. The supplemental retirement plan should be retained as is.
Discussed:

1) Priorities for 1986-1087

   a. Salary Proposal to Administration/Budget Committee
      Must be submitted by Feb. 13.

   b. Merit Issue. Merit Committee Currently working on
      recommendations. Will submit to Chair upon
      completion.

   c. Insurance Package recently passed by Board of Trustees.

   d. Appointment of ASC Rep. to University Budget Committee

   e. ASC Representation to Board of Trustees.

   f. Needs Assessment- Jill Carr

   g. Scholarship Committee- Deb. H.

   h. United Way. ?

   i. Susanne Crawford- Dept. of Labor Study results by the
      End of the year. Discuss with her how we may use for
      salary requests.

2. To Do:

   a. clarify committee appointments at beginning of ASC
      member's term.

   b. address the questions of election process

   c. make appropriate changes in the by-laws

   d. Cancel meetings of ADC in July and August. Discuss
      with Executive Committee
Administrative Staff Council
AGENDA
October 2, 1986

VI. Guest Speakers for 1986-87

VII. 1986-87 Goals

VIII. Committee Reports

IX. United Way Campaign

X. Remarks from the Chair

XI. Good of the Order, Prob's Letter

XII. Adjournment

Budget Committee - Appointment - Rep. of Executive Committee

Chair, ASC
Faculty Senate
Bd. of Trustees
President - No Action

Susanne Crawford

1) Released Time - Personnel Welfare
   Discussions

2) 12 5 did not meet merit
   - No Model for Merit
   - Performance & Duties
   - 159 Vote
   - Passed
ADMINISTRATIVE STAFF COUNCIL
OCTOBER 2, 1986
MINUTES

Guest Speakers - Suggestions included: Dr. Hebein, Chair of Faculty Senate, Chris Esparza, Chair of Classified Staff Council. Dr. Paul Olscamp will be the guest speaker at the November meeting.

Goals for the Year - Top priority will be the compensation plan request. Other goals will include: an ASC rep to the Faculty Senate Budget Committee to be pursued through the Faculty Senate Committee on Committees, opportunity to have a non-voting ASC rep at Thursday evening sessions of the Board of Trustees, have the Executive Committee meet at Firelands, increase the corpus of the ASC Scholarship, and request Administrative Staff Handbook changes as needed.

Merit Committee - T. Stewart presented the results of the work done by the Merit Committee. One hundred and thirty-eight responses were received. Of this group 125 were in favor of merit and felt it should be determined during the spring semester. It was also noted that many staff members are not evaluated for merit and there is no uniform model for the dispersal of merit money. Most staff also feel that the number one criteria should be the performance of direct job responsibilities.

Announcements - E. Piper explained that only the paid amount of an ASC scholarship donation will be matched by 12/31/86.

Administrative Staff are urged to support the United Way campaign. An increase to 1,000 donors is needed.

Cary Brewer has announced his resignation. He has accepted a position at the University of Cincinnati. Cary has contributed greatly to BGSU during his tenure. Our appreciation is extended to him.

Remarks from the Chair - D. Heineman announced her resignation. (Letter on file). It is with regret that the Council accepts this resignation. According to the by-laws, the Chair-elect is to accept the position, however S. Crawford has chosen to release herself from this position. As a result a special election will be held to elect a new chair-elect. P. Yon will complete the 1986-87 term as chairperson effective 11/1/86.

A motion was entered and approved to conduct the special election with S. Crawford's name as the only candidate. The opportunity to write-in a name will be possible, however, this will be limited to current Council members.

The next meeting of the Administrative Staff Council will be on 11/5/86.

Respectfully submitted,

Suzanne Crawford
Acting Secretary
### ADMINISTRATIVE STAFF COUNCIL

#### 1986-87

<table>
<thead>
<tr>
<th>NAME</th>
<th>TERM EXPIRES</th>
<th>OFFICE</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jim Austermiller</td>
<td>1989</td>
<td>Student Health Center</td>
<td>2-2277</td>
</tr>
<tr>
<td>Joan Bissland</td>
<td>1988</td>
<td>Continuing Education</td>
<td>2-8181</td>
</tr>
<tr>
<td>Sally Blair</td>
<td>1988</td>
<td>Channel 27</td>
<td>2-7035</td>
</tr>
<tr>
<td>Ann Bowers</td>
<td>1988</td>
<td>Library</td>
<td>2-2411</td>
</tr>
<tr>
<td>*John Buckenmyer</td>
<td>1988</td>
<td>Bookstore</td>
<td>2-2851</td>
</tr>
<tr>
<td>*Jill Carr</td>
<td>1987</td>
<td>Housing Office</td>
<td>2-2011</td>
</tr>
<tr>
<td>Peace Champion</td>
<td>1987</td>
<td>Minority Affairs</td>
<td>2-8359</td>
</tr>
<tr>
<td>*Patricia Cleveland</td>
<td>1988</td>
<td>Athletic Department</td>
<td>2-2401</td>
</tr>
<tr>
<td>*Richard Conrad</td>
<td>1988</td>
<td>Computer Services</td>
<td>2-2911</td>
</tr>
<tr>
<td>Sue Crawford</td>
<td>1989</td>
<td>Continuing Education</td>
<td>2-8181</td>
</tr>
<tr>
<td>Susan Darrow</td>
<td>1987</td>
<td>Honors Program</td>
<td>2-8202</td>
</tr>
<tr>
<td>Ruth Friend</td>
<td>1987</td>
<td>Management Support Services</td>
<td>2-2236</td>
</tr>
<tr>
<td>Jack Gregory</td>
<td>1987</td>
<td>Athletic Department</td>
<td>2-2401</td>
</tr>
<tr>
<td>Linda Hamilton</td>
<td>1989</td>
<td>Planning and Budgeting</td>
<td>2-8262</td>
</tr>
<tr>
<td>Kathy Hart</td>
<td>1989</td>
<td>Arts and Sciences</td>
<td>2-2915</td>
</tr>
<tr>
<td>Deb Heineman</td>
<td>1987</td>
<td>Student Financial Aid</td>
<td>2-2651</td>
</tr>
<tr>
<td>Rich Hughes</td>
<td>1989</td>
<td>Housing</td>
<td>2-2011</td>
</tr>
<tr>
<td>Greg Jordan</td>
<td>1987</td>
<td>Ice Arena</td>
<td>2-2764</td>
</tr>
<tr>
<td>Linda Katzner</td>
<td>1989</td>
<td>Honors Program</td>
<td>2-8504</td>
</tr>
<tr>
<td>*Patricia Koehler</td>
<td>1987</td>
<td>Channel 27</td>
<td>2-7128</td>
</tr>
<tr>
<td>Gail McRoberts</td>
<td>1988</td>
<td>Graduate College</td>
<td>2-2791</td>
</tr>
<tr>
<td>Ed O'Donnell</td>
<td>1989</td>
<td>Food Operations</td>
<td>2-2891</td>
</tr>
<tr>
<td>Barry Piersol</td>
<td>1988</td>
<td>School of Technology</td>
<td>2-7580</td>
</tr>
<tr>
<td>Everett Piper</td>
<td>1988</td>
<td>Alumni Development</td>
<td>2-2701</td>
</tr>
<tr>
<td>Gail Richmond</td>
<td>1988</td>
<td>Library</td>
<td>2-2106</td>
</tr>
<tr>
<td>Charles Schultz</td>
<td>1989</td>
<td>Computer Services</td>
<td>2-2911</td>
</tr>
<tr>
<td>Lori Schumacher</td>
<td>1987</td>
<td>Payroll</td>
<td>2-2201</td>
</tr>
<tr>
<td>*James Sharp (Secretary)</td>
<td>1987</td>
<td>University Union</td>
<td>2-2241</td>
</tr>
<tr>
<td>Tonia Stewart</td>
<td>1988</td>
<td>Off Campus Housing</td>
<td>2-2458</td>
</tr>
<tr>
<td>Linda Swaisgood</td>
<td>1989</td>
<td>Public Relations</td>
<td>2-2716</td>
</tr>
<tr>
<td>Kathryn Thiede</td>
<td>1987</td>
<td>Library</td>
<td>2-2856</td>
</tr>
<tr>
<td>David Weinandy</td>
<td>1988</td>
<td>Student Activities</td>
<td>2-2843</td>
</tr>
<tr>
<td>Jane Wood</td>
<td>1987</td>
<td>College of Education</td>
<td>2-7372</td>
</tr>
<tr>
<td>*Paul Yon (Chair)</td>
<td>1987</td>
<td>Library</td>
<td>2-2411</td>
</tr>
<tr>
<td>Ron Zwierlein</td>
<td>1987</td>
<td>Student Recreation Center</td>
<td>2-7484</td>
</tr>
</tbody>
</table>

*Members of the Administrative Staff Council Executive Committee as of June 30, 1986*
<table>
<thead>
<tr>
<th>ACADEMIC AFFAIRS</th>
<th>TERM</th>
<th>OFFICE</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joan Bissland</td>
<td>1988</td>
<td>Continuing Education</td>
<td>2-8181</td>
</tr>
<tr>
<td>Ann Bowers</td>
<td>1988</td>
<td>Library</td>
<td>2-2411</td>
</tr>
<tr>
<td>Susan Darrow</td>
<td>1987</td>
<td>Center for Educ. Options</td>
<td>2-8202</td>
</tr>
<tr>
<td>Kathy Hart</td>
<td>1989</td>
<td>Arts and Sciences</td>
<td>2-2915</td>
</tr>
<tr>
<td>Linda Katzner</td>
<td>1989</td>
<td>Honors Program</td>
<td>2-8504</td>
</tr>
<tr>
<td>Gail McRoberts</td>
<td>1988</td>
<td>Graduate College</td>
<td>2-7921</td>
</tr>
<tr>
<td>Barry Piersol</td>
<td>1988</td>
<td>School of Technology</td>
<td>2-7580</td>
</tr>
<tr>
<td>Gai 1 Richmond</td>
<td>1988</td>
<td>Library</td>
<td>2-2106</td>
</tr>
<tr>
<td>Kathryn Thiede</td>
<td>1987</td>
<td>Library</td>
<td>2-2856</td>
</tr>
<tr>
<td>Jane Wood</td>
<td>1987</td>
<td>College of Education</td>
<td>2-7372</td>
</tr>
<tr>
<td>*Paul Yon (Chair)</td>
<td>1987</td>
<td>Library</td>
<td>2-2411</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UNIVERSITY RELATIONS</th>
<th>TERM</th>
<th>OFFICE</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sally Blair</td>
<td>1988</td>
<td>Channel 27</td>
<td>2-7035</td>
</tr>
<tr>
<td>*Patricia Koehler</td>
<td>1987</td>
<td>Channel 27</td>
<td>2-7128</td>
</tr>
<tr>
<td>Everett Piper</td>
<td>1988</td>
<td>Alumni Development</td>
<td>2-2701</td>
</tr>
<tr>
<td>Linda Swaisgood</td>
<td>1989</td>
<td>Public Relations</td>
<td>2-2716</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OPERATIONS</th>
<th>TERM</th>
<th>OFFICE</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>*John Buckenmyer</td>
<td>1988</td>
<td>Bookstore</td>
<td>2-2851</td>
</tr>
<tr>
<td>Ed O'Donnell</td>
<td>1989</td>
<td>Food Operations</td>
<td>2-2891</td>
</tr>
<tr>
<td>Ruth Friend</td>
<td>1987</td>
<td>Management Support Services</td>
<td>2-2236</td>
</tr>
<tr>
<td>*James Sharp (Secretary)</td>
<td>1987</td>
<td>University Union</td>
<td>2-2241</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STUDENT AFFAIRS</th>
<th>TERM</th>
<th>OFFICE</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jim Austermiller</td>
<td>1989</td>
<td>Student Health Center</td>
<td>2-2277</td>
</tr>
<tr>
<td>*Jill Carr</td>
<td>1987</td>
<td>Housing Office</td>
<td>2-2011</td>
</tr>
<tr>
<td>Peace Champion</td>
<td>1987</td>
<td>Minority Affairs</td>
<td>2-8359</td>
</tr>
<tr>
<td>Deb Heineman</td>
<td>1987</td>
<td>Student Financial Aid</td>
<td>2-2651</td>
</tr>
<tr>
<td>Rich Hughes</td>
<td>1989</td>
<td>Housing</td>
<td>2-2011</td>
</tr>
<tr>
<td>Tonia Stewart</td>
<td>1988</td>
<td>Off Campus Housing</td>
<td>2-2458</td>
</tr>
<tr>
<td>David Weinandy</td>
<td>1988</td>
<td>Student Activities</td>
<td>2-2843</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PLANNING AND BUDGETING</th>
<th>TERM</th>
<th>OFFICE</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Richard Conrad</td>
<td>1988</td>
<td>Computer Services</td>
<td>2-2911</td>
</tr>
<tr>
<td>Linda Hamilton</td>
<td>1989</td>
<td>Planning and Budgeting</td>
<td>2-8262</td>
</tr>
<tr>
<td>Charles Schultz</td>
<td>1989</td>
<td>Computer Services</td>
<td>2-2911</td>
</tr>
<tr>
<td>Lori Schumacher</td>
<td>1987</td>
<td>Payroll</td>
<td>2-2201</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PRESIDENT</th>
<th>TERM</th>
<th>OFFICE</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Patricia Cleveland</td>
<td>1988</td>
<td>Athletic Department</td>
<td>2-2401</td>
</tr>
<tr>
<td>Sue Crawford</td>
<td>1989</td>
<td>Continuing Education</td>
<td>2-8181</td>
</tr>
<tr>
<td>Jack Gregory</td>
<td>1987</td>
<td>Athletic Department</td>
<td>2-2401</td>
</tr>
<tr>
<td>Greg Jordan</td>
<td>1987</td>
<td>Ice Arena</td>
<td>2-2764</td>
</tr>
<tr>
<td>Ron Zwierlein</td>
<td>1987</td>
<td>Student Recreation Center</td>
<td>2-7484</td>
</tr>
</tbody>
</table>

*Executive Committee of the Administrative Staff Council as of November 1, 1986
### 1986-87 ADMINISTRATIVE STAFF COUNCIL

#### Student Affairs
- **Jill Carr** 2-2011
- **Deb Heineman** 2-2651
- **Tonia Stewart** 2-2458
- **Dave Weinandy** 2-2843
- **Peace Champion** 2-8359
- **Rich Hughes** 2-2011
- **Jim Austrermiller** 2-2277

#### President's Area
- **Pat Cleveland** 2-2401
- **Jack Gregory** 2-2401
- **Ron Zwierlein** 2-2711
- **Greg Jordan** 2-2264
- **Sue Crawford** 2-8181

#### Operations
- **John Buckenmyer** 2-2851
- **Ruth Friend** 2-2236
- **Jim Sharp** 2-2241
- **Ed O'Donnell** 2-2891

#### Planning and Budgeting
- **Lori Schumacher** 2-2201
- **Dick Conrad** 2-2911
- **Charles Schultz** 2-2911
- **Linda Hamilton** 2-8262

#### Academic Affairs
- **Barry Piersol** 2-7580
- **Gail McRoberts** 2-2791
- **Ann Bowers** 2-2411
- **Joan Bissland** 2-8181
- **Gail Richmond** 2-2106
- **Kathryn Thiede** 2-7891
- **Kathy Hart** 2-7885
- **Susan Darrow** 2-8501
- **Linda Katzner** 2-8504
- **Jane Wood** 2-7372
- **Paul Yon** 2-2411

#### University Relations
- **Sally Blair** 2-7035
- **Everett Piper** 2-2701
- **Pat Koehler** 2-7128
- **Linda Swaisgood** 2-2716

*Executive Committee Members*
October 6, 1986

MEMORANDUM

TO: Administrative Staff Council Members
FROM: Everett Piper
RE: Foundation Challenge Match for the Faculty/Staff Campaign

As the result of conflicting information regarding the specifics of the above stated campaign, I offer the following:

* The Bowling Green State University Foundation Inc. will match the pledges of faculty and staff members which were made during the time period of March 15 - June 30, 1986.

* In order for these pledges to be matched, they must be paid by June 30, 1987.

* If the total pledge is not paid by June 30, 1987, the Foundation will match that portion that has been fulfilled by this date.

* The Foundation match will follow the original designation of the donor. Transfers from the Foundation will be made on December 31, 1986 and June 30, 1987 to the various different accounts represented by the donor's designation.

In summary, all individuals who pledged to the Faculty/Staff campaign have at least one year to fulfill their pledge. The Foundation will match all gifts toward these pledges that are given on or prior to June 30, 1987. This is what was implied to the donors at the time of solicitation and the Foundation will adhere to this policy. If you have any questions, please contact me.
MEMORANDUM

TO: Administrative Staff Council
FROM: Deb Heineman, Chair
SUBJ: November Meeting
DATE: October 28, 1986

Please be advised that our meeting on November 6 will begin at 2:00 rather than our usual 1:30 meeting time. The meeting will be held in the Alumni Room and will still end at 3:30. Dr. Paul Olscamp will be our guest speaker at this meeting so plan to bring any questions or concerns which you would like him to address.

I look forward to seeing you then.
MEMORANDUM

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

Attached please find the agenda for the November 6 meeting of the Administrative Staff Council. Please bring this agenda with you. If you have additional agenda items, please call no later than 24 hours prior to the meeting date.

Remember that this meeting will begin at 2:00 p.m. and will last until approximately 3:30.

Thank you.
AGENDA
ADMINISTRATIVE STAFF COUNCIL
6 NOVEMBER 1986

2:00 Sandy Lagro- Insurance Committee

2:30 President Olscamp

3:30 Committee Reports

Personnel Welfare- Jill Carr
Professional Development- Dave Weinandy
Scholarship- Deb Heineman
Elections- Jim Sharp
Amendments- Pat Koehler
Ferrari Award- Sally Blair
Finance- Suzanne Crawford

4:00 New Business

4:15 Good of the Order

4:30 Adjournment
ADMINISTRATIVE STAFF COUNCIL

NOVEMBER 6, 1986

AGENDA

- SANDY LAGRO - COST CONTAINMENT PROGRAM
  PROFESSIONAL LIABILITY INSURANCE 2:00

- DR. PAUL OLSCAMP - PRESIDENT 2:15

- COMMITTEE REPORTS 3:15

- ELECTION RESULTS 3:30

- GOOD OF THE ORDER
AGENDA

- SANDY LAGRO - COST CONTAINMENT PROGRAM
  PROFESSIONAL LIABILITY INSURANCE 2:00

- DR. PAUL OLSCAMP - PRESIDENT 2:15

- COMMITTEE REPORTS 3:15

- ELECTION RESULTS Sue Crawford - 3:30

- GOOD OF THE ORDER

Liability - Reasons for increase - lower interest rates, more liability

Cost Containment: 2:

1. Drafts Risk will be addressed in Dec.
   We need to approve before implemented - by Jan 1st

2. Future agenda items:
   a. Wellness program
   b. Information services
   c. Violence Medical
President's report:
1. Financially well - 75-74 - 12.5 panels - $35 mil guaranteed.
2. FS - will be used to reserve funds to pool - 20% invested to reone and restructure.
3. Academically: Great ideas, comm. enrollment not high.


All scholarships (inc.) will fund drive based on academic excellence.

Corposition center - how to return to university.
1. Basketball, aerobics, center, gym, theater - 1 bldg.
2. Sports manager, faculty, housing.
3. Plenty of office, studies rooms.
4. Hold perf. concerts, etc.
   (also rent facilities to community for use)
5. Large classrooms - Anderson Center renovated. New bldg.

Student retention rate: above national average.
App - Planning Committee - "retention" (she's 28-32 they're perfect)
Need to excel excep. recommendations in area of minority students.

Financial Aid: Some simplification in forms but no major change.
Need to add personnel to financial office.

Add: Vehs. 1/2/60.
The meeting was called to order at 2:05 p.m. by chairperson, Paul Yon.

Sandy LaGro was introduced as our first guest speaker. Sandy works in the Treasurer's Office and specializes in financial planning, risk management, and investments.

Sandy presented information regarding the Professional Liability Insurance Program. It was explained that the cost has increased due to a change in the insurance market including higher rates, increased losses, etc. The company was losing money and was experiencing an increase in claims. This resulted in a 300% increase, from $33.00 to $95.00 for 1 million dollars worth of coverage. At this time there is no other policy written specifically for educational employees.

Sandy then covered the question of whether or not we need this type of coverage in light of H.B. 176 which calls for the immunity and indemnification of educational officers with exceptions.

If you purchase the $95.00 policy and a suit is filed against you, the insurance company will appoint an attorney for you. There is also an additional comfort level in knowing that you have some extra protection. Without the $95.00, if a suit is filed, Phil Mason needs to be contacted. At this time a University attorney will be appointed. Several questions were asked regarding this issue. Individuals should realize that most liability suits are multi-million dollar suits. An
individual cannot obtain this much coverage. Some protection can be purchased as a rider on a homeowners policy. Individuals with specific circumstances are encouraged to contact Sandy LaGro with specific questions. Basically, it is an individual's choice to purchase the additional coverage.

Information regarding the proposed Cost Containment program was also presented. Rollie Hahn from Benefit Plans will address ASC about this program in December. Approval is needed from Faculty Senate, ASC, and Classified Staff Council in order for this proposal to be enacted. It was not known what consequences we face if the proposal is not approved.

It was requested that ASC and CSAC be added to the bottom of the flier in regards to groups needing to approve this plan. It was also clarified that the second opinion program is already in effect, but the Cost Containment is only a proposal.

The agenda for the Insurance Committee will be:

--continued work on the Meiniger report
--a wellness program
--information seminars
--preventative medical coverage

If there are additional items, please forward these to the Personnel Welfare committee. They will then be forwarded to the Insurance Committee.

Dr. Paul Olscamp was introduced as our second speaker of the day. In his opening statement, he indicated that, in general the University is in good shape, particularly from a business point of view. We are in the best financial condition since Dr. Olscamp's arrival and plans for the future are progressing. The 75th Anniversary campaign is in excellent shape. The internal endowment of the University is approximately $7,000,000 and will grow to $10,000,000 in 3-4 years. At that point, $1,000,000 will be taken off each year and put into the academic operation of the University.

Dr. Olscamp will ask Faculty Senate to prioritize the goals stated in the Role and Mission Statement. In 1989, they will be asked to review and revise this statement.

Exciting things are happening academically. Enrollments are low in the Great Ideas classes, but we need to move in the direction of establishing a required core of courses to enhance each student's liberal education.

Dr. Olscamp then opened to questions from Council members.

1. What are the plans for the monies raised during the 75th Anniversary campaign? What future activities are planned for fund raising?
All 75th campaign monies are earmarked with a few exceptions. These are described in the 75th campaign brochure. The exceptions include all restricted donations such as those for the McMasters Institute, also $150,000 will be used for minor capital improvements. It should be noted that after a campaign of this nature, the general level of giving tends to go up permanently. Our's has gone from 1.5 million to 3.5 million. Our goal is to maintain the 3.5 million level. There are no formal plans for future fund raising activities. If we go ahead with the building of a convocation center, funds will be needed for the building of the non-academic portions of this building. Therefore, a capital oriented, single purpose drive may be conducted to meet these needs.

2. Please clarify our scholarship situation.

We are increasing the total number of scholarships as well as the number of dollars in scholarships. All of these are awarded based on academic excellence, not need or athletic ability. There are 18 new alumni chapter scholarships and 40 minority student scholarships. These are all endowed scholarships, meaning that the principal is not spent, only the earned interest.

3. What would be the main purpose of the Convocation Center? What return would the University receive?

The plan for a Convocation Center includes plans for two buildings. First, a basketball and convocation area would be built in amphitheater style. This facility would also include winter sports training areas, faculty offices and seminar rooms. Space would also be sufficient to hold association meetings. Also, large rooms would be available for physical education activities and rental to the community. The second part of this project would be to provide additional academic space in the form of large classrooms. Anderson Arena would be renovated into 3 or 4 amphitheater style classrooms. This facility would not necessarily be a revenue generator for the University. However, money would be raised through the rental of rooms, concerts, and we may be able to attract nationally ranked basketball teams with the new basketball facilities. The question was asked if ice would be a part of this facility. At this time, an ice sheet is not being considered. However, some thought is being given to adding seats in the north end of the ice arena. A market survey done 2 years ago indicated that in order for
the addition of these seats to be profitable, our team would need to be nationally competitive. Now that we do fall into this category it is more feasible to consider adding these spaces.

4. How are we doing in regards to student retention? What can we do better in this area?

We are above the national average regarding retention of students. Dr. Olscamp will appoint a standing retention committee in the near future. This committee will be ad hoc for 2 years, then Faculty Senate will need to make it a standing University committee. Dr. Olscamp also requested that suggestions regarding potential members and/or offices to be represented be sent to him. One area that requires improvement is the retention of minority students. We need a better record and we need to recruit more minority students. Dr. Olscamp visited a high school in Detroit with staff from the Admissions Office and found that many of these students are interested in attending BGSU. Applications from minority students for this fall were up by 23%, however, many of these students did not attend. We don't know the reason for this at this time.

5. What is the status of Williams Hall?

The University has done everything it can to get this project rolling. The delay is in the State Architect's Office. Dr. Olscamp has visited with the state architect. It will be at least 8 months before anything can be done, at the most 2 years. There is an understaffing problem in the State Architect's Office. Once approval comes from this office all bids will go out. A flow chart is being kept in Karl Vogt's office.

6. How are we dealing with the new federal regulations regarding financial aid? Will it be worse next year?

Congress has instructed the Department of Education to simplify the current regulations, but they will never be as simple as before. Dr. Olscamp stated that we have added part-time staff to our financial staff. In addition, some permanent staff will be added and additional phone lines. We are no worse off than any other institution. Our office deserves a lot of credit for handling the irate public so well.

7. What steps are being taken to provide ample class
space at the freshmen/sophomore level? If the size of the class is known, why aren't these projections taken into account when class space is generated?

It is not possible to be accurate within 50 students on incoming numbers or credit hours to be taken. Also, an unusually high number of seniors failed to take a required class for graduation and now need to enroll in these classes. There is also a lack of physical space, particularly large classroom space. We do not have an online registration process, but we hope to by the fall of 1988. This is the second most troublesome problem at the University. The first most troublesome problem is alcohol. Approximately 80% of all vandalism is alcohol related, 90% of all assaults. Dr. Ols camp indicated that in the past 5 years, 13 students have died in alcohol related deaths.

8. Are there plans to move the chimes again?

No, but a fence will be built around them to prevent further vandalism.

9. What problems currently occurring on the national level are not occurring here and vice versa?

Declining enrollments, but not at BGSU. Also, budget cuts, especially in the southern states and oil states. Relatively speaking we are well off. We also have an adequate financial aid budget.

10. Would you speak to us all regarding the differential in pay increases for the current academic year?

This decision was made for a variety of reasons. Dr. Ols camp had to make a visibly special effort for the faculty due to the fact that they are ranked at the bottom of the salary scale for Ohio state universities. It is Dr. Ols camp's personal opinion that, on a national level, our faculty and staff have done well in percentage terms. Our salaries are significantly higher than many renowned institutions located in the higher cost of living areas. The .5% differential is not a permanent policy.

11. What is the current "pulse of the Board of Trustees? Will they entertain an equally high percentage increase?

This is doubtful. The purchasing power of faculty and staff has increased. Please do not conclude
that Dr. Olscamp isn't willing to recommend a higher percentage increase.

12. Has any thought been given to getting away from percentage based merit to dollar amount merit?

It is Dr. Olscamp's desire to get away from across the board increases and go to a 100% merit situation. He will continue to attempt to implement this plan. We have moved one step closer to that with the change to 60-40. In a 100% merit situation, personnel are rewarded for performance, not for just "breathing". This is not a popular view. One other way is to give one time merit payments.

13. What efforts are being made to increase the amount of minority faculty and staff?

The rate of hiring minorities and women has improved in both the faculty and staff areas. Continued efforts are needed. Personal contacts will be thoroughly followed up on.

14. In light of the current situation regarding the selection of the Director of Affirmative Action, will faculty become increasingly involved in the selection of administrative staff?

This situation should not be treated as a precedent.

15. Where does the University stand in relation to establishing a wellness program?

To date, Dr. Olscamp has not received a proposal for a University wide wellness program. He is not opposed to this idea and would consider a proposal of this nature.

Dr. Olscamp ended his presentation by stating that he is willing to come back and speak on other issues.

COMMITTEE REPORTS

D. Heineman presented the election results. Suzanne Crawford has been elected as chair-elect.

Scholarship Committee - no report

Jill Carr presented the Personnel Welfare Committee report. The committee is set for the year. Members are: Rich Hughes, Jim Austermiller, Susan Darrow, and Jill Carr (chairperson). Items to be given attention this year will be: a review of the proposed Cost
Containment program, increased benefits for part time administrative staff, review of the Administrative Staff Handbook, release time for the chair and secretary of ASC, and perhaps the dismissal and suspension policies. The committee meets on the first Monday of each month in the Housing Office conference room. Everyone is welcome.

P. Koehler will chair the by-laws committee.

K. Thiede will serve as the ASC rep to the ACGFA Committee.

D. Weinandy presented the Professional Development Committee report. A lunch program is scheduled for 11/20 in the State Room of the Union. The topic is the Change in Tax Laws. As a follow-up, a program on Financial Planning is scheduled for December. Also, on 12/18 a workshop on Proper Presentation techniques will be held. Location is TBA. Additional programs for the year will include: a tour of WBGU, the BGSU budget process, "A Passion for Excellence", Racial Awareness, and Student Problems.

P. Yon reported that Jim Sharp is recuperating well. He also stated that it is important to him that all ASC members volunteer for committee assignments and use the communication network as much as possible. His door is open and he is willing to discuss any items of concern.

The next meeting is scheduled for December 3, 1986 at 1:30 p.m. in the Alumni Room of the Union.

This meeting was adjourned at 3:45 p.m.

Respectfully submitted:

Jill Carr
Acting Secretary
Nov. 17, 1986

TO: Members of the Administrative Staff Council
FROM: Jill Carr, Acting Secretary
RE: Clarification on Professional Liability Insurance

During our last ASC meeting, information was presented regarding the issue of professional liability insurance. Several ASC members indicated that they purchase liability insurance as a part of their homeowner's coverage. After the meeting, Sandy LaGro investigated this option and found that liability policies attached to homeowner's policies often do not include coverage if you are sued by a fellow employee or if you are sued for discrimination.

All ASC members are urged to contact their personal insurance agents and check the extent of your liability coverage if you purchase your coverage as a part of your homeowner's policy. Please also pass this information along to your constituents.

If you have any additional questions, please contact Sandy LaGro in the Treasurer's Office.

Thank you.

cc: Sandy LaGro
TO: Members of the Administrative Staff Council

FROM: Jill Carr, Acting Secretary

RE: Meeting Reminder

The Administrative Staff Council will meet on Thursday, Dec. 4, 1986 at 1:30 pm in the Alumni Room of the University Union. Attached please find the agenda for this meeting plus minutes from our November meeting and minutes from Classified Staff Council. Please bring your agenda with you to this meeting.

All Council members are urged to bring questions for our guest speakers, Rollie Hahn and Gaylynn Finn, particularly in relation to the Cost Containment Program. Please contact your constituents and get their input on this issue. We will need to make a recommendation to the Insurance Committee by Jan 1 regarding the Cost Containment Program.

If you cannot attend this meeting, please send a substitute. Please do not hesitate to contact me should you have any questions.

JC/jm
November 25, 1986

TO: Members of the Administrative Staff Council

FROM: Jill Carr, Acting Secretary

RE: Insurance Seminar

Sandy LaGro has contacted me requesting information regarding our interest in attending a seminar to explain our current insurance program and the proposed cost containment program. The University Insurance Committee is willing to sponsor such a seminar, however, they need to know how many people would actually attend the session. It is their desire to make this a quality session and to keep it as interesting as possible. The session would be planned for some time in February.

I am asking that each of you poll your constituents and determine how many would actually attend a session of this nature. I will need to have a number from each of you at the next full Council meeting.

If you have any questions, please do not hesitate to contact me. Thank you for your assistance.

JC/jm
ADMINISTRATIVE STAFF COUNCIL
DEC. 4, 1986
AGENDA

1. APPROVAL OF MINUTES

2. GUEST SPEAKERS - ROLLIE HAHN, PRESIDENT, BENEFIT PLANS RISK MANAGEMENT
   GAYLYNN FINN, UNIVERSITY TREASURER

3. COMMITTEE REPORTS

4. COMMENTS FROM THE CHAIR
   H.B. 706
   H.B. 845

5. GOOD OF THE ORDER
The meeting was called to order at 1:40 p.m. by Chairperson, Paul Yon. Speakers Rollie Hahn and Karen Simcoe from Benefit Plans Risk Management and Gaylyn Finn, University Treasurer, were introduced. Hahn and Simcoe presented information on the cost containment provisions of BGSU's health coverage plan. The Second Surgical Opinion and Post Procedure Review are already in effect, however, approval by ASC, Faculty Senate and Classified Staff Council are required to place in effect the Pre-Admission Certification and Pre-Admission Testing provisions. Thus much of the presentation and the ensuing discussion pertained to these two latter provisions. The following points were made during the presentation:

(1) The purpose of cost containment is not to delay health care and treatment but to emphasize the employee's responsibility for his/her own health care.

(2) Cost Containment does not set limits on admission, but instead asks for certain procedures to be followed prior to admission in order to prevent unnecessary tests and possibly unnecessary surgery. Cost containment is established to explore alternatives and provide options for health care.

(3) The pre-admission certification card is completed by the physician and sent to Benefit Plans prior to the employee being admitted to the hospital. If the cost containment staff at Benefit Plans has questions, the staff (comprised of consulting physicians and registered nurses) will contact the physician to inquire as to the proposed treatment. This is only prior to elective, not emergency surgery.
(4) In the case of emergency treatment/surgery, a 48 hour time limit is provided within which the employer must contact the cost containment department of Benefit Plans to inform them of the hospitalization.

(5) In the case of the mandatory second opinion, the list of surgeries for which the second opinion is required contains those surgical procedures which are considered risky and sometimes unnecessary.

(6) Cost Containment includes a chiropractic review if the treatment is believed to be unusually long term or costs are unusually high.

After the presentation, the following questions were raised:

(1) What do the pre-admission certification cards look like?
   A sample is included in the packet of information sent to each employee.

(2) What happens if the employee's doctor and the cost containment staff disagree on the treatment?
   Then the employee's doctor's opinion prevails and the costs are covered.

(3) Is the above also true for post procedure review?
   Correct.

(4) Will the Benefit Plans staff members discussing the case with the employee's doctor be a doctor?
   Yes, the cost containment department staff are comprised of consulting physicians and registered nurses.

(5) Who is responsible for arranging the second opinion?
   The employee should request suggestions of doctors from his/her own doctor as most are willing to help with the second opinion. If problems arise, then call Benefit Plans and they have lists of specialists in the area and can provide names.

(6) Sometimes a second opinion can delay necessary surgery; how should this be handled?
   When calling for an appointment for a second opinion, you should state that this is the purpose and most times, you will be worked in within a few days. Again, if there is a problem, call Benefit Plans and they will assist. Also recognize that over 94% of the second opinions concur with the first and if it becomes an emergency situation and surgery is necessary, the second opinion can be waived.

(7) Of the 6% of second opinions which disagree with the first, does catching that 6% pay for the costs of the second opinions?
   Yes, this pays for the second opinion program and also provides better health care for the employee.
(7) What are the projected savings to the University of all four facets of cost containment?
Gaylyn Finn responded that a projected $186-$190,000 savings should be realized by the University.

(8) Where does this money go?
Gaylyn Finn responded that it is not so much where the money goes but where it does not come from...the savings will allow a slowing down of the rising costs of health care...if we do not provide this savings then more money will have to be allocated to health care. The cost containment program needs to be mandatory to be cost effective.

(9) What is the role of the BGSU insurance office?
Any employee can call utilize the insurance office or call directly to Benefit Plans.

(10) How strict is the 48 hour time requirement to inform Benefit Plans of emergency care?
Some time limit has to be set, but if you make every effort to contact the office as soon as possible, you will not be penalized. Some hospitals in the area are now calling Benefit Plans automatically when a covered patient has been given emergency treatment.

(11) What if the employee just forgets to call?
Benefit Plans is considering placing the toll free number on the back of the card. (Several members of ASC responded that they would appreciate that this number be available on the card)

(12) What have been the total amount of paid claims?
They are running about $4 million this year and rising about 10% each year.

(13) What are the net payments made by the University?
Those figures were not available at the meeting.

(14) An example of a surgical process which was completed the same day as the diagnosis was provided and the question asked would this be covered as a second opinion was not obtained?
Probably this would be considered an emergency treatment and would be covered...again, Benefit Plans is not going to deny coverage; they are just interested that the best care and only needed care is provided.

(15) What is the penalty for non compliance with cost containment?
A 20% reduction across the board for benefits otherwise eligible.

(16) Who makes the decision on the penalty and is it made by the professionals in the cost containment department?
Yes, the professionals make the decision and there is an appeals
process; first, through the Insurance Office, then to the Treasurer or directly to Rollie Hahn to intercede. If this process still is not satisfactory, then a panel is established. A panel has never been requested so no further information was available on panel composition and authority.

(17) A diagnosis is written on the pre-admission certification card; and the card is a self-mailer which easily can be opened. Is not this an invasion of privacy? Usually the doctor will use a code instead of writing out the diagnosis. You can request this be done or that the doctor not write anything except his office hours and phone number and the cost containment staff will contact him/her for the appropriate information.

(18) There seems to be some worry about Benefit Plans flexibility in deciding on if the case is an emergency situation; people do not want to have to worry about explaining the process during what they are experiencing as an emergency. This has not been a problem and if you believe a wrong decision has been made, then follow the appeals process.

(19) If surgery is scheduled within the 10 day period, then what should the employee do? Just call Benefit Plans and go ahead with the scheduled surgery. If an emergency occurs, just call Benefit Plans at any time of the day or night and leave your name and employer and number. Someone will call you and obtain the necessary information.

(20) Have you sent a mailing out to area hospitals and doctors informing them of the cost containment procedures? Yes, a mailing already was sent and cooperation has been very good.

(21) When should approval be given by the three groups to place this plan in effect? The best would be by January 1, 1987, but if reasonable progress is being made toward approval, then the plan can go into effect at a later time. (A vote on the two cost containment procedures will be on the agenda at the January ASC meeting)

The speakers were thanked for their presentation and their time.

APPROVAL OF MINUTES

One correction was made on the November 6, 1986 ASC meeting minutes. Sandy LaGro does not work for the Treasurer's Office but for the Vice President of Operations. The minutes were approved with that correction.

COMMITTEE REPORTS

Personal Welfare Committee: Jill Carr reported that the PWC committee agenda includes providing a recommendation on cost containment for the January meeting; sponsoring a meeting with the Insurance Committee for all administrative staff and making editorial changes in the handbook.
COMMITTEE REPORTS

Professional Development: Dave Weinandy reported that a workshop on utilizing the overhead with presentations will be held on December 18, from 9-11 am. Staff from the Instructional Media Center will be in charge of this workshop.

Ferrari Award: Sally Blair has agreed to chair this committee again and Peace Champion, Gail McRoberts, Linda Hamilton and Gregg DeCrane have agreed to be members of this committee.

Amendments and Bylaws: No report

Elections: Jim Sharp should be returning to work on December 8 and will then coordinate a special election for a replacement for Jack Gregory who has resigned from the Council.

Finance: Sue Crawford is chairing the subcommittee to develop salary and fringe benefits recommendations. Members of the committee include John Buckenmyer, Pat Koehler, and Paul Yon.

Scholarship: A meeting is scheduled for Monday, December 8 to decide on a timetable and revise the application forms.

COMMENTS FROM THE CHAIR;

House Bill 845 which requires that those students not registered with selective service will have to pay a surcharge similar to out of state fees will probably be adopted by the Board of Trustees to protect the University as it now is a state law. ASC went on record as not agreeing with this legislation as it appears to be discriminatory and not a state but a federal issue.

House Bill 706 has passed which allows for an early retirement program for both classified and administrative staff. Recommendations agreed to last year by ASC have been forwarded to the President. No other information is available at this time.

GOOD OF THE ORDER

The question was raised as to the ASC operating budget. It is $1500. The next meeting is scheduled for January 8, 1987 at 1:30 p.m. in the Alumni Room of the Union. The meeting was adjourned at 2:55 p.m.

HAPPY HOLIDAY WISHES TO ALL ASC MEMBERS

Respectfully submitted:

Ann Bowers, Acting Secretary
December 22, 1986

MEMORANDUM

TO: Administrative Staff Council Executive Committee Members

FROM: Jill Carr, Chair, ASC Personnel Welfare Committee

RE: Editorial Changes for Administrative Staff Handbook

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

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

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

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

cc: PWC Members

Enclosure
ADMINISTRATIVE STAFF COUNCIL
AGENDA
8 JANUARY 1987

1) CALL TO ORDER
2) APPROVAL OF MINUTES
3) OFFICER'S REPORTS
4) COMMITTEE REPORTS
   PERSONAL WELFARE-JILL CARR
   COST CONTAINMENT RESOLUTION
   HANDBOOK REVISIONS

PROFESSIONAL DEVELOPMENT -DAVE WEINANDY

AMENDMENTS- PAT KOEHLER
MEETING THE WEEK OF 12 JAN. CONTACT PAT OR
GAIL RICHMOND

FERRARI AWARD- SALLY BLAIR

SCHOLARSHIP- DEB HEINEMAN

ELECTIONS- JIM SHARP
FINANCE- SUZANNE CRAWFORD

5) UNFINISHED BUSINESS

6) NEW BUSINESS
   NATIONAL NARROW CAST PROGRAM-DAVE WEINANDY $300.00

7) PROGRAM- DR VIRGINIA PLATT, MEMBER BGSU BOARD OF TRUSTEES

8) GOOD OF THE ORDER

9) ADJOURNMENT

--- Notes and Comments ---
- FSCC Rep - ASC should be rep!
- Charter - whole retirement system
- New Fac/Adm Staff structure
- In favor of rep on Bd. - ready to put
- State budget problems - low salaries next year.
ADMINISTRATIVE STAFF COUNCIL

Minutes of the Meeting
Thursday, January 8, 1987

University Union
Alumni Room

Present: Austermiller, Lowell (for Blair), Bowers, Buckenmyer, Carr, Champion, Conrad, Darrow (also for Katzner), DeCrane, Hamilton, Heineman, Hughes, Jordan, Fitzgerald (for Koehler), Layman (for O'Donnell), Piersol, Piper, Lemaster (for Richmond), Schultz, Sharp, Stewart, Swaisgood, Thiede, Weinandy, Wood, Yon, and Zwierlein

Absent: Bissland, Cleveland, Crawford, Friend, Hart, McRoberts, and Schumacher

Chairman Yon called the meeting to order at 1:30 p.m.

Carr moved, Buckenmyer second, to approve the minutes of the December meeting. Motion carried.

OFFICER REPORTS

Yon reported for Crawford that the committee dealing with salary increase recommendations is still compiling data and comparative information. Upper level comparisons have been identified, but lower level positions are more difficult, such as assistant directors and managers. A complete recommendation will be presented at the February Council meeting.

PERSONNEL/WELFARE COMMITTEE

Carr presented a resolution concerning Cost Containment in the University insurance program. (Copy attached.) Bowers moved to approve, Schultz second. Discussion ensued concerning item 2 of the resolution concerning emergency notification. The concern was expressed that such notification may not always be possible in a timely fashion so as to possibly jeopardize insurance coverage.

Darrow moved to amend the motion to eliminate item 2 from the resolution. The motion died for lack of a second.

Wood moved to close debate, Hamilton second. Carried.

The main motion to adopt the resolution carried.

Carr presented recommended editorial changes for the ASC handbook (copy attached), noting that these changes were being addressed earlier
than normal due to S. Caldwell's temporary leave. Stewart moved to approve, Heineman second.

Zwierlein expressed concern that Council was being asked to approve policies not yet fully drafted. Carr explained that the approval was actually for the editorial changes at the top of the page, and a request for approval to proceed to formalize those items at the bottom of the page.

To clarify, Bowers moved to amend the main motion to approval of the editorial material and item 6 (Role & Mission Statement) and to continue the other items until completed. The amendment carried, as did the main motion as amended.

Carr also noted that Benefit Risk Plans had been merged with another company. Yon offered that he has sent a memo to Gaylyn Finn, University Treasurer, asking if the sale would impact employees in any way.

Yon also asked Council members to suggest any changes in Fringe Benefits to any PWC member, mentioning specifically the inclusion of the Recreation Center "Fit Well" program as a possible inclusion.

Weinandy reported that the current luncheon program features a tape of "A Passion for Excellence" and that attendance has been quite good.

Heineman estimated that a $5-600 award is possible this year, that applications have been sent to the Deans, and that our annual solicitation to all staff will probably take place near the end of March.

Weinandy explained the National Narrow Cast Program via a handout (copy attached). He then moved to appropriate $300 toward funding the program. Hamilton second. In a response to an inquiry, Yon reported our budget currently has a balance of $1,000.01 and that no major expenses are anticipated. Motion carried.

Yon introduced the guest speaker, Dr. Virginia Platt, University Trustee.
Dr. Platt prepared her answers to questions by stating that she had a thorough commitment to the future of Bowling Green State University, and that any comments she made were not to be interpreted as official statements.

- What role will the Trustees play in developing guidelines for PERS buy-out for administrative staff?

Any policy changes are usually recommended by the University administration to the Board, after going through normal channels, including Faculty Senate. She views the benefit package as identical to that offered to faculty a few years ago.

Dr. Platt also commented that our request to Chris Dalton (Chair of the FSBC), in her opinion, was a very legitimate request.

- Your opinion on last year's salary differential between faculty and administrative staff.

The recommended differential came "as a bolt out of the blue." The faculty are probably better able to have parallel figures on a national basis for comparative purposes, and ASC needs similar comparable data.

- Should the ASC have a representative present at Thursday night work meetings of the Board of Trustees?

ASC representation should be comparable to that of faculty and student representation. Susan Caldwell, in Dr. Platt's opinion, represents her superior, and we should have an elected representative, but with no vote on Board matters.

- Does the Board have a clear understanding who administrative staff are and the important role they play at BGSU?

The Board is not really aware of the contributions of administrative staff. They have materials in the Handbook which come up for periodic revision, but not much else. Dr. Platt, in response to a comment, was also surprised at finding out that the Handbook items recommended for change are not necessarily items agreed to by ASC.

- What are the salary projections for 1987-1988?

Dim-Dim-Dim, State subsidies are expected to be down, and some attention should be given to the faculty-staff differential.

- What would you identify as the most critical issues facing the Trustees/BGSU for 1987-1988?

Disintegration of our physical plant is a very critical issue.
- Who makes the Board committee assignments?
  The Chairman, usually on the basis of length of service.

- What are the normal sources of information going to the Trustees?
  The Monitor, BG News, clipping service items, and all Faculty Senate minutes.

GOOD OF THE ORDER Hamilton announced that a reception for Susan Caldwell is scheduled for Thursday, January 22, in the Presidential Suite in the Union. The time will be 4-6. All are welcome.

The meeting adjourned at 2:51 p.m.

Respectfully submitted,

James M. Sharp
Secretary
EDITORIAL CHANGES FOR ADMINISTRATIVE STAFF HANDBOOK

<table>
<thead>
<tr>
<th>PAGE</th>
<th>LOCATION</th>
<th>CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ii</td>
<td>Section III- 3rd parag.</td>
<td>correct &quot;ratification&quot;</td>
</tr>
<tr>
<td>iii</td>
<td>3rd parag. - line 3</td>
<td>correct &quot;eligibility&quot;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>spacing on &quot;iii&quot;</td>
</tr>
<tr>
<td>iv</td>
<td>1st parag. - line 5</td>
<td>one &quot;1&quot; in counseling</td>
</tr>
<tr>
<td>7</td>
<td>end of 1st parag.</td>
<td>correct spacing</td>
</tr>
<tr>
<td>10</td>
<td>2. - line 3</td>
<td>capital &quot;u&quot; in BGSU</td>
</tr>
<tr>
<td>19</td>
<td>1st parag. - last line</td>
<td>change &quot;in&quot; to &quot;as&quot;</td>
</tr>
<tr>
<td>20</td>
<td>parag. 5&amp;6</td>
<td>dbl. space before PERS and STRS</td>
</tr>
<tr>
<td>23</td>
<td>B. line 3</td>
<td>correct &quot;either&quot;</td>
</tr>
<tr>
<td>25.1</td>
<td>last parag. - line 2</td>
<td>correct &quot;whenever&quot;</td>
</tr>
<tr>
<td>40</td>
<td>3rd parag. - line 4</td>
<td>change &quot;may&quot; to &quot;will&quot;</td>
</tr>
<tr>
<td>41</td>
<td>Key Replacement Policy</td>
<td>all &quot;shall&quot; to &quot;will&quot;</td>
</tr>
<tr>
<td>43</td>
<td>Parking - line 5</td>
<td>correct &quot;identified&quot;</td>
</tr>
<tr>
<td>51</td>
<td>(4) - line 1</td>
<td>correct &quot;medicare&quot;</td>
</tr>
<tr>
<td></td>
<td>F. - line 1</td>
<td>remove &quot;four&quot;</td>
</tr>
</tbody>
</table>

Other items for consideration or correction:

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

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

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

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

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

6. It is suggested that the attached paragraph be added to Section I. The location would be between "Retirement" and "Sexual Harassment Policy". It is also suggested that a copy of the University Role and Mission Statement be added as Appendix F.
ROLE AND MISSION STATEMENT

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

The Personnel Welfare Committee has addressed the proposed cost containment program for Bowling Green State University. The Personnel Welfare Committee supports cost containment as a means of reducing medical care costs which will be in the best interest of BGSU administrative staff employees.

Therefore, be it resolved that the current cost containment policy be accepted with the following recommendations:

1. Any cost savings realized as a result of cost containment be used to either reduce the cost of current benefits or fund additional benefits.

2. The last sentence of the proposal be modified to read "For emergency admissions, you or your representative should notify the BPRM cost containment department within 48 hours following admission OR AS SOON AS IS PRACTICAL UNDER THE CIRCUMSTANCES".

3. The current format of the Pre-admission Certification Card be changed to insure confidentiality of medical records.

4. A University-wide appeals committee be established to address claims settlement. This appeals committee shall consist of members representing: Faculty Senate, Administrative Staff Council, Classified Staff Council, Benefit Plans Risk Management, and the University Insurance Office.

5. The employee insurance card be changed to reflect the toll free BPRM telephone number. In addition, a statement requesting the hospital to contact BPRM in case of the inability of the patient to make a phone call be printed on the back of the card.
NATIONAL NARROWCAST SERVICE

*** VIDEO BASED TRAINING PROGRAM FOCUSING IN THE AREAS OF MANAGEMENT AND SUPERVISION.

*** WE WOULD RECEIVE THROUGH THE ON CAMPUS TELEVISION STATION TEN HOURS OF PROGRAMMING PER MONTH.

*** SUBSCRIPTION FEES FOR THE SIX MONTHS OF PROGRAMS (SIXTY TOTAL HOURS) WOULD BE $3,200.

*** IF WE SUBSCRIBE BY THE END OF JANUARY, WE RECEIVE A TWENTY PER CENT DISCOUNT FROM THE $3,200 FEE.

*** WE ARE ALLOWED TO USE THE TAPES FOR A FULL YEAR.

*** THEY COULD BE USED BY A VARIETY OF AREAS ON CAMPUS FOR TRAINING AND PROFESSIONAL DEVELOPMENT ACTIVITIES. ADMINISTRATIVE STAFF COUNCIL WOULD USE THE TAPES FOR LUNCHEON PROGRAMS, WORKSHOPS, OR VIEWING BY INDIVIDUAL DEPARTMENT STAFFS.

*** FUNDS ARE BEING REQUESTED FROM A VARIETY OF AREAS...OPERATIONS TRAINING AND DEVELOPMENT, ADMINISTRATIVE STAFF PERSONNEL SERVICES, CHANNEL 27, ETC.

*** NO VICE PRESIDENTIAL SUPPORT FOR THE PROJECT.
ADMINISTRATIVE STAFF COUNCIL

Resolution

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

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

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

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

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

RESOLVED:

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

To: Committee on Amendments and By-Laws
From: Dr. Gerald Saddlemire
College Student Personnel

Ronald Stoner
Physics and Astronomy

Denise Trauth
Radio, Television, Film

Re: Request for Change in Academic Charter

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

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

Rationale:

Currently the University employs 350 Administrative Staff who have no direct involvement in the University's budgeting process. By granting membership to a person from the Administrative Staff Council, these 350 professionals would then achieve representation in the budget process. Although many of these professionals work in areas governed by the Vice Presidents, the Vice Presidents are not directly responsible in the University Budget Committee to represent the concerns of the Administrative Staff.
RESOLVED:

That the Administrative Staff Council of Bowling Green State University encourages the General Assembly of the State of Ohio to restore $240 million to the Ohio Board of Regents 1988-89 biennial budget in order to maintain the students' share of their educational costs at 36%.
Proposed Amendment to the ASC Charter

SECTION IV - Officers and Committees

PRESENT: Committees

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

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

To: David Weinandy, Director
Orientation

From: Paul D. Yon, Chair
Administrative Staff Council (ASC)

Re: Professional Development Funds

Date: 13 January 1987

Please be advised that the Administrative Staff Council approved at their January meeting a sum of $300 to help support the Narrow Cast Program. We will make the money available to you when the remaining amount of underwriting monies have been raised. I and the Executive Committee believe it is an excellent idea and benefit for administrative staff. Good luck in raising the remainder of the funds.

PDY:lle
MEMORANDUM

To: Administrative Staff
From: Paul D. Yon, Chair
      Administrative Staff Council
Re: Personnel Survey
Date: 15 January 1987

The Faculty Senate Budget Committee has requested the Administrative Staff Council to provide to them a salary and fringe benefit proposal for 1987-88 by 13 February. For the last three months the Salary and Fringe Benefit Sub-Committee of the Executive Committee has successfully been collecting the necessary data for the proposal. Their report and subsequent salary and fringe benefit recommendations will be discussed at the 5 February Council Meeting.

In order to support our salary and fringe benefit proposal, would you please complete the enclosed questionnaire and return it to Jill Carr, Housing Office, 440 Student Services, by 28 January. I believe an attached summary of this additional data will enhance our proposal. Please give this request a high priority. Thank you.

PDY:lle
Enclosure
AGENDA
ADMINISTRATIVE STAFF COUNCIL
5 February 1987

1. Call To Order

2. Approval of Minutes

3. Committee Reports

   Personnel Welfare - Jill Carr
   Professional Development - Dave Weinandy
   Finance - Suzanne Crawford
   Amendments - Pat Koehler
   Ferrari Award - Sally Blair
   Scholarship - Deb Heineman
   Elections - Jim Sharp

4. Old Business

   Salary Proposal
   Fringe Benefit Proposal
   Amendments

5. New Business

   Meeting with the President

6. Good of the Order

7. Adjournment
Minutes of the Meeting
Thursday, February 5, 1987

Present: Austermiller, Dante (for Bissland), Blair, Bowers, Sonnenberg (for Buckenmyer), Champion, Gerwin (for Conrad), Crawford, Darrow, DeCrane, Martini (for Hamilton), Hart, Fahrer (for Heineman), Hughes, Jordan, Katzner, Koehler, McRoberts, O'Donnell, Piersol, Piper, Richmond, Schultz, Sharp, Stewart, McLean (for Swaisgood), Thiede, Weinandy, Wood, Yon, and Levin (for Zwierlein)

Absent: Carr, Cleveland, Friend, and Schumacher

Chairman Yon called the meeting to order at 1:32 p.m., and thanked all for their attendance.

COMMITTEE REPORTS

Professional Development - D. Weindandy noted the next luncheon program is set for later in February, will be titled "Budgets at BGSU," and will feature Dr. Richard Eakin as the main speaker. He also indicated that the video program for which ASC approved support funding had been purchased. Current training programs available include Performance Appraisal and Time Management.

Amendments - Pat Koehler shared the proposed changes to the ASC Charter and ASC By-Laws. (Copies included herein.) These shall be voted upon at the next ASC meeting.

Ferrari Award - Sally Blair reported that two representatives from each Vice Presidential area are on the selection committee and that a selection will be made by May 1.

Scholarship - Eight applications have been received--the deadline is Friday, February 13.

Elections - Sharp reported that the election for the ASC replacement in the President's area is underway, with Friday, the 6th, being the voting deadline. He also shared the names and areas of new administrative staff. (Representative assignments are included with these minutes.)

Personnel Welfare Committee - Rich Hughes stated that the proposed maternity/paternity policy is still undergoing discussion and that that policy will be ready for Council consideration very soon.
SALARY PROPOSAL

Sue Crawford began her report by noting the difficulty of gathering reliable data with which to compare administrative staff salaries. Data from both other MAC schools and, on a more national scale, data from the College and University Personnel Association (CUPA) were used for purposes of comparison and future recommendations.

Crawford reported that director level positions at BGSU, as compared with CUPA salaries and other MAC salaries for equivalent positions, based upon a 5-year average, are currently at the 40.6 percentile.

To achieve a goal of the 50th percentile, Crawford continued, we will need at least a 10% increase in each of the next 3 years. She shared our proposed recommendation (copy attached), and noted in further explanation that administrative staff suffered a 27% turnover rate last year—24% after residence life and athletic department staff are factored out. Simply put, 1 out of 4 staff left last year.

Yon thanked Crawford and her committee for the excellent presentation and information. Questions and comments included:

---Clarification that we are requesting 10% over each of the next three years to achieve the 50th percentile. Yes, that is correct.

---What is the salary comparison at lower staff levels, below director? Although we have no general data, the situation is probably worse.

---Would it be easier to request market adjustments instead of a high overall increase? No, as there would not be nearly enough money.

---In compiling the internal data about our staff and their professional involvements, what was the survey return rate? 46%

Crawford moved to approve the recommendation; Jordan second. The motion carried unanimously.
FRINGE BENEFITS

Rich Hughes, on behalf of the Personnel Welfare Committee, presented the recommendations for changes in Fringe Benefits. (Copy attached.) The recommendations were a result of those requested most by staff in a recent poll. The recommendations are:

1. Elimination of the employee's share of family health insurance benefits.
2. Cost coverage of a complete physical exam every two years, including the cost of the lab work for a pap smear.
3. Full coverage of family dental/vision benefits.
4. Cost coverage for staff participation in the FITWELL program.

Schultz moved to approve the recommendations; Thiede second. Discussion included mention that the 92%/8% share of the family coverage cost was a balancing of those costs with salary increases last year. In addition, it is to all of our benefit that we stay generally healthy, so as to keep medical coverage costs as low as possible.

The motion to approve carried unanimously.

Yon also noted that he would, as Chair of ASC, recommend that the Personnel Welfare Committee and the Salary Recommendation Committee be merged beginning next year, such a combination would allow a joint recommendation concerning salary and benefits.

CHAIRMAN'S REPORT

Paul reported on his meeting with Dr. Olscamp, and noted that the discussions were very open and candid. Regarding Thursday night attendance at Trustee committee meetings, Yon reported that the President opposes the idea, but that he (Dr. Olscamp) would discuss the issue with the Trustees.

Yon also reported that our request for a permanent seat on the Faculty Senate Budget Committee would be coming soon to the floor of the Senate. If that request fails or takes too much time, Yon will request an ad hoc seat on the Committee for ASC input.
In an update on Early Retirement, Yon said that Dr. Eakin is awaiting actuarial tables from PERS, expected soon.

GOOD OF THE ORDER Barb Kelley advised Council that the School of Nursing would be sponsoring blood pressure screenings in various areas of the campus and urged all to participate.

The meeting adjourned at 2:32 p.m.

Respectfully submitted,

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

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

If granted, the 10% salary increase for administrative staff should help stem the 27% annual turnover that has occurred in its ranks over the past several years. Even when residence life staff and athletic department staff are eliminated from the count, administrative staff turnover occurs at the alarmingly high average rate of 24%. Clearly, this turnover rate is not cost effective.

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

All salaries and data comparisons were obtained from the 1985-86 CUPA reports.
Based on the results of the recent Administrative Staff Information Survey and on personal contacts with individual constituents, the ASC Personnel Welfare Committee hereby recommends the following additions/changes to our fringe benefit package. It is also recommended that these changes become effective July 1, 1987 and be maintained throughout the 1987-88 contract year.

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

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

3. The Administrative Staff requests that the University provide full coverage of family dental/vision benefits. The current annual cost to the University per employee for family dental/vision is $24.09 for dental and $6.29 for vision, or a total of $30.38 per employee. If Administrative Staff were given this benefit the cost to the University would be approximately $10,936.80 per year. This is based on the current per employee cost with the possibility of 360 full time Administrative Staff members being eligible to receive the benefit. Again, this would assist with the desire to remain competitive with other state universities and area employers. CORRECTED COSTS: $30.38 per employee per MONTH. PROJECTED ANNUAL COST: $68,000.

4. In an effort to promote preventative health measures and to keep the cost of medical payments paid out by the University to a minimum, the Administrative Staff recommends that the University provide the opportunity for Administrative Staff members to participate in the FITWELL program. It is recommended that the University cover the cost of the participation fee as established by the FITWELL staff. The current cost is $30.00 per person. It is our contention that this small cost could significantly reduce the greater cost incurred when paying hospital and doctor's fees for conditions such as heart attack, stroke, and other health problems related to the lack of adequate physical fitness.
These requests represent those items most frequently stated by the full Administrative Staff. The Personnel Welfare Committee believes that these are reasonable requests. The addition of these benefits will continue to assist us in the recruitment and retention of quality Administrative Staff members.
February 24, 1987

MEMORANDUM

TO: ASC Members
FROM: Jim Sharp, Secretary
RE: Meeting

Please remember our ASC meeting scheduled for Thursday, March 5, at 1:30 p.m. in the Alumni Room of the Union.

Enclosed are several items for your perusal prior to the meeting. Peruse at your pleasure.

Agenda items will include the proposed amendments, the proposed maternity/paternity/adoption leave request, Early Retirement update, and many other items.

See you on the 5th.

JS:tt

Enclosures
AGENDA
ADMINISTRATIVE STAFF COUNCIL
5 MARCH 1987

1. Call To Order

2. Guest - Dr. Dwight Burlingame, Vice President University Relations

3. Approval of Minutes - 8 January 1987
   5 February 1987

4. Committee Reports -
   Personnel Welfare - Jill Carr
   Professional Development - Dave Weinandy
   Finance - Suzanne Crawford
   Amendments - Pat Koehler
   Ferrari Award - Sally Blair
   Scholarship - Deb Heineman
   Elections - Jim Sharp

5. Old Business -
   Amendments - Pat Koehler passed
   Personnel Welfare - Jill Carr Maternity/Parental Policy - all passed

6. New Business -
   Resolution - Dr. Richard Eakin - passed
   Resolution - State Budget Proposal passed
   Personnel Welfare - Jill Carr - discipline statement - merit/evaluation

7. Communications -
   PERS
   Insurance Committee
   Telecommunications Advisory Board
   President's Panel
   Board of Trustees
   Administrative Staff Correspondence
ADMINISTRATIVE STAFF COUNCIL

Minutes of the Meeting
Thursday, March 5, 1987

Present: Austermiller, Bissland, Blair, Bowers, Buckenmyer, Carr, Champion, Conrad, Darrow, DeCrane, Martini (for Hamilton), Douglass (for Hart), Heineman, Hughes, Sokoll (for Jordan), Katzner, McRoberts, O'Donnell, Piersol, Richmond, Schultz, Schumacher, Sharp, Stewart, Firestone (for Swaisgood), Thiede, Van De Walle, Yon, and Zwierlein.

Absent: Cleveland, Crawford, Friend, Koehler, Piper, Weinandy, and Wood.

Guest: Ramirez

Chair Yon called the meeting to order at 1:30 p.m. and introduced the guest speaker, Dr. Dwight Burlingame, Vice President of University Relations.

Dr. Burlingame opened his remarks by stating that his areas of responsibility, overall, are doing well and are on target. He noted with particular pride that the 75th Anniversary Campaign is at present over the goal of $12.5 million. Indeed, at the end of January the total was $13.3 million and all is not in. He predicted that by the end of the campaign, June 30, 1987, the total would top $15 million.

In terms of what's next, Dr. Burlingame cited as examples several areas that would be targeted for donor assistance, among them: Arts Unlimited, the Photo Chemical Center, Graduate scholarships, and Hospitality Management. He also mentioned the proposed Convocation Center as hopefully gaining private sector funding as well as possible state funding and gate receipts in a 3-way funding operation to build the Center.

Included in Dr. Burlingame's responsibilities is the image of the University, especially in NW Ohio. He cited recent efforts in this area, especially the new "Inside BG," a business-related publication which goes to top personnel in area businesses.

Questions to Dr. Burlingame, and his response, included the following:

What percentage of the campaign money is un-designated?

A very low percentage--maybe 2%. Most donors give for a specific reason due to a particular cause.
What is the long-range projection in giving? Impact of the new tax law?

No major impact is forecast due to the new tax law. People give to support—not for a deduction. Large gifts in the past may now tend to be smaller due to the loss of the 50% tax bracket. Planned gifts, however, remain a very strong option. Plenty of opportunities exist for those who want to give.

Why was the campaign so successful?

Not due to luck. In the past, we had a low percentage of alumni giving—around 11%. We made a strong effort to update our files and increase that percentage. We were also aggressive in attempting to attract new dollars, as in our presentations to corporate departments.

UT advertises on television—BG has done some. Can we look for more, or less?

Television time is expensive. UT budgets annually $200,000 for public service promotions. BG spends $10,000. We cannot afford to exist in isolation and perhaps we have become too complacent in our promotional efforts.

What is a good goal for alumni giving?

For state universities like BG, a goal of 25-26% over the long term is reasonable. We are currently at around 18%. This may be effected in the future with our commitment to increasing our graduate student population, as grad. students have less loyalty than undergrads.

Do winning athletic teams increase giving?

Not really. Athletic giving is more related to the personality of the respective coaches. Winning teams, however, do contribute to increased gate receipts.

Yon thanked Dr. Burlingame for his attendance and for sharing his remarks with Council.

APPROVAL OF MINUTES

Bowers moved, Martini second, for approval of the January 8 meeting minutes as distributed to Council. Motion carried.

Schultz moved, Carr second, to approve the minutes of the February 5 meeting as distributed to Council. Motion carried.

Yon noted that the minutes of February 5 had been corrected to reflect the cost of the proposed family/dental coverage as contained in the PWC proposals attached to those minutes.
COMMITTEE REPORTS

PERSONNEL/WELFARE
Carr reported that benefits for part-time staff would be addressed yet this year, and probably carry over to next year's Committee work.

PROFESSIONAL DEVELOPMENT
DeCrane reported for Weinandy that the last luncheon program had over 40 people in attendance and that the next program was a tour of Channel 27-WBGU-TV. He also reported that the PD Committee is assembling a booklet of the Norcast Management tapes.

FERRARI AWARD
Blair distributed this year's criteria, noting the editorial changes. (This material is attached for the benefit of those not in attendance, as is other material referred to later in these minutes.) She noted that the nomination information would be mailed to all staff next week.

SCHOLARSHIP
Heineman reported that 112 applications had been received, that the Committee had met and selected co-recipients for 87-88. Each person will receive a $200 scholarship. The corpus now stands at $9300, according to Heineman, with our annual drive to begin in April of this year.

ELECTIONS
Sharp reported that the election process will be beginning very soon, and to keep an eye on campus mail.

OLD BUSINESS

AMENDMENTS
Carr moved for approval of the Amendments sent to all Council members; Blair second. Motion carried. (Copies of Amendments attached to these minutes for those not in attendance.)

MATERNITY LEAVE POLICY
Martini moved to approve the Maternity Leave Policy, Bowers second. Motion passed with one nay vote.

PATERNITY LEAVE POLICY
Heineman moved to approve; Piersol second. The only question was whether or not the policy was designed to apply to spouse's only. The answer was no. Motion carried.

ADOPTION LEAVE POLICY
Darrow moved to approve, second by Blair. With no discussion, motion carried.
Carr formally commended the efforts of the members of the Personnel Welfare Committee in drafting the above policies. To the best of her knowledge, Carr reported that we are the only Ohio university to have moved forward to adopt a comprehensive maternity/paternity/adoptive leave policy.

NEW BUSINESS

RESOLUTION

The Secretary read a proposed resolution regarding Dr. Richard Eakin (copy attached). Austermiller moved for acceptance, Conrad second. The motion passed unanimously.

RESOLUTION

DeCrane read a proposed resolution to be sent, if approved, to relevant members of the Ohio House and Senate Finance Committee. The resolution was in opposition to proposed higher education budget cuts, and urged the restoration of monies to the educational budget. (Copy attached.) DeCrane moved to approve, Austermiller second. The motion carried.

PERSONNEL WELFARE

Carr asked to include in the Handbook information concerning the University's split salary increase system (Across-the-Board/Merit). O'Donnell moved to include; Carr second. Motion carried.

Yon shared minor suggested changes in the employment contract all staff sign. The changes were briefly reviewed. Austermiller moved to accept the changes, Hughes second. Motion carried.

COMMUNICATIONS

PERS

Yon reported that the actuarial tables had been received by R. Rehmer in Personnel and that Linda Hamilton, Acting Director of Administrative Staff Personnel Services, is in the process of surveying all potential early buy-out candidates to determine years of service. When this information is complete, cost projections should then be able to be made.

INSURANCE COMMITTEE

Yon shared the minutes of a recent meeting of the Insurance Committee which indicated a possible communication problem between the Committee and campus constituent groups. Yon suggested that, beginning next year, the ASC rep. to the Insurance Committee also sit on the Personnel Welfare Committee of ASC.
TELECOMMUNICATIONS

ADVISORY BOARD
Yon reported that efforts to secure a seat on the Advisory Board were successful and we will be electing a rep. in the next election.

PRESIDENT'S PANEL
Yon reported on the recent President's Panel he attended. He noted in particular that the current freeze on positions also applies to status changes from classified to administrative.

Yon also reported that he had received correspondence from Dr. Olscamp inviting both the Chair of ASC and the Chair of CSC to attend Thursday night Trustee committee meetings, at least on a temporary basis.

The meeting adjourned at 3:06 p.m.

Respectfully submitted,

James M. Sharp
Secretary
A vacancy in the position of ASC Chair shall be filled by the Chair-Elect.

If the Chair-Elect is unable to fill the position of Chair for the remaining part of the year, the title of Chair-Elect is retained, and the ASC Chair vacancy shall be filled by the candidate who received the second highest number of votes for Chair-Elect.

If a Council member chooses to take an approved leave from Council during the term of office, a permanent substitute for the term of the leave from the same constituent group will be chosen by the Council member. One month prior to the beginning of the leave period, the name of the substitute shall be submitted to the Executive Committee for confirmation. The substitute shall have full voting privileges and shall meet all obligations of a full Council member. Should an approved leave be granted for more than one year, the Council member will be obligated to resign.
1987 FERRARI AWARD COMMITTEE

Standing Committee

Sally Blair, Chair                                      Channel 57                                      2-7035
Peace Champion                                           Minority Affairs                                2-8359
Linda Hamilton                                          Planning and Budgeting                         2-8262
Gail McRoberts                                          Graduate College                               2-7817

Administrative Staff Chairman

Paul Yon                                                Archival Collections                           2-2411

1985 Ferrari Award Recipient

Greg DeCrane                                            Student Activities and Orientation              2-2843

Appointed Committee

Jim Corbitt                                             Operations                                    2-2126
Bill Jones                                               Athletic Department                           2-7088
Marcia Latta                                             Alumni and Development                        2-2701
Kay Meier                                                President's Office                             2-7795
Don Passmore                                             Internal Auditing                              2-8617
Norma Stickler                                           Academic Affairs                              2-2915
THE MICHAEL R. FERRARI AWARD

Criteria

1. ELIGIBILITY - Any person who is a member of the Administrative Staff, i.e., non-faculty contract employee, may be nominated. Nominee must have been an employee for at least one contract year and may not have received the award the previous year.

2. NOMINEES - Must have exhibited exceptional performance and must have demonstrated an emphasis on the human dimension. This means that the nominee exhibits a genuine sensitivity to others, by showing an open, caring attitude and is attentive to the growth and development of the University. In addition, the nominee must demonstrate at least one of the following attributes:

   A. Innovation and initiative - a demonstration of resourcefulness in the work place, including the formulation and implementation of creative new ideas. The emphasis of these ideas should be to improve the work environment, to save time and/or money and, in general, to contribute to the better overall efficiency and effectiveness of the University.

   B. Performance - "above and beyond" that required by the position, e.g., accepting special projects, additional responsibilities such as committee work, giving non-compensable time to effectively complete an assignment, service in professional organizations, or recognition brought to the University through the receipt of grants or through publications.

   C. Relationship with University community - The nominee must effectively interact with faculty, staff or students in providing services that promote growth and harmony in their respective departments, areas, etc., as well as the campus. (This would not mandate service on University groups, committees, boards, etc.)

NOTE: The prominence of the University position held by the nominee should not be considered in the selection process.
The 1987 Michael R. Ferrari Award

I. Nominee:

Name: ____________________________

Title: ____________________________

[Campus Address]

II. Nominator:

Name: ____________________________

[Campus Address]

Ad. Staff ___ Faculty ___ Student ___ Classified ___

III. Please list names, titles and addresses of two other individuals who WILL BE contacted by the selection committee to write additional references for your nominee.

1. Name: ____________________________

Title: ____________________________

[Address]

2. Name: ____________________________

Title: ____________________________

[Address]

IV. A letter of support must accompany this nomination form. On an additional piece of paper(s) please describe how long and in what capacity you have known the nominee and, after referring to the criteria sheet, describe the qualities the nominee possesses on the dimension and at least one of the listed criteria. Please keep in mind that the SELECTION OF THE AWARD RECIPIENT WILL BE MADE ON THE BASIS OF THE INFORMATION YOU SUPPLY. Be sure that all additional pages are attached to the nomination form and return them to:

Sally Blair
WBGU-TV
by
April 17, 1987
ADMINISTRATIVE STAFF COUNCIL

Resolution

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

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

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

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

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

RESOLVED:

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

That the Administrative Staff Council of Bowling Green State University encourages the General Assembly of the State of Ohio to restore $224 million to the Ohio Board of Regents 1988-89 biennial budget in order to maintain the students' share of their educational costs at 36%.
ENDORSEMENT

REQUIRED HEALTH CARE COST CONTAINMENT

This endorsement effective September 1, 1986, or the effective date of the Covered Person's coverage, whichever is later, forms a part of the Bowling Green State University Employee Benefit Plan.

Benefit Plans Risk Management, the Plan Supervisor, and Bowling Green State University, the Plan Administrator, agree to the following MANDATORY COST CONTAINMENT provisions as part of the Bowling Green State University Employee Benefit Plan. These provisions are as follows:

I. PRE-ADMISSION CERTIFICATION*

All participants and/or dependents are required to submit Pre-Admission Certification for any elective hospital confinement which is known in advance of the confinement date. Pre-Admission Certification must be submitted to the Plan Supervisor not less than ten (10) days prior to the proposed confinement date. The Covered Person MUST have a Pre-Admission Card completed by the attending physician-surgeon to enable the Plan Supervisor and its professional staff to certify as to the need and services to be provided. Cards are available from the Claims Administrator or the offices of the Plan Administrator. For emergency admissions, notice must be given to the Plan Supervisor within 48 hours following hospitalization. Failure to comply with this provision may result in a 20% reduction or disallowance of benefits.

II. PRE-ADMISSION TESTING*

When hospital confinement is anticipated, routine admission testing must now be done on an out-patient basis prior to confinement for full coverage. Hospital charges for Pre-Admission Testing will be paid in full. Pre-Admission Testing includes X-ray or laboratory examinations that are (a) provided within 10 days immediately prior to hospital confinement as an in-patient; and (b) performed in connection with the illness or injury requiring the stay. Failure to comply may result in denial of hospital benefits for any day(s) when services should have been rendered on an out-patient basis.

*Subject to Faculty Senate approval.

ASC

CS C
III. SECOND SURGICAL OPINION

When non-emergency surgery has been recommended, a second opinion by a recognized specialist in the field (but not associated with the primary surgeon) concurring with the recommendation is required for full coverage. Reasonable and customary charges for Second Surgical Opinions will be paid in full. If the first and second opinions are in conflict, a third opinion will be allowed at reasonable and customary charges. A 20% reduction in both the surgeon's and hospital's eligible charge reimbursement may result when surgeries are performed without a second surgical opinion where required. The Plan Supervisor can assist the Covered Person through either telephone contact or the Pre-Admission Certification card. Surgeries requiring a second opinion for full coverage are as follows:

1. Adenoidectomy
2. Foot Surgery
3. Cardiac Surgery**
4. Cataract
5. Cholecystectomy
6. Dilation & Curettage (D&C)
7. Ear Drum Surgery
8. Endarterectomy
9. Gastrointestinal By-pass
10. Hemorrhoidectomy
11. Hernia Repair
12. Hysterectomy
13. Joint Surgery**
14. Mammaplasty
15. Mastectomy
16. Ovarian Surgery
17. Prostate Surgery
18. Septoplasty
19. Sinus Surgery**
20. Spinal Surgery**
21. Submucous Resection
22. Thyroidectomy
23. Tonsillectomy
24. Varicose Veins

**Excluding diagnostic expenses.

IV. POST-PROCEDURE REVIEW

When hospital confinement occurs, the Plan supervisor and its professional staff will communicate with the primary physician and/or the hospital in an on-going effort to determine quality and extent of present and future care. Where agreement is reached between the Plan Supervisor and the providers of care, it will be necessary that the Covered Person comply with the recommended course of care. Failure to comply may result in a 20% reduction or denial of hospital benefits.
**Maternity Leave**

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

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

3. Accrued sick leave, accrued vacation credit and a leave of absence without pay can be used during this 4 month period. A female staff member may use any or all of her accrued vacation credit and/or accrued sick leave during her maternity leave before going on a leave of absence without pay.

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

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

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

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

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

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

1. Male staff members are eligible for 3 months of paternity leave per pregnancy. This will be considered customary and usual.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

8. Should a staff member decide not to return to the University following adoption leave, the staff member must notify his/her supervisor, in writing, no later than 30 calendar days preceding his/her scheduled return to work.
Bowling Green State University implements a split salary increase procedure. Sixty percent of the increase percentage approved annually by the Board of Trustees is an across the board increase. Forty percent of the approved amount is awarded on the basis of meritorious performance. The merit evaluation and awarding procedure is determined by each Presidential or Vice Presidential area. Administrative Staff members are encouraged to be aware of the procedures incorporated within their area. For detailed information contact your Vice President.
PROPOSED AMENDMENTS

A vacancy in the position of ASC Chair shall be filled by the Chair-Elect.

If the Chair-Elect is unable to fill the position of Chair for the remaining part of the year, the title of Chair-Elect is retained, and the ASC Chair vacancy shall be filled by the candidate who received the second highest number of votes for Chair-Elect.

If a Council member chooses to take an approved leave from Council during the term of office, a permanent substitute for the term of the leave from the same constituent group will be chosen by the Council member. One month prior to the beginning of the leave period, the name of the substitute shall be submitted to the Executive Committee for confirmation. The substitute shall have full voting privileges and shall meet all obligations of a full Council member. Should an approved leave be granted for more than one year, the Council member will be obligated to resign.
ADMINISTRATIVE STAFF COUNCIL

Resolution

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

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

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

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

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

RESOLVED:

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

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

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

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

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

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

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

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

To: Administrative Staff Council Members

From: Paul D. Yon, Chair
       Administrative Staff Council (ASC)

Re: Budget Resolution

Date: 11 March 1987

Enclosed is the Resolution we passed on 5 March which in essence requests the General Assembly to restore $240 million dollars to the Board of Regents Budget. Also enclosed is a list of Ohio House and Senate members that would be advisable to contact regarding the 1988-89 biennial budget. I would appreciate you taking a few minutes to correspond with any/all of those identified in an effort to restore the necessary funds for higher education. I also would appreciate it if you would share this information with your constituents. As Chair, I am grateful for your assistance. Thank you.

PDY:1le

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

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

18. Defrayed the cost of making available to each administrative staff members the TIRES information pamphlet.

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

20. Continued to pursue membership on the Committee on Academic Priorities (CAP) to assure input in the event of the declaration of Exigency. Awaiting response from Faculty Senate's Committee on Committees.
ADMINISTRATIVE STAFF COUNCIL

Resolution

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

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

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

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

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

RESOLVED:

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

be it further
RESOLVED:

That the Administrative Staff Council of Bowling Green State University encourages the General Assembly of the State of Ohio to restore $240 million to the Ohio Board of Regents 1988-89 biennial budget in order to maintain the students' share of their educational costs at 36%.
The Honorable Paul E. Gillmor  
President  
Ohio Senate  
State House  
Columbus, Ohio  43215

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

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

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

HOUSE FINANCE COMMITTEE

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The Honorable Neal F. Zimmers, Jr.
Ohio Senate
State House
Columbus, Ohio 43215
MEMORANDUM

To: Administrative Staff
From: Administrative Staff Council (ASC) Executive Committee
Re: Faculty Salary Comparisons
Date: 9 March 1987

You obviously have read where the Faculty Welfare Committee has made comparisons between the salaries of Faculty and "Administrators". Of the forty-five "administrator" salaries utilized for comparative purposes, twenty-nine in reality are Administrative Staff. The remainder (sixteen) are administrators with faculty contracts. We find that those comparisons are totally misleading, inappropriate, divisive, and are not in the best interests of Administrative Staff and the University.

We will continue to carefully monitor the progress of both salary proposals (faculty and administrative staff) and we heartily recommend to Acting Vice President Dalton that the aforementioned Administrative Staff Salaries be defined and separated from the salary data submitted by the Faculty Senate Welfare Committee. In our opinion, faculty salary data only should be compared with those administrators with faculty rather than administrative staff contracts.

If you have any questions or concerns in reference to this matter, please contact a member of the ASC Executive Committee.
MATERNITY LEAVE

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

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

3. Accrued sick leave, accrued vacation credit and a leave of absence without pay can be used during this 4 month period. A female staff member may use any or all of her accrued vacation credit and/or accrued sick leave during her maternity leave before going on a leave of absence without pay.

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

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

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

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

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

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

PATERNITY LEAVE

1. Male staff members are eligible for 3 months of paternity leave per pregnancy. This will be considered customary and usual.

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

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

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

5. A medical leave for a period of time before birth or a leave in excess of 3 months after delivery will need medical certification. Under these circumstances the University will continue all fringe benefits for a period not to exceed 6 months from the date of delivery.

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

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

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

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

without pay can be used during this 3 month period. A male staff member may use any or all of his accrued sick leave or accrued vacation credit during his paternity leave before going on a leave of absence without pay.

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

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

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

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

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

ADOPTION LEAVE

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

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

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

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

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

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

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

8. Should a staff member decide not to return to the University following adoption leave, the staff member must notify his/her supervisor, in writing, no later than 30 calendar days preceding his/her scheduled return to work.
MEMORANDUM

TO: Administrative Staff Members

FROM: Elections Committee of Administrative Staff Council

RE: Nomination Ballot for 87-88 Elections

Ballots to nominate individuals to stand for election to the Administrative Staff Council are enclosed. Your ballot reflects the names of Administrative Staff members in your area eligible for election to the Council. As you will remember, the number of seats on the Council is determined by the number of persons in each vice-presidential area, at a representation rate of 10%.

A review of the apportionment of Administrative Staff and the number of reps to be elected are as follows.

<table>
<thead>
<tr>
<th>Area</th>
<th># of Expiring Terms</th>
<th># in Area</th>
<th># of Reps on Council 86-87</th>
<th># to be Elected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Affairs</td>
<td>3</td>
<td>135</td>
<td>10</td>
<td>6</td>
</tr>
<tr>
<td>Operations</td>
<td>2</td>
<td>43</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Planning &amp; Budgeting</td>
<td>1</td>
<td>50</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>President's Area</td>
<td>4</td>
<td>55</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>3</td>
<td>80</td>
<td>7</td>
<td>4</td>
</tr>
<tr>
<td>Univ. Relations</td>
<td>1</td>
<td>43</td>
<td>4</td>
<td>1</td>
</tr>
</tbody>
</table>

On the enclosed nomination ballot, you may nominate individuals for your area only. Once all nomination ballots have been returned and validated, an election ballot will be mailed to all Administrative Staff. Again, you will be voting for individuals within your own area.

Please return your election ballot to: JIM SHARP, UNIVERSITY UNION, by Thursday, April 2, 1987. Please also complete the enclosed Committee Participation Survey and return it along with your nomination ballot.

If you have any questions, please call any persons below.

Jim Sharp 2-2241 Pat Koehler 2-7128
Gregg DeCrane 2-2843 Sue Crawford 2-8181
Jill Carr 2-2011 John Buckenmyer 2-2851
Paul Yon 2-2411

Thanks!
CONTRACT FOR ADMINISTRATIVE [UNCLASSIFIED] STAFF EMPLOYMENT

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

TERMS OF EMPLOYMENT:

1. Position/Title:

2. Type of Employment:
   a. ( ) full-time
   b. ( ) part-time
      %

3. Period of Employment:
   a. ( ) fiscal year
   b. ( ) other

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

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

   • BEFORE TAXES, AUTHORIZED DEDUCTIONS/REDUCTIONS.

CONDITIONS OF EMPLOYMENT

5. Obligations of the Appointee: In consideration of the terms of this appointment, the Appointee agrees to perform such professional duties and services as identified in the appointed position or title, and/or as may be assigned or changed, to the satisfaction of the Appointee's immediate supervisor. It is the responsibility of the officer(s) signing for the University to verify whether or not the Appointee's performance is in accord with prevailing University practice.
Administrative Staff Council
April 2, 1987

AGENDA

1. Call to Order

2. Committee Reports
   Personnel/Welfare
   Professional Development TA-DAH
   Ferrari Award - very few nominations have been received
   Scholarship - 20454.07 balance
   Elections

3. Old Business
   Maternity/Paternity/Adoption Policy
   revised and accepted

4. Program

5. Good of the Order - Jack Taylor

6. Adjournment

Andy -
Thank you for asking me to attend!!
I really enjoyed it!!! What a great group! I made your announcements Ta-Dah!!
Candy!!!
MATERNITY/PATERNITY/ADOPTION LEAVE

MATERNITY LEAVE

1. FEMALE STAFF MEMBERS WHO GIVE BIRTH ARE ELIGIBLE FOR MATERNITY LEAVE. THE CUSTOMARY AND USUAL MATERNITY LEAVE WILL BE FOUR MONTHS PER PREGNANCY. Benefits not covered.

2. THE FOUR MONTH MATERNITY LEAVE NEED NOT BE TAKEN AS CONSECUTIVE DAYS. IF MUTUALLY AGREEABLE TO THE ADMINISTRATIVE STAFF MEMBER AND THE SUPERVISOR.

3. ACCRUED SICK LEAVE, ACCRUED VACATION CREDIT AND A LEAVE OF ABSENCE WITHOUT PAY CAN BE USED DURING THIS 4 MONTH PERIOD. A FEMALE STAFF MEMBER MAY USE ANY OR ALL OF HER ACCRUED VACATION CREDIT AND/OR ACCRUED SICK LEAVE DURING HER MATERNITY LEAVE BEFORE GOING ON A LEAVE OF ABSENCE WITHOUT PAY.

4. FEMALE STAFF MEMBERS TAKING MATERNITY LEAVE ARE GUARANTEED THEIR POSITIONS AND JOB TITLE UPON RETURN.

5. A FEMALE STAFF MEMBER WILL NOTIFY, IN WRITING, HER SUPERVISOR AND THE OFFICE OF ADMINISTRATIVE STAFF PERSONNEL SERVICES, PRIOR TO THE START OF HER MATERNITY LEAVE, AS TO THE NUMBER OF DAYS TO BE TAKEN AS SICK LEAVE, THE NUMBER OF DAYS TO BE TAKEN AS VACATION AND THE NUMBER OF DAYS TO BE TAKEN AS A LEAVE OF ABSENCE WITHOUT PAY.

6. SHOULD A FEMALE STAFF MEMBER DECIDE NOT TO RETURN TO THE UNIVERSITY FOLLOWING MATERNITY LEAVE, THE FEMALE STAFF MEMBER MUST NOTIFY HER SUPERVISOR, IN WRITING, NO LATER THAN 30 CALENDAR DAYS PRECEDING HER SCHEDULED RETURN TO WORK.

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 Staff Personnel Services as early as possible prior to a leave WITHOUT PAY to review benefits.
Racial Incidents Worry Campus Officials, Prompt U. of Massachusetts Study

By MICHELE N-K COLLISON
AMHERST, MASS.

For the past month the most widely read material on the University of Massachusetts campus here hasn't been on any professor's reading list. What has captured the campus's attention is a 53-page report criticizing the university's handling of a racial brawl after the seventh World Series game.

For days after the report was released, not enough copies could be produced to satisfy the demand. Finally, the student newspaper, the Massachusetts Daily Collegian, printed the text. Since then, a flurry of statements from faculty and student groups have been issued in support of its findings.

The popularity of the report pleases Frederick A. Hurst, who wrote it. "I hope my report lives forever," says Mr. Hurst, who heads the Massachusetts Commission Against Discrimination, a state agency. "I hope it will help make this university a better place. I hope other schools take a look at it, because it represents a truly in-depth case study of a racial incident." Mr. Hurst is an administrative law judge.

10 Injured in Brawl

Mr. Hurst wrote the report at the request of Joseph Duffey, the university's chancellor, after it became clear that no one at the university could get to the bottom of the story. The October 27 brawl left 10 people injured, including one black student who was beaten unconscious. It was the most violent of several racial incidents reported on college campuses this year.

Continued from Page 1

broadcast during which callers and the host insulted blacks.

And at least four other incidents have occurred in Massachusetts:

▶ At Smith College, a racial slur was spray-painted on the steps of the building that houses minority-student groups.
▶ At Mount Holyoke College, officials held an all-campus meeting to discuss racial harassment of black students.
▶ At Wellesley College, a trustee resigned after saying that blacks preferred pushing drugs to working in a factory.
▶ At Tufts University, a white student was allegedly beaten after writing a newspaper column against racism. Motorists harassed students who later marched in protest of the student's beating.

The five incidents in Massachusetts have led people to ask why such things are happening at institutions that have reputations for selectivity and liberalism.

"People in Massachusetts pride themselves on being liberals," says Chancellor Duffey. "They think things like this only happen down in Forsyth, Georgia." Forsyth is the all-white county where civil-rights marchers were attacked in January.

Another incident to which the brawl here is often compared occurred in Howard Beach, N.Y., where white teenagers have been accused of beating four black men, including one who later was killed by a motorist as he ran from his attackers.

University officials don't want the situation here linked with Forsyth County and

Howard Beach. "We want to stand out as an institution that has confronted the problem," Mr. Duffey says. "We can't become complacent."

Indeed, the same campus that has become known for a racial incident also boasts the collected papers of the scholar and civil-rights activist W. E. B. Du Bois and the educator Horace Mann Bond. And it has on its faculty such renowned black scholars as the writer James Baldwin. But it is also the campus about which Mr. Hurst wrote: "Many black people are not happy. It would be a classic error for the administration to assume otherwise."

Based on interviews with students, faculty members, and staff members, Mr. Hurst concluded that the October incident had been "predictable, preventable, and racially motivated." He called for an immediate investigation to prosecute those involved and for administrative and educational changes to improve the quality of life for black students.

Parties at 'Zoo Mass'

To the Amherst campus, the racial brawl is an ugly reminder of the not-too-distant past, when it gained a reputation as "Zoo Mass," an institution known more for its rowdy parties than for its academics. The university has since begun to establish a reputation for academic excellence. Applications are up 50 per cent since 1982.

"We've been breaking out of the mold as a party school and getting known as an enlightened university," says Jules Chameutzky, a professor of English who is also director of the university's Institute for Advanced Study in the Humanities. "Now something as ugly as this has happened to tarnish that reputation."

But others think the incident and the
Symptom of Endemic Disease

"What happened at U-Mass can happen anywhere," says Franklyn Jenifer, chancellor of the Massachusetts Board of Regents of Higher Education. "It's a symptom of an endemic disease in our larger society and, unless you address it, you will continue to have sporadic outbursts such as these."

One concrete proposal has been offered by Mr. Jenifer. He suggests an increase in the number of minority professors in Massachusetts by paying for the doctoral degrees of minority candidates. He also hopes to increase the number of minority students attending college by centralizing the state's recruiting efforts.

Unprecedented Discussions

The Hurst report has led to unprecedented discussions about racism on the campus.

"The report was hard," says Mr. Duffey. "What Mr. Hurst is saying raises a lot of concerns about problems at this institution."

By all accounts, the events of October 27 and the following days were a public-relations disaster. While Mr. Duffey was out of town, administrators and campus security officials were denying that the incident was racial in character, attributing it instead to hooliganism.

Mr. Hurst concluded that such denials had hampered the investigation. "I later came to suspect—and still do—that denial played a role in causing the incident and still is the single most important reason why those investigating it have not and could not get to the bottom of it," he wrote.

"It was an unfortunate reaction that didn't help matters," says Mr. Hurst.

I was angry, I was just so angry. I said, 'Please, just let one white guy so much as step on my shoe.'

"Duffy. But it was very confusing that night. There were so many different versions. If you were on the edge of the crowd you could see one thing. But if you were a black student being chased and beaten it was a random situation."

"I don't think anyone wanted to think the worst. I don't think it was malicious."

The official denials of racism infuriated black students and black members of the faculty and staff, who marched to the chancellor's office and demanded an investigation of the incident and an improvement of conditions at the university.

"They tried to say it was an alcohol-related event, that it was just a bunch of hooligans," says FrankRodriques, a junior who was one of the black students chased that night. "There's no way you could say it was not a racial incident, when you have 200 whites chasing 10 blacks."

Blacks Were 'Surrogate Target'

The fighting took place in the southwestern residential area of the campus, where 5,700 students live. After the World Series game ended—the Boston Red Sox lost the game and the series to the New York Mets—1,200 to 3,000 Red Sox and Mets fans gathered outdoors. Fights broke out among both teams' white fans, some of whom were visibly drunk.

Mr. Hurst wrote in his report that the Mets were perceived as the black team and the Red Sox as the white team.

"No one present that night could explain quite why or how, but the focus of the crowd perceptibly shifted to the black students long before any black student used a weapon."

"One black student, Steve Jones, was returning from a fraternity meeting that night with three of his friends. They had to pass the area of the fighting to get to their rooms, and stopped on the way with friends. Some members of the crowd came over to them and asked a black student if he was a Mets fan. When someone hit him and knocked off his glasses and cut his face.

"Then everybody started fighting," says Jay Andrade, a junior. "We were trying to help each other out, but the crowd kept getting bigger and bigger."

Mr. Jones says he picked up a stick and hit a white football player.

The black students, realizing they were outnumbered, decided to run. Mr. Hurst said he couldn't identify more than 15 black students who were in the area that night.

"The crowd was yelling, 'Get the niggers!' and throwing beer cans and trash as they chased us," Mr. Andrade says.

The black students ran onward two residence halls. The white crowd pursued the black students to a dormitory, where the students broke windows and yelled racial insults.

I Saw Stars

Meanwhile, Yancy Robinson, a student at the University of Massachusetts Amherst, was also on the scene. "I was a piece of trash for those white people," Mr. Robinson says. "I would put my hands in front of my face and they would kick me in my ribs. I got kicked in the head so much, I saw stars."

Mr. Robinson lost consciousness and later could not identify any of the attackers. After the incident, he was taken to a hospital, where he was treated for bruises and lacerations on his head, ribs, knees, and neck.

News of the attack on Mr. Robinson provoked even greater anger among black students. David Moore, a senior, saw Mr. Robinson shortly after he heard about the attack. "I didn't know who Yancy was," says Mr. Moore. "But I knew it had to be him. He was leaning on couches, with bandages on his chest and leg, and a neck brace."

"I was angry, I was just so angry," he said. "Please, just let one white person do what he wants as much as step on my shoe."

"When you push all the other aside, there's no sense in playing around," Mr. Hurst says. "We're all lucky Yancy didn't get killed."

Campus Police Faulted

Mr. Hurst's report faulted the campus public-safety director for having neither enough officers on duty nor a plan in place for dealing with such large crowds.

Fourteen university officers were on duty that night, twice the regular number, and the public-safety director, Gerald T. O'Neil, says he thought that would be adequate for the expected celebration.

"There's an inference that we should have had a crystal ball, that we should have known that the four white groups were going to approach."

Mr. O'Neil says. "If we had known, we would have done things differently."

Mr. Hurst found an atmosphere of distrust between black students and the public-safety department—an atmosphere that he said had hampered
But Mr. Duffey defends the move. "They got the attention of a large number of students who wouldn't have gone to a program about racism, but who would go hear baseball players," he says. "It was hard for anyone to go away from that session without acknowledging racism."

Only One Convicted
Black students also point to the lack of arrests in the five months that have passed since the World Series incident. Only one student has been convicted in connection with the incident — a white student named Kirk Friedman who admitted to shoving a black student. He was given a three-day suspended sentence, put on probation for a year, and fined $115.

"If somebody black had done what they did to Yancy, they would have been in jail," says Mr. Jones. "The process would not have taken as long."

Many here doubt that Hampshire County investigators will be able to get the testimony needed to indict those involved in the brawl. "For someone to be brought to justice, a lot of white students have to stand up and tell what they know," says Ricardo Townes, special assistant to the vice-chancellor for student affairs, who is black. "Black students can't tell you who was chasing them because they were running. I just don't think white students will do that. If black students were the perpetrators, white students would cooperate. The system would move smoothly. In this case, the black students have cooperated, but whites haven't. Nobody will be punished, and we'll have to wait for another unfortunate incident."

"It'd be great if they could catch the people involved, but I think it looks pretty bleak," says Chris Forkel, a white student. "I just don't think people will rat on their friends."

Faculty Won't Go Extra Step
Some say it is time that faculty members took a more active role. "I'll be very surprised if the faculty takes a look at themselves," says John Bracey, an associate professor of Afro-American Studies. "I think they will point the finger at other areas of the university. The faculty thinks they are very liberal, but they won't go the extra step to hire minorities. The faculty needs to face up to its own acquiescence in racism."

"We don't need token gestures," says the English department's Mr. Wolff. "It's not enough to do sensitivity training for the football players. We need to confront racism. Everyone in the community is culpable."

Black faculty members think more professors need to be hired and that more money must be spent on programs like the Committee for Collegiate Education of Black Minority Students, which counsels minority students, and the Horace Mann Bond Center, which records the history of the movement for equal education in the United States.

Others say the university must do more, than just talk about diversity. "Why should white students appreciate diversity if they don't experience it?" says Mr. Townes, the vice-chancellor's assistant. "There's no diversity in the faculty or the staff. The climate suggests a majority situation, so why should white students behave that way?"

Despite their experiences, black students say they will stay and work to make the university a better place. "I thought about leaving," says Yancy Robinson. "But you can't run and hide from this problem, because racism is everywhere in society. I just want the university to take action so that something like this is never allowed to happen again."

Chancellor Duffey himself made a controversial move when he asked two professional baseball players, Tommie Wilson of the Mets and Bill Barrett of the Red Sox, to come to the campus to speak about the World Series incident. To black students the action was "just an autograph session for baseball fans," says Pam Carter, a black student.
SUBTLE DISCRIMINATION

There are a broad range of subtle behaviors and events that perpetuate inequities for minorities and women in postsecondary education. These behaviors are non-actionable, practically speaking, in the sense that they are not likely to be formally contested in a court of law.

Condescension: The apparent refusal to take women and minorities seriously, as students and colleagues, which is communicated through posture, gesture, and tone of voice.

Role stereotyping: Expectation of behavior that conforms to the racial and sexual role stereotypes.

Sexist and racist comments: Expressions of derogatory beliefs about women and minorities such as sentiments of "inferiority," "not intelligent," and "not serious."

Hostility: Avoidance, expressions of annoyance, resentment, anger and jokes and innuendoes.

Exclusion: Unintentional and intentional oversights denying minorities and women access to events.

Denial of status and authority: The covert refusal to acknowledge a minority's or a woman's position or their scope of authority (e.g. bypassing the individual and going to their superior).

Invisibility: The failure to recognize the presence or contributions of minorities and women.

Double standard: Differential evaluation of behavior as a function of racial or sex attribution (e.g., regarding a man's non-academic experience as "enriching" and that of a woman as indicating a "lack of focus."

Tokenism: The discretionary inclusion of one or a few minority or women members.

Divide and conquer: The use of tactics that maximize the social distance of the minority or woman from each other (e.g., informing the woman or minority that he/she is superior to others of the protected class in ability or achievement).

Backlash: The rejection of men and women who support efforts to improve the status of women and minorities.
Minutes of the Meeting
Thursday, April 2, 1987

Present: Austermiller, Halleck (for Bissland), McCartney (for Bowers), Buckenmyer, Carr, Conrad, Crawford, Darrow, DeCrane, Powers (for Friend), Martini (for Hamilton), Douglass (for Hart), Heineman, Fahrer (for Hughes), Jordan, Koehler, O'Donnell, Piersol, Richmond, Hoehner (for Schumacher), Sharp, Stewart, Swaisgood, Thiede, George (for Weinandy), Wood, and Zwierlein.

Absent: Blair, Champion, Cleveland, Katzner, McRoberts, Piper, Schultz, Van De Walle, and Yon.

Guests: Firestone and Taylor

In the absence of Chair Paul Yon, Chair-elect Sue Crawford called the meeting to order at 1:30 p.m.

Carr moved to accept the minutes of the March 5 meeting as distributed; Koehler second. Motion carried.

MATERNITY/PATERNITY/ADOPTION POLICY

Carr presented the proposed policy. She noted the proposed policy was the result of negotiation and compromise by Administrative Council, Acting VP Dalton, ASC Chair Yon, and Carr, Chair of ASC Personnel Welfare Committee. (Copy of the policy attached hereto.)

In response to questions, Carr pointed out that the policy was not as broad as the one proposed by ASC, but an improvement over the present policy, in that four months will be considered "usual and customary" in pregnancy leave; and, combinations of sick leave, vacation, and leave without pay may be used.

Carr also pointed out the need to approve the policy or not, as materials were to go to the Trustees very quickly. If approved, the policy will go forward for Trustee approval. If not approved, the present policy will remain for another year.

Conrad moved to accept the policy, Koehler second. Motion carried.
PROFESSIONAL DEVELOPMENT

Sandy George reported for Weinandy that a luncheon program concerning Financial Planning and Mutual Funds is scheduled for April 9. Another program related to counseling students is set for April 20.

FERRARI AWARD

Nomination information is distributed with a deadline date of April 15.

SCHOLARSHIP

Heineman reported that both scholarships have been awarded, and that the fund drive for 1987 will be toward the end of April.

ELECTIONS

Sharp reported that elections are in full swing, and asked each Council member to urge his/her respective constituents to vote.

SPEAKER/PROGRAM

Crawford introduced Jack Taylor, Assistant Vice President, Minority Affairs. Crawford noted in her introductory remarks that given the current climate of racism and sexism, the Executive Committee thought it very appropriate to spend more time discussing these very sensitive and important issues.

Taylor opened his comments by stating that the current campus climate is perceived by minorities as being hostile and condescending. He spoke specifically of at least four minority staff members who will not be returning next year, due to the current climate, a lack of upward mobility, and an inability to impact upon one's own environment.

He noted that from his perspective, based upon his own observations and meetings he has recently attended, that the last three months on campus are worse than the last nine years.

For minority students, there are problems in the residence hall and in the classroom. The picture is very grim, according to Taylor. We have a decided lack of minorities in positions of authority, he added. All of which leads sometimes to many issues being perceived as racial in nature, even if this is not accurate.
Taylor added that we have a crisis situation, in that the same ingredients are present now as were present in the 60's, and that the University is regressing on a lot of gains already made.

Questions to Taylor included:

Why the current upsurge?

National minority leaders suggest that the current national tone is set by the leadership in the White House and the general conservatism now prevalent. There has also been an increase in reported racial incidents that previously may have been unreported.

In addition, current national financial aid programs have been reduced. Taylor noted that in 1980, 39% of all students received some part of a Pell grant, whereas in 1984-85, that number was reduced to 19%. Those persons hit hardest are at the lower income scales.

How do we increase the number of minority faculty and staff?

Make market adjustments for blacks and Hispanics. Increase salaries and create better opportunities for professional development.

Crawford thanked Taylor for his comments and also offered her own comments on "subtle discrimination," defined as a series of micro-inequities not grievance enough to constitute formal complaint procedures, but serious enough to be of great concern. She distributed a listing of particular inequities against which we should all guard.

With no further business, the meeting adjourned at 2:26 p.m.

Respectfully submitted,

James M. Sharp
Secretary
MATERNITY/PATERNITY/ADOPTION LEAVE

MATERNITY LEAVE

1. FEMALE STAFF MEMBERS WHO GIVE BIRTH ARE ELIGIBLE FOR MATERNITY LEAVE. THE CUSTOMARY AND USUAL MATERNITY LEAVE WILL BE FOUR MONTHS PER PREGNANCY.

2. THE FOUR MONTH MATERNITY LEAVE NEED NOT BE TAKEN AS CONSECUTIVE DAYS. IF MUTUALLY AGREABLE TO THE ADMINISTRATIVE STAFF MEMBER AND THE SUPERVISOR.

3. ACCRUED SICK LEAVE, ACCRUED VACATION CREDIT AND A LEAVE OF ABSENCE WITHOUT PAY CAN BE USED DURING THIS 4 MONTH PERIOD. A FEMALE STAFF MEMBER MAY USE ANY OR ALL OF HER ACCRUED VACATION CREDIT AND/OR ACCRUED SICK LEAVE DURING HER MATERNITY LEAVE BEFORE GOING ON A LEAVE OF ABSENCE WITHOUT PAY.

4. FEMALE STAFF MEMBERS TAKING MATERNITY LEAVE ARE GUARANTEED THEIR POSITIONS AND JOB TITLE UPON RETURN.

5. A FEMALE STAFF MEMBER WILL NOTIFY, IN WRITING, HER SUPERVISOR AND THE OFFICE OF ADMINISTRATIVE STAFF PERSONNEL SERVICES, PRIOR TO THE START OF HER MATERNITY LEAVE, AS TO THE NUMBER OF DAYS TO BE TAKEN AS SICK LEAVE, THE NUMBER OF DAYS TO BE TAKEN AS VACATION AND THE NUMBER OF DAYS TO BE TAKEN AS A LEAVE OF ABSENCE WITHOUT PAY.

6. SHOULD A FEMALE STAFF MEMBER DECIDE NOT TO RETURN TO THE UNIVERSITY FOLLOWING MATERNITY LEAVE, THE FEMALE STAFF MEMBER MUST NOTIFY HER SUPERVISOR, IN WRITING, NO LATER THAN 30 CALENDAR DAYS PRECEDING HER SCHEDULED RETURN TO WORK.

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 Staff Personnel Services as early as possible prior to a leave WITHOUT PAY to review benefits.
SUBTLE DISCRIMINATION

There are a broad range of subtle behaviors and events that perpetuate inequities for minorities and women in postsecondary education. These behaviors are non-actionable, practically speaking, in the sense that they are not likely to be formally contested in a court of law.

Condescension: The apparent refusal to take women and minorities seriously, as students and colleagues, which is communicated through posture, gesture, and tone of voice.

Role stereotyping: Expectation of behavior that conforms to the racial and sexual role stereotypes.

Sexist and racist comments: Expressions of derogatory beliefs about women and minorities such as sentiments of "inferiority", "not intelligent," and "not serious."

Hostility: Avoidance, expressions of annoyance, resentment, anger and jokes and innuendoes.

Exclusion: Unintentional and intentional oversights denying minorities and women access to events.

Denial of status and authority: The covert refusal to acknowledge a minority's or a woman's position or their scope of authority (e.g. bypassing the individual and going to their superior).

Invisibility: The failure to recognize the presence or contributions of minorities and women.

Double standard: Differential evaluation of behavior as a function of racial or sex attribution (e.g., regarding a man's non-academic experience as "enriching" and that of a woman as indicating a "lack of focus."

Tokenism: The discretionary inclusion of one or a few minority or women members.

Divide and conquer: The use of tactics that maximize the social distance of the minority or woman from each other (e.g., informing the woman or minority that he/she is superior to others of the protected class in ability or achievement).

Backlash: The rejection of men and women who support efforts to improve the status of women and minorities.
MEMORANDUM

TO: ASC Members
FROM: J. Sharp, Secretary
RE: May 7 Meeting

April 29, 1987

Please be certain to attend the regular ASC meeting on Thursday, May 7, at 1:30 p.m. in the Alumni Room of the Union. This is a most important meeting, as agenda items will include:

- Early Retirement Recommendation
- Nominations for Chair-Elect and Secretary
- Announcement of Recently Elected Council Members
- Results of Committee Elections

See you on the 7th.
MEMORANDUM

TO: Administrative Staff Executive Committee Members

FROM: Jill Carr, Chair, Personnel Welfare Committee

RE: PERS Early Retirement Incentive Program

The Personnel Welfare Committee has carefully reviewed the information presented by Chris Dalton regarding the PERS Early Retirement Incentive Program. After considerable discussion and deliberation, we wish to bring the following recommendation to your attention.

The Personnel Welfare Committee recommends that the PERS Early Retirement Incentive Program be implemented with the following stipulations:

1. The number of years of service credit to be purchased by the University should be a maximum of four/five years. Choice of 4 or 5 will depend on further statistical information.

2. The buy-out option would be available for one year only.

3. During this year, the Supplemental Retirement Program WOULD NOT be available to those participating in the ERIP.

4. As a result of the temporary, one year option of the SRP, approximately 85-100% of the administrative staff positions lost to retirement could be replaced and/or 85-100% of the salary pool.

5. If positions ARE NOT replaced, action should be taken by the Office of Administrative Staff Personnel Services in cooperation with ASC to create career paths and advancement opportunities for existing staff. In addition, the opportunity for re-organization within an area should be considered.

6. Employees deciding to participate must indicate their intent 30 days in advance. Employees should be encouraged to retire at the end of the fiscal year.

We welcome your comments, suggestions, and changes. In addition, we ask that you direct the Personnel Welfare Committee as to the most appropriate time for this recommendation to be brought before the full Council for a vote.

Thank you for your time and consideration.

JC/jm
MEMORANDUM

TO: Members of the Administrative Staff Council

FROM: Personnel Welfare Committee

RE: Recommendation Regarding the PERS Early Retirement Incentive Program

Attached please find the recommendation approved by the ASC Executive Committee regarding the PERS Early Retirement Incentive Program. Please carefully review this statement as it will be brought up for discussion at the 5/7 meeting.

It is our hope to gain as much input as possible from all Administrative Staff regarding this issue. Final approval will be sought at the June ASC meeting. Council members are URGED to share this with all constituents.

Thank you for your attention to this matter. If you have any questions, please feel free to call any member of the Personnel Welfare Committee.

Members: Jill Carr 2-2011
          Rich Hughes 2-2011
          Jim Austermiller 2-2277

JC/jm
AGENDA
ADMINISTRATIVE STAFF COUNCIL
5 MAY 1987

1. CALL TO ORDER

2. APPROVAL OF MINUTES

3. COMMITTEE REPORTS
   Personnel Welfare - Jill Carr
   Professional Development - Dave Weinandy
   Finance - Suzanne Crawford - $99,23
   Amendments - Pat Koehler
   Ferrari Award - Sally Blair
   Scholarship - Deb Heineman
   Elections - Jim Sharp

4. OLD BUSINESS
   PERS - Incentive Plan

5. NEW BUSINESS
   Barb Keller - Guest
   Committee Appointments
   Parking Appeals Committee
   Human Subjects Committee - Ron Thompson
   United Way Campaign - Katrina Throleum
   Task Force on Drug Prevention & Education - Linda Hamilton

6. COMMUNICATIONS FROM THE CHAIR
   State Legislators
   Board of Trustees
   Chris Dalton, Re: Director ASPS
   contract intent - memo P50
May 6, 1987

MEMORANDUM

TO: Administrative Staff
FROM: Elections Committee
RE: Election Results; Executive Committee and University Committee Elections

The election process for representatives to the 1986-87 Administrative Staff council is now complete. Enclosed is a roster of the '86-'87 Council, with new members in bold face type.

Three additional election procedures must now be completed. First, we must elect a Chair-elect and Secretary. That ballot is enclosed. Second, we must select area representatives to the Executive Committee. That ballot, too, is enclosed. Third, we must elect Administrative Staff representatives to several University Committees. Those ballots are likewise included.

Make your selections, and return all ballots to:

Jim Sharp
University Union

no later than May 21, 1986, at 5 p.m.

Thank you for your continued assistance and participation.
Agenda

Administrative Staff Council
May 7, 1987

Call to Order

Approval of Minutes

Committee Reports

Personnel Welfare - Jill Carr
Professional Development - Dave Weinandy
Finance - Suzanne Crawford
Amendments - Pat Koehler
Ferrari Award - Sally Blair
Scholarship - Deb Heineman
Elections - Jim Sharp

Old Business

PERS Proposal

New Business

Barb Keller - Guest

Other:

Communications from the Chair

State Legislators
Board of Trustees
Chris Dalton Re: Director ASPS
Committee Appointments

Good of the Order

Adjournment
**DO'S AND DON'TS FOR THE SUPERVISOR**

**Do:**
- Point out that the program makes help possible and available.
- Make it clear that the University is concerned primarily with a safe workplace and work standards.
- Encourage the employee to explain why work standards, behavior, and/or attendance are deteriorating.
- Explain that the employee must voluntarily make the decision.

**Don't:**
- Apologize for confronting the person -- it's your job.
- Diagnose -- do Document.
- Moralize -- restrict comments to work standards.
- Cover up for the person -- this may lead to serious delay in receiving help.
- Be put off by the assertion that the person is already getting help.
- Be misled by sympathy-evoking tactics.

The Supervisor's Role

You are the key to success in the Referral Assistance Program because you are in a position to maintain a safe work environment. You are the key to success in the Referral Assistance Program.

The Supervisor's Referral Process

- **Supervisor Documents Poor Performance**
- **Supervisor Confronts Employee on Basis of Poor Perf.**
- **Recommends RAP After Specified Time Limit**
- **Does Employee Accept Referral?**
- **Supervisor Documents Poor Performance**

Do's and Don'ts for the Supervisor

- Explain that the employee must voluntarily make the decision.
- Explain that the employer must voluntarily make the decision.
- Make it clear that the University is concerned primarily with a safe workplace and work standards.
- Make it clear that the program makes help possible and available.
STEPS

Observe and monitor job performance and attendance; document any deterioration.

Discuss with employee a need for improvement within a specified time limit.

Refer the person to the Community Resource Brochure or the RAP Coordinator (2-2228).

Re-evaluate performance.

The following outline can be useful to you in identifying and documenting an individual's work standards:

1. Safety
   a. Attitude and response to safe working procedures and rules
   b. Accidents on the job
   c. Accidents off the job which affect work standards
2. Absenteeism
   a. Unauthorized leave
   b. Monday absences, Friday absences or Friday and Monday absences
   c. Repeated absences of 2-4 days
   d. Excessive tardiness, especially on Monday mornings or return time from lunch
   e. Leaving work early
   f. Peculiar and increasingly improbable excuses for absences
   g. Higher absenteeism rate than other persons for colds, flu, etc.
   h. Regular tardiness and increasing tardy/improperly excuses for absences
3. On-the-job Absentees
   a. Continued absences from work station more than the job requires
   b. Frequent breaks for coffee or bathroom
   c. Long coffee breaks
   d. Physical illness on the job
   e. Frequent trips to water fountain or bathroom
4. Difficulty in concentration
   a. Work requires greater effort
   b. Job takes more time
   c. Difficulty in handling instructions and details
   d. Difficulty in remembering personal mistakes
   e. Difficulty in executing complex assignments
5. Resistance to change -- may present a threat because their control of present job allows them to hide low work standards
6. Generally thought of as inefficient job standards
7. Friction in employee relationships
   a. Overreacts to real or imagined criticism
   b. Experiences extremes in morale
   c. Borrow money from co-workers
   d. Causes complaints from co-workers
   e. Harbors unreasonable resentments
   f. Begins to avoid co-workers and friends
8. Difficulty in recalling instructions and details
   a. Has poor judgment
   b. Wastes material
   c. Misses deadlines
   d. Receives complaints from the public
9. Generalized lowered job efficiency
   a. Performs under reasonable standards
   b. Does not complete his work on time
   c. Loses poor judgment
   d. Has poor work habits
   e. Has poor attendance
   f. Misses deadlines
10. Lowered job standards
    a. Has poor attendance
    b. Loses work habits
    c. Has poor work habits

REMEMBER, every individual may exhibit some of these problems occasionally. It is a pattern of problems over a period of time (several weeks or months) that you should note and document. All of these work-related problems may affect the health and safety of not only the troubled person, but those around him/her as well.

WHEN PROBLEMS OCCUR

1. Confront the person with documented material that reflects their declining work standards and safe working practices.
2. Follow normal disciplinary procedures.
3. Remain objective.
4. Explain the advantage of the Referral Assistance Program.
5. Stress confidentiality.
6. Confront the employee's work performance and attendance.

FOLLOW UP

1. Re-evaluate performance.
2. Discourage withdrawal of a need for improvement within a specified time limit.
3. Discuss with employee a need for improvement within a specified time limit.
4. Observe and monitor job performance and attendance; document any deterioration.
5. Continue to monitor the employee's work standards.

STEPS TO FOLLOW:

1. Observe and document.
2. Discuss need for improvement.
3. Refer to Community Resource Brochure.
5. Confront the person with documented material that reflects their declining work standards and safe working practices.
The health insurance plan for full-time University employees provides 80% coverage for outpatient services from any other University-employees-provided facility. The following facilities provide licensed care for outpatient services from other facilities.

Psychological Services Center
Psychology Bldg., Rm. 309
BGSU 372-2540

Defiance County Facilities
- Counseling and Growth Center
677-0712
Defiance, OH
- Family Guidance Center
782-0856
Defiance, OH
- Sandusky County Facilities
- Maumee Valley Guidance Center
477-8331
Sandusky, OH
- Tiffin, OH
675 Tiffin, OH
- Sandusky Valley Center

No attempt was made to make a comprehensive list of facilities, nor to evaluate the quality of facilities listed. Employees are encouraged to contact any professional service they choose.
WHAT IS THE REFERRAL ASSISTANCE PROGRAM?

The Referral Assistance Program (RAP) offers referral information to all University employees who seek professional help in solving personal problems. The ultimate goal of the RAP is to direct employees to campus and community services that will assist them in removing obstacles to satisfactory work performance. The RAP will provide an additional means to deal with such problems. At no time, however, will RAP personnel assume the role of the employee’s supervisor. The RAP will not be involved beyond the referral. It is suggested you contact the RAP. The supervisor may suggest you contact the RAP. The supervisor will not be involved beyond the referral; the decision to seek assistance is that of the employee. RAP is available to assist employees in contacting appropriate professional services.

If you recognize the need for professional assistance in solving some problem that could impair your job performance, you are encouraged to seek assistance by contacting directly any of the agencies listed in this brochure or by calling the RAP coordinator at 372-2228.

Portions of the RAP are copyrighted material only. Information is reproduced with permission of the publisher. The material may not be reproduced in whole or in part without the written permission of the publisher.
183 surveys were returned.

1. TEACHING RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Option</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>NO</td>
<td>143</td>
</tr>
<tr>
<td>NO but teach</td>
<td>12</td>
</tr>
<tr>
<td>YES</td>
<td>28</td>
</tr>
</tbody>
</table>

NUMBER OF COURSES PER YEAR

<table>
<thead>
<tr>
<th>Type</th>
<th>1 course</th>
<th>4 courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guest Lecturer</td>
<td>1</td>
<td>14</td>
</tr>
<tr>
<td>Independent study</td>
<td>2</td>
<td>11</td>
</tr>
<tr>
<td>COOP</td>
<td>1</td>
<td>13</td>
</tr>
</tbody>
</table>

NUMBER OF CREDITS PER YEAR

<table>
<thead>
<tr>
<th>Credits</th>
<th>8</th>
<th>9</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 credit</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>13</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>16</td>
<td>1</td>
</tr>
<tr>
<td>6</td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

2. GRANT MONIES GENERATED

<table>
<thead>
<tr>
<th>Grant Monies</th>
<th>6 grants</th>
<th>184 grants</th>
</tr>
</thead>
<tbody>
<tr>
<td>No number</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>1 grant</td>
<td>9</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>7</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

GRANT MONIES GENERATED

<table>
<thead>
<tr>
<th>Amount</th>
<th>1</th>
<th>1</th>
<th>1</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 750</td>
<td>1</td>
<td>$19,000</td>
<td>1</td>
<td>$100,000</td>
</tr>
<tr>
<td>1000</td>
<td>1</td>
<td>42,000</td>
<td>1</td>
<td>112,000</td>
</tr>
<tr>
<td>3500</td>
<td>1</td>
<td>50,000</td>
<td>1</td>
<td>120,000</td>
</tr>
<tr>
<td>3800</td>
<td>1</td>
<td>65,000</td>
<td>2</td>
<td>160,000</td>
</tr>
<tr>
<td>4000</td>
<td>1</td>
<td>65,000</td>
<td>1</td>
<td>160,000</td>
</tr>
<tr>
<td>5000</td>
<td>2</td>
<td>65,000</td>
<td>1</td>
<td>160,000</td>
</tr>
<tr>
<td>5500</td>
<td>1</td>
<td>65,000</td>
<td>1</td>
<td>160,000</td>
</tr>
<tr>
<td>8000</td>
<td>1</td>
<td>65,000</td>
<td>1</td>
<td>160,000</td>
</tr>
</tbody>
</table>

YEAR OF GRANT

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>78</td>
<td>82-83</td>
<td>85</td>
<td>85-86</td>
<td>86</td>
<td>86-87</td>
<td>87</td>
<td>87-88</td>
</tr>
</tbody>
</table>
3. PRESENTATIONS MADE PER YEAR

<table>
<thead>
<tr>
<th>NONE</th>
<th>74</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-24</td>
<td>24</td>
</tr>
<tr>
<td>2-26</td>
<td>26</td>
</tr>
<tr>
<td>3-18</td>
<td>18</td>
</tr>
<tr>
<td>4-8</td>
<td>8</td>
</tr>
<tr>
<td>5-7</td>
<td>7</td>
</tr>
<tr>
<td>6-6</td>
<td>6</td>
</tr>
<tr>
<td>8-1</td>
<td>1</td>
</tr>
<tr>
<td>10-6</td>
<td>6</td>
</tr>
<tr>
<td>12-2</td>
<td>2</td>
</tr>
<tr>
<td>15-2</td>
<td>2</td>
</tr>
<tr>
<td>20-7</td>
<td>7</td>
</tr>
<tr>
<td>25-1</td>
<td>1</td>
</tr>
<tr>
<td>50-100</td>
<td>1</td>
</tr>
</tbody>
</table>

4. PUBLICATIONS

<table>
<thead>
<tr>
<th>NONE</th>
<th>144</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-9</td>
<td>9</td>
</tr>
<tr>
<td>2-11</td>
<td>11</td>
</tr>
<tr>
<td>3-4</td>
<td>4</td>
</tr>
<tr>
<td>4-3</td>
<td>3</td>
</tr>
<tr>
<td>5-1</td>
<td>1</td>
</tr>
<tr>
<td>6-5</td>
<td>5</td>
</tr>
<tr>
<td>10-1</td>
<td>1</td>
</tr>
<tr>
<td>15-3</td>
<td>3</td>
</tr>
<tr>
<td>Photographs</td>
<td>40-50</td>
</tr>
<tr>
<td>Lots</td>
<td>1</td>
</tr>
</tbody>
</table>

5. PROFESSIONAL MEMBERSHIPS

| NONE | 43 |

<table>
<thead>
<tr>
<th>NO.</th>
<th>LOCAL</th>
<th>STATE</th>
<th>NATIONAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>33</td>
<td>56</td>
<td>67</td>
</tr>
<tr>
<td>2</td>
<td>9</td>
<td>23</td>
<td>29</td>
</tr>
<tr>
<td>3</td>
<td>1</td>
<td>3</td>
<td>13</td>
</tr>
<tr>
<td>4</td>
<td>1</td>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

Held Office 19 42 22

6. Need for change in the current fringe benefit package

<table>
<thead>
<tr>
<th>NO</th>
<th>44</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES</td>
<td>114</td>
</tr>
<tr>
<td>DO NOT KNOW</td>
<td>9</td>
</tr>
<tr>
<td>N/A</td>
<td>16</td>
</tr>
</tbody>
</table>
SUGGESTED QUESTIONS FOR ADMINISTRATIVE STAFF SURVEY

1. Social Security Number

2. TITLE:
   ___ A. Assistant Vice President
   ___ B. Director
   ___ C. Assistant Director
   ___ D. Manager
   ___ E. Assistant Manager
   ___ F. Coordinator
   ___ G. Assistant Coordinator
   ___ H. Head Coach
   ___ I. Assistant Coach

3. POSITION
   ___ A. Full Time
   ___ B. Part Time

4. YEAR STARTED AT BOWLING GREEN

5. STARTING SALARY

6. CURRENT SALARY

7. CONTRACT
   ___ A. 12 Month
   ___ B. 10 Month
Administrative Staff Council

1987 Election Results

New Council Members

Student Affairs
Bob Arrowsmith
Louise Paradis
Sandra George
Laura Emch

President's Area
Bill Jones
Randy Sokoll
Fran Voll

Planning & Budgeting
James Hoy
Sue Cerny

Operations
Sam Ramirez
Jane Schimpf

Academic Affairs
Norma Stickler
Jim Litwin
Margaret Weinberger
Joyce Kepke
Diane Regan
Katrina Meyer

University Relations
Pat Fitzgerald

Committee Representative Results

Telecommunications  Don Passmore
Parking Appeals    Linda Swaisgood
Union Advisory Committee John Buckenmyer
Human Relations     Linda Hamilton
Library Committee   Kathryn Thiede
Monitor Committee   Sue Cerny
University Computing Council Duane Whitmire
May 27, 1987

MEMORANDUM

TO: ASC Members: new, old and continuing
FROM: Jim Sharp, Secretary
RE: Meeting - Thursday, June 4

Congratulations to the newly elected members of ASC. We will have our annual "passing of the gavel" meeting on Thursday, June 4 at 1:30 p.m. in the Alumni Room of the Union.

Please plan to attend, as we have some important items to resolve.

See you then.
June 8, 1987

MEMORANDUM

TO: Administrative Staff Council Members

FROM: Suzanne Crawford, Chair

RE: PERS Early Retirement Incentive Plan

Today I received Dr. Dalton's response to our proposal. As you can see, he is proposing a compromise. I would like to hear from you regarding his proposal by Friday June 12 (372-8181, 372-6807). This is a rushed response, but it does give us an opportunity for input. Thank you for considering the request.
MEMORANDUM

TO: Dr. Paul Yon, 1986-87 Chair
    Dr. Suzanne Crawford, 1987-88 Chair
    Administrative Staff Council

FROM: Chris Dalton
    Acting Vice President
    Planning and Budgeting

RE: PERS Early Retirement Incentive Plan

June 5, 1987

I have received your memorandum summarizing the recommendations of the Administrative Staff Council with respect to the proposed PERS Early Retirement Incentive Plan (ERIP) for Bowling Green State University. I'm confident that I speak for President Olscamp and the other Vice Presidents in expressing my appreciation for the large commitment of time and effort devoted to the consideration of this proposal by the Administrative Staff Council, the ASC Executive Committee and the ASC Personnel Welfare Committee.

A major concern in our evaluation of various PERS ERIP proposals is their financial impact. As you know, the state budget picture for the next biennium is still relatively bleak. The recently-passed Ohio Senate budget bill calls for next year's instructional subsidy for BGSU to be only $800,000 to $1,000,000 more than this year's level. This increase in our subsidy of about 2% is considered to be an upper limit and was accompanied by an agreement by the state universities to limit tuition increases to less than 10%.

The net effect of these two income limitations is magnified by relatively large mandated increases in budgeted 1987-88 expenses for employee insurance plans, retirement contributions for current employees, and graduate fee waivers (the latter two budgets have major deficits for 1986-87). Taking into account the desire to fund a modest salary increase for continuing faculty and staff, expenses for 1987-88 are currently
projected to be more than $500,000 greater than income. This shortfall will become significantly larger if the budget bill approved by the Senate-House conference committee has lower instructional subsidy levels than those in the Senate budget bill.

This shortfall impacts any PERS ERIP proposal in at least two ways. First, it makes it even more crucial that an early retirement incentive program be "self-funding," i.e. that the savings generated from salaries and benefits that would have been paid to retirees be sufficient to pay both the direct costs of the buyout and the salaries and benefits for the new employees who replace the retirees. Secondly, it is very probable that the shortfall will have to be covered in major part by not filling significant numbers of faculty and staff positions vacated in 1987-88. Given such an environment, we feel that we cannot recommend any ERIP plan which would result in a further reduction in staffing levels.

The bottom line, then, is that we can in this restricted financial environment only consider a PERS ERIP if it is both "self-funded," from a cash flow point of view, and allows for replacement of all retiring staff. The plan summarized below would, we feel, meet these requirements.

Maximum three year buyout
Option of buyout or SRP for administrative staff
Replacement of all retiring staff (except in those rare cases in which a replacement is clearly not needed)
Available to 5% of University employees participating in PERS ERIP open for only one year

Having the ERIP available for only one year is dictated by the current financial picture detailed above, the projected financial constraints of the next three to five years, and the uncertain overall impact of a PERS ERIP on the University.

I would appreciate knowing as soon as possible whether this "scaled-down" ERIP proposal is acceptable to the Administrative Staff Council Executive Committee. Although I realize that ASC would prefer to have a five year maximum buyout and a continuous plan, I think that the plan proposed above still merits approval since it provides a significant enhancement to the options of retiring administrative staff members.

Please feel free to contact me if you have any questions or I can provide any additional information.
AGENDA

ADMINISTRATIVE STAFF COUNCIL

4 JUNE 1987

1. CALL TO ORDER

2. APPROVAL OF MINUTES

3. COMMITTEE REPORTS
   PERSONNEL WELFARE COMMITTEE - JILL CARR
   PROFESSIONAL DEVELOPMENT - DAVE WEINANDY
   FERRARI AWARD - SALLY BLAIR
   SCHOLARSHIP - DEB HEINEMAN
   ELECTIONS - JIM SHARP
   AMENDMENTS - PAT KOEHLER
   FINANCE - SUE CRAWFORD

4. OLD BUSINESS
   PERS - BUY-OUT

5. NEW BUSINESS
   1986 - 1987 GOALS/ACCOMPLISHMENTS
   AWARDS

6. COMMUNICATIONS FROM THE CHAIR
ACCOMPLISHMENTS

ADMINISTRATIVE STAFF COUNCIL

1986 - 1987

1. *Increase the corpus of the ASC Scholarship Fund. Through the efforts of the Scholarship Committee (Deb Heineman, Chair; Ann Bowers, Ron Zwierlein, Kathryn Thiede) the corpus should be in excess of $10,000 by the end of June.

2. *Salary and Fringe Benefit Proposal. The Executive Committee and the Personnel Welfare Committee (Jill Carr, Chair; Jim Austermiller, Rich Hughes, and Susan Darrow) prepared and submitted the ASC's Salary and Fringe Benefit Proposal to the Vice-President for Planning and Budgeting and FSBC by 13 February. The proposal called for a) ten percent salary increase and recommended that the employee's contribution to the cost of family health insurance benefits be eliminated, b) that the University cover the costs of a complete physical examination every two years and that costs associated with the annual pap smear be assumed by BGSU, c) that the University provide full coverage of family dental and vision benefits, and d) extend to Administrative Staff the opportunity to participate in a FITWELL program.

3. *Improve Communications with Administrative Staff of Firelands College. The Executive Committee met with Firelands Staff on 26 May and recommends to the 1987-1988 ASC to investigate the possibility of Firelands representation and to conduct two Executive Committee meetings on the above mentioned campus within a calendar year.

4. *Pursue ASC Representation at the Board of Trustees Thursday night committee meetings. This proposal is currently being considered by the Board of Trustees, however, the Chair was invited and did attend the March meeting of the Board as well as the committee meetings held on the Firelands Campus. It is anticipated that this question will be resolved by the Fall semester.

5. *Representation to the Faculty Senate Budget Committee. Although no formal written response has been forwarded to the Chair, SEC did reject ASC's request for representation. SEC did recommend that ASC pursue representation on the University Budget Committee.

6. *Handbook Revisions. The Personnel Welfare Committee recommended numerous changes to the Handbook. A detailed list of the changes have been recorded in the Secretary's office and at the Office of Administrative Staff Personnel Services.

8. Made recommendations not to pursue for 1986-1987 the issue of "no grievance for non-renewal of contract".

9. Made recommendations for a proposed Cost Containment Program.

10. Information was collected regarding administrative staff teaching responsibilities, grants, professional affiliations, publications, etc., for proposed data base for future salary studies.

11. The Maternity Policy was revised and accepted for inclusion in the Administrative Staff Handbook. A separate Paternity/Adoption Leave Policy was recommended, but was drastically changed by the President's Administrative Council. The revised policy was accepted by ASC.

12. A proposed Employee Assistance Program was reviewed for information purposes only.

13. Recommendations were submitted to the Administration regarding the PERS Buy-out and the Supplement Retirement Program.

14. The Professional Development Committee (Dave Weinandy, Chair; Linda Katzner, Rich Hughes, Charles Schultz) offered an excellent program for 1986-1987. Eight workshops were sponsored involving a total of 310 attendees. The PDC also worked very closely with Linda Hamilton and Pat Fitzgerald to procure funds for the National Narrowcast Service.

15. The Amendments and By-Laws Committee (Pat Koehler, Chair; and Gail Richmond) recommended two amendments to ASC By-Laws which addressed a vacancy in the Chair-Elect position and a Council's members interest to take an approved leave from Council. These two amendments were approved by the Board of Trustees at their April meeting.

16. ASC worked with the Faculty Senate, Classified Staff Council, Undergraduate Student Senate, Graduate Student Senate, and the University Administration by corresponding with State Legislators relevant to the impending budget allocations. A resolution in support of replacing 240 million dollars to the Board of Regents Budget was passed by ASC and sent to thirty-five legislators. At this time the State's higher education budget is incomplete.

17. The Ferrari Award Committee (Sally Blair, Chair; Peace Champion, Greg DeCrane, Linda Hamilton, Gail McRoberts, and Paul Yon) convened in December and revised and clarified the criteria for nominees. At this time there are six nominees which will make the selection process most difficult.

18. ASC invited guest speakers to become more aware of the concerns and issues of the Board of Trustees, Faculty, and Classified Staff. The ASC specifically invited Dr. Jack Taylor, Assistant Vice-President of Minority Affairs, to address council about incidents of racial harassment on campus this past Spring. Other guests included Dr. Virginia Platt, Board of Trustees; Dr. Paul Olscamp, President; Dr. Dwight Burlingame, Vice President, University Relations; Mr. Rollie Hahn, President, Benefit Risk Management; Dr. Chris Dalton, Acting Vice President, Planning and Budgeting;
Sandy Lagro, Chair, University Insurance Committee; Gaylynn Finn, University Treasurer.

19. Consulted with the Vice-President for Planning and Budgeting about the employment of the Director of Administrative Staff Personnel Services.

ADMINISTRATIVE STAFF COUNCIL

Minutes of the Meeting
Thursday, June 4, 1987

The meeting was called to order by Chairman Paul Yon at 1:30 p.m.

COMMITTEE REPORTS

Ferrari Award
Sally Blair reported that a recipient has been chosen, and will be announced at the Fall Staff Convocation. In addition, the Committee purchased wall plaques for each of the past winners.

Scholarship
No report.

Amendments
No report.

Elections
J. Sharp reported the following election results for the 1987-88 term:

Chair-Elect: Pat Fitzgerald
Secretary: Norma Stickler
Exec Committee: Ann Bowers, Rich Hughes, Sally Blair, John Buckenmyer, Pat Cleveland, Dick Conrad

New Council Members: Jim Litwin, Joyce Kepke, Margaret Weinberger, Diane Regan, Katrina Meyer, Bob Arrowsmith, Louise Paradise, Sandra George, Laura Emch, Jane Schimpf, Sam Ramirez, Bill Jones, Randy Sokoll, Scot Bressler, Fran Voll, Jim Hoy, and Sue Cerny.

New terms will begin July 1.

Finance
No report.

OLD BUSINESS

PERS Buy Out
Rich Hughes, Personnel Welfare Committee, circulated the revised ERIP proposal, which recommended the 5 year maximum purchase, with certain stipulations. Austermiller moved to approve, Crawford second. Discussion included the following questions and answers.

What was the reason for the change? Based upon conversations with Acting Vice President Dalton,
the 83.7 replacement calculation was confirmed of the 16 staff positions on the original 75 possible retirees, only 2.7 positions would be lost.

Does the replacement figure increase if the number of years purchased decreases? Yes. At a 4 year buy out, 89.1% would be replaced; at a 3 year buy out, 97.6% would be replaced.

Why is this program of benefit to staff? Creation of career path and the possible re-structuring of some areas.

Why does the program have to be self-funding? Why not fill all of the positions? Comment: other MAC schools have set aside monies to fund the program--why not BG? Anything that calls for a reduction in staff is wrong.

What's the scenario for approval? ASC to Dalton to Administrative Council to the President to the Trustees.

The question was called and a vote taken on the motion to approve the recommendations. Motion defeated.

Yon requested any amendments to the recommendations. Motion made to move recommendation #4 to #1, and change 83.7% to 100%. Blair second. Amendment passed.

Move to accept recommendations as amended by Crawford, second by Zwierlein. Motion passed.

Yon distributed an 86-87 listing to the Council, copy attached. He also shared Rich Hebein's memo in response to the ASC request for participation in the FSBC, copy attached.

Yon also distributed Certificates of Achievement to those Council members "retiring" from Council this year, and thanked them all for their individual efforts.

The meeting adjourned.

Respectfully submitted,

James M. Sharp
Secretary
ACCOMPLISHMENTS

ADMINISTRATIVE STAFF COUNCIL

1986 - 1987

1. *Increase the corpus of the ASC Scholarship Fund. Through the efforts of the Scholarship Committee (Deb Heineman, Chair; Ann Bowers, Ron Zwierlein, Kathryn Thiede) the corpus should be in excess of $10,000 by the end of June.

2. *Salary and Fringe Benefit Proposal. The Executive Committee and the Personnel Welfare Committee (Jill Carr, Chair; Jim Austermiller, Rich Hughes, and Susan Darrow) prepared and submitted the ASC's Salary and Fringe Benefit Proposal to the Vice-President for Planning and Budgeting and FSBC by 13 February. The proposal called for a) ten percent salary increase and recommended that the employee's contribution to the cost of family health insurance benefits be eliminated, b) that the University cover the costs of a complete physical examination every two years and that costs associated with the annual pap smear be assumed by BGSU, c) that the University provide full coverage of family dental and vision benefits, and d) extend to Administrative Staff the opportunity to participate in a FITWELL program.

3. *Improve Communications with Administrative Staff of Firelands College. The Executive Committee met with Firelands Staff on 26 May and recommends to the 1987-1988 ASC to investigate the possibility of Firelands representation and to conduct two Executive Committee meetings on the above mentioned campus within a calendar year.

4. *Pursue ASC Representation at the Board of Trustees Thursday night committee meetings. This proposal is currently being considered by the Board of Trustees, however, the Chair was invited and did attend the March meeting of the Board as well as the committee meetings held on the Firelands Campus. It is anticipated that this question will be resolved by the Fall semester.

5. *Representation to the Faculty Senate Budget Committee. Although no formal written response has been forwarded to the Chair, SEC did reject ASC's request for representation. SEC did recommend that ASC pursue representation on the University Budget Committee.

6. *Handbook Revisions. The Personnel Welfare Committee recommended numerous changes to the Handbook. A detailed list of the changes have been recorded in the Secretary's office and at the Office of Administrative Staff Personnel Services.

8. Made recommendations not to pursue for 1986-1987 the issue of "no grievance for non-renewal of contract".

9. Made recommendations for a proposed Cost Containment Program.

10. Information was collected regarding administrative staff teaching responsibilities, grants, professional affiliations, publications, etc. for proposed data base for future salary studies.

11. The Maternity Policy was revised and accepted for inclusion in the Administrative Staff Handbook. A separate Paternity/Adoption Leave Policy was recommended, but was drastically changed by the President's Administrative Council. The revised policy was accepted by ASC.

12. A proposed Employee Assistance Program was reviewed for information purposes only.

13. Recommendations were submitted to the Administration regarding the PERS Buy-out and the Supplement Retirement Program.

14. The Professional Development Committee (Dave Weinandy, Chair; Linda Katzner, Rich Hughes, Charles Schultz) offered an excellent program for 1986-1987. Eight workshops were sponsored involving a total of 310 attendees. The PDC also worked very closely with Linda Hamilton and Pat Fitzgerald to procure funds for the National Narrowcast Service.

15. The Amendments and By-Laws Committee (Pat Koenler, Chair; and Gail Richmond) recommended two amendments to ASC By-Laws which addressed a vacancy in the Chair-Elect position and a Council's members interest to take an approved leave from Council. These two amendments were approved by the Board of Trustees at their April meeting.

16. ASC worked with the Faculty Senate, Classified Staff Council, Undergraduate Student Senate, Graduate Student Senate, and the University Administration by corresponding with State Legislators relevant to the impending budget allocations. A resolution in support of replacing 240 million dollars to the Board of Regents Budget was passed by ASC and sent to thirty-five legislators. At this time the State's higher education budget is incomplete.

17. The Ferrari Award Committee (Sally Blair, Chair; Peace Champion, Greg DeCrane, Linda Hamilton, Gail McRoberts, and Paul Yon) convened in December and revised and clarified the criteria for nominees. At this time there are six nominees which will make the selection process most difficult.

18. ASC invited guest speakers to become more aware of the concerns and issues of the Board of Trustees, Faculty, and Classified Staff. The ASC specifically invited Dr. Jack Taylor, Assistant Vice-President of Minority Affairs, to address council about incidents of racial harassment on campus this past Spring. Other guests included Dr. Virgina Platt, Board of Trustees; Dr. Paul Olscamp, President; Dr. Dwight Burlingame, Vice President, University Relations; Mr. Rollie Hahn, President, Benefit Risk Management; Dr. Chris Dalton, Acting Vice President, Planning and Budgeting;
Sandy Lagro, Chair, University Insurance Committee; Gaylynn Finn, University Treasurer.

19. Consulted with the Vice-President for Planning and Budgeting about the employment of the Director of Administrative Staff Personnel Services.

May 8, 1987

MEMORANDUM

TO: Paul Yon, Chair
Administrative Staff Council

FROM: Rich Hebein, Chair
Faculty Senate

RE: Membership on FSBC

The Senate Executive Committee considered your request to have a member on the Faculty Senate Budget Committee and decided that it would be more appropriate for you to have a representative on the University Budget Committee. I suggest that you take up your request with them.

Thank you for your interest in the budgeting process which is so important to us all.

hm