1988

Minutes 1987-1988

Bowling Green State University - Administrative Staff Council

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PROPOSED REVISION TO THE CHARTER OF
ADMINISTRATIVE STAFF COUNCIL

(adaptation in caps)

Section III - Membership of the Administrative Staff Council

The membership of the Administrative Staff Council shall be composed of ten percent of the full membership and shall be determined through election by the administrative staff members. The Administrative Staff Council shall be selected from each of the Vice Presidential areas of the University. Administrative Staff not reporting to a Vice President shall constitute a separate group that shall be proportionately represented on the Council. THE FIRELANDS COLLEGE SHALL HAVE ITS OWN PROPORTIONAL REPRESENTATION, ELECTED BY THE ADMINISTRATIVE STAFF OF THE FIRELANDS COLLEGE. The number of members from each area shall be proportional to the number of administrative staff in that area. . . .
August 17, 1987

MEMORANDUM

TO: Administrative Staff Council Members

FROM: Norma J. Stickler
Secretary, Administrative Staff Council

The first meeting of the Administrative Staff Council for the 1987-88 year will be held September 3 in the Alumni Room. An agenda will be available at a later date.

In the meantime, I am sending informational materials as follows:

1. ASC membership list for 1987-88
2. Schedule of meetings for 1987-88
3. ASC Committee membership
4. June 4 minutes of ASC
5. May 18 minutes of Classified Staff Council
6. The ASC Communications Network

Please check the Communications Network listing for your name and your constituent group. It is the practice of ASC that members keep their constituent group informed of issues that are being discussed at ASC meetings and seek advice regarding concerns that should be addressed by the Council. The Executive Committee urges that all members begin the year by encouraging their constituents (particularly new members) to attend the Administrative Staff Fall Meeting on August 24. An invitation to this meeting is being sent to all members of the administrative staff.

Members are reminded of the ASC attendance policy. A member may be absent for a maximum of three meetings per year, but must send a designated substitute. You may wish to select someone now who can be your substitute.

skg

enclosures
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ADMINISTRATIVE STAFF COUNCIL MINUTES
September 3, 1987


ABSENT: Austermiller, Bressler, Cleveland, Jones, Weinandy

The meeting was called to order at 1:30 by Chair Suzanne Crawford. Special guests were introduced: Chris Esparza, past Chair of Classified Staff Council, Robert Kreienkamp, current Chair of CSC, Dennis Horan, representing the Firelands College, and Annmarie Heldt, the new Director of Administrative Staff Services.

Report on PERS Early Retirement Incentive Program (ERIP)

Dr. Chris Dalton, Vice President for Planning and Budgeting, gave a status report on the PERS ERIP. There was a July 27 deadline for staff members to apply for the program, and 113 people submitted applications. Five percent of PERS membership, or 78 people, can be admitted to the program. Of the 113 who applied, 7 were ineligible. On August 19, the top 78 in eligibility were notified and given 45 days to respond. To date, 36 have responded that they plan to retire--15 of that group will retire by October 1. Fourteen of the 78 were administrative staff.

Dr. Dalton said that the program is on target in replacement costs. There is no requirement to leave positions vacant to fund the program. Some positions may, however, be temporarily vacant in order to build salary savings or may not be filled at all in order to reallocate the position to another area on campus to fill a more vital need. A concern was expressed by a Council member that in some areas it may take more than 80% of the retiree's salary to promote the next person in line for the job and that holding to the 80% could preclude some individuals from being advanced. Dr. Dalton said that the 80% replacement rate will be viewed as an average across the campus and probably within each of the major budget categories--Educational Budget and Auxiliary Budgets.

Committee Reports

Scholarship Committee--Ann Bowers reporting.
The scholarship distribution is in its second year. Last year two scholarships of $200 each were awarded. The scholarship is based on grade point average and contributions to the University. Thanks to generous contributions by the staff, the fund now has a total of over $10,000.

Ferrari Committee--Sally Blair reporting.
Bob Arrowsmith will chair the next committee. Other members will include Katrina Meyer, David Wu, Suzanne Crawford, and George Howick.
Personnel Welfare Committee--Richard Hughes reporting.
The Committee has been expanded this year to include membership from
each of the vice presidential areas. The Committee will be working
through two major subcommittees--Fringe Benefits and Salary. The full
ASC will be notified of the times and agendas of the PWC meetings in
case a Council member wishes to attend.

Suzanne Crawford summarized the administrative staff representation on
University Committees.

Communications Network
Council members were reminded of the Communications Network and of the
importance of keeping in touch with constituents.

Goals, Concerns, and Agenda Items for 1987-88
Council members proposed the following items for consideration by the
Council or its committees during the 1987-88 year.

1. Benefits for part-time employees
2. Compensatory time provision in the handbook. As budgets are
   strained, staffs are being cut and those remaining are being asked
to take on extra duties. At what point does this extra duty exceed
the understandings of the compensatory time policy?
3. A formal policy on flexible scheduling
4. The life insurance provisions are unfair to single staff members
   who must pay the premiums to obtain insurance coverage beyond their
   needs or means.
5. The contract termination policy
6. Family dental insurance
7. The University needs a general harassment policy in addition to the
   specialized sexual harassment and racial harassment policies now on
   the books.
8. There may be a need to check the insurance coverage for staff
   members whose spouses also work at the University.

Norma J. Stickler
ASC Secretary
AGENDA
ADMINISTRATIVE STAFF COUNCIL

Thursday, September 3, 1987
Alumni Room

1. Announcements and Introductions

2. Status Report on PERS Early Retirement Incentive Program
   Chris Dalton, Vice President for Planning and Budgeting

3. Introduction of Annmarie Heldt, Director of Administrative Staff Personnel Services

4. Committee Reports

5. ASC Network

6. Identification of issues for consideration by ASC during 1987-88

7. Good of the Order
MEMORANDUM

TO: Bob Krienkamp, Chair
   Classified Staff Council

FROM: Suzanne Crawford, Chair ASC

Re: ASC member to attend CSC

Bob, our appointee to the Classified Staff Council for 1987-1988 will be Paul Yon. He has expressed a willingness to serve as a liaison between the two groups. We are pleased. Please send him meeting notices. Thank you. I look forward to working with you this year.

Cc: P. Yon
ADMINISTRATIVE STAFF COUNCIL MINUTES
October 1, 1987


ABSENT: Austermiller, Cleveland, Hart, Jones, Weinberger

The meeting was called to order at 1:30 by Chair Suzanne Crawford.

United Way

Paul Kostyu, this year's chair of United Way spoke to the Council, encouraging full participation in the campaign. There are three major goals for the year: increasing the number of donors, increasing the amount given per donor, and surpassing last year's overall total. Mr. Kostyu said that a frequent criticism of United Way is that the funds are not used in the Bowling Green area. In fact, however, a total of $269,000 was raised in Wood County last year and the total received in services by the County was over $400,000. Ninety percent of the funds collected go to the agencies, and we have a role in deciding on the allocations.

Karl E. Vogt, Vice President for Operations

Dr. Vogt was invited to attend the meeting to answer questions about the Operations area. The first question related to the apparent deterioration of buildings. Dr. Vogt responded that there are several contributing factors. One consideration is that the budgeting process usually does not result in priority being given to maintenance. Thus, the budget allocations have suffered. The nature of the original building construction contributes to some of the problems; for example, most of the roofs are flat, so they develop leakage sooner. When funds are limited, the Operations area must operate with top priority given to safety rather than to quality of life.

Another consideration in maintenance of some of the buildings is that certain buildings are scheduled for major renovation in the near future, so it is not wise to invest large sums of money to fix problems that will be taken care of in the renovation. Dr. Vogt said that he is hopeful that by 1990, the State appropriations for renovations will increase and the buildings that are in the worst condition will have been renovated.

Problems in routine custodial work are occasionally identified that do not require money. Dr. Vogt attributed some of the difficulties in this area to the changing demographics of the workforce, changing work ethic, and to the feeling of some custodial staff members that students take advantage of them. Overall, however, the turnover among classified custodial and maintenance staff is low, and the response rate to advertised positions is high, averaging 70 to 200 applications per opening.

In response to a question about the 309 procedures, Dr. Vogt said resolution of the question is still pending. The issue of steps has been especially controversial. The 309 recommendation included provision for salary increases based on the market and merit rather than steps.
In response to additional questions, Dr. Vogt said that because of consolidated state reporting, the University is not able to compare the percent of its budget that goes to operations activities with those of other state universities. He also indicated that asbestos removal is not seen as a major problem now. It has been handled in some buildings when they were renovated.

Asked about the Wood TV cable hookup, Dr. Vogt explained that the University played no role in its installation. He acknowledged that there have been major problems with the installation and that the poor workmanship resulted in some unfortunate consequences for the University because our staff had to correct some of the damage done. The University is obtaining no financial advantage from the cable hookup.

Charter Amendment for Firelands Representative
A proposed amendment to the Administrative Staff Charter was introduced. The amendment would allow the Firelands College to elect its own representative to Administrative Staff Council. Because of the geographical distance between Firelands and the main campus, it is difficult for Firelands staff to become well-known on the main campus and thus be elected in campus wide ballots. A vote will occur on the amendment at the November meeting.

Professional Development Committee
David Weinandy reported that the Committee is working on several potential developmental activities. He distributed a questionnaire to solicit opinions from Council members regarding programs. Dick Conrad announced that members were invited to participate in a seminar, "Dealing With Difficult People," to be sponsored by Computer Services on Tuesday, November 24.

Personnel Welfare Committee
Rich Hughes reported that the Committee is presently investigating benefits for part-time staff. As part of that examination, the Committee will be surveying the part-time staff, particularly regarding health benefits. The Committee is also reviewing non-renewal of contract provisions at other universities and will be conducting other research into this issue. The State of Ohio uses the employment at will provision which means a person can be hired or fired at will. Universities with collective bargaining have designations of those who fall under their grievance policy. Those not in the bargaining unit cannot grieve.

Mr. Hughes said the Personnel Welfare Committee meets the third Thursday of each month at 3:30 in the Student Services Conference Room. Council members are welcome to attend. Dick Conrad mentioned a concern about the lack of health benefits for the hearing impaired.

Norma J. Stickler
ASC Secretary

PLEASE NOTE THE ATTACHED UPDATE OF THE COMMUNICATIONS NETWORK.
AGENDA
ADMINISTRATIVE STAFF COUNCIL
Thursday, October 1, 1987, Alumni Room

1. Announcements

2. Vice President for Operations, Karl E. Vogt
   (Come with questions for Dr. Vogt)

3. Charter Amendment to provide representation for Firelands College
   (See attachment. The vote on the amendment will occur at the
   November meeting.)

4. Committee Reports

5. Good of the Order
ADDITIONS/CHANGES TO COMMUNICATIONS NETWORK  
9/25/87

Bob Arrowsmith  
delete: Lawrence Newbree  
        Paula Wright  
add: Denise Melvin, Student Health Services

Sandra George  
add: Charlene Kemp, Minority Affairs

Kathy Hart  
add: Sandra McKenzie, Academic Enhancement  
        Laura Paris, Theatre  
        Dan Payne, Academic Enhancement

Jim Hoy  
add: Kenneth Kutz, University Computer Services

Rich Hughes  
add: Rich Rocheleau, Residential Services  
        Norman Pytel, Residential Services  
        Kathleen Branch, Residential Services  
        Valerie Kern, Residential Services  
        Tom Huelsbeck, Residential Services  
        Chuck Johnson, Residential Services  
        Jacqueline Scott, Residential Services  
        Kim Page, Residential Services

Jim Litwin  
add: Lisa Rudd, International Programs

Gail McRoberts  
add: Mark Wellman, Graduate Studies in Business Administration

Diane Regan  
add: Jacqueline Reisig, Biological Sciences

Tonia Stewart  
add: Amy Kose, Student Health Services

Fran Voll  
add: Sheila Chiricosta, Intercollegiate Athletics  
        Cynthia Bareis, Intercollegiate Athletics  
        Martha Leyshon, Intercollegiate Athletics  
        Mel Mahler, Intercollegiate Athletics  
        Stephen Whitmyer, Intercollegiate Athletics

David Wu  
add: William Jenkins, Alumni and Development  
        Richard Simington, Alumni and Development
Non-Renewal and Grievance

Ohio Revised Code
Civil Service Laws
Chapter 124.11 (A)

(A) The classified service shall comprise the following positions, which shall not be included in the classified service, and which shall be exempt from all examinations required by this chapter.

Ohio Revised Code
Civil Service Laws
Chapter 124.11 (A)(7)(a)

(A)(7)(a) All presidents, business managers, administrative officers, superintendents, assistant superintendents, principals, deans, assistant deans, instructors, teachers, and such employees as are engaged in educational or research duties connected with the public school system, colleges, and universities, as determined by the governing body of said public school system, colleges, and universities;

Ohio Administrative Code
Administrative Rules of the Department of the Director of Administrative Services
Chapter 123:1-47-01 (A)(82)

(A)(82) "Unclassified service"—Means all offices and positions which are exempt from all examinations and which provide no tenure under the law are unclassified. Appointment to a position in the unclassified service may be made at the discretion of the appointing authority and the incumbent may be removed, suspended or reduced from the position at the pleasure of the same authority.

"Employment at Will"
At Most Academic Institutions, Administrators
Seem to Regard Professors as Natural Enemies

By Morris Freedman

My first appointment as a professor spoiled me. It was at a mid-

dle-sized university in the South,

where the administrators and staff,

members, from the president and the deans to

the office secretaries, took faculty

seriously. They believed that professors

constituted the university, a sacred idea

now all but abandoned in this country.

The faculty members there developed

and approved new courses and programs;

they voted on grading policies; they

reviewed designs for new buildings; they

were consulted about promotions; they

participated in hiring new faculty members

and administrators; they were even in-

volved in selecting coaches and setting

game schedules.

The president set the tone. He made it

clear that teaching, research, and scholar-

ship were primary, and that the adminis-
	rator's job was to help the faculty members

perform their tasks comfortably and effec-

tively. Obviously, it was an unusual place
to work, even then.

At most academic institutions today, ad-

ministrators seem to regard faculty

members as natural enemies, if not inferiors,
rather than colleagues in a common en-
treprise. Their low esteem for

professors, like most non-academics,

don't quite approve of lifetime tenure,

summer vacations, or any other of the

privileges and perquisites that come with

professors' jobs.

At my present university, which is

sizable, the generally adversarial

atmosphere forces us to spend a good deal

of our time dealing with academically

irrelevant petitio-memoirs of the most

prolix sort. The virtually unrelaxed adver-
sarial and sometimes bellicose con-

flict with the so-called support staff

forces both professors and faculty

secretaries (the term is anachronistic) to

regard each other as enemies.

Campus administration became a

distinct vocation, with its own na-
tional associations. The new

managers, whether they came from the

faculty, the government, the military, or the

business world, were largely transient, with

few ties to profession or institution, and

did not necessarily pick up the

attributes of cooperation and respect in

their reading and research, or learn the

skills of the campus bureaucracy. They

were expected to perform efficiently but

not necessarily to enjoy it.

It is more effective and more academically

productive to spoil professors a bit than

to harass or deme them.

Others, offended by the new materi-

alism or unable to exploit it,

became mandarins, cultivating nar-

row areas of scholarship or expertise. A

few, terminally disillusioned, went into

some sort of business, while still main-

taining academic tenure—one such among my

acquaintances was a real estate agent, anoth-

er a tax franchise. Meanwhile, a vigor-

ous remnant here and there fought to

revive ancient prerogatives through unam-

ionist associations.

Few sensible people would contend that

faculty members should run the campuses

on their own; as professors, they have

efficiently enough to do already. What is needed at

most institutions is a return to mutually

respectful collegiality between faculty and

administration.

Professors are most productive when

they can function with a dignified and res-

ponsible independence, which is possible

only at institutions where academic tradi-

tions are observed. Most faculty members on

such campuses do their reading and re-

search, teach their classes, and fulfill their

professional commitments faithfully and ef-

fectively—their own most relentless dis-

ciplinarians.

I contend that it is more effective, even

in terms of cost, and more academically

productive to spoil professors a bit rather

than to harass or deme them. That does

not mean throwing money at them or toler-

ating incompetence. It does mean helping

to lead them to perform effi-

ciently their traditional tasks.

Morris Freedman is professor of

English at the University of Maryland at College Park.
ADMINISTRATIVE STAFF COUNCIL MINUTES  
November 5, 1987


ABSENT: Arrowsmith, Bressler, Cleveland, Crawford, Jones, Ramirez

The meeting was called to order at 1:30 by Chair Elect Pat Fitzgerald.

Ralph H. Wolfe, Chair of the Faculty Senate

Dr. Wolfe was introduced to the membership and invited to make a few remarks about this year's activities of Faculty Senate. He enumerated several goals of the Senate and its committees: prioritization of the Role and Mission Statement, methods for review and discontinuance of programs, a salary recommendation, a study of the Early Retirement Incentive Program, faculty workloads, part-time faculty benefits, fifth year evaluation of the VPAA, increased communication on the budgeting process, an ad hoc committee on retirees' needs, an ad hoc committee on the working environment as perceived by the faculty, a study of administrative search committees as perceived by the faculty, action on divestment, cost containment, and meetings with constituent groups and individuals.

In September Dr. Wolfe had written to Annmarie Heldt, Director of Administrative Staff Personnel Services, to remind her that before any revisions in the Administrative Staff Handbook are presented to the Board of Trustees such revisions must be reviewed by the Faculty Senate. Dr. Wolfe said he slipped in writing the memorandum in that way. He had meant to say that only when ASC's revisions referred to faculty was Faculty Senate asking to be involved.

The meeting was then opened for questions. The first question pertained to the recently formed committee to study working conditions and who was being referred to as being oppressive. Dr. Wolfe responded that the question had first arisen because of an article in the Chronicle of Higher Education, and some faculty members felt the issue of an adversarial relationship between faculty and administration applied to BGSU. He added that the concern was not directed toward the President's Office alone but applied also to college and department offices. A Council member expressed concern that when Faculty Senate refers to administrators in such matters there should be more specificity because members of the administrative staff function also as administrators and consider themselves administrators. It was noted that another instance of this confusion occurred last spring when the Faculty Senate published a list of salary comparisons between faculty and administrators, many of whom were administrative staff. It was stated that in the view of administrative staff such comparisons are counterproductive, divisive, and establish an unnecessary adversarial relationship. Dr. Wolfe acknowledged that that could be the case, and added that Faculty Senate was asking that the project of compiling salary data on a person-by-person basis be discontinued. It was pointed out that that
A question was then asked about the realism of Faculty Senate requesting a 9.5% salary increase at a time of severe state budget constraints. Dr. Wolfe responded that faculty members believe they should ask for what they are worth not what they think they can receive. When asked where the additional monies could come from, Dr. Wolfe responded that this was for the budget committees and the Faculty Welfare Committee to resolve; it was not the role of the Faculty Senate. Another Council member asked how this salary increase could be achieved without a tuition increase. Administrative staff also believe they deserve a 10% increase, but are faced with the reality of having to implement an operating budget decrease to fund salary increases. Dr. Wolfe said that it is wrong to say that tuition is the only way to raise money, and said that assertion pits the faculty against the students. He said it is not his job to find the money nor is he qualified to do so, but he asks where is there fat in the budget?

Dr. Wolfe clarified that Faculty Senate's proposal is based on a comparison of BGSU salaries with those of other Category III institutions as compiled by AAUP.

A question was raised regarding the indication that the budget committees should be the bodies to work out how the money will be distributed. If this is true, then administrative staff are allowed no chance to participate in these decisions because they do not have membership on the budget committees. Dr. Wolfe responded that membership on the Faculty Senate Budget Committee (FSBC) is limited to those who are eligible to be members of senate, i.e., faculty and students. He suggested that college committees might include administrative staff. It was pointed out, however, that the majority of administrative staff are not members of a college. Dr. Wolfe suggested that then the ASC should seek representation on the University Budget Committee or should petition the Senate for FSBC membership. He added that he was in favor of having a university-wide committee but the present budget process is structured as President Olscamp wanted it. Dr. Wolfe was reminded that last year, ASC did petition Faculty Senate for FSBC membership and was denied. Dr. Wolfe had written one of the three required letters of support.

In response to a question about the prioritization of the Role and Mission goals, Dr. Wolfe said that an open forum will be held in the next month to discuss those questions.

Responding to a question about how the multiple summer sessions came about and what the faculty's attitude toward it is, Dr. Wolfe said he recognized some of the problems. He believed the real problem was with the academic year calendar which dictates what can happen in the summer. Some faculty members still oppose the early semester calendar. There is continuing discussion in some of the colleges to advance a better calendar.
Vice Chair Fitzgerald asked what are the areas where Administrative Staff Council and Faculty Senate can work together; must the cooperation be formal or can there be informal means to achieve common goals? Dr. Wolfe responded that as soon as formal councils exist there are inevitable struggles between constituencies. He added that personally he believes collective bargaining is inevitable. The faculty sees that the institutions in Ohio with collective bargaining received the highest salary increases. He said that academe is changing and collective bargaining is more common.

Dr. Wolfe was then asked about the Faculty Senate's decision to increase the number of faculty members on University committees in order to have more faculty members than the combination of other constituent groups. This is particularly troublesome because the faculty members often do not come to the meetings. Dr. Wolfe said that committee work is rewarded under the service component in merit considerations, and because service is not rewarded in some departments, faculty members may not attend meetings.

In a follow-up question, a Council member noted that since service has been rewarded and emphasized less, the retention of students has suffered because faculty members are not taking the time to be involved with students. Students appear to be suffering from the emphasis on research. Dr. Wolfe agreed saying the present administration has wanted to increase research activity and the number of graduate students. Programs such as the Eminent Scholar Program exacerbate this situation. Dr. Wolfe said he had always viewed BGSU as primarily a teaching institution. He agreed with a Council member, however, that Dr. Olscamp had significantly increased the amount of faculty participation in the University's governance.

Charter Amendment for Firelands Representative

At the October meeting a proposed Charter amendment was presented to allow for a separate council member to be elected from the Firelands College. It was moved by Norma Stickler and seconded by Barry Piersol that the amendment be approved. The motion was approved.

Divestment

Louise Paradis presented a resolution calling for the University's Foundation to completely withdraw investments in companies that do business in South Africa. She indicated that this is an important and strong action to take if the University is concerned with racism and with retention of minority students.

A question was raised about whether this action would jeopardize scholarship money because some companies say they will no longer give grant money to a university if that institution withdraws its investments. It was confirmed that a total of $250,000 in scholarship money might be lost by divestment. The parent corporation of Marathon Oil is one such company. It was also stated that on the other hand many contributors are cancelling their contributions to the Foundation and its several accounts because the University has not divested completely. Action will be taken at the December meeting, and a member of the Foundation will be invited to attend that meeting.
Committee Reports

Scholarship Committee. A total of $12,410 is in the scholarship fund.

EOC Committee. James Litwin distributed a letter sent to the BG News by the Committee in protest of the "Life in Hell" cartoon. He also distributed statistics on ethnic groupings of administrative staff at the University over the past five years.

Professional Development. Two breakfast workshops on wellness are being planned.

PLEASE NOTE THE FOLLOWING UPDATE OF THE COMMUNICATIONS NETWORK.
November 5, 1987

Joan Bissland
add: Janet Harrington, Counseling and Career Development Center
     Cindy Colvin, Academic Enhancement

Jane Schimpf
add: Darlene Ehmke, University Union
     Doreen Bateson, University Union

Margaret Weinberger
add: Marsha Howell, Communication Disorders
     Linda Bash, Communication Disorders

Scott Pressler
add: Brian Gordon, Intercollegiate Athletics, Swimming
AGENDA

ADMINISTRATIVE STAFF COUNCIL
Thursday, November 4, 1987, Alumni Room

1. Announcements

2. Ralph H. Wolfe, Chair of the Faculty Senate
   (Come with questions for Dr. Wolfe)

3. Charter Amendment to provide representation for Firelands College

4. Resolution on Divestment
   (To be distributed at the meeting. No action at this meeting)

5. Committee Reports

6. Good of the Order
November 25, 1987

Memorandum

TO: Members of Administrative Staff Council

FROM: Susan Pastor, Asst. Director, PATCO
       College of Education and Allied Professions

RE: Divestment resolution

I am writing to urge you to vote in favor of the divestment resolution coming before Administrative Staff Council at the December 3 meeting. The movement to divest holdings in companies doing business in South Africa is almost ten years old, and I am hoping that we in Bowling Green will soon be able to join the list of well-known and responsible institutions agreeing to divest fully.

I am enclosing a photocopy of a page from the January 15, 1987 issue of Black Issues in Higher Education. It names the 55 colleges and universities which had pledged total divestment by December, 1986. Among them are the University of Wisconsin, pledging total divestment of 11 million in 1978; University of Maine, three million; Michigan State, more than seven million; and Ohio State, more than 10 million. It has been a source of concern for me that our foundation has refused to divest its considerably smaller sum.

You may be concerned about the potential loss of scholarship dollars resulting from divestment. At the November meeting, the concern was raised that Marathon will follow through on its threat to withdraw financial support if we divest (because its parent company, USX, is still involved in South Africa). While this is a valid concern, THIS IS THE WORST POSSIBLE REASON FOR NOT DIVESTING, and it is the equivalent of extortion on the part of Marathon.

If we will let a private corporation tell us how to manage our investments, will we also let them tell us how to teach and what courses should be in the general education core? Where will we draw the line? It is nonsensical to argue that divestment is fiscally unsound. I don't think any of us believe that Ohio State, for example, is eager to practice an irresponsible financial strategy. Marathon's scholarship funds can be replaced if we will work to replace them; I am willing to work on this myself.
For some reason, divestment is a particularly controversial issue at our university. I am not sure why, but as a member of the administrative staff and someone who works extensively with minority student recruitment, I hope we will be able to see beyond the rhetoric of lost resources. Time has proven that investment portfolios without holdings in companies doing business in South Africa perform just as well as portfolios including those companies.

It is true that this institution has benefited in the past from the support of companies doing business in South Africa. However, it is also true that South Africa continues to be a repressive, racist state today, in spite of the long-term involvement of American industry. It is time for a change in policy, and that change is divestment. Please consider this on December 3.

SKP: Attachment
November 10, 1987

MEMORANDUM

TO: Administrative Staff Council
FROM: Dr. Dwight F. Burlingame
       Secretary
RE: Divestment Issue

Since I have received your position paper and a request to meet at your December meeting, I felt it appropriate to forward to you the position paper which explains why the Foundation Board took the action they did at their May, 1987 meeting.

I look forward to visiting with you regarding this important issue. Thank you.

cs

Enclosure
October, 1987

Position Paper

Points

1. There has been much discussion in the columns and letters of THE BG NEWS which has suggested that the Foundation's policy regarding divestment is a moral statement for apartheid. We wish to emphatically emphasize that this is totally wrong and reflects a tactic of challenging alternative viewpoints without fairness simply because one believes differently.

2. The easiest thing the Foundation Board could do would be to simply divest in order to silence the critics and avoid further negative reaction from the current divestiture crusade. As the Toledo Blade editorial expressed it, "One does not have to be a person of great probity or give blood, money, or even very much time to be against apartheid in South Africa. One has only to be the 'right kind' of person."

3. The actions of the Board of Directors in each of their statements have made it clear that they believe, along with most other Americans, that racism is immoral and, in particular, that the system of government in South Africa is indefensible.
4. What we disagree on is what institutions, such as the Foundation, should do in regard to addressing the issue. First of all, let me state that we believe divestment does not necessarily help the black person in South Africa, nor does it move us any further towards eliminating the system of government that exists there. In fact, information received by the Foundation suggests that divestiture is not only unlikely to bring about the elimination of apartheid, but, to the contrary, it will probably worsen the situation of black South Africans.

As a recent article in the New York Times pointed out, "So far the departures (of American companies) have tended to benefit the barons of corporate power in South Africa rather than the Black majority divestment was supposed to help." Further, the South African Catholic Bishops' Conference, once a strong supporter of disinvestment, in a report issued in January, 1987, states that "it cannot be said that blacks favor sanctions and are prepared to endure the hardship... when the stark reality of the loss of jobs is presented." When IBM left South Africa, for example, things did not improve for blacks. Instead, an independent South African firm took over without preserving the protections and employee benefits formerly afforded under the Sullivan Principles.
5. Obviously, it is not our purpose to argue that these assessments are necessarily correct. However, it does suggest to us that a decision to divest is a political judgment, not a moral one, and the Foundation Board should not take positions on political issues about which moral people can disagree. This was said so well by President Bok of Harvard University in an open letter to the community a few years ago in which he said, "Universities have neither the mandate nor the confidence to administer foreign policy, set our social and economic priorities, enforce standards of conduct in the society or carry out other social functions apart from learning and discovery."

6. It is indeed dangerous for the Foundation Board to transform this political issue along with many others into moral ones simply to take sides. Taking sides suggests the moral superiority of one view over the other, which then becomes a difficult matter to act according to the common interest of the welfare of an institution of higher education. Moralizing political issues suggests that every institution in society must take the morally correct one.

7. It is quite clear that the issue is not whether apartheid is good or bad; in that we all agree it is bad. Nor is the issue what Congress or other institutions should do about apartheid; rather, the issue is what should we as an independent Foundation do?
If divestiture alone does not make an economic difference in South Africa (since approximately only 1 percent of all American companies' business is represented by business in South Africa), does the sale of stock in companies doing business in South Africa involve a cost to universities? Since approximately 200 companies of the Fortune 500 do some "direct" business in South Africa, some investment experts demonstrate that eliminating 40 percent of the options in a Blue Chip stock portfolio can seriously increase the risk factor associated with the endowment portfolio.

8. Proponents argue that divestment is more effective than shareholder activism because of the fact that only 1 percent of the black workforce in South Africa is employed by American firms. The Board, however, believes that working toward the elimination of apartheid within the country is more effective than withdrawing. It further believes that it is its responsibility to continue to put pressure on South Africa to eliminate apartheid. Accordingly, the Board recommended at its May meeting the following:

"a. Starting immediately, no new investments will be made in companies doing business in South Africa, unless the company is judged to be working to eliminate laws and customs that impede political and social justice and follow a policy of nondiscrimination."
b. The Investment Committee will periodically review the situation with an eye toward recommending further action as deemed appropriate.

9. If by divestiture we lose financial support in the form of grants for research and scholarship aid to our students, is it appropriate for the Foundation Board, a separate non-private Foundation supporting the University, to take an action which would negatively impact some programs and students? The Foundation Board believes it should not make a decision which would negatively impact receivers of our aid.
PROPOSED REVISION TO THE CHARTER OF
ADMINISTRATIVE STAFF COUNCIL

(addition in caps)

Section III - Membership of the Administrative Staff Council

The membership of the Administrative Staff Council shall be composed of ten percent of the full membership and shall be determined through election by the administrative staff members. The Administrative Staff Council shall be selected from each of the Vice Presidential areas of the University. Administrative Staff not reporting to a Vice President shall constitute a separate group that shall be proportionately represented on the Council. THE FIRELANDS COLLEGE SHALL HAVE ITS OWN PROPORTIONAL REPRESENTATION, ELECTED BY THE ADMINISTRATIVE STAFF OF THE FIRELANDS COLLEGE. The number of members from each area shall be proportional to the number of administrative staff in that area.

8/26/87

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AGENDA

ADMINISTRATIVE STAFF COUNCIL
Thursday, December 3, 1987, Alumni Room

1:30  President Paul J. Olscamp
(Come with questions for President Olscamp.)

2:15  Divestment Resolution

2:30  Committee Reports

2:50  Announcements and Good of the Order
ADMINISTRATIVE STAFF COUNCIL MINUTES
December 3, 1987


ABSENT: Cleveland, Jones

The meeting was called to order at 1:30 by Chair Suzanne Crawford. Ed O'Donnell was thanked for arranging to have name cards. The secretary noted that in the November minutes the reference to BGSU being in Category III of AAUP schools should have been Category I. With that change, it was moved by Pat Fitzgerald and seconded by Ann Bowers that the November minutes be approved as written. Motion carried.

President Paul J. Olscamp

Dr. Olscamp was introduced and invited to make comments. He began by thanking the members of the administrative staff for the fantastic job they all do. He said that administrative staff efforts may not be recognized enough by the University community, but that he is very much aware of the vital role played by administrative staff throughout the University and that clearly the faculty and students could not function without the administrative staff.

President Olscamp said the biggest problem facing the University in the next year (and perhaps the next two years) will be the budget situation. General reallocations would probably generate less than $300,000, which would not make a significant difference in our overall budget—unless applied all in one place. We know that in the short run our enrollment and student mix will be stable, so major revenue increases cannot come from those areas. Students can be counseled to take more upper division courses, but again that revenue increase would not be significant. The choices, then, are limited. The University can alter the student mix, increase upper division enrollment, increase fees, or cut costs. Presently several steps are being taken. Some positions are being deferred. All staff replacements are approved by Dr. Olscamp and then only after unanimous approval by all the vice presidents. Other options are to watch general operating budget spending and investments. Auxiliaries could perhaps generate more money, but in areas such as the residence halls any additional funds are needed for renovations and upkeep. Given our personnel base, it would take a savings of $1.5 million to fund a 5% salary increase for next year.

Dr. Olscamp said he thinks he understands the Faculty Senate's request for a 9.5 percent salary increase, while not endorsing a tuition increase, and is sympathetic, but he understands it more as a cry in the dark rather than as a rational approach. It does seem like the faculty increase is "blamed" for tuition increases, and of course that is not true. A fee increase would be absolutely necessary for any significant increase in any part of the budget, and Dr. Olscamp invited anyone to propose an alternative to a fee increase. He indicated the Trustees are not likely to approve a large tuition increase, and for the next two years at least there will be no major increases in any budgets.
Administrative Staff Council Minutes
December 3, 1987, page 2

It is expected that perhaps by February there will be a collective bargaining election to determine whether the Communication Workers of America will become the bargaining agent for the classified staff in the food services, custodial, and telecommunications area. President Olscamp cautioned administrative staff in supervisory positions to be extremely careful and to make themselves aware of acceptable and unacceptable behavior during the election process. No classified staff members should be advised about how to vote. Anyone who has doubts about acceptable behavior regarding collective bargaining should contact Phil Mason in the President's office.

A decision is expected in December on the University's capital improvement request. The top priority for the University is the Fine Arts addition. Dr. Olscamp also reviewed the status of capital projects underway and some scheduled for the near future. Within a few years, several of the older buildings, including Shatzel and Overman, will have been renovated.

Turning to the recent discussions of the working environment on campus, Dr. Olscamp said the issue left him puzzled and with a feeling of helplessness. He said he was puzzled because he has weekly fireside chats at his home which 372 randomly selected faculty members have now attended, representing well over half of the faculty. Of the 372, only 2 have indicated that there might be some credence to the concerns about an oppressive atmosphere. He said that he is sure he would have known if there were a problem because controversial issues are discussed at the fireside chats and disagreements are aired. Dr. Olscamp said he believed such charges were potentially harmful to the University. He was particularly concerned at the procedure: one person expressed a personal concern at a Faculty Senate meeting and there was instant discussion at SEC leading instantly to a study committee. He said such action seemed hasty and could lead to a sense of crisis where none exists. More deliberate steps might produce more helpful results. He invited ASC members to talk to colleagues about the issue to determine if they see a problem.

Addressing another debate that has received attention, President Olscamp said the facts speak for themselves that teaching is not being harmed by a renewed emphasis on research. Enrollments remain high and BGSU's ACT scores and retention remain stable. Bowling Green's graduate enrollment is still only 9.4% of its total enrollment, second lowest of the Ohio schools that have graduate programs. Approximately 8.6% of BGSU's budget goes toward graduate programs. He said that teaching is still the primary mission of BGSU and will remain so. When he came to BGSU, he said he felt the university was not as involved in research and graduate education as it should be. He enumerated several positive changes that have occurred, such as increases in publication and grants. He said he had told Ralph Wolfe that he did not agree with Dr. Wolfe's statement to ASC last month that the Eminent Scholar program could have a negative effect on the University's teaching mission. Dr. Olscamp explained that the Eminent Scholar program is independently funded, with no money coming from our regular budgets. The University received $500,000 from the State and another $500,000 is coming from the Internal Endowment Fund. The latter amount will be repaid through external grants obtained by the Chemistry Department, with over $300,000 already acquired. He concluded by saying debate is healthy for an
institution; absence of change means an absence of interest. He urged that members of the University community learn the facts on important issues and make these facts a part of the debates.

Dr. Olscamp then answered questions from ASC members. In response to the first question, he said he did not believe the firing of Earl Bruce would have any negative impact on intercollegiate athletics at BGSU or other Ohio schools.

In responding to questions about BGSU's fees and a comparison with other Ohio schools, Dr. Olscamp said BGSU is in the middle in instructional fees. If fees and room and board are combined, BGSU is number five. Asked if we could close the gap with Miami and thus generate additional income, Dr. Olscamp said that would be a question for the Trustees to consider, but it would be difficult. Our student body is very different from Miami's: a much larger percent of their enrollment is out-of-state; their ACT scores are higher; the average income of their students is higher. In responding to a question about the enrollment ceilings, Dr. Olscamp said he does not foresee any change upcoming because BGSU and Miami are the only schools that favor raising the ceilings.

Given the ever-increasing costs of health insurance, Dr. Olscamp was asked whether he had given consideration to making a wellness program a part of our benefits package—with incentives for wellness efforts. Dr. Olscamp acknowledged the problem of increased costs, particularly coupled with the aging of the faculty and staff. He said he had not considered wellness incentives but that he would look into it.

Asked about his views on divestment, Dr. Olscamp said his stand was accurately described in the December 3 issue of the BG News and that he was in favor of divestment.

Dr. Olscamp was thanked for coming to the ASC meeting and for his comments.

**Divestment Resolution**

It was moved by Louise Paradis and seconded by James Litwin that the resolution as distributed at the November meeting be approved. The resolution calls for divestment of BGSU Foundation funds from businesses that have interests in South Africa.

Peter Ogbuji, a member of the Progress Student Organization, presented arguments for divestment. He noted that all peoples now live in an international community and make daily use of South African products such as gold, diamonds, and chrome. Increasingly, he said, children are now the victims of violence in South Africa. He said the country cannot be changed just from within; outside influences are needed too. We should not continue to support the South African government just because we think we cannot change it; we should work for change in ways that do not result in bloodshed. He felt morality does have a place in business and disagreed with
the argument that voting for divestment would cost the University scholarship money and other funding, saying that the Foundation is autonomous and should not let itself be dictated to by corporations.

Dwight Burlingame, Vice President for University Relations and secretary of the BGSU Foundation, presented the Foundation's view on divestment. He said that individuals opposed to divestment have their moral positions too and they are not racist just because of the position they take. We are all, he said, morally opposed to apartheid. He reported that the University Foundation has very carefully studied both sides of the issue over the past several years. As a result of Bishop Desmond Tutu's call for action and statements by Nelson Mandela, the Foundation did vote earlier for partial divestment. Now, however, some blacks in South Africa believe the divestment movement has made their situation worse. He said it was too easy simply to vote for divestment and then believe we have done our part.

A question was raised about whether there was any proof that the several years of the divestment movement have helped the South African blacks. Mr. Ugbuji said there is no proof that investment helps, and that the response to the divestment movement is just beginning. It was noted by a council member that proof of such matters is impossible, that we should be hoping that our students leave BGSU preferring knowledge over ignorance. Likewise we should be asking whether this is right or wrong and do we take a stand for something. Another council member added that the issue is not so much whether the blacks are better off but whether we should continue to support the South African government. The only neutral position we can take is to withdraw funds because otherwise we are supporting that government. A comparison was also made to the civil rights movement in the United States—perhaps not all blacks were helped by that movement, but most were, and now the blacks of South Africa are asking for our help. Dr. Burlingame added that as companies leave South Africa, we lose any leverage we might have had to change things there. IBM, for example, was replaced by a white supremacist organization. Not all blacks there are asking for our assistance. Due to dummy corporations, it is difficult to know what percent of South Africa's GNP results from American investment.

There was a call for closing debate and that motion was approved. There was a request for a paper ballot. The vote was then taken on the resolution, with 25 in favor, 10 opposed, and 3 abstaining.

Committee Reports

Bob Arrowsmith noted that the Ferrari Award Committee is meeting and has established its timetable for this year's process. Ann Bowers reported that the Scholarship Committee will be ready to make an award by March. David Weinandy announced that 50 administrative staff members have signed up for the workshop on stress that will be held December 8.

Norma J. Stickler, ASC Secretary
AGENDA

ADMINISTRATIVE STAFF COUNCIL
Thursday, January 7, 1988, Alumni Room

1. Renewal/Non-Renewal of Contract
   (see attachment)

2. Recruitment
   Miguel Ornelas

3. Report from Insurance Committee Rec. To Sandy
   Sandy LaGro

4. Good of the Order
   Royce Cark - Retention Committee

   a) letter to Sandy LaGro re: Seminar & thanks

   b) Personnel System inhibits minorities & females
      "How do other institutions contend with the problem?"

   c) Delay - approx. how long? 2 weeks
      "National Minority Bank"

   d) Menus way with - Classified Staff

   e) ADM Staff

Feb. 4, Union Vote

May 4, Workshop on Racism
Appointment Information

At the time of initial appointment, the administrative staff member shall receive from the contracting officer a contract and a letter of appointment which shall include the job description and other terms of employment such as title, salary, and pay periods.

A record of changes in an employee's contract status will be maintained in the employee's personnel file located in the Administrative Staff Personnel Office.

A. Renewal of Contract

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

1. The contract states the contrary.

2. The University has made the decision not to renew the contract (see NON-RENEWAL OF CONTRACT below) and has given timely written notification to the administrative staff member as follows:

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

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

Note: For administrative staff members whose contracts do not begin on July 1, the above dates will be adjusted to four months prior to the end of the contract for persons in the first, second and third years and to six months prior to the end of the contract for persons in subsequent contract years of service.
B. Non-Renewal of Contract

Recommendation for non-renewal shall be made in writing by the supervisor to the contracting officer except where the supervisor is the contracting officer in which case the recommendation shall be made to the area vice president or to the President, whichever is appropriate and shall include appropriate written documentation.

In the case of non-renewal because of performance, appropriate written documentation shall include copies of past performance evaluations where available.

C. Termination of Contract

Termination of the appointment and contract before the end of any contracted term of service shall be referred to as "Termination for Cause." An administrative staff member may be terminated for cause during the contract year for the following reasons:

1. conviction of a felony
2. proof of fraudulent credentials
3. documented significant failure to perform duties and services (as identified in the appointed position or title and/or as may be assigned or changed) to the satisfaction of the staff member's immediate supervisor.
4. documented failure to accept reasonable changes in the job description as required by evolving technology or by changes in university organization, priorities, or resources.
5. documented gross failure to comply with the code of standards and responsibilities for administrators (see page 1.)

Recommendations for termination shall originate with the immediate supervisor and shall be sent to the contracting officer via appropriate area or department heads. If the immediate supervisor is a contracting officer, the recommendation shall be sent to the area vice president or to the President, whichever is appropriate. The final decision to terminate an administrative staff member immediately is made by the contracting officer (or by the vice president or President if the contracting officer is the immediate supervisor). The office of Administrative Staff Personnel Services shall be advised of recommendations and decisions concerning termination. In the event of termination, the staff member shall receive 10 working days' pay upon dismissal.
D. Suspension

There are two types of suspension. The first type of suspension is an "interim step toward termination." The second type of suspension is "disciplinary suspension." Upon the recommendation of the supervisor, the contracting officer may suspend except where the supervisor is the contracting officer in which case the decision shall be made by the area vice president or the President, whichever is appropriate.

1. Suspension as an interim step to termination

Suspension can be invoked during the period in which an employee is being considered for termination. Suspension as an interim step toward termination will include:

- 10 working days' pay and pay for unused vacation;
- an opportunity for the suspended employee to continue university health care insurance, at the employee's expense from the first day of the month following the date of the suspension through the resolution of the suspension.

All pay beyond the ten days referred to above and benefits will be accrued and held in escrow by the university until the termination issue is resolved. In the event the suspension is resolved to the staff member's favor, the staff member shall be entitled to full back pay and benefits, including restoration of vacation days, and records of the suspension shall be removed from the employee's files.

2. Disciplinary Suspension

Suspension up to 30 calendar days may be used as a disciplinary procedure either in lieu of termination or as a means of dealing with less serious or temporary problems. Such suspension shall be without pay. Vacation cannot be used or earned. All other benefits will continue as usual.
E. Release

Release may be effected in the case of financial exigency, or a bona fide discontinuance of a program or departmental/divisional area.

- In the case of release because of financial exigency, as defined in the "Financial Exigency Policy," the staff member concerned will be given a minimum of three months notice.

- In the case of release because of a bona fide discontinuance of a program or departmental/divisional area, the staff member in the first three years of employment will be given a minimum of four months notice; the staff member with more than three years of employment will be given a minimum of six months notice.

12/87

- 9 -
GRIEVANCE AND HEARING PROCEDURES

I. Grievance Procedure

A. Purpose

The purpose of the grievance procedure is to ensure the prompt resolution of complaints by administrative staff members regarding the terms and conditions of employment, salary, benefits, or other job-related concerns. The decision not to continue the contract of an administrative staff member in the first three years of employment is not grievable, and, therefore not subject to this procedure.

Complaints dealing with alleged discrimination will be processed according to the provisions of the University's affirmative action plan.

B. Area review committee

The President (or designee) and each vice president will establish a three-member committee to assist in resolving grievances within the vice-presidential area. Committee members will serve for three years except initial appointments which will be staggered one, two, and three years.

The President (or designee) and each vice president will be responsible for establishing procedures for appointing a chair and for designating the time period for serving in this capacity.

C. Initial review and transmittal of grievance

When a complaint arises, the administrative staff member should first attempt to resolve the issue with the immediate supervisor. Efforts in this direction should be documented. If the grievance is not resolved to the staff members's satisfaction, that person may present the...
CONTRACT INFORMATION

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7/86
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7/85 — 7/86 — 12/87 — 8.2 —
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January 26, 1988

The Administrative Staff Fringe Benefit Survey was sent to 375 Fulltime administrative staff which included staff from both Firelands and the Main campus. In addition to the Fulltime staff, 35 surveys were sent to Parttime administrative staff members. The total administrative staff being surveyed equalled 410.

From the total 410 administrative staff members that were surveyed, 255 returned the survey or 62%. Below are listed the statistics for each item on the survey. First, is recorded the items which received the highest percentage of votes, as the number 1 priority. Secondly, what % of those voting voted yes and what % voted no. Finally, of the staff who voted yes, I have listed ranking in percentages for items 1 - 7. The write-in benefits have been listed at the end of the survey results.

Question #2 was ranked 1st.
Question #3 was ranked 2nd.
Question #4 was ranked 3rd.
Question #5 was ranked 4th.
Question #7 was ranked 5th.
Question #6 was ranked 6th.
Question #1 was ranked 7th.

1) Two days, of the current 22 Vacation days, should be considered personal days with unconditional usage permitted.

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2) The University should provide 100% coverage of family health insurance benefits.

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3) The University should provide 100% coverage of family dental/vision benefits.

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</table>
4) All benefits currently provided for full-time Administrative Staff should be available to part-time Administrative Staff on a pro-rated basis.

<table>
<thead>
<tr>
<th>YES</th>
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</thead>
<tbody>
<tr>
<td>62%</td>
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</tr>
</tbody>
</table>

1 - 11%
2 - 5%
3 - 16%
4 - 13%
5 - 11%
6 - 5%
7 - 1%

5) Life Insurance: The University should provide one times the employees salary with an employee option of participation for an additional 1 1/2 times salary.

<table>
<thead>
<tr>
<th>YES</th>
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<tbody>
<tr>
<td>56%</td>
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</tr>
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</table>

1 - 9%
2 - 9%
3 - 15%
4 - 9%
5 - 9%
6 - 4%
7 - 1%

6) Professional Development Leave Benefits should be available to Administrative Staff.

<table>
<thead>
<tr>
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<tr>
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1 - 7%
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3 - 14%
4 - 22%
5 - 8%
6 - 7%
7 - 5%

7) In an effort to promote both a healthy lifestyle and preventative health measures, and to keep the cost of medical payments paid out by the University to a minimum, the Administrative Staff recommends that Administrative Staff members who join the Rec Center and participate in the FITWELL program, maintaining a designated level of participation, be provided each semester thereafter, as a benefit, a Rec Center Lift pass. This pass would be provided as long as the individuals maintained the designated level of participation. The staff member would be permitted to pay the difference for a regular membership.

<table>
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1 - 8%
2 - 6%
3 - 16%
4 - 12%
5 - 7%
6 - 6%
7 - 3%
AGENDA

ADMINISTRATIVE STAFF COUNCIL
Thursday, February 4, 1988, Alumni Room

1:30   Consideration of Salary Increase Resolution
       (See attached draft resolution)

2:00   Consideration of Fringe Benefit Request
       (See attached draft proposal and results of survey)

2:30   Announcements and Good of the Order
ADMINISTRATIVE STAFF COUNCIL MINUTES
February 4, 1988


ABSENT: Blair, Cleveland, Horan, Jones, Voll

The meeting was called to order at 1:30 by Chair Suzanne Crawford. The minutes of the January meeting stand approved.

Salary Recommendation

Paul Yon described the data that had been gathered and examined by the Personnel Welfare Committee during its deliberations to develop a salary recommendation. The CUPA studies were used to the extent they were available, and approximately 50 positions that were comparable to BGSU positions were tracked. An assessment was made of the degree to which BGSU's salaries were above or below the mean over the past five years. Rich Hughes explained that the Committee was faced with the issues of asking for an increase that would place administrative in a competitive and fair salary range and asking for an increase that is sensitive to the budget that will be available next year. Attention was particularly addressed to the average salary increases for administrative staff in other IUC schools over the past five years. Therefore, the PWC is recommending an increase of not less than 6% and is recommending that all three employee groups receive the same increase.

It was moved by Rich Hughes and seconded by Pat Fitzgerald that the salary recommendation be approved. After a few editorial revisions, the motion was approved unanimously.

Fringe Benefits

Ed O'Donnell summarized the results of a survey that was distributed to all administrative staff. The results of this survey formed the basis for the prioritization of the fringe benefit request. Rich Hughes distributed and explained cost estimates for the major parts of the request. It was moved by Rich Hughes and seconded by Paul Yon that the fringe benefit request package be approved.

In further discussion, attention was first addressed to the recommendation that administrative staff be allowed to use two days of sick leave as personal days. This request is being made in part because some supervisors of administrative staff have refused to allow the use of vacation days to take care of unexpected personal needs or have denied the use of regular vacation days. It was acknowledged that this situation suggests an administrative problem that must also be addressed in other ways. The sick leave would not be lost if not used. The days would not accumulate from one year to the next—the yearly maximum would always be two days.
Administrative Staff Council Minutes
February, 1988
Page 2

It was moved by Jim Litwin and seconded by Kathy Hart to reverse the order of requests #1 (family health insurance) and #2 (preventive physical exam). Since there was already a motion on the floor, a vote was taken on the original motion to approve the fringe benefit package. The motion was defeated. A vote on the Litwin/Hart motion was then taken and the motion was approved.

After discussion of the new #1 priority (preventive physical exams), it was moved by Pat Fitzgerald and seconded by Sally Blair that a cap of $75 be placed on the physical exam coverage, exclusive of diagnostic tests. The motion was approved.

It was then moved by Dick Conrad and seconded by Karen Bunting to eliminate recommendation #5 (optional life insurance). After brief discussion and acknowledgement of the fact that the recommendation would mean higher costs for those who did elect life insurance, the motion was approved.

It was moved by Ann Bowers and seconded by Bob Arrowsmith to approve the fringe benefit package as amended and reordered. The motion was approved. Barry Piersol raised a concern about the $75 cap on the physical examination, saying that it might be better to use reasonable/customary costs as a cap. After discussion it was moved by Margaret Weinberger and seconded by Bob Arrowsmith to reconsider the original motion that approved the fringe benefit package. The motion was approved. It was then moved by Barry Piersol and seconded by Bob Arrowsmith to amend request #1 to cover the Reasonable and Customary Costs associated with preventive physical examination every two years, exclusive of diagnostic tests. The motion was approved.

Insurance Appeals Committee
Margaret Weinberger distributed guidelines for the appeal process for insurance appeals. Members were asked to examine the time limits to determine if they were appropriate. Discussion will occur at the March meeting.

Norma J. Stickler
ASC Secretary

CHANGES TO THE COMMUNICATIONS NETWORK:

Diane Regan: Add Claudia Crowell, Ctr. for Photochemical Sciences
           Add Kimberly Wright, Population & Society Research Ctr.
           Delete Mark Harris
Dave Weinandy: Add Norman McFall, College Access Program
Tonia Stewart: Add Sue Stanley, Residential Services
Pat Fitzgerald: Delete David B. George and Don Payne
Dick Conrad: Delete Laura Tellez
Margaret Weinberger: Delete Joan Wolf
WRITE-IN BENEFITS

a) Flex time. Policy to permit staff to arrange work schedule on a flexible basis. IE work schedule other than 8-5.
   This was rated a #5, by one voter and #1 by another.

b) Compensatory time. Policy to permit staff to take time off in compensation for hours worked in excess of 40 hours per week.
   This was rated a #1 by one person and #5 by another.

c) University paying for employee's physical examination once per year.
   Out of six people voting on this same question, four persons voted it #1, one person voted it #3 and one person voted it #4.

d) The University should pay 100% costs for pap smears, lab work, x-rays, etc.
   Out of the two persons voting on this question, both voted it #3.

e) Tenure status for proven job performance, or at least a multi-year employment contract.
   This was rated a #2 when only one person voted.

f) No tenure for Administrative Staff. Staff Tenure promotes slothfullness.
   This was rated a #7.

g) Change in spouse/child fee waiver policy from three years to one year.
   This was rated a #3.

h) Day care and after-school, summer care program for children of employees.
   This was rated a #4.

i) Medical coverage for retirees with less than 10 years of service.
   This was rated a #1.

j) Up to two days per year of "personal days" to be charged against accrued sick leave.
   This was rated a #4.

k) Better coverage for vision costs. Employers offering employees the option of paying $1.00 a month extra for FULL vision coverage.
   This was rated #3.

l) Eliminate the merit system.
   This was rated a #2.

m) Dental/vision benefits deductible good for 12 months, not calendar year.
   This was rated a #2.

n) Administrative Staff maternity leave upgraded to same as Classified Staff employees - 6 mos. with Dr. excuse.
   This was rated #3.

o) Rec Center Pass/Discount for employee and family.
   By two persons, this was voted #3 and #5.

p) A menu benefits program should be considered where employees can select what they want.
   This was rated #1.
q) Promote an equal benefits program for single employees. Possible bonus each year for difference in cost between average employee's family and average single employee. Also cash bonus after set number of years of service and no children sent through BGSU.

This was rated #1.

r) Extend Tuition Waiver to Medical College of Ohio.

This was rated #1.

s) Parental Leave for employees of both genders that includes not only a job guarantee, but time off not already designated as sick/vacation time with full/substantial pay and benefits.

This was rated #1.

t) Ability of fathers of newborns to take LWOP for Paternity leave.

This was rated #2.
The issue of salary increases for Administrative Staff for the 1988-89 fiscal year was difficult for the Administrative Staff Council to resolve. On one side of the issue is the desire of the Administrative Staff to request a percentage increase in the salary pool which would accurately reflect their value and contribution to the University. On the other side is the University's reportedly bleak budgetary outlook for the 1988-89 fiscal year. After much consideration and weighing heavily both sides of the issue, the Administrative Staff Council feels an increase in the salary pool which is sensitive to and favors the latter side of the issue is most appropriate at this time. Recognizing that all areas and constituent groups within the University must work cooperatively toward reducing the impact of budgetary constraints, the Administrative Staff Council is willing, for the 1988-89 fiscal year, to forego the request of a substantial percentage increase in the salary pool in the interest of assisting the University in its budgetary crisis.

During the past five (5) years the average salary percentage increase for Administrative Staff among IUC institutions has been in the range of 5.9 to 8.25 percent. Therefore, in light of budgetary constraints, the Administrative Staff Council requests an increase in the salary pool of not less than 6 percent for the 1988-89 fiscal year. In the spirit of advancing a cooperative effort among all employee groups and in the interest of maintaining unity among the university community, the Administrative Staff Council feels it is only appropriate that all university employee groups receive the same percentage increase in the salary pool for the 1988-89 fiscal year.
### Ohio Salary Study
#### 1983-1988

**Annual Percentage Increases**

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**Annual Average**

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ADMINISTRATIVE STAFF COUNCIL
FRINGE BENEFIT REQUEST
1988-89

Based on the results of the recent Administrative Staff Fringe Benefit Survey, the Administrative Staff Council hereby recommends the following additions/changes to the Administrative Staff fringe benefit package effective July 1, 1988. Although our additions/changes are ranked in priority order we request that all items be given full consideration.

1. Administrative Staff throughout the campus feel strongly, and request frequently, that the employee contribution to the cost of family health insurance benefits be eliminated. We understand that the plan to raise the University's contribution toward family health insurance benefits to 92% beginning January 1, 1988 has been temporarily deferred due to budget constraints. We request that the temporary deferment of this benefit be rescinded and that the University's contribution toward family health insurance benefits be increased to 100%.

2. In order to support the concept of preventive 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 two (2) years and the laboratory cost of an annual pap smear.

3. The Administrative Staff requests that the University provide full coverage of family dental/vision benefits. Again this would assist with the desire to remain competitive with other state colleges and universities and area employers.

4. The Administrative Staff requests that all benefits provided for full-time Administrative Staff be available to part-time Administrative Staff on a prorated basis.

5. The Administrative Staff requests that the University provide life insurance benefits equal to the Administrative Staff member's annual salary and that each Administrative Staff member have the option of purchasing an additional benefit equal to 1 1/2 times his/her annual salary.

6. In an effort to promote both a healthy lifestyle and preventative health measures, and to hold the cost of medical payments paid out by the University to a minimum, the Administrative Staff requests that Administrative Staff who join the Student Recreation Center and participate in the FITWELL program, maintaining a designated level of participation, be provided each semester thereafter, as a benefit, a Student Recreation Center Lift pass. This pass would be provided so long as an individual maintained the designated level of participation. The staff member would be permitted to pay the difference for a regular membership.

7. The Administrative Staff requests that two days of annually accrued sick leave be considered personal days with unconditional usage.
ASSOCIATED COSTS OF FRINGE BENEFIT REQUEST
1988-89

Family Health Insurance

A) To increase the University's contribution toward family health insurance benefits from 50% to 92% would cost approximately $46,954.08.

$ 436.76* annual cost per employee with family coverage
x 108** full-time Administrative Staff who have family coverage
----------
$46,954.08

B) To increase the University's contribution toward family health insurance benefits from 50% to 100% would cost approximately $55,896.48.

$ 517.56* annual cost per employee with family coverage
x 108** full-time Administrative Staff who have family coverage
----------
$55,896.48

* from Insurance Office; reflect 1987-88 Administrative Staff costs only
** from Administrative Staff Personnel Services

Note: The above costs do not take into consideration the following factors: 1) the University is facing the possibility of a 19% increase in the cost of providing health insurance benefits, 2) as health insurance coverage becomes more attractive to current non-participants more of them will participate which may in time raise the overall premium costs to the University and/or the employee.

Complete Physical Exam Every Two Years
Laboratory Costs For Annual Pap Smear

A) To have the University pick up the cost of a complete physical exam for all employees once every year would cost approximately:

$150,000* if included under physician's services (no deductible)
$ 80,000* if included under major medical ($100.00 deductible)

B) To have the University pick up the laboratory costs of an annual pap smear would cost approximately $1,496.00.

$ 8.00* laboratory cost for one pap smear
x 187** full-time Administrative Staff who are women
----------
$1,496.00

* estimates from Benefit Plans Risk Management 12/86
** average estimated cost

from Affirmative Action Office
**Family Dental/Vision Coverage**

A) To have the University pick up the cost of family dental/vision health insurance benefits would cost approximately $25,829.28.

\[
\text{\$239.16* annual cost per employee with family coverage} \\
\times 108** \text{ full-time Administrative Staff who have family coverage} \\
\text{\$25,829.28}
\]

* from Insurance Office; reflect 1987-88 Classified Staff costs only  
** from Administrative Staff Personnel Services

Note: The above costs do not take into consideration the following factors: 1) the University is facing the possibility of a 19% increase in the cost of providing health insurance benefits, 2) as our health insurance coverage becomes more attractive to current non-participants more of them will participate which may in time raise the overall premium costs to the University and/or the employee.

**Life Insurance**

A) The cost per $1,000 of coverage for the optional benefit would be dramatically greater (on the order of 10 times) for older employees (age 60 to 64) than for younger employees (up to age 35).*

B) The cost per $1,000 of coverage for the optional benefit could be greater for men than for women.

* from rates quoted the University Insurance Committee by John Hancock Insurance 12/5/83

**Student Recreation Center LIFT Membership**

A) To have the University provide a SRC LIFT membership for all full-time administrative staff who qualify would cost approximately $7,087.50.

\[
\text{375* full-time Administrative Staff} \\
\times .28** \text{28% participation} \\
\text{105 number of employees participating} \\
\times \$ 22.50 \text{cost of LIFT membership} \\
\text{\$ 2,342.50} \\
\times 3 \text{ Three years per year} \\
\text{\$ 7,087.50}
\]

* from Administrative Staff Personnel Services  
** from Terry Parsons, Director, Student Recreation Center
APPEALING A CLAIM

A. If your claim is denied in whole or in part, you will receive written notification delivered in the same fashion as reimbursement for a claim. A claim work sheet will be provided by the Plan Supervisor showing the calculation of the total amount payable, charges not payable, and the reason. If additional information is needed for payment of a claim, the Plan Supervisor will request same.

B. You may request a review by filing a written application with the Insurance Office of Bowling Green State University. On receipt of written request for review of a claim, the Plan Supervisor will review the claim and furnish copies of all documents and all reasons and facts relating to the decision. You or your authorized representative may examine pertinent documents (except as information may be contained therein which the 'physician' does not wish made known to the claimant) which the Plan Sponsor has and may submit your opinion of what are the issues and your comments in writing.

C. Requests for review must be filed within 120 days after denial is received; however, it is suggested that it be filed promptly whenever possible. A decision by the Plan Supervisor will be made promptly within 60 days unless special circumstances require extension. This decision will also be delivered to you in writing setting forth specific reasons for the decision and specific references to the pertinent Plan provisions upon which the decision is based.

D. If the Plan Supervisor's decision is finally to deny in the review decision, the employee may appeal this decision to the Insurance Appeals Committee, comprised of elected faculty, administrative staff and classified personnel. This appeal must be made within 60 days after the Plan Supervisor's decision or the Plan Supervisor's decision will be final. The Insurance Appeals Committee reviews appeals anonymously, unless the appellant wishes otherwise.

E. An appeal to the Insurance Appeals Committee is made in writing to the Insurance Office and should include the reasons for the appeal and any additional documents thought to be relevant. The Insurance Appeals Committee will meet and make a recommendation to the President within 90 days of the appeal. The appellant will receive four weeks notice of the meeting and my attend or send an appointed representative.
Responsibilities to the University Community

8. Administrative staff will not engage in general harassment. General harassment constitutes any physical or verbal behavior that subjects an individual to an intimidating, hostile or offensive educational, employment or living environment and which falls outside the confines of the racial and ethnic harassment policy and the sexual harassment policy. Such harassment:

A) denigrates or stereotypes an individual.

B) demeans or slurs an individual through pictorial illustrations, graffiti or written documents or material.

C) makes unwarranted and disparaging references or innuendos regarding an individual's personal conduct, appearance, habit or lifestyle.

FLEXIBLE WORK SCHEDULES

In certain circumstances it may be appropriate for full-time administrative staff members to adopt a flexible work schedule. Such a flexible work schedule must be arranged in advance and must be mutually agreed upon between the administrative staff member and his or her immediate supervisor. Normal business hours for each office must be maintained. In addition, a periodic review of an administrative staff member's flexible work schedule will be conducted by his or her immediate supervisor to determine whether the flexible work schedule should continue.
AGENDA

ADMINISTRATIVE STAFF COUNCIL
Thursday, March 3, 1988, Alumni Room

1. University Budgeting
   John Bentley, Chair of the Faculty Senate Budget Committee

2. Flexible Work Schedule Proposal
   See attachment

3. General Harassment Policy Statement
   See attachment

4. Changes to the Administrative Staff Handbook
   (to be distributed and explained at the meeting)

5. Committee Reports

6. Good of the Order
FLEXIBLE WORK SCHEDULES

In certain circumstances it may be appropriate for full-time administrative staff members to adopt a flexible work schedule. Such a flexible work schedule must be arranged in advance and must be mutually agreed upon between the administrative staff member and his or her immediate supervisor. Normal business hours for each office must be maintained. In addition, a periodic review of an administrative staff member's flexible work schedule will be conducted by his or her immediate supervisor to determine whether the flexible work schedule should continue.
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C) makes unwarranted and disparaging references or innuendos regarding an individual's personal conduct, appearance, habit or lifestyle.

ABSENT: Cleveland, Jones

The meeting was called to order at 1:30 by Chair Suzanne Crawford.

Committee Reports:

Insurance Committee. The Committee has begun to hear appeals. Any comments on the timetable distributed at the February meeting may be addressed to Margaret Weinberger.

Scholarship Committee. Ann Bowers announced that this year's award will be made in the amount of $600 to Elizabeth Anne Hammann. A fund raising campaign will begin this spring.

Professional Development. Dave Weinandy announced the cancellation of the workshops for February 16 and March 4 because the speakers were not able to come. Both workshops will be rescheduled.

John Bentley, Chair of the Faculty Senate Budget Committee

Dr. Bentley summarized the composition of the committee, indicating that its membership is composed of faculty and students. The Committee is apprised early in the year of the expected income; this year there have been severe limitations in available State funds. Given those limitations, the Committee tried to find sources of funds to take the place of the decreased subsidies. These savings (over $1 million) came through salary savings and other economies. The Committee reviews the salary and operating budgets as well as the Residence and Dining Hall budgets. The committee expects to make its final report to the President by mid-April.

In response to questions, Dr. Bentley said FSBC looks at budgeting from the faculty and student point of view and the vice presidents have a direct link to the other employee groups. Long range planning occurs in the preparation of the three-year budget plans; however, when resources are limited, it is more difficult to plan beyond one year. Asked whether there is a line-by-line examination of the budget, Dr. Bentley said that except for the capital budget, FSBC examines the budgets very carefully. The Committee does, however, assume that the vice presidents have prioritized their needs when their budgets are submitted. The Committee then focuses on an overall university perspective.

Asked how FSBC can reconcile the faculty's request for a 9.5% salary increase, Dr. Bentley said that he has met with SEC and understands their position, but FSBC must look at the numbers, and the funds are not there for a large increase. He said most of the Faculty Senate realizes this. Cutting to achieve savings this year was very difficult. He said that in order to function efficiently, FSBC cannot be directed by the Faculty Senate on every decision.
Zero based rationale for operating budgets has not been requested by FSBC because it is too difficult to examine every budget in that much detail. Such examinations are to be a part of the unit/area committees. He said that FSBC's role becomes one of primarily review when budgets are tight, but the Committee does make recommendations on salaries, room rates, etc. The Committee does not try to make policy.

In response to a question about strategic planning, Dr. Bentley said there is a Role and Mission statement, and CAA sent forward its recommendation on budgeting priorities, although the latter was not particularly helpful. Recent reallocation decisions and the overall budget planning process force units to plan on a long range basis.

Flexible Work Schedule

It was moved by Rich Hughes and seconded by Pat Fitzgerald to approve the statement and to include it in the Administrative Staff Handbook. The motion was unanimously approved.

General Harassment Statement

It was moved by Rich Hughes and seconded by Diane Regan to approve the statement and to include it in the Handbook. In the discussion, concerns were expressed that ASC's approval does not make it a University policy and perhaps it should go forward with the endorsement of the other two constituent groups. Others stated that ASC should approve its own policy now as an example and as a statement of the importance of respecting others.

It is recommended that the statement appear as a part of the Administrative Staff Code of Ethics. It is to be placed there because it does not have the legal status of sexual harassment or racial harassment policies, yet if within the Code of Ethics, failure to adhere to general harassment principles could be grounds for an employee grievance. Persons who believed they were being harassed would complain to their supervisors. A concern was voiced that this statement is not parallel to the other components of the Code of Ethics.

A vote was taken on the motion, and it was approved with one negative vote.

It was moved by Jim Litwin and seconded by Jane Schimpf that the resolution be communicated to the Faculty Senate and to the Classified Staff Council for consideration and possible adoption. The motion was approved unanimously.

Administrative Staff Handbook

Rich Hughes, Chair of the Personnel Welfare Committee, reviewed the proposed changes in the Administrative Staff Handbook. A few additional editorial changes were agreed to, including changing "should" to "shall" throughout the Administrative Staff Code of Ethics. It was moved by Rich Hughes and seconded by Tonia Stewart to forward the changes as distributed and amended. The motion was approved.

Norma J. Hickey
Administrative Staff Council Secretary
# Administrative Contract Staff by Ethnic Group

## At UCSU

1983 - 1987

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<th></th>
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<th></th>
<th></th>
<th>1983 - 1987 (8%)</th>
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<tr>
<td>Minority</td>
<td></td>
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<td>1983 - 1987 (8%)</td>
</tr>
<tr>
<td>Family Increase</td>
<td>1980-81</td>
<td>1986-87</td>
<td>38</td>
<td>43</td>
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<tr>
<td>Student Increase</td>
<td>1980-81</td>
<td>1986-87</td>
<td>825</td>
<td>645</td>
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</tbody>
</table>

Prepared by: Office of Affirmative Action

10/14/87
March 25, 1988

TO: Administrative Staff Council

FROM: Norma J. Stickler
Secretary, Administrative Staff Council

RE: Special Meeting to treat ourselves for a year of hard work on committees, to welcome spring, to get better acquainted, and to eat!

The April 7 meeting of the Administrative Staff Council will be a pizza lunch and will be held in the Conference Room of the Jerome Library (first floor, east side). We will begin at 12:00 and will be finished by 1:30. A donation of $2 will be accepted to cover the costs. Please call me by April 4 if you will not be able to attend.

skg
who might be helpful in establishing the facts of the case. In all instances, the administrative staff member or anyone providing information on behalf of that person will be assured that no reprisal will occur at any stage as a result of the complaint.

If the complainant is not satisfied with the results of the investigation by the Office of Affirmative Action, a request for a grievance hearing may be made. In the event that the complainant is not satisfied with the results of the hearing, an appeal may be made to the President of the University. The decision of the President is final.

For specific information regarding the University's affirmative action grievance procedures, you may contact the Office of Affirmative Action or refer to Bowling Green State University's Affirmative Action Plan.

GRIEVANCE AND HEARING PROCEDURES

I. Grievance Procedure

A. Purpose

The purpose of the grievance procedure is to ensure the prompt resolution of complaints by administrative staff members regarding the terms and conditions of employment, salary, benefits, or other job-related concerns. The decision not to continue the contract of an administrative staff member is not grievable, and, therefore, not subject to this procedure. NON-RENEWAL OF CONTRACT FOR AN ADMINISTRATIVE STAFF MEMBER OF THREE OR MORE YEARS STANDING MUST BE REVIEWED AND AUTHORIZED BY THE PRESIDENT.

Complaints dealing with alleged discrimination will be processed according to the provisions of the University's affirmative action plan.

B. Area review committee

The President (or designee) and each vice president will establish a three-member committee to assist in resolving grievances within the vice-presidential area. Committee members will serve for three years except initial appointments which will be staggered one, two, and three years.

The President (or designee) and each vice president will be responsible for establishing procedures for appointing a chair and for designating the time period for serving in this capacity.

C. Initial review and transmittal of grievance

When a complaint arises, the administrative staff member should first attempt to resolve the issue with the immediate supervisor. Efforts in this direction should be documented. If the grievance is not resolved to the staff member's satisfaction, that person may present the
An annual vacation is important to the well-being of the staff member. Each staff member is encouraged to use all earned vacation annually and AREA SUPERVISORS ARE EXPECTED TO ACCOMMODATE SUCH REQUESTS FOR VACATION PROVIDED THE NEEDS OF THE AREA ARE NOT IMPAIRED. At the time approved by the area supervisor—It is expected, however, that no single vacation leave taken will exceed 22 consecutive working days unless approved in advance by the supervisor. A staff member's vacation balance cannot exceed 44 days at the end of each fiscal year (June 30 of each year).

For the convenience of scheduling vacations at the most appropriate time, area supervisors with the approval of the President, Dean, or a Vice President, may authorize vacation leave in advance of accumulated leave, provided that should the staff member terminate employment, the termination check shall be reduced by the amount of used but unearned vacation.

Vacation pay is not granted in lieu of vacation except at termination of employment and such terminal compensation will be paid in a lump sum. The maximum amount of terminal compensation will be forty four days. In case of death, unused vacation will be paid in accordance with Section 2113.04 of the Ohio Revised Code.

This policy excludes medical doctors, residence hall directors, unit directors, and employees whose contract period is for less than twelve months and who have time off with pay during academic recess between semesters, during breaks, holidays, or summer. Administrative staff members who are contracted for 12 months but who work only part of each week earn vacation on a prorated basis. For example, an employee contracted to work fifty-percent for 12 months and works part of each week, earns vacation at one-half the normal rate. Part-time 12-month administrative staff members who have completed the equivalent of one full year of service at Bowling Green State University are eligible to utilize earned vacation. At the time of separation from employment with the University, part-time administrative staff are not eligible for payment of unused vacation credit.

The President or Vice Presidents shall be responsible for implementing this policy, for authorizing modifications for unusual circumstances, and for establishing procedures for the maintenance of current vacation leave records.

At the end of each fiscal year, every staff member will submit to Administrative Staff Personnel Services a form approved by the immediate supervisor summarizing vacation use, accrual, and balance for July-December and January-June of that year. That form is placed in the staff member's personnel file located in the Office of Administrative Staff Personnel Services.

Questions about the vacation policy and procedures should be addressed to the Office of Administrative Staff Personnel Services.
ADMINISTRATIVE STAFF COUNCIL

DIVESTMENT RESOLUTION

Whereas the Bowling Green State University Foundation has announced partial divestment of its holdings in companies doing business in South Africa—a step in the right direction but one that falls short of what is morally necessary at this time.

And whereas the continuing investment in the remaining companies continues to provide financial resources and political support for the Apartheid regime of Pretoria—a support that allows the government to prevent 23 million Blacks from exercising the basic right to vote.

And whereas the main leaders of the Black community in South Africa and the United States have called on the international community for full divestment, these leaders include the Rev. Leon Sullivan, Archbishop Desmond Tutu, Nobel Prize Winner for Peace, Rev. Allan Boesak and Sister Winnie Mandela.

And Whereas over 130 universities, 70 cities, and 19 states inside the United States of America have passed binding measures restricting funds from being invested in South Africa, including our sister universities: Ohio State University, the University of Michigan and the University of Toledo.

And Whereas many Administrative staff members contribute to its endowed Administrative Staff Council scholarship fund as well as make other contributions to the Foundation in support of BGSU and its programs.

Be it resolved that the Bowling Green State University and its Foundation take immediate steps to sever all links with the racist regime of South Africa by complying with the call for FULL DIVESTMENT of its holding in companies doing business there.
Divestment Fact Sheet

"The University's present 5.6 million portfolio includes about $700,000 in stocks and bonds of firms doing business in South Africa."

In May, the University divested 5 of 40 companies doing business in South Africa. Dwight Burlingame said he is '99 per cent sure' the money divested was not reinvested into other companies doing business in South Africa."

BG NEWS editorial criticizes partial divestment as inadequate and supports full divestment. The University's criteria for selecting companies to be divested is also criticized in light of the Rev. Leon Sullivan's withdrawal on June 3, 1987 of his principles guiding investment decisions.

President Paul Olscamp reiterates his opinion in favor of full divestment in a Letter to the Editor printed in the October 2, 1987 issue of the BG NEWS.

At a People for Racial Justice meeting on October 14, 1987, President Olscamp again announced his pro-divestment position and promised to write a letter to the Foundation Board encouraging full divestment.

The Ethnic Studies and Sociology departments have adopted resolutions supporting full divestment. The following University groups have also adopted resolutions calling for full divestment: Black Student Union, Women for Women, Third World Graduate Association, Caribbean Student Association, Central America Support Association, Human Relations Commission and the Latino Student Union.

Divestment Action of U.S. Colleges and Universities from 1977 through mid-December 1986:

<table>
<thead>
<tr>
<th></th>
<th>Overall Total</th>
<th>Total Divestment</th>
<th>Partial Divestment</th>
</tr>
</thead>
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<tr>
<td></td>
<td>125 Schools</td>
<td>55 Schools</td>
<td>70 Schools</td>
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<tr>
<td></td>
<td>3,937,418,821</td>
<td>3,399,201,487</td>
<td>538,217,334</td>
</tr>
</tbody>
</table>

Divestment Actions of U.S. Colleges and Universities from April 1985 through mid-December 1986:

<table>
<thead>
<tr>
<th></th>
<th>Overall Total</th>
<th>Total Divestment</th>
<th>Partial Divestment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>72 Schools</td>
<td>40 Schools</td>
<td>32 Schools</td>
</tr>
<tr>
<td></td>
<td>3,697,765,632</td>
<td>3,348,612,487</td>
<td>349,153,145</td>
</tr>
</tbody>
</table>


"My view is that disinvestment could initially have far more psychological impact than material impact. I would be a blow to the confidence of those who are perpetrating this vicious system. While we cannot guarantee that it will push them to the negotiating table with authentic leaders of every section in the community, it is our last chance. It is a risk worth
"There are various other forms of fighting in our struggle, [but] disinvestment is one of the greatest weapons. If, in fact... the West had listened to our pleas to disinvest, pleas for sanctions against this country, for embargoes against arms to this country, we would be very far in our struggle today. The West and those countries that have trade links with South Africa are those who are protracting our struggle. They are prolonging our suffering."

Winnie Mandela, Africa News, November 29, 1982. Wife of imprisoned ANC leader Nelson Mandela, she has been banned and banished for her political activities.

"We...ask all men of good will to take action against apartheid in the following manner:...Don't buy South Africa's products; Don't trade or invest in South Africa."


"We must reject so-called "constructive engagement" as the basis of our relations with South Africa. We must stop all economic investment until there is an end to apartheid."


"U.S. firms and corporations should withdraw all personnel and investments from South Africa, and as rapidly as they can. In commerce and foreign policy alike, we must treat [the] South African government as the pariah is long ago chose to become."


"We are pleased...[to propose] a City Council bill to prohibit city deposits in banks that provide services for the South African government and to restrict city purchases from certain companies that do business in South Africa.... This bill would make New York City the first city in the country to enact effective restrictions on public purchasing based on a company's activities in South Africa and Namibia.... We believe that our action will speed the dawning of justice in South Africa without impairing the fiscal or other interests of the city."

Statement by Mayor Edward I. Koch, City Council President Carol Bellamy, Comptroller Harrison J. Goldin, Stanley Hill, Associate Director of District 37, AFSCME, at a press conference in support of a divestment bill, February 7, 1985. It was passed on March 15, 1985.

"We here in Massachusetts are proud to have been the first state in the nation to vote to sell from our public pension fund portfolio all those investments in firms doing business in South Africa. It has been our experience that divestiture has proven to have had no significant impact on our pension earnings.... Timely and careful divestiture can result in net increases in pension earnings."

Michael S. Dukakis, Governor of Massachusetts "Make it in Massachusetts," ACOA, New York, 1983.
"We are here...to force the disengagement of our commonly held wealth from this evil [apartheid]. I think we all realize that this will be a difficult and time-consuming process for we are in effect opposing the whole American history....Ours then is a subtle request: to ask our neighbors, the people with whom we share the country, to refuse to finance the domination of one set of human beings by another."


"The NEA encourages its affiliates to lobby their state legislatures for divestment of public monies in the Republic of South Africa. The organization will help its affiliates secure all the relevant information necessary for a successful campaign."

Resolution adopted by the National Education Association, 1984.
Journal of the National Education Association, 1985-85.

"THEREFORE, BE IT RESOLVED: That the Coalition of Black Trade Unionists at its 12th Convention, go on record as follows: Calls upon the US government to break all diplomatic, cultural, sporting, military and economic relations with the South African Government until the policies of apartheid are ended.... Calls upon all US corporations to withdraw their investments from South Africa. Calls upon the American trade union movement to withdraw their bank accounts and pension funds from banks that make loans to South Africa and from banks and companies that invest in South Africa."


"We are gathered here...to enlist the leaders of our government in saying no to apartheid through comprehensive mandatory economic sanctions."


"In our opinion, sanctions would bring to the fore the problems of apartheid within South Africa itself, more than anything else. The only other way is violence. That violence will leave hundreds of thousands of people dead."

Kenneth Kaunda, President of Zambia, interview in the Financial Mail, April 26, 1985.

"My union will give its total support to legislation in Congress to stop all investments and bank loans to South Africa. We don't believe there is such a thing as "good" American investment and "bad" American investment in South Africa. WE WANT TO STOP IT ALL."

November 25, 1987

Memorandum

TO: Members of Administrative Staff Council

FROM: Susan Pastor, Asst. Director, PATCO
College of Education and Allied Professions

RE: Divestment resolution

I am writing to urge you to vote in favor of the divestment resolution coming before Administrative Staff Council at the December 3 meeting. The movement to divest holdings in companies doing business in South Africa is almost ten years old, and I am hoping that we in Bowling Green will soon be able to join the list of well-known and responsible institutions agreeing to divest fully.

I am enclosing a photocopy of a page from the January 15, 1987 issue of Black Issues in Higher Education. It names the 55 colleges and universities which had pledged total divestment by December, 1986. Among them are the University of Wisconsin, pledging total divestment of 11 million in 1978; University of Maine, three million; Michigan State, more than seven million; and Ohio State, more than 10 million. It has been a source of concern for me that our foundation has refused to divest its considerably smaller sum.

You may be concerned about the potential loss of scholarship dollars resulting from divestment. At the November meeting, the concern was raised that Marathon will follow through on its threat to withdraw financial support if we divest (because its parent company, USX, is still involved in South Africa). While this is a valid concern, THIS IS THE WORST POSSIBLE REASON FOR NOT DIVESTING, and it is the equivalent of extortion on the part of Marathon.

If we will let a private corporation tell us how to manage our investments, will we also let them tell us how to teach and what courses should be in the general education core? Where will we draw the line? It is nonsensical to argue that divestment is fiscally unsound. I don't think any of us believe that Ohio State, for example, is eager to practice an irresponsible financial strategy. Marathon's scholarship funds can be replaced if we will work to replace them; I am willing to work on this myself.
For some reason, divestment is a particularly controversial issue at our university. I am not sure why, but as a member of the administrative staff and someone who works extensively with minority student recruitment, I hope we will be able to see beyond the rhetoric of lost resources. Time has proven that investment portfolios without holdings in companies doing business in South Africa perform just as well as portfolios including those companies.

It is true that this institution has benefited in the past from the support of companies doing business in South Africa. However, it is also true that South Africa continues to be a repressive, racist state today, in spite of the long-term involvement of American industry. It is time for a change in policy, and that change is divestment. Please consider this on December 3.

SKP: Attachment
## Divestment Action on South Africa

### by US Colleges and Universities

<table>
<thead>
<tr>
<th>School</th>
<th>Amount Affected</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amherst College</td>
<td>38,000,000</td>
<td>1986-87</td>
</tr>
<tr>
<td>Amherst College</td>
<td>NA</td>
<td>1978</td>
</tr>
<tr>
<td>Arizona State University</td>
<td>3,100,000</td>
<td>1985*</td>
</tr>
<tr>
<td>Barry College</td>
<td>2,500,000</td>
<td>1986*</td>
</tr>
<tr>
<td>Bates College</td>
<td>5,000,000</td>
<td>1986*</td>
</tr>
<tr>
<td>Berea College</td>
<td>6,000,000</td>
<td>1986*</td>
</tr>
<tr>
<td>Boston College</td>
<td>5,000,000</td>
<td>1986*</td>
</tr>
<tr>
<td>Brandeis University</td>
<td>7,600,000</td>
<td>1984</td>
</tr>
<tr>
<td>Brown University</td>
<td>8,000,000</td>
<td>1986*</td>
</tr>
<tr>
<td>Bryn Mawr College</td>
<td>9,000,000</td>
<td>1986*</td>
</tr>
<tr>
<td>California State University</td>
<td>2,300,000</td>
<td>1985*</td>
</tr>
<tr>
<td>(Northern)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>California State University at Los Angeles</td>
<td>12,000,000</td>
<td>1986*</td>
</tr>
<tr>
<td>California State University at San Francisco</td>
<td>33,000,000</td>
<td>1986*</td>
</tr>
<tr>
<td>(Below California: UCI)</td>
<td>10,000,000</td>
<td>1986*</td>
</tr>
<tr>
<td>Central College</td>
<td>3,600,000</td>
<td>1984</td>
</tr>
<tr>
<td>Chicago State University</td>
<td>6,500,000</td>
<td>1986*</td>
</tr>
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<td>Colby College</td>
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<td>1985*</td>
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<tr>
<td>Colgate University</td>
<td>14,000,000</td>
<td>1986*</td>
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<td>Columbia University</td>
<td>2,700,000</td>
<td>1979</td>
</tr>
<tr>
<td>Connecticut University</td>
<td>20,000,000</td>
<td>1985*</td>
</tr>
<tr>
<td>Cooper Union</td>
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</tr>
<tr>
<td>Dartmouth College</td>
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</tr>
<tr>
<td>(Below)</td>
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</tr>
<tr>
<td>Drew University</td>
<td>600,000</td>
<td>1984</td>
</tr>
<tr>
<td>Evergreen State College</td>
<td>1,000,000</td>
<td>1985*</td>
</tr>
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<td>Fairfield University</td>
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<td>1986*</td>
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<td>Florida Atlantic University</td>
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<td>Florida State University</td>
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</tr>
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<td>Franklin and Marshall College</td>
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</tr>
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<td>17,000,000</td>
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</tr>
<tr>
<td>Harvard University</td>
<td>50,900,000</td>
<td>1981</td>
</tr>
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<td>Harvard University (2nd)</td>
<td>1,000,000</td>
<td>1985*</td>
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<td>Harvard University (3rd)</td>
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<td>Harvard University (4th)</td>
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<tr>
<td>Hebrew Union Theological Seminary</td>
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</tr>
<tr>
<td>Holbrook and Williams Smith Colleges</td>
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<td>1985*</td>
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<td>Holy Cross University</td>
<td>3,000,000</td>
<td>1985*</td>
</tr>
<tr>
<td>Howard University</td>
<td>8,000,000</td>
<td>1978</td>
</tr>
<tr>
<td>Indiana University</td>
<td>543,000</td>
<td>1978-86</td>
</tr>
<tr>
<td>Iowa State University</td>
<td>1,300,000</td>
<td>1985*</td>
</tr>
<tr>
<td>Iowa State University (2nd)</td>
<td>120,000</td>
<td>1985*</td>
</tr>
<tr>
<td>John Hopkins University</td>
<td>1,000,000</td>
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</tr>
<tr>
<td>Kentucky University</td>
<td>1,500,000</td>
<td>1985*</td>
</tr>
<tr>
<td>Knox College</td>
<td>450,000</td>
<td>1985-86</td>
</tr>
<tr>
<td>Lake Forest University</td>
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<td>Lawrence University</td>
<td>52,500</td>
<td>1975-84</td>
</tr>
<tr>
<td>Loyola University</td>
<td>8,000,000</td>
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<tr>
<td>LutherIan University of Mississippi</td>
<td>5,000,000</td>
<td>1985*</td>
</tr>
<tr>
<td>Maine University</td>
<td>5,000,000</td>
<td>1982</td>
</tr>
<tr>
<td>Manhattan College</td>
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<td>Middlebury College</td>
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<td>1985*</td>
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<td>Middlesex College</td>
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<td>1985*</td>
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<tr>
<td>Mills College</td>
<td>1,000,000</td>
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<td>Mission University</td>
<td>3,000,000</td>
<td>1985*</td>
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<td>Minnesota State College</td>
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<td>Michigan, University of (1st)</td>
<td>361,117</td>
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<tr>
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<td>Moravian College</td>
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<td>Mount Holyoke College (1st)</td>
<td>450,000</td>
<td>1983</td>
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<tr>
<td>New Brunswick Theological Seminary</td>
<td>14,700,000</td>
<td>1983</td>
</tr>
<tr>
<td>New Hampshire University (1st)</td>
<td>400,000</td>
<td>1985*</td>
</tr>
<tr>
<td>New Hampshire University (2nd)</td>
<td>5,000,000</td>
<td>1985*</td>
</tr>
</tbody>
</table>

### Actions 1977 through mid-December 1986

- **Total Divestment**: 3,937,418,821
- **Partial Divestment**: 3,369,701,363

**Actions April 1985 through mid-December 1986**

- **Total Divestment**: 3,369,701,363
- **Partial Divestment**: 3,369,701,363

*Note: Action date is date when divestment was announced and may not reflect actual divestment.*

Source: The Africa Fund, 198 Broadway, New York, NY 10003

December 12, 1986
MEMORANDUM

TO: Administrative Staff Council
FROM: Norma J. Stickler
Secretary, Administrative Staff Council

The next meeting of the Administrative Staff Council will be Thursday, April 28 at 1:15 in the Alumni Room of the Union. The agenda will include the following.

1:15 1. ASC Scholarship

1:20 2. Consideration of short-term disability insurance proposal (attached)

1:30 3. President Paul J. Olscamp

Because of Dr. Olscamp's attendance, we hope that you will be able to attend, or to send a substitute.

This meeting will replace the meeting scheduled for May 5.

REMINDER: If you wish to nominate Council members for chair elect and secretary for 1988-89, contact me or any other member of the Executive Committee.

skg
attachment
Contract and Classified employees of BGSU currently have access to one of two disability plans offered to them by Educators Mutual. Both are on a purely optional basis, with the employee paying all of the premium. Neither plan is coordinated with the University's sick leave, Worker's Compensation or Group Long-Term Disability benefits.

Contract personnel who are in their 1st year of employment have access to a plan which pays benefits for up to 12 months.

After the initial year of employment, Contract personnel have a 6-month benefit plan available as they are insurable under the John Hancock Group Long-Term Disability plan after one year of employment.

Classified employees have access to a plan which pays benefits for up to 12 months.

Under either plan, the employee is given three choices as to the date benefits would commence. Amounts of monthly benefit can be selected up to a maximum of $800.00 per month. An Accidental Death & Dismemberment benefit is also included, with the amount equal to 10 times the monthly disability benefit. Thus, an individual insured for the maximum amount under the current program could receive $800.00 per month disability benefits and a maximum $8,000.00 Accidental Death & Dismemberment benefit.

Due to deteriorating claims experience, Educators Mutual notified this office that they would not be able to renew the existing program as of May 10, 1988. A summary of the premiums and claims paid for the previous five years is attached.

During a meeting with the Director of Risk Selection and the Vice President of Sales and Marketing for Educators Mutual, a proposed replacement plan was reviewed which retains many of the favorable features of the existing plans while correcting many of the shortcomings of the existing plans.

A comparison of the existing and the proposed plans is attached.
Table: Five-Year Experience Summary

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th># Empl. Insured</th>
<th>Premiums Paid</th>
<th>Claims Paid</th>
<th>Loss Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>1983</td>
<td>269</td>
<td>$24,459</td>
<td>$20,318</td>
<td>83%</td>
</tr>
<tr>
<td>1984</td>
<td>275</td>
<td>26,006</td>
<td>17,825</td>
<td>69%</td>
</tr>
<tr>
<td>1985</td>
<td>285</td>
<td>28,353</td>
<td>32,649</td>
<td>115%</td>
</tr>
<tr>
<td>1986</td>
<td>300</td>
<td>31,175</td>
<td>51,344</td>
<td>165%</td>
</tr>
<tr>
<td>1987</td>
<td>328</td>
<td>38,143</td>
<td>66,458</td>
<td>174%</td>
</tr>
</tbody>
</table>

The above data does not include the additional costs incurred for maintaining adequate claims reserves, nor for the costs of administering the program. Only the Paid Claim Total is included in the Loss Ratio. If those other costs were included the results would be significantly worse.
### COMPARISON OF SHORT-TERM DISABILITY PLANS
**FOR EMPLOYEES OF**
**BOWLING GREEN STATE UNIVERSITY**

<table>
<thead>
<tr>
<th>Comparison Category</th>
<th>Existing Plan</th>
<th>Proposed Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Maximum Monthly Benefit</strong></td>
<td>$800.00 per month</td>
<td>$2,000.00 per month</td>
</tr>
<tr>
<td><strong>Maximum Percentage of Insured Monthly Income</strong></td>
<td>60% of monthly compensation up to $1,333.00</td>
<td>70% of monthly compensation up to $2,860.00</td>
</tr>
<tr>
<td><strong>Benefit Period Maximum</strong></td>
<td>Contract personnel in 1st year of employment-12 months</td>
<td>Six (6) months</td>
</tr>
<tr>
<td></td>
<td>Contract personnel after one year of employment-6 months</td>
<td>Six (6) months</td>
</tr>
<tr>
<td></td>
<td>Classified personnel --12 months</td>
<td>Six (6) months</td>
</tr>
<tr>
<td><strong>Benefit Commencement Options</strong></td>
<td>1) 1st day accident; 8th day sickness</td>
<td>1) 8th day accident or sickness</td>
</tr>
<tr>
<td></td>
<td>2) 1st day accident; 15th day sickness</td>
<td>2) 15th day accident or sickness</td>
</tr>
<tr>
<td></td>
<td>3) 1st day accident; 31st day sickness</td>
<td>3) 31st day accident or sickness</td>
</tr>
<tr>
<td><strong>Coordination with Group Long-Term Disability</strong></td>
<td>Unknown. The employer-provided Group LTD plan would probably &quot;offset&quot; against this benefit. Some participants have a 12 month benefit</td>
<td>Benefit period for proposed plan is 6 months. The waiting period for Group LTD is 6 months, thus, there is no duplication of coverage or benefit payments</td>
</tr>
<tr>
<td><strong>Status of Worker's Compensation</strong></td>
<td>Pays in addition to any amounts received from Worker's compensation</td>
<td>WC benefits would exclude any claim under proposed plan. Thus, no &quot;double-dip&quot; for work-related disability.</td>
</tr>
<tr>
<td><strong>Summertime Disabilities</strong></td>
<td>Pays 1/2 of the regular benefit for disabilities occurring during summer vacation, if the employee is not scheduled to work on a 12-month basis</td>
<td>Pays full benefits without regard to the season during which the disability occurs</td>
</tr>
<tr>
<td><strong>Waiver of Premium</strong></td>
<td>Payment of premiums is waived if disability continues beyond 6 months</td>
<td>Payment of premiums is waived if disability continues beyond 90 days</td>
</tr>
<tr>
<td><strong>DEFINITION OF DISABILITY</strong></td>
<td><strong>EXISTING PLAN</strong></td>
<td><strong>PROPOSED PLAN</strong></td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Inability to perform substantial and material duties of insured's occupation</td>
<td>Same as existing plan</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>MATERNITY DISABILITY</strong></th>
<th><strong>EXISTING PLAN</strong></th>
<th><strong>PROPOSED PLAN</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Covers maternity on same basis as an illness</td>
<td>Covers maternity on same basis as an illness</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>MEDICAL CARE EXPENSES</strong></th>
<th><strong>EXISTING PLAN</strong></th>
<th><strong>PROPOSED PLAN</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Though primarily a disability income coverage, did provide a limited amount of medical expense reimbursement for accidents only</td>
<td>No coverage for any medical expenses</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>DESCRIPTION OF INSURED PERSON</strong></th>
<th><strong>EXISTING PLAN</strong></th>
<th><strong>PROPOSED PLAN</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract refers to &quot;Teachers&quot; regardless of actual job duties</td>
<td>Insured participants are referred to by the term &quot;Employees&quot; regardless of actual duties</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>CONVERSION PRIVILEGES</strong></th>
<th><strong>EXISTING PLAN</strong></th>
<th><strong>PROPOSED PLAN</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>In event of coverage termination other than non-payment of premium, coverage is convertible to an individual policy providing comparable benefits</td>
<td>Includes no conversion provisions</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>GUARANTEED ISSUE</strong></th>
<th><strong>EXISTING PLAN</strong></th>
<th><strong>PROPOSED PLAN</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Educators Mutual would issue up to $450.00 per month benefit without evidence of insurability</td>
<td>All applications subject to approval by Educators Mutual. Guaranteed issue may be restored when acceptable participation level is achieved</td>
<td></td>
</tr>
</tbody>
</table>
PROPOSED SHORT-TERM DISABILITY INCOME COVERAGE
FOR CLASSIFIED AND CONTRACT EMPLOYEES
OF B.G.S.U.

SCHEDULE OF BENEFITS

Class. Description of Class. Maximum Amount of Monthly Benefit Available

A Contract Employees - Faculty and Administrative Staff 70% of monthly compensation up to maximum monthly benefit of $2,000.00

B Classified Employees - Hourly Same as above

PREMIUM RATES

The rates for Contract employees under the proposed plan range from 7% to 18% less than the current premium rates depending on the optional benefit commencement date selected. The rates for Classified employees would increase from 3% to 15% depending on the optional benefit commencement date selected. A comparison of monthly premiums for the options available is given below.

Contract Employees - Class A.

<table>
<thead>
<tr>
<th>Benefit Commencement Date</th>
<th>$500 Per Month</th>
<th>$800 Per Month</th>
<th>$1000 Per Month</th>
<th>$1200 Per Month</th>
<th>$1500 Per Month</th>
<th>$1800 Per Month</th>
<th>$2000 Per Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>8th day</td>
<td>($13.22)*</td>
<td>($21.14)*</td>
<td>$10.90</td>
<td>$17.44</td>
<td>$21.80</td>
<td>$26.16</td>
<td>$32.70</td>
</tr>
<tr>
<td>15th day</td>
<td>($10.16)*</td>
<td>($16.24)*</td>
<td>$9.45</td>
<td>$15.12</td>
<td>$18.90</td>
<td>$22.68</td>
<td>$28.34</td>
</tr>
<tr>
<td>31st day</td>
<td>($8.46)*</td>
<td>($13.54)*</td>
<td>$7.40</td>
<td>$11.84</td>
<td>$14.80</td>
<td>$17.76</td>
<td>$22.20</td>
</tr>
</tbody>
</table>

Classified Employees - Class B.

<table>
<thead>
<tr>
<th>Benefit Commencement Date</th>
<th>$500 Per Month</th>
<th>$800 Per Month</th>
<th>$1000 Per Month</th>
<th>$1200 Per Month</th>
<th>$1500 Per Month</th>
<th>$1800 Per Month</th>
<th>$2000 Per Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>8th day</td>
<td>($14.92)*</td>
<td>($23.86)*</td>
<td>$15.40</td>
<td>$24.64</td>
<td>$30.80</td>
<td>$36.96</td>
<td>$46.20</td>
</tr>
<tr>
<td>15th day</td>
<td>($11.64)*</td>
<td>($18.62)*</td>
<td>$13.35</td>
<td>$21.36</td>
<td>$26.70</td>
<td>$31.04</td>
<td>$40.05</td>
</tr>
<tr>
<td>31st day</td>
<td>($9.54)*</td>
<td>($15.26)*</td>
<td>$10.45</td>
<td>$16.72</td>
<td>$20.90</td>
<td>$25.08</td>
<td>$31.35</td>
</tr>
</tbody>
</table>

*Rates for indicated coverage under the current disability plans offered
ACCIDENTAL DEATH &
Dismemberment Coverage

An Accidental Death & Dismemberment benefit of $1,000 for each $100.00 of monthly benefit is included in the above rates. If this benefit were not included, the rates quoted would be reduced by $.10 per $100.00 of monthly benefit elected.

ABSENT: Jones, Latta, Piersol, Ramirez

The meeting was called to order at 1:15 by Chair Suzanne Crawford.

ASC Scholarship

Ann Bowers, Chair of the Scholarship Committee, introduced this year's recipient of an Administrative Staff Scholarship of $600, Ms. Elizabeth Hammann. Ms. Hammann is a Social Work major in the College of Health and Human Services whose career goal is medical social work. The scholarship fund is now near $14,000, and next year's goal is to add another $4,000. Fund raising packets were distributed for members to use in contacting their communications network.

Short-Term Disability Insurance

Educators Insurance has revised its insurance coverage and would like to increase the number of employees carrying the short-term disability insurance. This is a voluntary program, so does not need to be formally approved, but the insurance company would like to have a general endorsement by the constituent groups by May 10. If more individuals sign up for the insurance, the rates would be more favorable. Presently there are 322 participants out of an eligible pool of about 2000. The company plans a membership drive later.

It was moved by Pat Fitzgerald and seconded by Charles Schultz that the ASC endorse the voluntary short-term disability insurance. The motion was approved.

President Olscamp

Dr. Olscamp outlined the University's budget situation. This year there was a subsidy increase of only 0.49% for BGSU. This low increase was largely because of our enrollment ceiling and the subsidy formula itself. Changing the enrollment ceiling would have short-term benefits, but the best long range solution would be a change in the subsidy formula. To increase revenues substantially for the short-term, therefore, the only solution is to have a student fee increase of some magnitude. Cincinnati and Youngstown have passed fee increases of 12% for next year; other schools in Ohio are likely to be increasing fees in the 10% range. Bowling Green will be asking for a 13% increase.

The increase is necessary because 1) three major salary studies taken from HEGIS data have shown that faculty salaries at BGSU are at the bottom of Ohio schools; 2) last year there were no increases in operating budgets; and 3) fixed costs such as health care and utilities are increasing.
The Trustees will be asked to consider a salary increase of 8.5% for faculty and administrative staff. This increase would potentially place BGSU 1.5% ahead of the state average. If we stay 1.5% ahead of the average for three years, we could move from last place to the middle in faculty salaries.

It is expected that the legislators will not be pleased with the large fee increases around the state, so tuition caps may be discussed when the legislature convenes in the fall. President Olscamp asked that Council members explain the University's position on this issue if complaints are heard about the large fee increase.

In response to questions, Dr. Olscamp said an adverse effect on enrollment is not expected because our freshman class is already admitted and other schools in the state are also experiencing fee increases. BGSU would still not have the highest fees. The salary increase for classified staff will be competitive and will consider the local market for similar positions. Dr. Olscamp said there is no necessary connection between salary increases for faculty and for administrative staff. The request of 8.5 percent for administrative staff is based on studies separate from the faculty salary studies showing that administrative staff salaries are well below average when compared to other schools. Dr. Olscamp said it is important to note that the fee increase will not be going just to salaries but will also support needs in operating budgets, equipment acquisition, graduate assistantships, the Library, and to support advances already made.

Handbook Changes

Chair Crawford explained the status of the Handbook changes. The general harassment policy was not accepted, nor were the revisions to the contract renewal/non-renewal and suspension procedures. The changes of should to shall in the Code of Standards were changed back to should. Two revisions made by the administration were brought to the Council for consideration. The first was to include the following statement in the Grievance and Hearing Procedures: "Non-renewal of contract for an administrative staff member of three or more years standing must be reviewed and authorized by the appropriate vice president." The second revision was to change the vacation policy to say that "area supervisors are expected to accommodate such requests for vacation provided the needs of the area are not impaired." In reference to the non-renewal issue, it was noted that since in most areas the vice presidents are the contracting officers who would be making the non-renewal recommendations in the first place, there should perhaps be a statement that when the vice president is the person making the non-renewal decision, the president should review the case. This suggestion will be communicated to Dr. Dalton as will the Council's disappointment that the contract renewal/non-renewal policies were not accepted. It was moved by Charles Schultz and seconded by Rich Hughes that the changes in the handbook be approved. The motion was approved.
Committee Reports

Ferrari Award Committee. Bob Arrowsmith reported that there were 16 new nominations and 3 reactivations. Letters of recommendation are due by April 29.

Professional Development. Dave Weinandy reminded Council of the Racism Workshop to be held April 29.

There was discussion regarding whether the Council should send a formal resolution regarding any of the issues that Dr. Olscamp had discussed—the tuition increase, the salary/operating budget increases, or the University's efforts to enhance quality. It was finally the consensus that no formal action would be taken at this time.

Norma J. Stickler
ASC Secretary

enclosure
OPINION

The ‘Crisis’ in College Costs: Unenlightened and Boring

By D. Bruce Johnstone
President, Buffalo State College

Am I the only one bored by the so-called crisis in rising college costs? Can I be the only one puzzled, and a little resentful, that our nation’s education writers shed so little light and bring so little perspective to the matter of college costs?

I refer to the front-page articles about what Bennington and Yale will cost next year, the columns about tuition rising (awful, horrors!) faster than inflation for the eighth (or whatever) year in a row, the feature stories in which a reporter finds parents who see no way they will be able to meet the costs of college in the year 1996.

I do not mean to be unfeeling or cavalier. Higher education has always been very costly—to students, parents, taxpayers, or, usually, to some combination of these three. And those of us with some responsibility for establishing or acquiescing to the high costs need always consider whether there are not more cost-effective ways of doing the wonderful but hard-to-define things we all do.

Indeed, failure to take costs seriously may lead taxpayers to decide that what we do for them isn’t worth all that it costs them. Probably more serious to society, students and parents may decide that their share of the burden is too great and may thus forgo college choices that would benefit both them and the rest of us. We must worry about costs.

But let me try to account for my pique and boredom by the following propositions, each of which I believe to be true and demonstrable:

1. Few students go to Bennington or Yale or any place else that next year will cost upwards of $18,000. The majority of first-time students attend public community colleges, and many of these students commute and hold at least part-time jobs. To be sure, the costs of attending college are not insignificant: $6,000 for a public comprehensive college, $11,000 for a regional independent college, and $3,000 for a local community college, for example. But who really cares when the cost of Bennington tops $20,000?

2. The best measure of the “value” of particular goods or services is what people will pay, assuming free choices and a competitive market. Anyone who thinks that the higher education market is not freely and vigorously competitive (including by price, through the establishment of both tuitions and financial aid) has been living in another country, or at least has not recently had a 17-year-old high school senior at home. Sarah Lawrence or Tulane or Oberlin or the University of Southern California or the local proprietary college may not be worth their price to some, and their price may be beyond the reach of others, but the price of attending these schools is clearly worth it to those who have freely chosen them, and who freely, if not happily, pay the bills. Movies, luxury automobiles, and single-family homes are also expensive, but people keep buying them because they are evidently “worth it.”

3. There is much concern, still, about “access” and “choice” and the need to provide higher educational opportunities for children from low-income families, particularly minorities, and to make at least some higher-priced independent colleges accessible to at least some children of low-income families. But, most observers close to the scene believe that higher education is financially accessible to all, or nearly all, who have a modicum of interest and ability. These expert observers believe that the actual cost to low-income families—after factoring in all forms of financial aid—is not a significant barrier to college attendance and does not keep the very able from the college of their choice.

4. Some media surprise seems to be directed less at costs (or prices) themselves than at their rates of increase—specifically, that they seem to “outpace inflation” year after year. Apparently journalists have a terrible time understanding that the rate of inflation is a weighted average of many price increases, and thus that the Consumer Price Index (CPI), like other averages, lies at or near the middle of a range, with about half the price increases above and half below. The goods and services whose price increases fall in the top half include higher education, medical and legal services, and chamber orchestras, whose work is labor-intensive. So, when we stop being surprised, much less angered, that college cost increases are almost always going to rise at a rate above the CPI?

5. Finally, I have trouble with the very notion of “out-of-control costs.”

(continued on page 12)

(The views expressed in “Opinion” are solely those of the author and do not necessarily represent the position of the American Council on Education.)
Derek Bok Keynotes ACE Annual Meeting

Derek Bok, president of Harvard University, will be the keynote speaker at the American Council on Education's (ACE) annual meeting next January 18-21 in San Diego.

The meeting will explore five challenges defined in ACE's "Memorandum to the 41st President": educating Americans for an increasingly interdependent world; revitalizing the economy; expanding educational opportunity; meeting essential human needs; and exploring the role of values and ethics in higher education.

Opinion

(continued from page 9)

My faculty and staff have been cut, while enrollments, academic programs, and special student services have grown and while purchasing power for equipment, faculty travel, and library books has diminished. Perhaps our costs should be lowered further. But my college and many others like it are far more productive and cost-efficient, by almost any measure, than ever before.

In short, costs and tuitions are important issues—along with teaching evaluation, student retention, curricular reform, admissions criteria, fund-raising, student drug and alcohol abuse, and many others. These are serious and occasionally vexing issues, but to describe them as "crises" is not useful.

It would help if our education writers wrote either less, or with more enlightenment, about college costs and tuitions.

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RECENT PUBLICATIONS

- The Search Committee Handbook: A Guide to Recruiting Administrators, by Theodore J. Marchese, is a comprehensive guidebook that seeks to strengthen the search process. The guide provides information about search alternatives based on experiences at a broad range of institutions. It examines such issues as using search firms and consultants, recruiting candidates, and screening applicants. Copies are available for $8.95 each from American Association for Higher Education Publications, One Dupont Circle, Suite 600, Washington, DC (202) 293-6440.

- Sexual Harassment on Campus: A Legal Compendium, published by the National Association of College and University Attorneys (NACUA), is a compendium of guidelines, policies, and articles detailing how institutions are addressing the problems and legal ramifications of sexual harassment. The book provides a basis for reviewing and implementing campus policies concerning sexual harassment, it also describes ways to end sexual harassment and limit the institution's liability. Copies are available for $19.50 each from NACUA, One Dupont Circle, Suite 620, Washington, DC 20036.

- Recurrent Education Revisited: Modes of Participation and Financing, edited by Hans G. Schutze and David Istance, explores "recurrent" education—a strategy for changing educational policies and programs so that education is distributed appropriately over an individual's life alternately with work, child-rearing, and community participation. The book reviews various systems of recurrent education in Western Europe, Canada, and the United States and proposes a variety of financing systems. Copies are available for $19.50 each from Canadian Association for Adult Education Publications, 29 Prince Arthur Ave., Toronto M5R 1B2, Canada.

- Adults in Higher Education: Policies and Practice in Great Britain and North America, edited by Hans G. Schutze, analyzes adult education policies in Canada, the United States, and Great Britain. The author finds that traditional obstacles to adults' participation in higher education are diminishing, especially in the United States and Canada, which have instituted innovative practices that have helped adult learners. Copies are available for $27 each from the above address.
I am voting today in favor of a long overdue 8.5% increase in faculty salaries which still falls approximately 1.5% short of what is needed annually over a three year period to bring BGSU faculty salaries into competition with the three highest paid university faculties in Ohio. Prior to this increase faculty salaries ranked last in Ohio's eight doctoral granting state universities.

My vote is conditioned on three future actions of this Board in the form of directives to Dr. Olscamp:

(1) that administrators salaries be broken out of the faculty salary pool where they now exist solely by virtue of the fact that most top and middle level administrators hold faculty rank. This gives a skewed view of the total faculty salary pool, especially when administrators do not face the same level of rigorous peer evaluation that faculty do in the areas of teaching research and service. Further, by Board directive, I am requesting that a complete study be done of top and middle level administrators' salaries relative to their peers in Ohio and nationwide prior to the September, 1988 Board meeting. That such a study be submitted to the Board and the university community prior to any further salary increases. I note that the Faculty Welfare Committee has submitted their study and made it public in order to support faculty salary requests. This has not been done by administrators;

(2) that future requests for increases in salaries for administrative staff be supported by studies of their peers holding equivalent positions within the Ohio state university system. Again, this type of study has not been done by the appropriate administrative staff body, but we have allowed their salary increases to be tied to faculty salaries which have been supported by documentation. As with administrators they do not face the same rigorous peer evaluation;
(3) that further increases in instructional fees be correctly pictured to the press, and other outlets, as not directly related to increases in faculty salaries. Using 1987-88 figures provided the Board, faculty salaries represented approximately 23% of the total educational budget of approximately $100 million. Faculty compensation (salaries plus fringe benefits) represented approximately 30-35% of the same budget. Students, parents, and taxpayers are misled by press headlines implying that faculty salary increases are the sole reason for instructional fee increases. It is the responsibility of this administration and the press to act in a responsible manner in this regard.

I submit this, Mr. Secretary, for complete reprinting in the official minutes of the Board meeting.
MEMORANDUM

TO: Suzanne Crawford, Chair, Administrative Staff Council
FROM: Rich Hughes, Chair, Personnel Welfare Committee
RE: Issues Considered by the Personnel Welfare Committee during 1987-88

May 24, 1988

Following is a list of the issues considered by the Personnel Welfare Committee during the 1987-88 academic year.

Issues considered and resolved:

1. Proposed revisions to the "Contract Information" and "Grievance and Hearing Procedures" sections of the Administrative Staff Handbook, making non-renewal of contract a grievable issue, were forwarded to and passed by Council.

2. The Administrative Staff were surveyed regarding fringe benefits and a recommendation regarding fringe benefits for Administrative Staff for the 1988-89 fiscal year was forwarded to and passed by Council.

3. A recommendation regarding salary increases for Administrative Staff for the 1988-89 fiscal year was forwarded to and passed by Council.

4. A General Harassment policy was forwarded to and passed by Council.

5. A Flexible Work Schedule policy was forwarded to and passed by Council.

6. The Administrative Staff Handbook was edited. Additions to the handbook included non-renewal as a grievable issue, the General Harassment policy and the Flexible Work Schedule policy. Other minor editorial revisions were recommended. All additions and editorial revisions were forwarded to and passed by Council.

7. Reviewed the new Short Term disability benefit and recommended it be accepted and passed by Council.

Issues considered but not resolved:

1. Discussion regarding the possibility of securing fringe benefits for part-time administrative staff. Due to pending federal legislation regarding this issue, it was decided to table this issue for the remainder of the year.
Recommended issues for consideration during the 1988-89 academic year:

1. Resolve all issues considered but not resolved during 1987-88.

2. There is a belief that externally funded administrative staff are paid a higher salary than internally funded administrative staff with the same job. Investigate this issue and, if true, recommend means to rectify the situation.

3. Investigate the possibility of securing professional leave for administrative staff.

4. Investigate the possibility of evaluating job responsibilities of administrative staff in relation to compensation to determine if any inequities exist and, if so, recommend means to rectify the situation.

5. Follow up with Chris Dalton on fringe benefits. If some were not approved by administration or trustees, inquire as to why. Then use this information to determine strategy for requesting fringe benefits for the 1989-90 fiscal year.

6. Follow up with Chris Dalton on policy recommendations/handbook revisions not accepted by President and Vice Presidents.

7. Address the issue of ASC members' accountability to their constituents. This seems to be lacking on the part of some ASC members.

8. Investigate the possibility of adopting a policy within the "Code of Standards and Responsibilities for Administrative Staff" which deals with the willful introduction of computer viruses into university computing facilities.

9. It has been noted that the Administrative Staff Handbook sorely lacks a consistent writing style and layout. It is recommended that an adhoc Handbook Editorial committee be established through ASC which would report to PWC. The responsibility of this adhoc committee would be to establish a consistent writing style, layout, etc. within the Administrative Staff Handbook.
MEMORANDUM

TO: Suzanne Crawford
   Director, Training Program
   Continuing Education

FROM: David Weinandy
      Director of Orientation

DATE: May 23, 1988

SUBJECT: Administrative Staff Council

Due to the fact that it is the end of the year Suzanne, I thought it was probably time to send you a summary report on the Professional Development Committee. In short, I believe that this was a great year for this Administrative Staff Council committee! Although the number of actual programs was a bit less than the previous year, the emphasis this year was quality. I believe we achieved this goal. Often, we were able to present speakers who are well-known in their field and who normally cost a large fee per presentation. We were a bit tied up with the cancellation of two of our programs this year (one due to a strike, the other, illness). However, in both cases, our presenter was willing to reschedule with no problem.

My one recommendation for next year would be to allocate a portion of the ASC budget for this committee. It was somewhat difficult to plan events without knowing where "our next dime would come from". I often supplemented the program from my budget in order to provide such things as handouts, coffee, a proper set-up, etc. However, I felt that the money was well-spent when considering the overall quality and presentation of the sessions.

Our programs this year included:

1) Success with Stress
   Presented by: National Narrowcast Tape/David Weinandy
   Location: Alumni Room, University Union
   Number in Attendance: 80
   Comments: People liked the tape, positive feedback, breakfast workshop

2) Motivating the Motivators
   Presented by: John Savage
   Location: Alumni Room, University Union
   Number in Attendance: 95
   Comments: Excellent Remarks, very inspirational, luncheon program

3) Increasing Morale in the Work Environment
   Presented by: Dr. Jim Wilcox, Associate Professor, IPCO
   Location: Campus Room, University Union
   Number in Attendance: Limited to 40
   Comments: Excellent coverage in The Monitor
4) Intellectual Orgasm/Workshop Promoting Racial Awareness
   Presented by: Ted Paynther, Special Assistant to the Superintendent of the Cleveland Public Schools
   Location: Second Floor Lounge, Student Services
   Number in Attendance: 35
   Comments: Excellent comments and discussion, much support from the President for this workshop.

   I would also like to make a special thanks to Ann Marie Heldt. She was most helpful as well as a great asset in the organization of each program. I really enjoyed working with her.

   If you have any questions, please give me a call.

   DW:dkh

   MEM/10-11

   cc: Ann Marie Heldt
ADMINISTRATIVE STAFF COUNCIL
1988-89

Academic Affairs
Barbara Keeley (1989)
Joyce Kepke (1990)
Timothy King (1990)
James Litwin (1990)
Sue Pastor (1989)
*Diane Regan (1990)
David Stanford (1991)
*Norma Stickler (1990) SECRETARY
Kathryn Thiede (1991)
Margaret Weinberger (1990)
Jane Wood (1991)
Firelands
Dennis Horan (1989)

Operations
*Rebecca Heyman (1991)
Ed O'Donnell (1989)
Sam Ramirez (1990)
Jane Schimpf (1990)

Planning and Budgeting
Linda Hamilton (1989)
Jim Hoy (1990)
Richard Peper (1990)
*Charles Schultz (1989)
Richard Zolman (1991)

President's Area
Scott Bressler (1990)
William Jones (1990)
*Greg Jordan (1991)
Randy Sokoll (1990)
Fran Voll (1990)

Student Affairs
Bob Arrowsmith (1990)
*Jill Carr (1991), CHAIR-ELECT
Gregory DeCrane (1991)
Laura Emch (1990)
Sandra George (1990)
Richard Hughes (1989)
*Joshua Kaplan (1991)
Louise Paradis (1990)

University Relations
Melissa Firestone (1991)
*Patrick Fitzgerald (1990) CHAIR
Marcia Latta (1991)
*Linda Swaisgood (1989)

*Suzanne Crawford, Past Chair

* Members of the Executive Committee
AGENDA

ADMINISTRATIVE STAFF COUNCIL
Thursday, June 2, 1988, McFall Center Assembly Room

1. Welcome to new members
   Jill Carr
   Gregg DeCrane
   Melissa Firestone
   Rebecca Heyman
   Greg Jordan
   Joshua Kaplan
   Tim King
   Marcia Latta
   Sue Pastor
   Richard Peper
   David Stanford
   Kathryn Thiede
   Jane Wood
   Richard Zolman

2. Update on salaries

3. Establishment of new Council committees
   Personnel Welfare Committee
   Professional Development
   Bylaws Committee
   ASC Scholarship Committee
   Ferrari Award Committee

4. Report on year's accomplishments

5. Plans for 1988-89

6. Thanks to retiring members
   Joan Bissland
   Sally Blair
   Ann Bowers
   John Buckenmyer
   Sue Cerny
   Pat Cleveland
   Dick Conrad
   Kathy Hart
   Barbara Keller
   Gail McRoberts
   Katrina Meyer
   Barry Piersol
   Gail Richmond
   Tonia Stewart
   Dave Weinandy
   Paul Yon
ASC Procedures

1. When ASC members resign during their term (either during or at the end of a fiscal year) they will be replaced by the staff member in that area who received the next highest number of votes in the previous election. Cases of ties are determined by lot. The replacement member finishes out the term of the ASC member who resigned. (Bylaws, page 55 of Handbook except that underlined section not specifically stated)

2. Replacements who complete the term of an ASC member are eligible to stand for election at the end of the term if they have served less than one year as a replacement.

3. Administrative staff members must receive at least 2 votes on the nomination ballot in order to have their names on the election ballot.

4. Should part-time staff members be counted as full count when determining the number of representatives from each area?
**ADMINISTRATIVE STAFF COUNCIL REPRESENTATION**

<table>
<thead>
<tr>
<th>VPAA</th>
<th>FIRE</th>
<th>VPSA</th>
<th>VPOP</th>
<th>VPUR</th>
<th>VPPB</th>
<th>PRES</th>
<th>Total</th>
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<tbody>
<tr>
<td>1987–88 Reps</td>
<td>14</td>
<td>1</td>
<td>8</td>
<td>4</td>
<td>4</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Expiring Terms</td>
<td>6</td>
<td>0</td>
<td>3</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Balance</td>
<td>8</td>
<td>1</td>
<td>5</td>
<td>3</td>
<td>2</td>
<td>4</td>
<td>4</td>
</tr>
</tbody>
</table>

| 1/88 Count | 122 | 11 | 83 | 40 | 45 | 51 | 57 | 409 |
| Reps | 12 | 1 | 8 | 4 | 4 | 5 | 6 | 40 |
| # to elect | 4 | 0 | 3 | 1 | 2 | 1 | 2 |

Underlined names = term expires June 1988
* = Resigning from the ASC June 1988
### Administrative Staff Representatives to University Committees

**UNIVERSITY COMMITTEES—Elected**

<table>
<thead>
<tr>
<th>Committee</th>
<th>Representative</th>
<th>Term Expires</th>
<th>Length of Term</th>
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<tbody>
<tr>
<td>Telecommunications</td>
<td>Don Passmore</td>
<td>1989</td>
<td>3 years</td>
</tr>
<tr>
<td>Library Advisory</td>
<td>Kathryn Thiede</td>
<td>1989</td>
<td>3 years</td>
</tr>
<tr>
<td>Computing Council</td>
<td>Duane Whitmire</td>
<td>1989</td>
<td>3 years</td>
</tr>
<tr>
<td>Insurance</td>
<td>Sandra LaGro</td>
<td>1988</td>
<td>2 years</td>
</tr>
<tr>
<td></td>
<td>Charles Schultz</td>
<td>1988</td>
<td>1 year (PWC rep)</td>
</tr>
<tr>
<td>Insurance Appeals</td>
<td>Margaret Weinberger</td>
<td>1989</td>
<td>3 year</td>
</tr>
<tr>
<td>Parking</td>
<td>JoAnn Kroll</td>
<td>1988</td>
<td></td>
</tr>
<tr>
<td>Bookstore</td>
<td></td>
<td>1988</td>
<td></td>
</tr>
<tr>
<td>Equal Oppt. Comp.</td>
<td>James Litwin</td>
<td>1989</td>
<td>3 year</td>
</tr>
<tr>
<td></td>
<td>Sam Ramirez</td>
<td>1990</td>
<td></td>
</tr>
<tr>
<td>? Strategic Planning</td>
<td>Pat Fitzgerald</td>
<td>1988</td>
<td></td>
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</table>

**APPOINTED COMMITTEES**

<table>
<thead>
<tr>
<th>Committee</th>
<th>Representative</th>
<th>Term Expires</th>
<th>Length of Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Relations</td>
<td>John Buckenmyer</td>
<td>1989</td>
<td>3 year</td>
</tr>
<tr>
<td></td>
<td>Linda Hamilton</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legal Services</td>
<td></td>
<td>1988</td>
<td></td>
</tr>
<tr>
<td>Monitor</td>
<td>Sue Cerny</td>
<td>1989</td>
<td>2 years</td>
</tr>
<tr>
<td>Parking Appeals</td>
<td>Linda Swaisgood</td>
<td>1989</td>
<td>2 years</td>
</tr>
<tr>
<td>Safety Committee</td>
<td>Sally Blair</td>
<td>1988</td>
<td>1 year</td>
</tr>
<tr>
<td>Union Advisory</td>
<td>John Buckenmyer</td>
<td>1989</td>
<td>2 years</td>
</tr>
<tr>
<td>ACGFA</td>
<td>vacant Bob Arrowsmith</td>
<td>1988</td>
<td>1 year</td>
</tr>
</tbody>
</table>
ACCOMPLISHMENTS

ADMINISTRATIVE STAFF COUNCIL

1987 - 1988

1. The corpus of the ASC Scholarship Fund has grown beautifully. Through the efforts of the scholarship committee (Ann Bowers, chair, Laura Emch, Margaret Weinberger, John Buckenmyer, Sue Cerny) the corpus is in access of $13,000. Scholarship recipient this year was Elizabeth Hammann. By the end of June, 1988 we will have reached our goal of $14,000!!

2. The executive Committee and the personnel welfare committee (Rich Hughes, chair, Pat Fitzgerald, Linda Swaisgood, Ed O'Donnell, Diane Regan, Scot Bressler, Charles Schultz) prepared and presented the salary and fringe benefit proposal to the Vice President and the Faculty Senate Budget Committee early in 1988. The proposal called for a minimum increase of 6% in salary, and the following benefit proposals: preventive physical examination every two years exclusive of diagnostic test and the laboratory cost of an annual pap smear; employee contribution to the family health insurance benefits eliminated and the University's contribution be increased to 100%; full family dental/vision benefits; all benefits provided for full-time ASC members be available to part-time Administrative Staff on a prorated basis; a Student Recreation Center Lift pass awarded as a benefit providing the ASC member maintains a designated level of participation; two days of annually accrued sick level be considered personal days with unconditional usage. As of this writing, only the salary request has been acted upon.

3. The Personnel Welfare Committee was divided into two sections: benefits and salary. The benefits sub committee developed a fringe benefit survey. Return on the survey was 62%, and the results were developed into the proposals sent forward to the central administration from ASC for year.

4. Handbook revisions were carried out and re-revised several times as they went between the vice presidents and the ASC welfare and executive committees.

5. Communication with Faculty Senate took an even greater role this year as ASC sought to work jointly with them on issues of mutual concern. Although we did not, as an executive committee, meet with SEC, we have an invitation from the new chair, Bartley Brennen "to set up regular monthly meetings of officers of both bodies."

5A. A resolution (no. 8815) commending the Faculty Senate on their 25th Anniversary was sent by the ASC executive committee and council.
6. The new Administrative Staff Personnel Director, Ann Marie Heldt was welcomed. She has provided a great deal of assistance from her office concerning salary comparisons, flextime policy discussions, professional development leave discussions, and professional development seminar assistsances, to name but a few of the areas in which we have benefitted from her expertise. We have formulated a committee to work throughout the year with Ann Marie on the issues of professional development leaves. This group (Bob McGeein, Norma Stickler, Pat Fitzgerald, Paul Yon, Sue Crawford, Dick Conrad, Rich Hughes) will continue to develop a policy to bring to the ASC for next fall.

7. Recommendations were made on the ability to grieve non renewal of contract. Recommendations were tabled for another year's discussion.

8. Passed a recommendation concerning short term disability insurance for the ASC membership.

9. Monitored the ERIP plan for administrative staff and recommended that it be continued.

10. The Professional Development Committee (Dave Weinandy, chair; Linda Katzner, Jim Hoy, Joyce Kepke, Fran Voll) offered excellent programs for 1987-1988. The four programs presented had over 250 people participating.

11. The Ferrarri award committee (Bob Arrowsmith, chair, JoAnn Kroll, Katrina Meyer, George Howick, Dick Powers, Otis Sonnenberg, Linda Hamilton, Clarence Terry, Ray Meier, Ken Schoeni, Clif Boutelle, Sue Crawford) sought nominations, revised and clarified criteria for nominees and will present their results in August, 1988. At this time, there are 19 nominees; selection of the Ferrarri award is most difficult.

12. ASC invited guest speakers to increase the awareness of our representatives to the various areas on concern across the campus. Meeting with ASC this year were: President Paul Olscamp; Faculty Budget Committee Chair, Dr. John Bentley; Faculty Senate Chair, Dr. Ralph Wolfe; Counseling Center Director, Dr. Roman Carek; Insurance Committee chair, Sandy LeGro; Vice President of Planning and Budgeting, Dr. Chris Dalton; Vice President for Operations, Dr. Karl Vogt.

13. A proposal for full divestment of the BGSU foundation funds in companies doing business in South Africa was debated and passed.

14. The Amendments and ByLaws committee brought to the council a change giving Firelands College its own proportional representation elected by Administrative Staff at Firelands College.

15. ASC became a part of a newly formed Insurance Appeals Committee (our representative is Margaret Weinberger).
16. Our membership on university-wide committees increased. We were asked to serve on various search committees (the group insurance manager search committee, etc.).

17. Consulted with the Vice President of Planning and Budgeting on the distribution of the .3 merit pool. The executive committee developed some suggestions for the distribution of this and the university-wide merit pool. The time was short for these suggestions. The recommendations will be submitted to the personnel/welfare committee for review and revision for next year.

18. Participation: The participation on the council has been at an all time high. Council members have taken their responsibilities seriously and have contributed to the welfare of the whole using their professional skills and abilities. Congratulations to all of you!

19. The ASC year ended monetarily in the black.