Minutes 1989-1990

Bowling Green State University. Administrative Staff Council

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Pre-Microfilm Inventory

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

Location: Bowling Green, Ohio

Title of Series: Minutes

Inclusive Dates: 1989-1990

Format: Bound [ ] Loose [X]

Order: Alpha [ ] Chronological [X] Numerical [ ]

Index: Included [ ] Separate [ ] None [X]

Notes

1. Colored Paper
ADMINISTRATIVE STAFF COUNCIL
AGENDA
Thursday, September 7, 1989
1:30 pm - Town Room, University Union

I. CHAIR'S REPORT
   a. Goals for 1989-90
   b. GASP

II. COMMUNICATIONS NETWORK

III. COMMITTEE REPORTS

IV. SPRING MEETING FOR ALL ADMINISTRATIVE STAFF

V. OPEN FORUM OF CONCERNS/ISSUES FOR 89-90

VI. GOOD OF THE ORDER

Attachments:
   1989-90 ASC Roster
   1989-90 Schedule
   1989-90 Executive Committee Roster
   1989-90 Committee Rosters
ADMINISTRATIVE STAFF MEETING MINUTES
September 7, 1989

The meeting was called to order by Jill Carr, Chair of ASC, at 1:30 in the Town Room of the University Union. Jill opened with a welcome to new members and indicated the agenda followed to the ASC. Each ASC member present introduced themselves and the office and vice president area they represented.

I. Chair's Report

A. Jill recognized Joyce Hyslop, Chair of Classified Staff Council. Joyce acknowledged the introduction and indicated a willingness of the CSC to work in harmony with ASC in the coming year on matters of mutual concern.

B. Jill mentioned that the goals of ASC for the coming year were presented at the ASC reception. Additionally, a listing was provided to each member today. Jill indicated that the primary thrust of the goals will be administrative staff communications at all levels.

C. The Gathering of Administrative Staff Personnel (GASP), will be held monthly this year, rather than weekly like last year. All members are encouraged to participate.

II. Communications Network

A. Each ASC member received a communications network roster prepared by Greg Jordan. Each member is requested to report any needed changes to Greg Jordan.

B. ASC members are encouraged to talk to their constituents weekly.

III. Committee Reports

A. Personnel-Welfare Committee, Norma Stickler, Chair, indicated their committee wishes to address the following: 1) Benefits programs cost containment, 2) erosion of benefits provided, 3) the drug-free workplace policy review, 4) review of the ASC Handbook, 5) review the policy proposal to allow one to borrow sick/vacation leave, 6) award dinner in the spring for Administrative and Classified personnel and 7) confirm the proposed salary market adjustment policy.

B. Salary Committee, Gregg DeCrane, Chair, indicated they want to upgrade the database of salary information and to establish a salary database for assistant director levels.

C. Professional Development Committee, Cindy Colvin, Chair. They will address health issues for future ASC seminars. They welcome your input for other topics to be offered.

D. Scholarship Committee, Laura Emch, Chair. Their committee will meet in December.

E. Bylaws Committee, Greg Jordan, Chair.

F. Ferrari Award Committee will meet later in the year.
IV. Spring Meeting for All Administrative Staff

Laura Emch is requesting input about having a spring, January, 1990, meeting for all administrative staff personnel as a social event to include the award of the Administrative Staff Scholarship. Comments received were to have a lunch meeting, afternoon meeting, meeting to include CSC and Faculty Senate members. Preference for afternoon meeting was indicated.

V. Open Forum of Concerns/Issues for 1989-90

The following issues were raised from an open floor as concerns for ASC to pursue this coming year.

A. The cost of our fringe benefits and benefit erosion
B. Comparison of benefits provided to administrative staff as compared to those held by University employees
C. What impact will the Consolidate Personnel Office have on administrative staff programs, i.e. professional development.
D. The use of "set-aside" funds for more aggressive hiring of minority administrative staff.
E. To have the ASC Handbook address flexible compensatory time for administrative staff.
F. Administrative staff should be given a paid sabbatical to enhance professional skills.
G. Two days of sick time should be converted to personal days for administrative staff.
H. ASC should request approval of reciprocal fee waivers for attendance of dependents at other state universities.
I. ASC needs to sponsor another program for the benefit of the University population similar to the Administrative Staff Scholarship fund.
J. Programs are needed to raise public awareness about the benefits brought to the University through the efforts of administrative staff.

The Chair responded that each of these requests and suggestions will be brought before the Executive Committee and will be acted upon during the coming year.

VI. Good of the Order

General comments were provided by members of ASC. GASP will be held today at Kaufman’s Downtown at 5:00. In closing, Jill Carr remembered the recent loss of a fellow administrative staff member, Miguel Ornelas, Director of Affirmative Actions. There has been a scholarship fund initiated in his memory.

With no further business, old or new, the meeting was adjourned.
MEMORANDUM

TO: ASC Representative
FROM: Greg Jordan
DATE: September 28, 1989

Please note the following changes in the membership of ASC:

Delete: Lorene Malanowski from ASC roster, Professional Development Committee and Scholarship Committee.
Add: Chris Dunn to ASC roster and Professional Development Committee.

gr
I. Approval of September Minutes
   Note: distribution of minutes

II. Guests
   a) Ron Lancaster, Chair - Project 90 Committee
   b) Dick Oakly - American Red Cross Bloodmobile
   c) Dave Hyslop, Chair - 1989 United Way Steering Committee

III. Chair's Report
   a) Personnel Office
   b) Resolution
   c) 89-90 Issues

IV. Personnel Welfare Committee - Market Adjustment Policy

V. Health Promotions Task Force
   a) Preventative Health Exams (tabled from Feb. 1989 meeting)

VI. Other Committee Reports

VII. Communication Network

VIII. Good of the Order

IX. Adjournment
Administrative Staff Council
Resolution Regarding the Personnel Office Consolidation

WHEREAS, the Administrative Staff is composed of 427 members; and
WHEREAS, the Administrative Staff has unique personnel needs; and
WHEREAS, the Office of Administrative Staff Personnel Services has served the needs of Administrative Staff for eight years; and
WHEREAS, the Personnel Study Group recommended that a separate office be maintained for Administrative Staff personnel needs;

THEREFORE, BE IT RESOLVED, that the Administrative Staff Council strongly recommends the implementation of the Personnel Study Groups' recommendations; and

BE IT FURTHER RESOLVED, that the highest priority be given to the funding of this re-organization by the appropriate budget committees; and

BE IT FURTHER RESOLVED, that the position of Director of Administrative Staff Personnel Services be maintained as a separate entity within the personnel division.
Proposed Distribution Guidelines for Market Adjustments* for Administrative Staff

The Administrative Staff Council realizes that the "market" for any employee is not an absolute figure, but represents a range within which a staff member would expect to find employment elsewhere and within which the University might expect to pay a replacement staff member should a vacancy occur. For the purposes of making market adjustments, we recommend that a figure of plus or minus ten percent of the mean average salary for comparable positions be considered as being within "market" salary for an individual.

It is the firm belief of the Administrative Staff Council that the University has an obligation to make sure that all of its Administrative Staff are being paid a wage that is within a "market range" commensurate with required education, skills, experience, and responsibilities.

The Administrative Staff Council recommends that the following criteria be used in determining which adjustments are made:

1. Market adjustments should be made only for those whose salaries fall more than ten percent below the mean average for comparable positions.

2. Of those who fall below market, highest priority should be given to those whose salary is the farthest percentage below market regardless of the actual dollar amount this represents.

3. Market adjustments should be available only to those who have been employed in their current University position for 3 years or more at the end of the current fiscal year.

4. Other criteria being equal, priority should be given to those who have served the University the longest in their current University position.

5. Market adjustment should be given in sufficient amount to assure that the staff member's resulting salary would at least be within market range, that is plus or minus ten percent of an average of comparable positions. This adjustment might take more than one year.

* Market adjustments are not to be confused with changes in position or responsibility. Money for promotions and changes in responsibilities should be provided separate from the market adjustment criteria outlined here.

Approved by PWC 9/15/89
Amended and approved by Executive Committee 9/26/89
The first recommendation—to ban smoking in student residence hall rooms. The second recommendation—to ban the sale of tobacco products in any University facility—also passed.

Health Promotion Task Force Report

Chair Fitzgerald distributed a copy of two additional recommendations that were made to President Olscamp by the University-Wide Health Promotion Task Force. The first recommendation is that the University cover the cost of preventive examinations; the second recommendation is to provide Fitwell Assessment/Counseling. President Olscamp has indicated his support of the preventive health examination if the benefit is requested by Faculty Senate, ASC, and CSC as an inclusion in the 1989-90 wage/salary increase proposal and is approved by the University Budget Committee. He requests that it be presented as a part of the wage/salary increase package; if presented as a separate line item, the salary increase would be reduced by a corresponding amount. The cost of the program is estimated at $300,000, roughly equivalent to a one percent salary increase. It was moved by Gregg DeCrane and seconded by Jim Litwin to support the recommendation endorsing a preventive health examination in lieu of the equivalent salary increase.

In discussion, several questions were debated. The average cost of a physical examination as reported in the task force report is less than one percent of the average administrative staff member's salary; therefore, proposing coverage for an examination may be considered a net loss to the staff. On the other hand, if staff members are able to forestall serious medical problems because they have had an annual physical, insurance costs will not rise as fast. Last year, the ASC requested a physical examination as part of the fringe benefit request but not as a part of the salary package.

Questions were raised about whether $250 was an accurate figure for a physical examination and about whether the anticipated 25 percent participation was a logical expectation.

It was moved by Greg Jordan and seconded by Marcia Latta to table the motion until such time as the Personnel Welfare Committee and the Executive Committee can gather additional data and background information. The motion to table was approved.

Norma J. Stickler
Feb, 1989 meeting
ADMINISTRATIVE STAFF COUNCIL
MINUTES
OCTOBER 5, 1989


MEMBERS ABSENT: Burns, Heyman, Piersol

GUEST: Annmarie Heldt, Joyce Hyslop

The meeting was called to order by Chair Jill Carr at 1:30 pm. The minutes of the September 7, 1989 meeting were approved as distributed.

Dick Oakley of the American Red Cross encouraged all to participate in the upcoming bloodmobile drive November 6-10.

Ron Lancaster, Chair of the Project 90 Committee shared with council the background and activities of this long-term project. He indicated that Phase I (vendor selection) will hopefully take place by Spring Break. Phase II will be a 6-8 year process with the financial area being first to be converted. He answered many questions from council regarding funding, logistics, and other concerns of the group.

Dave Hyslop, Chair of the 1989 United Way Steering Committee described this years campaign (October 9 - November 3). He encouraged the members of council to consider participation in this year's campaign.

Chair Carr shared with the council recent activities regarding the consolidation of the Personnel Offices on campus. A concern was expressed to the Executive Committee as a result of the article appearing in the Monitor describing the reorganization of the operations area. Vice President of Operations, Bob Martin, was invited to meet with the Executive Committee to discuss the reorganization of the personnel offices and consolidation of the handbooks. Having had the opportunity to digest and evaluate the rationale and plans that Vice President Martin described, a follow-up meeting was conducted between the ASC officers and Vice President Martin.

Mr. Martin indicated that funding for the two vacant positions has been requested in the 1990-91 budget process. He also indicated that extensive review of the Personnel Study Group's report will be conducted after the new Executive Director is on board.

Strong concern was raised by many council members regarding the importance of maintaining a separate position for Administrative Staff support services. Questions were raised regarding the need for an executive director and an employee relations advisor. The observation was made that since our constituents group has had strong leadership from the Director of Administrative Staff Services over the past eight years, personnel related problems for administrative staff have been kept to a minimum.

After further discussion, it was moved by Ann Bowers and seconded by Pat Koehler to accept the resolution regarding this issue, as distributed in the agenda. Motion passed 35-0-2. The resolution will be forwarded to the appropriate areas.
Chair Carr shared with the council actions and referrals to committees concerning issues raised at the September meeting.

The proposed Market Adjustment Policy was discussed. A vote will be taken in November after members obtain feedback.

In other action, the Health Promotion Task Force report, as tabled for February 1989 meeting, was brought back on the floor. No action was taken.

The various committee reports were given. Professional Development has scheduled six programs for this year. Salary Committee will be working with Tim King, from Planning and Budgeting, in compiling data for this years report. The communication network was distributed.

The meeting was adjourned at 3:00 PM.

GJgr
ADMINISTRATIVE STAFF COUNCIL
AGENDA

THURSDAY, NOVEMBER 2, 1989
1:30 PM
ALUMNI ROOM - UNIVERSITY UNION

I. Call To Order

II. Approval Of October Minutes

III. Guest - Dr. Paul J. Olscamp

IV. Market Adjustment Guidelines

V. Chair's Report

VI. Committee Reports

VII. Good Of The Order

VIII. Adjourn
ADMINISTRATIVE STAFF COUNCIL
MINUTES
NOVEMBER 2, 1989

MEMBERS PRESENT: Grilliot for Arrowsmith, Bowers, Bressler, Burns, Carr, Colvin, Conrad, DeCrane, Dunn, Emch, Firestone, Fitzgerald, George, Heyman, Hoy, Jordan, Kaplan, Kavanagh, Kemp-Queener, Kepke, Koehler, Latta, Litwin, McRoberts, Nemitz, Schrickel for Peper, Piersol, Ramirez, Regan, Schimpf, Standford, Stickler, Saloma for Thiede, Voll, Whitmire, Wright, Stein for Zolman

MEMBERS ABSENT: McLaughlin, Sokol, Wood

GUEST: Kreienkamp (CSC rep)

The meeting was called to order by Chair Jill Carr at 1:30 pm.

Dr. Paul J. Olscamp, President, Bowling Green State University was introduced. Dr. Olscamp addressed the council on a wide variety of matters:

Personnel Office: There will be two associate directors of personnel (one for administrative staff, one for classified staff). Due to the budget process, the second associate director may not be hired right away, but there will be two positions.

Combined Handbook: The classified staff and administrative staff handbooks will not be combined.

Changes in Handbook: Dr. Olscamp will accept changes in the handbook at any time, but will only forward them to the Board of Trustees on an annual basis, usually in April or May.

Harassment: The university's position regarding any statement or action towards any individual or group that would be considered harassing, bigoted, or otherwise demeaning was stated. The university does not tolerate any action of this nature and will prosecute when evidence is brought forward. Anyone who becomes aware of such actions should advise the President's Office.

Smoking: The President's Office is not making decisions about smoking policies in working buildings. Working environment committees have been formed in each area. Smoking is one issue these committees could address, but they are not limited to smoking.

Child Care: The President has met with the Chamber of Commerce to discuss the possible shared undertaking of child care. However, it is more realistic to expect that a facility and program can be developed via private funding. It would have to be self-supporting. The Faculty Senate report should be ready soon.
New Classroom Building: Very optimistic about the progress of this request through the Chancellor's office. Any input regarding the location of this facility would be welcomed.

Project 90: Funding for this project has been approved for the first phase. The goal is to obtain a uniformed financial accounting system.

General Status of the University: The success of the STAR registration system and the recruitment and retention of minority students were but two examples of the overall positive direction the university is heading. The basic structure, basic financial position, and enrollment are solid and steady. We must guard against complacency and continue to move forward.

Dr. Olscamp then opened the floor for questions.

The minutes of the October 5, 1989 meeting were approved.

The market adjustment guidelines, as distributed in October were approved.

Chair Carr shared with the council the joint meeting of officers of CSC, FS, and ASC. Two major areas of child care and insurance benefits were discussed.

The proposed handbook changes, as distributed in the agenda, were discussed. Action will be taken at the December meeting.

The meeting was adjourned at 3:00 pm.
ADMINISTRATIVE STAFF COUNCIL
RESOLUTION REGARDING THE PERSONNEL OFFICE CONSOLIDATION

WHEREAS, the Administrative Staff is composed of 427 members; and

WHEREAS, the Administrative Staff has unique personnel needs, and

WHEREAS, the Office of Administrative Staff Personnel Services has served the needs of Administrative Staff for eight years; and

WHEREAS, the Personnel Study Group recommended that a separate office be maintained for Administrative Staff personnel needs;

THEREFORE, BE IT RESOLVED, that the Administrative Staff Council strongly recommends the implementation of the Personnel Study Groups' recommendations; and

BE IT FURTHER RESOLVED, that the highest priority be given to the funding of this reorganization by the appropriate budget committees; and

BE IT FURTHER RESOLVED, that the position of Director of Administrative Staff Personnel Services be maintained as a separate entity within the personnel division.
Grant/external funds must be set aside each year to cover salary and all benefits that have a direct financial impact on the University. Failure of the grant or external source to provide said funds could result in the termination of employment and/or the curtailment or elimination of certain benefits. THE DETERMINATION OF APPROPRIATE SALARY LEVELS AND ANNUAL SALARY INCREASES FOR GRANT FUNDED ADMINISTRATIVE STAFF EMPLOYEES IS BASED ON THE SAME PROCEDURES, GUIDELINES, AND MARKET CONSIDERATIONS AS FOR OTHER ADMINISTRATIVE STAFF EMPLOYEES.

Page 44—Property Disposal
Change the title to PROPERTY USE/Property Disposal

Approved by PWC 10/20/89
Approved by Executive Committee 10/24/89
The policies in this Handbook apply to all administrative staff members who sign a "Contract for Administrative Staff Employment," INCLUDING THOSE WHO SIGN NINE- AND TEN-MONTH CONTRACTS.


Approved by Personnel Welfare Committee 10/6/89
Approved by Executive Committee 10/10/89
Compensatory Time

Under normal circumstances, a full-time administrative staff member is expected to work a minimum of forty hours per week. There may be occasions, however, when it will be necessary to work beyond the forty hours in order to fulfill the contracted obligations. No compensatory time is earned for these occasional extra hours of service. When an administrative staff member's normal duties perpetually require work beyond the forty hour week, it is assumed that this situation will be taken into account in the employee's overall compensation AND THAT THE EMPLOYEE WILL BE GIVEN THE OPPORTUNITY FOR A VARIABLE WORK SCHEDULE (See also Holiday Policy).

Approved by Personnel Welfare Committee 10/6/89
Approved by Executive Committee 10/10/89
ADMINISTRATIVE STAFF COUNCIL
AGENDA

THURSDAY, DECEMBER 7, 1989
1:30 PM ALUMNI ROOM

I. Call to Order
II. Approval of November Minutes
III. Guest: Dr. Pat Cleveland, Academic Coordinator
     Department of Intercollegiate Athletics

IV. Chair's Report

V. University Standing Committee Reports

VI. ASC Committee Reports

VII. Handbook Recommendations

VIII. Professional Development Funds

IX. January Reception

X. Good of the Order

Kathy Thielk resigned

[Handwritten note:]

Specify Committee make a request
that the Committee structure be
utilized re: Policy

Said motion for AADW.
ADMINISTRATIVE STAFF COUNCIL
MINUTES
DECEMBER 7, 1989


MEMBERS ABSENT: Burns, Kavanagh, Kemp-Queener, Nemitz, Thiede, Voll, Wright

GUESTS: Buckenmeyer, Heldt, Kreinenkamp

The meeting was called to order at 1:30 pm by Chair Jill Carr.

The minutes for the November 2, 1989 meeting were approved as distributed.

Chair Carr introduced Dr. Pat Cleveland, Coordinator of Academic Affairs for the Department of Intercollegiate athletics. Dr. Cleveland began her presentation by indicating her role was three fold: 1) to be a liaison between the Athletic Department and the various departments that deal with athletes (admissions, registrar, etc.); 2) interpret academic eligibility rules and regulations per NCAA and MAC policies; 3) work directly with 500 student athletes to make progress on their degree while competing at BGSU. There has been success in her efforts. Statistics show that the athletes average GPA is slightly higher than the general student body, as well as the graduation rate (using a 5 year clock) is slightly high for the athlete. In addition, BGSU has initiated a post eligibility grant for athletes that provide an extra semester to allow a student to graduate.

Dr. Cleveland answered questions from the council members that dealt with makeup of the student athlete enrollment regarding sex and race, which teams had the highest/lowest G.P.A., difficulty of certain sports and certain courses of study, NCAA and MAC vs BGSU standards, Honors Award Luncheon, and her background. Several members of council complimented Dr. Cleveland and her efforts.

Chair Carr introduced Bob Graham, the newest council member, as a replacement for Kathryn Thiede who is leaving BGSU. Chair Carr also indicated that a memo has been sent to Vice President Martin regarding the Executive Committees comments on the three candidates for the Executive Director of Personnel. She expressed appreciation for the opportunity to be included in the interview and feedback process. Chair Carr shared a memo with council from Dr. Olscamp that places on hold the No Smoking policy in the Union. There seems to be some question on procedural matters in the implementation of this policy. Chair Carr also solicited input for council members regarding Vice President Edmond's calling together a space assignment committee.
Each ASC member of a University Standing Committee was asked to give a brief report regarding the work of the committee:

Bookstore Advisory Committee: Jane Wood reported two meetings have been held. They were very informative regarding a variety of related issues including book buy-backs, licensing program, etc.

Computing Council: Laura Emch reported a great deal of activity regarding the review of software packages, searching for IBM clone, and the MAC grant program.

Equal Opportunity Compliance: Diane Regan and Sam Ramirez reported that Rob Cunningham has been named Acting Director of Affirmative Action. The extensive nationwide search for a permanent director is now in progress. The committee has also addressed the harassment issue of various campus groups and the $150,000 set aside pool for recruitment of minority faculty and staff.

Insurance Appeals: Annmarie Heldt reports the committee has heard three appeals from university employees.

Insurance Committee: Dick Zolman reported that a request for proposal is being developed to examine a new third party administrator. An outside consultant may be hired to assist in the search. The committee is examining a variety of ways to possibly develop a different insurance plan.

Library Advisory Committee: Regina Kostyu reported the committee has met twice and addressed discretionary funds for the purchase of materials.

Union Advisory Committee: John Buckenmeyer reported on the smoking policy issue. The UAC has also changed the ASC rep from ex-officio to a voting member. Space assignment and renovating expansion issues have also been discussed.

Parking: Linda Swaisgood reported a feeling of confusion regarding the purpose of the committee. This committee was not consulted regarding the recent proposal that appeared in the BG News.

ACGFA: Rich Peper reported everything is in process and hearings will begin February 5.

Legal Services: Dean Purdy reported that the committee had significant turnover this year. By-law update and budgets have been finalized. There is a concern over the work load of the staff.

Monitor Advisory: Jane Schimpf reported the primary purpose of this group was to review letters to the editor for the Monitor.

Parking Appeals: Pat Green indicated 10-20 appeals are processed at each meeting. She noted a sense of frustration regarding the lack of communication between the various areas involved in parking. They are working to develop a data base on a variety of information topics.
Safety Committee: Gregg DeCrane reported that the committee last met two years ago. It was suggested at that time to disband.

Various ASC committees gave reports:
Professional Development: Cindy Colvin thanked Duane Whitmire et al for a fine job at the first luncheon program. The next one is January 23.

Salary Committee: Gregg DeCrane indicated that the group is compiling data regarding comparison of VP areas and sex across campus. Also, current CUPA information will be used in our recommendation for 1990-91 salary considerations.

PWC: It was moved by Gregg DeCrane, seconded by Diane Regan to accept handbook changes as distributed in the November agenda. Motion passed.

ASC members were advised of a January reception for all Administrative Staff to be held in the Alumni Room from 3:30-5:00 pm on Thursday, January 4.

The meeting was adjourned at 3:10 pm.
AGENDA

ADMINISTRATIVE STAFF COUNCIL

JANUARY 11, 1990 1:30 PM

TOWN ROOM, UNIVERSITY UNION

I. Call to Order
II. Approval of December Minutes
III. Guest: Jean Yarnell, Parking Services
IV. Chair's Peoprt
V. Membership Changes
VI. Committee Reports
VII. Good of the Order

NOTE: MEETING LOCATION IS IN THE TOWN ROOM
ADMINISTRATIVE STAFF COUNCIL
MINUTES
JANUARY 11, 1990

MEMBERS PRESENT: Bowers, Burns, Colvin, Conrad, DeCrane, Davis for Dunn, Emch, Firestone, Fitzgerald, George, Graham, Jordan, Kaplan, Kemp-Queener, Kepke, Burns for Koehler, Latta, Litwin, McLaughlin, McRoberts, Peper, Regan, Sawyer, Schimpf, Stanford, Stickler, Whitmire, Wood, Vallancourt for Wright, Zolman

MEMBERS ABSENT: Bressler, Carr, Hoy, Kavanagh, Nemitz, Piersol, Ramirez, Sokoll, Voll

GUEST: Bob Kreienkamp, Jean Yarnell

The Meeting was called to order by Chair-Elect Gregg DeCrane at 1:30 pm.

The minutes for the December 7 meeting were approved and distributed.

Jean Yarnell, Parking Services, addressed the council regarding a variety of topics including the shuttle, parking meters, and future plans for parking areas for students. A brief question and answer period followed.

DeCrane reported on behalf of Carr:
   a) As of today, no word on the Executive Director for Personnel search.

   b) Laura Emch was thanked for her role in putting together the second semester reception. It was well attended and enjoyed by all.

   c) A memo has been forwarded to President Olscamp expressing concern over the under representation of administrative staff on the Affirmative Action Search Committee.

   d) A memo is being drafted to Victor Gonzales, Acting Director of Public Safety, expressing concern over slow response time of that department regarding recent assaults over the break period.

   e) It was apparent after last month's University Committee report that there is a wide variety of effectiveness and/or confusion about the committee. Jill will be meeting with the Chair of Faculty Senate and CSC to discuss this further.

   Jim Litwin noted, as he did in his memo, that each committee member should provide a written report that included recommendations on the committee's future - to disband, stay the same, or some changes.

   f) There has been some concern raised over the issue of promotion tracks available for administrative staff and the conduction of various searches.

   g) Please seek out and keep in touch with constituents.

Secretary Jordan reported that two resignations from council have been received due to direct conflict with the representatives being able to attend meetings. Mike Sawyer replaces Becky Heyman on Council, while Jane Schimpf replaces Becky on the Executive Committee. Bob Arrowsmith has resigned but a special election needs to be conducted to fill that vacancy.
Jordan introduced a proposed change in the by-laws that will be voted on at the next meeting:

**ARTICLE 5, Section 2:** change the second paragraph to read:

In the event that a vacancy cannot be filled as specified in Article 5, Sections 1 and 2, THE EXECUTIVE COMMITTEE SHALL APPOINT A REPLACEMENT FOR THAT POSITION UNTIL THE END OF THE FISCAL YEAR.

**Committee Reports:**

**PERSONNEL/WELFARE:** Stickler reported that the handbook changes are tentatively on the February Trustee Agenda. The transfer of 2 sick days to personal days is not included. Also, the committee is looking at options regarding flexible spending accounts for health care.

**PROFESSIONAL DEVELOPMENT:** Colvin reported on the upcoming January 23 luncheon.

**SCHOLARSHIP:** Emch reported that applications are now being taken with a February 9 deadline.

**SALARY:** DeCrane reported a positive meeting with Tim King regarding the identification of target positions for the development of data.

The meeting was adjourned at 2:40 pm.
Claire's Report

1. Update on Personnel Director - to date no
decision from candidate.

2. Positive response to Spring Semester reception
- plan to continue this event. Thanks Laura Buck.

3. Memo forwarded regarding Affirmative Action
search - to date, no response from DOJ.

4. Expect to forward memo about slow response
- to staff meeting. Emphasize need to good
security - we all need to share.

5. Appreciation participation at Dec meeting by
selected committee reps - obviously that
there are problems with our committee
structure - will address this with
Far. Ten. - will also request that send up
response at the end of the year per J. Sturw.
- This piece will continue next year.

6. Rolling discussion regarding the issue of
promotion for AS - request input from
- to review V. Ps very carefully.

7. Heating plant shutdown - urgently clarification
- on individual unit shutdown - other output what.

8. Dead Far. Ten. minutes - high discussion role
of such committee next year agenda item
for ASC.
9. Express your need for communication with constituents.

10. Dean, Chair of Staff Development Committee

Bob A., Becky. Thanks for their work.

/ Jane and Sue. Note: seeing an email.

Mrs. Jones
Netsafe

All visitors must pack at Vis Center

Dick Conrad - Committee - Chairman called.

Debit Card

Anyone who hasn't sworn - please do so.

Tun wreak at next meeting - dubbf - afternoon meeting's begun

© 17/2

Dr. Mason will get back to me.

Feb 5
PROPOSED BY-LAW CHANGE

ARTICLE 5  VACANCIES

Section 2: Other Vacancies

Current Wording (second paragraph)
In the event that a vacancy is not filled as specified in Article 5, Sections 1 and 2, the Elections Committee shall conduct a special election following the election procedures for that position.

Proposed Change (second paragraph)
In the event that a vacancy is not filled as specified in Article 5, Sections 1 and 2, THE EXECUTIVE COMMITTEE SHALL APPOINT A REPLACEMENT FOR THAT POSITION UNTIL THE TIME OF THE NEXT SCHEDULED ELECTION PROCESS.

end of the fiscal year,
Confidence Resolution
January 16, 1990

WHEREAS the Officers of the Faculty Senate have tried to work directly with President Olscamp; and

WHEREAS the Officers of the Faculty Senate spend the majority of their time responding to unilateral actions of the President; and

WHEREAS the Officers of the Faculty Senate have to project themselves repeatedly into the decision-making processes in order to insure that faculty interests are properly considered and protected because normal channels for shared governance are disregarded and/or violated; and

WHEREAS the attached Bill of Particulars cites and briefly describes a considerable number of violations of accepted norms of University governance and collegiality;

THEREFORE BE IT RESOLVED that the Faculty Senate of Bowling Green State University adopt the following recommendations regarding Paul J. Olscamp, President of Bowling Green State University.

1. The Faculty Senate expresses no confidence in the continued leadership and management of University affairs by President Paul J. Olscamp.

2. The Faculty Senate directs its Officers to poll the tenured and probationary faculty of Bowling Green State University individually to determine the degree of faculty support for this resolution.

3. If the majority of faculty responding to this poll by 5 p.m. Friday, January 26, 1990, indicate a lack of confidence in President Olscamp's leadership, the Faculty Senate Officers are directed to move this resolution of no confidence forward to the individual members of the University Board of Trustees.
Bill of Particulars

Violations of Academic Freedom and Free Expression

Solicitation Policy Unilateral imposition of a broad policy severely limiting the interaction of campus personnel (e.g. restricted campus mail use, discussion of selected topics during work hours, etc.)

"Gag" Rule Unilateral imposition of policy restricting interaction of University employees with members of the Board of Trustees

Acts of Intimidation Repeated attempts to coerce and stifle free expression of opinion by University employees and students.

Violations of Shared Governance Processes

Drug-free policy Proposed adoption of a corporate drug policy which would give administrators and supervisors the discretion to require drug testing of a University employee.

Unilateral Actions Repeated attempts to impose policies such as smoking ban, distribution of merit, etc. on faculty and staff; recent appointment of a vice president without using accepted search processes.

Committee Manipulation Repeated attempts to manipulate the membership/conduct of University committees, such as, search committees, Faculty Senate Budget Committee, and evaluation committees.

Pseudo or No Participation Failure to involve or only figuratively involving constituents in preliminary planning and discussions regarding major expenditures, particularly with regard to proposed facilities such as Convocation Center, College Park Building, the Intramural Fieldhouse Facility, the University Guesthouse, etc.

Lack of Competence in Financial and Administrative Affairs

Administrative Insularity Failure to comprehend and to respond to concerns expressed by University employees such as severe staffing shortages, wide spread problems with health care coverage, severe operating budget shortages.

Poor Budget Management Continuing pattern of new budget initiatives without supporting analysis and justification.

Erosion of staffing base Continuing lack of recognition of problems related to the staffing of course sections and to meeting student demand for courses. See attachment regarding the staffing picture at BGSU.
STAFFING PICTURE FOR FALL 1989

39.85% of undergraduate lecture sections are taught by full-time temporary faculty, part-time faculty and graduate students. 55.41% of undergraduate lecture sections are taught by tenured, probationary, and SRP faculty. (4.74% are undetermined at this time.)

65.60% of freshman level lecture sections are taught by full-time temporary faculty, part-time faculty and graduate students. Only 27.42% of freshman level lecture sections are taught by tenured, probationary, and SRP faculty. (6.96% are undetermined at this time.)

55.88% of freshman and sophomore lecture sections are taught by full-time temporary faculty, part-time faculty and graduate students. Only 37.95% of freshman and sophomore lecture sections are taught by tenured, probationary, and SRP faculty. (6.16% are undetermined at this time.)
Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

ADMINISTRATIVE STAFF COUNCIL
AGENDA
FEBRUARY 1, 1990
1:30 PM - ALUMNI ROOM

I. CALL TO ORDER

II. APPROVAL OF JANUARY MINUTES

III. IMPLICATIONS OF RECENT FACULTY SENATE RESOLUTION (ATTACHED)
*Please make an effort to contact your constituents regarding this topic.

IV. CHAIR'S REPORT

V. COMMITTEE REPORTS

VI. OLD/NEW BUSINESS

VII. GOOD OF THE ORDER
ADMINISTRATIVE STAFF COUNCIL
MINUTES
FEBRUARY 1, 1990


MEMBERS ABSENT: None

GUESTS: Bob Kreienkamp, CSC; Wayne Colvin

Chair Carr called the meeting to order at 1:30 pm.

The minutes of the January meeting were approved as distributed.

Wayne Colvin was introduced as the parliamentarian for today's meeting.

After a short discussion, the order of the agenda was reorganized so that the business of the ASC was dealt with first, leaving the remaining time to item #3, the Faculty Senate Resolution.

Chair Carr reported that the Executive Director of Personnel position had been offered and rejected by the number one candidate. That search committee will regroup to possibly bring in additional candidates to interview. She also announced that a new Director of Physical Plant has been named.

Chair Carr indicated that we have been in contact with CSC regarding a new key policy instituted by Physical Plant, as well as regarding the funding for the position of Director of Classified Staff.

Chair Carr reminded ASC members that elections will be coming up soon.

COMMITTEE REPORTS:

PWC: Norm Stickler distributed information on the "125 Plan" of flexible spending for discussion. Action on their recommendation of implementation will be voted on in March.

Salary: Gregg DeCrane indicated at the March meeting we will vote on a recommendation for 1990-91 salary consideration. Information will be distributed prior to the meeting.

PDC: Cindy Colvin indicated the next luncheon will be March 6.

Scholarship: Laura Emch indicated the application process is well underway.
By-laws: Gregg DeCrane moved and Josh Kaplan seconded that the following change in the by-laws be approved (as discussed in January):

The second paragraph of Article 5, Section 2 shall now read:

In the event that a vacancy cannot be filled as specified in Article 5, Sections 1 and 2, THE EXECUTIVE COMMITTEE SHALL APPOINT A REPLACEMENT FOR THAT POSITION UNTIL THE END OF THE FISCAL YEAR.

Motion Passed.

Ferrari Award: Rich Peper indicated the committee was organizing.

No old/new business. However, Dave Stanford asked what has become of the professional development funds. Chair Carr responded it was her understanding that the funds will be carried over, but no new money will be added.

The resolution introduced at the January 16 meeting of Faculty Senate was discussed. After long discussion and debate, it was moved by Dick Conrad, seconded by Marcia Latta, that the following statement be adopted by ASC (attached).

Motion passed 32-1.

The meeting was adjourned at 4:00 pm.
We, as members of Administrative Staff Council, support a positive effort on behalf of the entire University community to resolve the controversy engendered by the recent resolution introduced at Faculty Senate.

We regret the ill effects of this controversy on the image of this outstanding University.

We encourage full and open debate on the issues raised by the resolution in the best traditions of higher education.

Approved by Administrative Staff Council, February 1, 1990
ADMINISTRATIVE STAFF COUNCIL
AGENDA
Thursday, March 1, 1990
1:30 pm Alumni Room

I. Call To Order

II. Approval of February Minutes

III. Guest: Jim Morris, Insurance Office

IV. Personnel/Welfare Committee - 125 Plan Recommendation

V. Salary Committee - 1990-91 Recommendation

VI. Chair's Report

VII. Committee Reports

VIII. Good of the Order
ADMINISTRATIVE STAFF COUNCIL
MINUTES
MARCH 1, 1990


MEMBERS ABSENT: Dunn, Hoy, Kavanagh, Zolman

GUESTS: Jim Morris, Bob Kreienkamp

The meeting was called to order at 1:30 pm by Chair Jill Carr.

The minutes of the February 1 meeting were approved as distributed.

The 125 Tax Deferred Benefit Plan was discussed. Jim Morris from the Insurance Office answered a number of questions regarding procedures and education. A number of council members expressed a need to clarify that this is not a new benefit, but an administrative method to assist those who participate in paying medical or child care related costs. This plan does not increase family coverage to dental/vision nor does it reduce the amount of contribution on the part of the employee. The plan does provide a method to tax defer certain costs that are paid by the employee.

As concern was raised over the possibility of this recommendation being sent to the insurance committee. It was the strong consensus of the Council that this recommendation is not connected with other actions of the insurance committee. It is felt that this is an administrative procedure that can be implemented by the insurance office and the payroll department.

Norma Stickler moved, Rich Peper seconded the approval of the recommendation of the PWC regarding the implementation of the 125 Tax Deferred Benefit Plan for administrative staff members effective July 1, 1990. The motion passed unanimously.

The Salary Committee presented a detailed report and series of recommendations regarding salary pool issues for 1990-91. Josh Kaplan moved, Ann Bower seconded the approval of the Salary Committee reported, that included a recommendation of an 8.5% salary pool for each of the next two fiscal years. The motion passed unanimously.

Chair's Report: Chair Carr indicated that the Executive Committee has interviewed two candidates for the Executive Director of Personnel position. In addition the Executive Committee will be interviewing the four candidates for the Director of Public Safety Committee. She also indicated the President's Panel would meet next week.
COMMITTEE REPORTS:

Scholarship: Laura Emch reported that a student has been selected to receive a $1,000 scholarship. Also, a direct letter pledge drive will begin in the near future.

PDC: Cindy Colvin reported that Tuesday, March 6 is the next program.

Ferrari Award: Rich Peper reported the first meeting of the committee will be March 5.

PWC: Norma Stickler indicated that the promotion/search policies and procedures are next on the committee's agenda.

Elections: Greg Jordan reported that Wayne Colvin has been elected to serve the opening in the Student Affairs area.

Nomination Ballots are due today.

The meeting was adjourned at 2:30 pm.
ADMINISTRATIVE STAFF COUNCIL
AGENDA
THURSDAY, APRIL 5, 1990
1:30 PM
UNIVERSITY UNION ALUMNI ROOM

I. Call to Order
II. Approval of March Minutes
III. Guest: John Queener, Human Relations Commission
IV. Guest: Mr. Richard Newlove, Vice-President, BGSU Board of Trustees
V. Summer Hours (see attachment)
VI. Chair's Report
VII. Committee Reports (see attachment)
VIII. Good of the Order
I. Call to Order
II. Approval of April minutes
III. Micro-computer Network--Duane Whitmire
IV. Parking issue
V. Chair's Report
VI. Committee Reports
   a. PWC--Promotion policy and Picture I.D. cards
   b. Election committee--Slate of Officers
VII. Good of the Order
ADMINISTRATIVE STAFF COUNCIL
MINUTES
MAY 3, 1990


MEMBERS ABSENT: Ramirez, Sawyer

GUESTS: Annmarie Heldt, Bob Krienkamp

The meeting was called to order at 1:30 pm by Chair Jill Carr.

Duane Whitmire from Computer Services addressed council regarding the BGSU Microcomputer Resources Handbook.

A long discussion was held regarding recent articles, survey, and memo regarding proposed changes in parking policies. The following motion was passed unanimously by council:

The Administrative Staff Council vehemently opposes proposed parking policies expressed in a March 19 memo from Vice President Martin. These issues should be referred to the Parking Committee for short term and long term planning and recommendations. Such proposals should be shared with the various constituent groups for discussion, input, and recommendations during this process.

Chair Carr reported that (a) Roger Dennerell has been appointed Director of Public Safety; (b) a response to the summer hour issue discussed last month indicated that certain offices will remain open on Friday afternoons; (c) the Executive Committee is following up on the representation to the Board of Trustees issue. We have been invited to attend a reception next week; (d) early indication is that the maximum salary pool for next year will be a 6%, but more likely 5% due to constraints of state funding and the tuition cap; and (e) the 125 Plan is on hold until a new third party administrator is selected. However, we are requesting that the plan be enacted with premiums as soon as possible.

COMMITTEE REPORTS:

PWC: Norma Stickler shared the committees response to favor a photo ID for administrative staff. Also, a promotion policy document was distributed for action in June.

ELECTIONS:

The following slate was presented for election of officers:

Chair-Elect: Josh Kaplan and Barry Piersol
Secretary: Cindy Colvin and Greg Jordan

There were no nominations from the floor. This election and election of area representatives to the executive committee will take place in May.
SALARY COMMITTEE:
The work of the committee has been well received by the administration. However, as previously announced, the salary pool will fall below our recommendations. A meeting has been scheduled with the Chair of the FSBC to discuss this issue.

FERRARI:
Rich Peper indicated there are 11 nominations for the award.

INSURANCE:
Dick Zolman reported that the proposals for a new third party administrator are now being evaluated.

The meeting was adjourned at 3:00 pm.
ADMINISTRATIVE STAFF COUNCIL
MINUTES
JUNE 7, 1990


MEMBERS ABSENT: Johnson, Ramirez, Zolman

GUESTS: Darrow, Keeley, Morgan, Yon, Zachary, O'Donnell, Schumacher, Cleveland, Joseph, Nye, Palmisano, Gorman, MacVarish, Puffer, Zwierlein, Ruma, Heldt, Kreienkamp.

The meeting was called to order at 1:30 pm by Chair Jill Carr.

The minutes to the May 3, 1990 meeting were approved as distributed.

The newly elected representatives to council for 1990-91 were introduced.

The results of the election of officers and representatives to the Executive Committee were announced by Chair Carr:

Chair - Gregg DeCrane
Chair-Elect - Josh Kaplan
Secretary - Greg Jordan
Past-Chair - Jill Carr
Academic Affairs - Barb Keeley
Operations - Ed O'Donnell
Planning & Budgeting - Duane Whitmire
President's Area - Gary Palmisano
Student Affairs - Ron Zwierlein
University Relations - Pat Koehler

Chair Carr reported that Ann-Marie Heldt is leaving BGSU to accept a similar position at the University of Toledo. She expressed a great deal of appreciation for all the efforts of Ann-Marie and her positive relationship with ASC. The 1990-91 ASC will continue to provide input to seek a replacement.

Chair Carr reported that the summer hour policy is now a permanent operational policy. Roger Dennerll, Director of Public Safety has responded to the concern expressed about security for those individuals who must work on Friday afternoons. The Department of Public Safety will attempt to increase patrols in those areas as well as develop informational materials for employees.

Chair Carr distributed information highlighting major accomplishment for the year. She thanked the various committee chairs and members for their efforts. Certificates of appreciation were distributed to outgoing council representatives.

COMMITTEE REPORTS:
Personnel/Welfare: Proposed policies concerning closings between Christmas and New Years has been sent to CSC for input. ASC will hold off taking any action until response is received from CSC.
After discussion the policy statement regarding Promotions for Administrative Staff was approved by Council (as distributed in the May meeting).

Laura Emch reported the person who was awarded the ASC Scholarship has transferred to OSU. Therefore, the scholarship has been offered to the runner-up candidate.

Gregg DeCrane reported that, although the salary pool was lower this year, the efforts of the committee were well received and appreciated by the administration. Currently, the apparent issue of salary gaps based on gender is being explored.

Gregg DeCrane moved, Fran Voll seconded, that we should commend and express our appreciation to Chair Jill Carr for the outstanding job she did this year in her leadership and representation of administrative staff.

The meeting was adjourned at 2:30 pm.
Administrative and classified staff are eligible to convert sick leave to personal leave subject to the following procedures:

1. Full-time staff with a sick leave balance of 100 hours during the calendar year may convert sixteen (16) hours of sick leave for use of personal leave during the calendar year. Permanent part-time staff with sick leave balance of 100 hours during the calendar year may convert sick leave to personal leave on a prorated basis as shown below:

<table>
<thead>
<tr>
<th>Average Work Hours Per Week</th>
<th>Personal Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 hours</td>
<td>4 hours</td>
</tr>
<tr>
<td>20 hours</td>
<td>8 hours</td>
</tr>
<tr>
<td>30 hours</td>
<td>12 hours</td>
</tr>
<tr>
<td>35 hours</td>
<td>14 hours</td>
</tr>
</tbody>
</table>

Temporary employees are not eligible to use personal leave.

2. Eligibility to use personal leave will be ongoing during the calendar year. The staff member may use personal leave once the sick leave balance of 100 hours has been attained.

3. Personal leave used by administrative and classified staff will be charged in minimum units of one (1) hour. Staff may use personal leave only for the days and hours for which they normally would have been scheduled to work, but not to include scheduled overtime.

4. Personal leave may be used for matters of a personal nature. Some examples of personal leave usage include but are not limited to the following reasons:
   a. Mandatory court appearances before a court of law and in a matter in which the employee is a party or whose presence is required. Such appearances would include, but not be limited to, criminal or civil cases, traffic court, divorce proceedings, custody proceedings, or appearing as directed as parent or guardian of juveniles.
   b. Legal or business matters which could not normally be conducted by an employee during hours other than normal scheduled work hours.
   c. Family emergencies of a nature that require an employee's immediate attention.
   d. Unusual family obligations which could not normally be conducted by an employee during hours other than normal scheduled work hours.
   e. Examinations such as medical, psychological, dental or optical examination of the employee, or the employee's immediate family.
   f. Weddings of members of the immediate family.
   g. Religious holidays which fall on a normally scheduled workday for an employee.
5. Personal leave may not be used to cover unexcused absences or make up time.

6. Requests for use of personal leave must be made in advance giving reasonable notice to the immediate supervisor, unless the leave is for use in an emergency situation. Reasonable notice will be established by their immediate supervisor/department/area head as appropriate. Personal leave will be reported utilizing the time report form/time sheet for classified staff and the leave request form for administrative staff.

7. At the end of the calendar year unused personal leave will revert back to individual sick leave balances.

8. The University Payroll Department will maintain records of accruals, usage, and balances for classified staff. Supervisors of administrative staff will maintain similar records.

9. Personal leave may not be used to extend an employee's active pay status for the purpose of accruing overtime or compensatory time. It may not be used to extend an employee's date of resignation or date of retirement.
ADMINISTRATIVE STAFF COUNCIL
AGENDA
THURSDAY, JUNE 7, 1990
1:30 PM UNIVERSITY UNION, ALUMNI ROOM (NOTE LOCATION)

I. Call to Order

II. Approval of May minutes

III. Introduction of 1990-91 Council members and Executive Committee

IV. Chair's Report

V. Committee Reports
   a. Personnel/Welfare Committee—vote on Promotion Policy and Christmas Break policy
   b. Other committee reports

VI. Good of the Order