1991

Minutes 1990-1991

Bowling Green State University - Administrative Staff Council

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Administrative Staff Council, UA-022

Location: Bowling Green, Ohio

Title of Series: Minutes

Inclusive Dates: 1990-1991

Format: Bound    X    Loose

Order:  Alpha    X    Chronological    Numerical

Index:  Included    Separate    X    None

Notes

1. Colored Paper
2. Colored Ink
3. Photocopies
ADMINISTRATIVE STAFF COUNCIL
1990-91 MEETING SCHEDULE

Thursday, September 13, 1990  1:30 pm  Jerome Library Conference Room
Thursday, October 4, 1990  1:30 pm  Alumni Room, Union
Thursday, November 1, 1990  1:30 pm  Alumni Room, Union
Thursday, December 6, 1990  1:30 pm  Alumni Room, Union
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Thursday, May 2, 1991  1:30 pm  Alumni Room, Union
Thursday, June 6, 1991  1:30 pm  Alumni Room, Union

FALL RECEPTION:  Monday, August 27, 1990  3:30-5:00 pm  Alumni Room, Union

WINTER RECEPTION: Thursday, January 10, 1991  3:30-5:00 pm  Campus Room, Union

EXECUTIVE COMMITTEE
All Tuesdays  Noon-1:00 pm  Canal Room, Union

July 17
Early August - TBA
August 28
September 11, 25
October 9, 23
November 13, 27
December 11

January 8, 22
February 12, 16
March 12, 26
April 9, 23
May 14
May 28 - Firelands
June - TBA
1990–91 ADMINISTRATIVE STAFF COUNCIL

ACADEMIC AFFAIRS
Robert Graham (1991)
Dave Stanford (1991)
Jane Wood (1991)
Ann Bowers (1992)
Cindy Colvin (1992)
Chris Dunn (1992)
Gail McRoberts (1992)
Barry Piersol (1992)
Susan Darrow (1993)
*Barb Keeley (1993)
Joan Morgan (1993)
Paul Yon (1993)
Mary Beth Zachary (1993)

FIRELANDS
Penny Nemitz (1992)

OPERATIONS
Lewis Johnson (1991)
Tim Burns (1992)
John Buckenmyer (1993)
*Ed O'Donnell (1993)

PLANNING & BUDGETING
Richard Zolman (1991)
Richard Conrad (1992)
*Duane Whitmire (1992)
Charles Schultz (1993)
Lori Schumacher (1993)

PRESIDENT'S AREA
*Greg Jordan (1991) Secretary
Ken Kavanagh (1992)
Chuck Nagle (1993)
Jackie Joseph (1993)
Greg Nye (1993)
*Gary Palmisano (1993)

STUDENT AFFAIRS
*Jill Carr (1991) Past Chair
*Gregg DeCrane (1991) Chair
*Joshua Kaplan (1992) Chair Elect
Tonia Stewart (1992)
Tom Gorman (1993)
Greg MacVarish (1993)
Cindy Puffer (1993)
*Ron Zwierlein (1993)

UNIVERSITY RELATIONS
Melissa Firestone (1991)
Marcia Latta (1991)
*Patricia Koehler (1992)
Deb McLaughlin (1992)
Jan Ruma (1993)

*Denotes Executive Committee member
1990-91 EXECUTIVE COMMITTEE

Jill Carr, Past Chair
On Campus Housing
372-2011

Gregg DeCrane, Chair
Student Activities & Orientation
372-2843

Greg Jordan, Secretary
Ice Arena
372-2764

Josh Kaplan, Chair-Elect
Student Health Center
372-2274

Barb Keeley, Academic Affairs
College of Health & Human Services
372-8760

Pat Koehler, University Relations
Channel 27
372-2700

Ed O'Donnell, Operation
Food Operations
372-2891

Gary Palmisano
Intercollegiate Athletics
372-2401

Duane Whitmire, Planning & Budgeting
Computer Services
372-2927

Ron Zwierlein, Student Affairs
Student Recreation Center
372-2711
ASC COMMITTEES
1990-1991

SALARY
Barry Piersol - CHAIR
Melissa Firestone
Duane Whitmire
Greg MacVarish
Ed O'Donnell
Penny Nemitz
Chuck Nagle

PWC
Ann Bowers - CHAIR
Lewis Johnson
Jaque Joseph
Mary Beth Zachary
Cindy Puffer
Pat Koehler
Bob Graham
Lori Schumacher

PROFESSIONAL DEVELOPMENT
Tom Gorman - CHAIR
Jane Wood
Cindy Colvin
Jan Ruma
Dave Stanford
Chris Dunn

SCHOLARSHIP
Susan Darrow
Gale McRoberts - CHAIR
Ron Zweirlien
Greg Nye

BYLAWS
Greg Jordan
Deb McLaughlin
Dick Conrad

FERRARI AWARD
Ken Kavanagh
Tonia Stewart
Joan Morgan
Marcia Latta
Charles Schultz
John Buckenmyer

AD HOC COMMITTEES

PROFESSIONAL DEVELOPMENT FUND
Jill Carr - CHAIR
Keith Pogan
Gale Swanka
Pat Green

EARLY RETIREMENT INCENTIVE PROGRAM
Paul Yon - CHAIR
Tim Burns
Dick Zolman
Gary Palmissano
Barb Keely
### Administrative Staff Representatives to University Committees

**1990-91**

<table>
<thead>
<tr>
<th>UNIVERSITY COMMITTEES (Faculty Senate)</th>
<th>Term Expires</th>
<th>Length of Term</th>
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</thead>
<tbody>
<tr>
<td>Bookstore Advisory</td>
<td>Jane Wood</td>
<td>1991</td>
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<tr>
<td>Computing Council (ex-officio)</td>
<td>Laura Emch</td>
<td>1992</td>
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<td>Equal Oppt. Comp.</td>
<td>Diane Regan</td>
<td>1992</td>
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<td></td>
<td>Jim Litwin</td>
<td>1993</td>
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<tr>
<td>Insurance</td>
<td>Josh Kaplan</td>
<td>1993</td>
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<td></td>
<td>Dick Zolman</td>
<td>1991</td>
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<tr>
<td>Insurance Appeals</td>
<td>Laura Emch</td>
<td>1992</td>
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<tr>
<td>Library Advisory</td>
<td>Regina Kostyu</td>
<td>1992</td>
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<td>Telecommunications</td>
<td>Barry Piersol</td>
<td>1992</td>
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<tr>
<td>Union Advisory</td>
<td>John Buckenmyer</td>
<td>1991</td>
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<tr>
<td>Strategic Planning</td>
<td>Suzanne Crawford</td>
<td>1992</td>
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<tr>
<td>Parking</td>
<td>Linda Swaisgood</td>
<td>1992</td>
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<th>APPOINTED COMMITTEES</th>
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<tr>
<td>ACGFA</td>
<td>Ed O'Donnell</td>
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<tr>
<td>Human Relations</td>
<td>Denise Van DeWalle</td>
<td>1992</td>
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<td>Human Subjects Review Board</td>
<td>Charles Schultz</td>
<td>1993</td>
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<tr>
<td>Legal Services</td>
<td>Dean Purdy</td>
<td>1991</td>
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<td>Monitor Advisory</td>
<td>Jane Schimpf</td>
<td>1991</td>
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<tr>
<td>Parking Appeals</td>
<td>Jim Treeger</td>
<td>1993</td>
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<tr>
<td>Safety Committee</td>
<td>Gregg DeCrane</td>
<td>1991</td>
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</tbody>
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6/90
I. Call to order

II. Guest: John Moore, Interim Director, Personnel

III. Chair's Report

IV. Secretary's Report

V. Committee Assignments

VI. Goals for 90-91 (see attached)

VII. Conversion of Sick Leave Policy (see attached)

VIII. Network

IX. Representatives to Faculty Senate and Classified Staff Council

X. Good of the Order
**ADMINISTRATIVE STAFF COUNCIL**

**1990-91 MEETING SCHEDULE**

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**EXECUTIVE COMMITTEE**

All Tuesdays  Noon-1:00 pm Canal Room, Union

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<td>July 17</td>
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<td>Early August - TBA</td>
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VII. Conversion of Sick Leave Policy (see attached)

VIII. Network

IX. Representatives to Faculty Senate and Classified Staff Council

X. Good of the Order
DRAFT - Conversion of Sick Leave to Personal Leave Policy

The Administrative Staff Council recommends that sixteen (16) hours of annually accrued sick leave be converted to personal leave time with unconditional usage. An employee must have cumulative sick leave of one hundred (100) hours before such a usage may occur. These sixteen (16) hours of personal leave may be used each year but cannot accrue from year to year.

As per the vacation policy, area supervisors are expected to accommodate such requests for personal leave time provided the needs of the area are not impaired.

NOTE: ASC had passed this basic principal of conversion of 2 days sick leave to personal time in early 1989. This proposed wording gives the specific direction needed to forward the policy to the administration. It is hoped that a vote on this policy can take place at the September meeting so it may be forwarded along with a similar policy approved by CSC in August.
Recommended Issues for 1990-91 ASC

1. change in benefits and new third party administrator
2. personnel office - search for interim and permanent director
3. ERIP - push Sam Ramirez to gather and share data
4. relationship with Faculty Senate and CSC
5. forward child care report
6. drug free workplace
7. committees - re: issue raised by FS & ASC
8. rep on capital improvement committee
9. finalize Christmas break closing proposal
10. Human Relations Commission - follow-up on commitment requested by John Queener
11. better publicity of PD fund
12. investigate possibility of adding to this fund
13. some type of communication with new AS

2. 125k plan
gender inequities

Draft 7/90
1. Implementation of a 125K plan.

2. Determine the extent of gender inequities in salary and determine actions to be taken to rectify the situation.

3. Explore all aspects of the feasibility of restoring an Early Retirement Incentive Program (ERIP).

4. Determine the effectiveness of University Committees and ASC's involvement in them.

5. Monitor the reorganization of the Personnel Office to make sure that the interests and needs of administrative staff are being addressed.

6. Promote the Professional Development Fund and make changes where needed in the criteria for the award.

7. Establish the Administrative Staff as a contributing constituent group on the University Board of Trustees.

8. Institute an approved promotion policy for Administrative Staff.

9. Change bylaws to reflect the status of past chairs.

10. Reciprocal for unions - Ohio Institutions
Administrative Staff Council
1990-91 Goals

1. Establish an operative 125K plan.

2. Determine the extent of gender inequities in salary and recommend actions to be taken to rectify the situation.

3. Explore all aspects of the feasibility of restoring an Early Retirement Incentive Program (ERIP).

4. Determine the effectiveness of University Committees and ASC's involvement on them.

5. Work closely with those involved in the reorganization of the Personnel Office to make sure that the interest and needs of administrative staff are being addressed.

6. Promote the Professional Development Fund and continue to evaluate the criteria for the awarding of grants and the process involved.

7. Establish the Administrative Staff as a contributing constituent group on the University Board of Trustees.

8. Aid in the instituting of the approved ASC promotion policy for Administrative Staff.

9. Review the entire bylaws to reflect current needs and practices and make changes where appropriate.

10. Explore the possibility of establishing reciprocal agreements between Ohio Universities.
ADMINISTRATIVE STAFF COUNCIL
SEPTEMBER 13, 1990
MINUTES


MEMBERS ABSENT: Burns, DeCrane, Johnson, Kavanagh, Nemitz, Palmisano

GUEST: Gudehus (CSC), Moore, Fields

The meeting was called to order at 1:35 pm by Secretary Jordan. Everyone was welcomed to the first meeting of 1990-91 Administrative Staff Council.

John Moore, Interim Director of Personnel, addressed council. He indicated the permanent appointment for this position may be named as early as next week. He encouraged council to pursue the goals as outlined, especially that of the implementation of the 125K Plan and the conversion of sick leave to personal day leave policy.

Chair Elect Kaplan reported for Chair DeCrane the following items:
(1) ASC has an account with the Foundation (current balance - 35¢). Anyone wishing to donate to this account may contact the Foundation.

(2) Congratulations to Jane Schrimpf, recipient of the 1990 Ferrari Award. Dr. Ferrari has been sent notification of the award. Kaplan conveyed appreciation of an excellent job on behalf of Rich Peper, Chair, and the rest of the selection committee. It was also noted that the Ferrari Award Plaque and picture of the recipient will be on permanent display in the Union next to the Little Shop.

(3) A formal request has been sent to Jim Morris, Benefits Manager, to implement a 125K Plan as soon as possible. We are waiting for a response.

(4) ASC has requested a copy of all new charter changes from Faculty Senate. We have been advised that they are all "editorial".

(5) In previous years, the officers of the three constituent groups have met to discuss common issues. After the last meeting in late 1989, ASC was to initiate the next meeting. We are currently attempting to do so.

(6) The Child Care Committee has forwarded their report to Hal Lunde, Chair of Faculty Senate, requesting action on the report.
Marshall Rose, Affirmative Action Director, met with the Executive Committee last Tuesday. He outlined the major goals of his office as:

a. Education/Programming
b. Resource Development
c. Affirmative Action Policy Revision/Development
d. Distribution of Affirmative Action Policy.

In addition, a copy of the Promotion Policy (passed by ASC in June 1989) has been forwarded to him for his reaction.

Members of the Executive Committee were involved with the interviewing process for the Executive Director of Personnel position. Recommendations have been forwarded to Vice President Martin.

The Opening Day Reception was well attended. We are looking to hold it in a bigger room next year. Thanks were expressed to those who planned the event, as well as those who supported the event by attending.

Chair DeCrane is participating in the Trustee Retreat today. This marks the first formal connection between ASC and the Trustees.

Guest at upcoming meetings include:

Les Barber, September 5 Executive Committee
Roger Dennerl, October 4 ASC
Paul Olscamp, November 1 ASC

Committee chairs for 1990-91 are encouraged to begin conducting committee meeting and business as soon as possible.

Secretary Jordan gave the following report.

Welcomed the CSC representative to ASC meetings Kay Gudehaus (for Kathy Eninger who is also attending the Trustee retreat).

Announced that Chuck Nagle, President's Area, will be filling the vacancy created by Pat Cleveland's resignation.

Noted that the June 1990 minutes should reflect Lewis Johnson as present.

Announced that the minutes will be distributed to the entire Administrative Staff body seven to ten days after a meeting. However, approval of the minutes will not come until the next meeting.

Reminded members of the attendance policy as stated in the By-laws. Specific attention was given to the substitution area, where there is a maximum of three times that a substitute can attend for a representative.

Four handouts were distributed including:

a. 1990-91 ASC Roster
b. 1990-91 ASC Executive Committee Roster
c. 1990-91 ASC Representatives to University Committees
d. 1990-91 Schedule

The 1990-91 ASC Committee Rosters were distributed.

Attention was given to the 1990-91 ASC Goals as distributed with the Agenda.
It was moved by Schultz, seconded by Latta, that the amended conversion of sick leave to personal leave policy be approved. The motion carried unanimously (policy attached).

The 1990-91 Constituent Network was distributed. A copy for each person will be sent via campus mail next week. That would provide an opportunity for each representative to contact their constituents. Please let Greg Jordan know if any information is not correct.

Anyone interested in representing ASC to CSC and Faculty Senate should contact Gregg DeCrane.

The meeting was adjourned at 2:20 pm.

NETWORK UPDATE

Add to Joan Morgan (p. 13):
Jim Savchuk 2-2677
Basic Writing Specialist
Academic Enhancement

Add to Paul Yon (pg. 1):
Vicki Knauerhase 2-7834
Child Development Specialist
Applied Human Ecology

Add to Barry Piersol (p. 11):
Steve Zaborniak 2-2181
Asst. Recording Tech.
College of Musical Art

Shari Ressel 2-2181
Box Office Manager
College of Musical Arts

Add to Bob Graham (p. 14):
Mark Barnes 874-3907
Maritime Manuscripts Processor
Institute for Great Lakes Research

Add to Tim Burns (p. 19):
Bryan Benner 2-2251
Assistant Director
Physical Plant

Add to Greg Nye (p. 30):
Scott Sehmann 2-7098
Assistant Track Coach
Intercollegiate Athletics

CONVERSION OF SICK LEAVE TO PERSONAL LEAVE POLICY

The Administrative Staff Council recommends that sixteen (16) hours of annually accrued sick leave may be converted to personal leave time with unconditional usage. An employee must have cumulative sick leave of one hundred (100) hours before such a usage may occur. These sixteen (16) hours of personal leave may be used each year but cannot accrue from year to year. Any unused hours will remain as sick leave.

As per the vacation policy, area supervisors are expected to accommodate such requests for personal leave time provided the needs of the area are not impaired.

Approved by ASC September 13, 1990.
ADMINISTRATIVE STAFF COUNCIL
AGENDA
THURSDAY, OCTOBER 4, 1990
1:30 PM - UNIVERSITY UNION - ALUMNI ROOM

I. Call to Order

II. Approval of September Minutes

III. Guest: Diane Regan, Administrative Staff Representative to United Way Steering Committee

IV. Guest: Roger Dennerll, Director of Public Safety

V. Chair's Report

VI. Secretary's Report

VII. Committee Reports

VIII. Good of the Order
ADMINISTRATIVE STAFF COUNCIL
MINUTES
October 4, 1990


MEMBERS ABSENT: Johnson, Latta, Nagle, Nye, Ruma, Stanford, Stewart, Zolman

GUEST: C. Ellen Connally, Trustee
Roger Dennerll, Director of Public Safety
Diane Regan, Arts & Science
Fred Turner, United Way
Kathy Eninger, Classified Staff Council

The meeting was called to order at 1:40 pm by Chair DeCrane.

The minutes to the September meeting were approved as distributed.

Chair DeCrane welcomed Trustee Judge C. Ellen Connally to the meeting.

Diane Regan, Administrative Staff representative to the United Way Steering Committee and Fred Turner, BGSU Alumnus and loaned executive to BGSU from the United Way, addressed council on the upcoming 1990 campaign (October 9-November 6). Diane expressed her appreciation to administrative staff members who have so willingly volunteered to serve as captains or volunteers this year. BGSU is Wood County's largest employer. This year's goals include increasing the number of individuals who participate and to inform employees of the wide variety of services the United Way makes available. Fred Turner added that four new agencies have been added to the United Way this year, including the Link.

Roger Dennerll, Director of Public Safety addressed Council. He shared his impressions of BGSU and the Public Safety area since his arrival on campus May 1. He has been impressed with the professionalism and qualifications of the campus police. The department is always seeking input from the campus community concerning public safety issues. A question and answer period followed that included topics such as the city/university mutual aid agreement; the reorganization of the parking area due to Jean Yarnell's illness; crime rate at BGSU versus other Ohio institutions; and handicapped parking spaces.

Chair DeCrane made the following report:
1. Expressed appreciation to Josh Kaplan for filling in last month while he attended the trustee's retreat. The retreat was very successful as it was designed as an open, informal information and social meeting. There were breakout groups that discussed a wide variety of topics that dealt with educational programs, facility planning, finances, staffing, demographics and student profile, marketing, recruitment and retention, and shared government. A major focus throughout the discussions was on BGSU through the 1990's to the turn of the century.

2. John Moore has been named Executive Director of Personnel. A memo has been sent indicating four issues that have been put on "hold" (125K Plan, Gender Inequities, Promotion Policy and Supplemental Retirement Program) as well as expressing congratulations on his appointment.

3. The first Trustee meeting is today. He will be attending the Finance Committee meeting.
4. Jim Morris, Benefits Manager, has responded to a memo sent regarding the 125K Plan. His response was that he will be contacting us in the future concerning the status of the plan.

5. We are awaiting action/progress concerning the promotion policy, indicating a need for involvement by Affirmative Action, Personnel and ASC.

6. The officers of the ASC, Classified Staff Council and Faculty Senate will be meeting for lunch October 11 to discuss items of mutual concern.

7. ASC will include in the next budget proposal a line item dollar amount for the Professional Development Fund.

8. Everyone should have received information from President Olscamp regarding the drug free workplace policy.

9. The Charter changes that Faculty Senate has proposed have been reviewed for implication to ASC. One editorial change was made.

10. Les Barber, Executive Assistant to the President met with ASC's Executive Committee on September 24 to establish ground work for communications and to learn more about ASC. The meeting was very productive.

11. Dr. Ferrari has sent an appreciative response to Jane Schimpf and the committee.

12. The sick leave conversion policy has been forwarded to Vice President Martin.

13. Keith Pogan will be ASC's liaison/representative to Classified Staff Council.

Secretary Jordan made the following report:

1. Network booklets have been distributed to council members. If you have not yet distributed them to your constituents, please do so as soon as possible.

2. Network Update:
   Delete: Dave Shannon - Student Publications (pg 42)
   Change: Rita Foos from John Buckenmyer (pg 20) to Ed O'Donnell (pg 18)
   Change: Steve Barr's title (pg 29) to Sports Information Director
   Add to: Lewis Johnson (pg 17)
      John Moore, 2-2558
      Executive Director
      Personnel Services
   Add to: Jacquie Joseph (pg 31):
      Mark Nell, 2-2401
      Assistant Baseball Coach/Director of Concessions
      Intercollegiate Athletics

3. Committee Changes:
   a) Lori Schumacher will serve as ASC Personnel/Welfare Committee representative to the University Insurance Committee.
   b) Gail Richmond will replace Regina Kostyu on the Library Advisory Committee.
The following committee reports were given:

**Salary:** Barry Piersol reported he and Gregg DeCrane have met with Walt Montenegro to establish criteria for data this year. The first committee meeting will be on October 10.

**Personnel/Welfare:** Ann Bowers reported that PWC will work with the Executive Committee in monitoring progress of area that Gregg DeCrane reported on. She encouraged members to forward concerns to any committee member. PWC will also address this year issues such as part-time staff benefits, supplemental pay procedures, reciprocal fee waivers with other institutions, holiday closing, and monitoring the child care recommendations.

**Professional Development:** Tom Gorman reported that there will be information distributed soon about the two fall programs. Marshall Rose will present an Affirmative Action update on October 29. Dr. Scott Shepard will present a program on November 28. Final details on spring programs will be available in the near future.

**Bylaws:** Greg Jordan reported the Bylaws Committee is now soliciting any changes/updates from the membership of administrative staff. (Charter and Bylaws are found in the Administrative Staff Handbook). Any recommendations should be brought forward by November 1. The committee will work with the Executive Committee in developing the formal recommendation to be brought before ASC in a timely manner.

**Early Retirement:** Paul Yon reported the committee will meet for the first time this month.

After the good of the order, the meeting was adjourned at 2:50 pm.
AGENDA
November 1, 1990
1:30 pm University Union Alumni Room

I Call to Order

II Approval of October Minutes

III Guest: Dr. Paul J. Olscamp, President
Bowling Green State University

Dr. Olscamp will make general comments concerning current events at BGSU. A question/answer period will then follow.

IV Chair's Report

V Secretary's Report

VI Committee Reports

VII Good of the Order
ADMINISTRATIVE STAFF COUNCIL
MINUTES
NOVEMBER 1, 1990


MEMBERS ABSENT: Johnson, Nagle, Zolman

GUESTS: Kathy Eninger, CSC; Keith Pogan

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

The minutes to the October meeting were approved as distributed.

Dr. Paul J. Olscamp, President of Bowling Green State University was welcomed by Chair DeCrane. Dr. Olscamp addressed council on a wide range of topics, as well as answered questions.

Dr. Olscamp first discussed the status of the university budgets. He indicated he was not optimistic about the immediate financial future of the state budget. He is anticipating a governor ordered reduction in the budget. A 3% reduction would translate to about $1.8 million for BGSU. He does not anticipate any reduction in the work force. However, a replacement and new hiring freeze is in effect for non-faculty positions. Beyond that, the University is in good shape. Dr. Olscamp indicated that applications are slightly behind last year, but it is too early to draw conclusions. More effort is taking place in attracting non-traditional students. It all appears to be part of an anticipated cycle.

Dr. Olscamp commented on the following questions:
Where is the location of graduate student housing that is being proposed? He indicated that BGSU will not build graduate student housing subsidized by the university. It is too expensive. There is available housing already in town that is acceptable and affordable.

With the budget picture, should the salary committee continue to gather data and make recommendations? Dr. Olscamp encouraged the salary committee to move forward with its charge. It is too early to predict what will happen. It is also important to continue to gather data on an annual basis, so that an uninterrupted history may be established.

Dr. Olscamp was asked about his recent trip to Moscow. He indicated the purpose was two fold. First, groundwork was completed in setting up a teleconference (April 20) with student/faculty from Moscow with BGSU student/faculty concerning global warming. This will be seen on Russian TV network live. In January, an exchange will take place between four students and one faculty from each institution to further prepare for the teleconference. Second, an exchange program involving faculty has also been initiated.
Would admission standards be lowered to maintain the current size of the freshman class? Dr. Olscamp indicated he would only support such a move as a last resort (when a reduction in force is apparent).

Would you provide an update on the proposed Intramural/Intercollegiate Practice Facility. First, a recommendation has been made concerning the architect. Ground breaking is scheduled for September/October 1991. It will be located north of the Student Rec Center. The concept of the building is very similar to Kent State's. It will be primarily used by intramural, indoor practice for outside sports, and some classes. Although not final, the building will be administered by the SRC. In addition, the new class room facility will be located north of the Business Building and east of Eppier. Ground breaking should be in the spring of 1992. The ground breaking for the Fine Arts addition should take place this spring.

With the increased usage of the shuttle, is any expansion anticipated? Dr. Olscamp first indicated that the entire plan involving parking, shuttle system, and Information Center has been successful. The shared purchase of a third vehicle is being explored with the Athletic Department. Dr. Olscamp will also look into the handicapped accessibility of the vehicles. In addition, the installation of an elevator at the stadium is under consideration. While discussing the stadium, Dr. Olscamp indicated that installing permanent lights at the stadium was being discussed.

What is the status of the Holiday Inn to be located in the Research/Industrial Park? AMI of Cleveland has found it difficult to finance the proposed facility. Current discussions are being held with other companies. A reasonable expectation might call for four buildings to be constructed in the first ten years of operation.

Finally, what is the status of the concept of closing the University during the Christmas holiday? Dr. Olscamp indicated it is not being received well. First, it is impossible to close, since some facilities require continuous staffing. In addition, you cannot cut off heat to buildings since it takes longer to rewarm them. Also, there is a question as to if it can be done legally. Finally, the management process of a furlough program is very complicated, which may not justify the means.

Chair DeCrane thanked Dr. Olscamp for his comments.

Chair DeCrane reported:
- The joint meeting of officers from ASC, CSC, and FS was held October 11. The successful meeting covered topics such as child care, budget, trustee's meeting, and benefits.

- A meeting was held with John Moore, Executive Director of Personnel, to update us on the areas of concern we have expressed. Progress is being made. Mr. Moore also offered assistance to ASC via the support staff of personnel.
- progress is being made on the permanent Ferrari Award display in the Union. It should be completed by December.

- Reminded council that the bulk of the work to be completed is now upon us. Please discuss and document items in a timely manner.

- Reminded council of the January 10th reception for all administrative staff members (following the regular January meeting).

- A memo has been received from Vice President Martin that indicates the conversion of sick leave to personal days policy has cleared internal reviews. It should be discussed at Ad Council on November 6th.

Secretary Jordan reported on Joe Martini's illness and Jill Carr's new daughter. Please feel free to forward appropriate information concerning illness, births, or other items so appropriate correspondence may be sent on behalf of ASC.

NETWORK UPDATE:

ADD TO: Joan Morgan (pg 13)  
Khadija Ahmed 2-2677  
Math Lab Supervisor  
Academic Enhancement

Bob Graham (pg 14)  
Andrew Dufresne 874-3907  
Manuscript Processor  
Institute for Great Lakes Research

Jane Wood (pg 7)  
Sarah Bates 2-2742  
Director of Program Advisement  
College of Business

Greg MacVarish (pg 33)  
Deborah Vetter 2-2081  
Coordinator of Career Development  
Counseling and Career Development Center

Melissa Firestone (pg 43)  
Fouad Habboub 2-2700  
Asst. Operations/TV Computer Service Manager  
WBGU TV

The following committee reports were given:

Barry Piersol reported the salary committee is working and that a meeting with PWC and Sam Ramirez has been scheduled.

Ann Bowers reported that PWC is working with the Affirmative Action office in making that area more visible with ASC.

Tom Gorman reported the first luncheon series was successful. The next luncheon is November 28 with Dr. Scott Shepard. A proposal for the Professional Development Fund criteria should be forthcoming.
Greg Jordan reported that the Bylaws Committee will forward recommendations to the Executive Committee next week. Proposed changes will be distributed with the December agenda, with the voting to be held in January.

Keith Pogan reported on the Classified Staff Council meeting held in October. DeCrane indicated that he and Ron Zwierlein will serve as liaisons with Faculty Senate.

After the good of the order, the meeting was adjourned at 3:00 pm.

Joshua Kaplan
Director
Student Health Center
ADMINISTRATIVE STAFF COUNCIL
AGENDA
Thursday, December 6, 1990
1:30 pm - Alumni Room

I  Call to Order
II Approval of November Minutes
III Chair's Report
IV Secretary's Report
V Committee Reports
VI University Standing Committee Reports
VII Good of the Order
Bowling Green State University

ADMINISTRATIVE STAFF COUNCIL
MINUTES
THURSDAY, DECEMBER 6, 1990


MEMBERS ABSENT: Kavanagh, Nagle

GUESTS: Laura Emch, Cathy Eninger, Keith Pogan, Diane Regan, Linda Swaisgood

The meeting was called to order at 1:30 pm by Chair Gregg DeCrane.

The November minutes were approved as distributed.

Chair DeCrane reported:
(1) Congratulations to the Professional Development Committee for the excellent turnout (125) for the program given by Dr. Scott Shepard.
(2) The Personal Leave Conversion Policy (passed by ASC in September) has been forwarded to Personnel. A series of meetings have taken place (involving DeCrane, Ann Bowers, CSC representatives, and John Moore) in order to "fine tune" the policy. The concepts and limitations (16 hours and 100 hours accrual sick leave) has remained in tact. We have requested implementation by July 1, 1991.
(3) DeCrane has met with Marshall Rose, John Moore, and Ann Bowers regarding the promotion policy. The meeting provided the opportunity to clear up any misunderstandings regarding the intent of the policy. Moore indicated ideas regarding career paths. Additional meetings will take place to continue to address this topic.
(4) DeCrane asked chair-elect Kaplan to talk about the ASC Budget. The remaining dollars allocated for 1990-91 are tight, due to the expanded distribution of the minutes and constituent network. The feedback received has been only positive regarding the enhanced communication. Without any additional duplication cost, we will not go over budget. DeCrane commented that on the short term basis, we will be able to obtain assistance from a yet to be determined source (to assist in the duplicating expenses). On a long term basis, DeCrane explained that one line item expense in the operating budget is the cost of the Ferrari Award (selected art work) to the recipient ($400). He has met with Marsha Latta to explore the possibility of establishing a campaign to create an endowment fund to support the award. Having consulted with the Scholarship Committee, the corpus of the Scholarship Endowment is 21,000, which will generate adequate funds to award the $1,000 Scholarship for some time. Rather than seeking funds for the Scholarship Endowment this spring, the campaign for the Ferrari Award Endowment will begin instead. Of course, individuals who still wish to contribute to the scholarship fund may continue to do so. DeCrane will be contacting individuals (past recipients and past ASC chairs) for the purpose of providing leadership dollars for the campaign. DeCrane also reminded individuals that ASC has an
open account through the Foundation if anyone wishes to make a year end
contribution. Discussion followed regarding the possibility of having ASC
members distribute minutes to their constituents and the need for the network,
since the representative has observed many copies being thrown away. Also, it
was suggested to ask for contributions at the Winter reception. It was
determined not to do so. However, the Executive Committee will discuss the
duplicating issues.

(5) The Executive Committee met with Gaylen Finn to continue the exploration
of the establishment of the 125K Plan. A follow-up memo was sent to Finn
indicating the continued position of ASC that the plan should be implemented
as soon as possible, as it is only an administrative procedure and not an
additional benefit. DeCrane has also forwarded to PWC documentation from four
other state universities that have already implemented the 125K Plan. We are
amazed at how easy and cut and dried it would be to implement this plan.
DeCrane indicated a frustration over the fact that the Treasurer's office is
purposely avoiding any action on this with the intention of including this plan
as a benefit in the future. We will continue to pursue the implementation of
this plan through whatever avenues are necessary and appropriate.

(6) DeCrane shared with ASC the policy that has been adopted and announced at
Faculty Senate regarding students who are called to active duty in the Persian
Gulf. DeCrane also indicated that the Faculty Senate tabled a resolution
regarding Racial Justice (as described in the BG News). A point of interest
on the discussion revolved around wording and terms such as administration,
administrative staff council, etc. Concern was expressed at Faculty Senate
regarding passing resolutions that involved ASC or CSC concerns, since those
groups of employees have separate councils. Faculty Senate also passed a
resolution calling for a five year plan to raise salaries to the 60th
percentile. It involved a recommendation for a 10% raise for 91-92.

(7) The Board of Trustees will be meeting December 13-14. DeCrane will attend
the Personnel/Facilities committee while Kathy Eninger will be attending the
Finance committee meeting.

(8) A participation statement draft has been forwarded by the Executive
Committee to PWC. The intent of this statement is to acknowledge that
administrative staff who participate in the shared governance system should
be able to do so freely.

(9) Dave Stanford has been recommended to serve as the Administrative Staff
representative at next year's United Way Committee. DeCrane thanked Dave for
his volunteering to perform that fine service.

(10) The 1982 Staff Compensation Study has surfaced as a result of meetings and
discussions coming from the Salary Committee recommendations regarding gender
inequities and position title inconsistencies. These issues are being
addressed and ASC will be kept informed.

Secretary Jordan reported:

(1) Dave Hoehner, Business Office, will replace Dick Zolman on ASC for the
remainder of his term (June 1991). Dave will be eligible for reelection for
a new three year term.
(2) **Network Update:**

Add to Chuck Nagle (pg 29): Mark Kuntsman 372-2401
Assistant SID
Intercollegiate Athletics

Add to Pat Koehler (pg 44): Tiina Rahe 372-2700
Program Specialist
WAGU TV

Add to Gary Palmisano (pg 27): Gary Blackney 372-2401
Head Football Coach
Intercollegiate Athletics

Switch Dave Hoehner (pg 25) with Dick Zolman (pg 22)

(3) A reminder that the January meeting will be on the second Thursday, January 10. The **2nd Annual Winter Reception** for all administrative staff will follow that meeting at 3:30 pm.

**COMMITTEE REPORTS:**

**Amendments:** Jordan asked for questions regarding proposed changes in the Charter and By-laws as distributed. Receiving none, Jordan indicated vote by ASC will take place in January.

**Salary:** Piersol reported the committee is busy at work. The committee will be asking Chair DeCrane to establish an ad hoc committee to discuss the gender inequities and title issues. It is felt that committee needs to be a broad based group with a multi-year function.

DeCrane added that he is both impressed and appreciative of John Moore and his willingness to be supportive and helpful to ASC and the wide variety of issues and topics we are discussing.

**Personnel/Welfare Committee:** Bower reported, in addition to items already mentioned, that she has been asked to serve on a committee to deal with the promotion policy and hiring procedures for BGSU.

**Professional Development:** Gorman thanked Jan Ruma for coordinating the Scott Shepard presentation. The next PDC luncheon will be on February 1st.

PDC is also forwarding a recommendation to the Executive Committee that reduces the time of employment for an administrative staff member from 7 to 3 years in order to be eligible for Professional Development Funds.

**Scholarship:** McRoberts reported that the committee is reviewing the application. Most of the committees work is completed in the spring.

**Ferrari Award:** DeCrane reported that John Buckenmyer will chair the committee.

**Classified Staff Council:** Pogan reported the last CSC meeting dealt with the disciplinary policies for classified staff.

**UNIVERSITY STANDING COMMITTEES:**

**Bookstore Advisory Committee:** Jane Wood reported they have met once. The main goal of the committee this year is to assist in the development for a marketing plan.
Computing Council: Laura Emch reported that this is an advisory committee to Dr. Conrad. They have met often and address a wide variety of topics such as personnel requests, equipment needs and operational policies.

Equal Opportunity Compliance: Diane Regan reported that the committee has met three times. It serves in an advisory capacity to Marshall Rose. They are working on updating the university's affirmative action plan, as well as ways of educating the university community. The shuttle service has been discussed, especially the lack of accessibility. As a result of comments made at the November ASC meeting, action has been and will be taken to improve accessibility.

Insurance: Kaplan reported the committee is meeting often. Their major charge is to assist the administration in ways of developing reductions in costs. There are a number of options being discussed. He was more than willing to discuss topics with ASC members to gain additional input.

Insurance Appeals: Emch reported they have met twice to consider four appeals.

Telecommunications: Piersol asked Dick Conrad to report. He shared that the committee deals with topics concerning the telephone system. They are reviewing pricing regarding fixed versus toll cost. They are exploring establishing a reserve account. He shared information regarding the volume of calls last Thursday as a result of the registration system. He also indicated that the tools are in place to assist Public Safety in tracking down individuals who place crank calls. Please report any such activity to the police - it can make a difference.

Union advisory Committee: Buckenmyer reported a memo has been sent forward to the parking committee indicating problems associated with the recent meter changes near the union.

Parking Committee: Linda Swaisgood reported that the committee meets often and is very frustrated. It seems that recommendations made by the committee are ignored or not considered in the establishment or change of policy. Because of Jean Yarnell's interest, the parking staff is not taking action on issues. However, items that need action are being addressed by Public Safety Director Dennerll and Vice-President Martin. There is concern over the high use of the shuttle by students - is Parking Services really becoming transportation services. Funding is also a concern. The committee feels that since ridership is largely students, general fee dollars should assist in purchase of new vehicles and operations. Vice-President Martin has indicated that faculty/staff fees should be raised and should not be paid by the departments to cover expenses. The committee does not agree with this since faculty/staff do not use the shuttle a lot. A recommendation has also been forwarded to initiate towing student cars parked in faculty/staff lots, since fines do not seem to deter that practice.

ACGFA: O'Donnell reported the first meeting is in February.

Human Subjects Review Board: Shultz reported that the committee meets to review research proposals involving human subjects so that they comply with federal regulations.
Human Relations Commission: Yon reported for Stewart that there are two openings on the commission (Denise van de Walle has resigned). If anyone is interested, please contact Tonia.

Parking Appeals: DeCrane reported that the committee is reorganizing and we need to appoint an alternate.

Safety: DeCrane reported the committee no longer exists.

After the good of the order, the meeting adjourned at 3:10 pm.

******************************************************************************

All Administrative Staff are invited
to the
2nd ANNUAL WINTER RECEPTION
Thursday, January 10, 1991
3:30 pm - 5:00 pm
University Union - Campus Room

******************************************************************************
PROPOSED CHANGES

CHARTER:

Article IV Committees shall now read...

Executive Committee: The Executive Committee shall be composed of the Chair, the Chair-Elect, the Secretary, the Immediate Past-Chair, and one representative from each Vice Presidential and President's area. In the event that the number of Administrative Staff Council representatives in any area exceeds ten, then a second representative from that area to the Executive Committee shall be elected.

Delete #2.

Section V Meeting shall now read...

...Special meetings of the full administrative staff may be called upon the request of ten percent of the full membership or by a majority of the members of the Administrative Staff Council.

NOTE: The Charter and Bylaws should be moved to the appendix of the handbook as separate documents, the Charter first, the Bylaws next.

BYLAWS:

Article 2 Section 2 now reads...

The members of ASC Standing Committees will be ASC members and will appointed by the Chair. ASC members may be nominated or may volunteer to serve on ASC standing committees. Membership on these committees will be for one year. Members are eligible for reappointment.

Section 3 University Standing Committees

Change one to three years

Article 4 Section 6

Add to A - The person who receives the most votes shall be declared the winner of the election/nomination. In the case when more than one person is to be elected, the corresponding number of top vote getters shall be declared elected. In case of a tie, a runoff election shall be conducted involving only those who tied.

Eliminate Section 7.

Article 4 Section 4

Add to Section A - A representative must have served a minimum of one year on council (current term or past term) to be eligible for election to the Executive Committee.

Review procedures of Article 6 and Article II - 2-D.

Article 10 Section 8

Delete (or by written request of the Executive Committee).
AMENDMENTS COMMITTEE

The following proposed changes to the Charter or By-laws are being recommended by the Amendments Committee.

CHARTER: 1. The Charter and By-laws should be moved to the appendix of the handbook as separate documents, the Charter first, the By-laws next.

2. Section IV COMMITTEES shall now read...
   Executive Committee: The Executive Committee shall be composed of the Chair, the Chair-Elect, the Secretary, the immediate Past-Chair, and one representative from each Vice Presidential and President's area. In the event that the number of Administrative Staff Council representatives in any area exceeds ten, then a second representative from that area to the Executive Committee shall be elected.

Delete #2

3. Section V MEETING shall now read...
   Special meetings of the full administrative staff may be called upon the request of ten percent of the full membership or by a majority of the members of the Administrative Staff Council.

4. Section VI - Change 30 days to 20 days.

BY-LAWS: 1. Article 2 Section 2 now reads...
   The members of ASC Standing Committees will be ASC members and will be appointed by the Chair. ASC members may be nominated or may volunteer to serve on ASC standing committees. Membership on these committees will be for one year. Members are eligible for reappointment.

2. Section 3 University Standing Committees
   Change one to three years

3. Article 4 Section 4
   Add to Section A - A representative must have served a minimum of one year on council (current term or past term) to be eligible for election to the Executive Committee.

4. Article 4, Section 6
   Add to A' - The person who receives the most votes shall be declared the winner of the election/nomination. In the case when more than one person is to be elected, the corresponding number of top vote getters shall be declared elected. In case of a tie, a runoff election shall be conducted involving only those who tied.

Eliminate Section 7

5. Article 10 Section 8
   Delete (or by written request of the Executive Committee).
Proposal:

To change the criteria for Professional Development Grant funding from seven years to three years.

The benefits of this change would include:

* expanding the number of eligible Administrative Staff from less than half to more than three-fourths
* greater use of funds
* fulfilling one intended outcome of the fund - - to provide related professional education to enhance the skills of Administrative Staff.
ADMINISTRATIVE STAFF COUNCIL

MINUTES

JANUARY 9, 1991


MEMBERS ABSENT: Conrad, Darrow, Ehmke, Green, Keeley, Kepke, Koehler, O'Donnell, Puffer, Sink

GUESTS: Barbara Weadock, Roger Swope, Wayne Colvin, Diane Regan

The meeting was called to order at 1:35 p.m.

Our guest was Dr. Denise Trauth, associate dean of the Graduate College, speaking on the North Central Association accreditation which occurs every 10 years. The process started in March 1991 with the appointment of a strategic planning committee and is based on the University's role and mission statement. A brochure on the role and mission statement has been recently printed and will be distributed soon. The accreditation begins with a look at how we're organized, both generally and in special emphasis areas (information systems, student learning environment and graduate programs). For the first time, Firelands College is being totally integrated into the accreditation review. A calendar and schedule of the review process was distributed. (If anyone would like a copy of this, call me.)

Reports will be written by about 100 departments and these will be funneled into one final report. Areas which the review team will be scrutinizing are implementation of the role and mission statement, administrative organization at the VP level, the integration of Firelands and the assessment of students at levels beyond course grades. This last item is the result of pressure from state legislators (mostly in other states, notably Tennessee) who want proof that students are certifiably educated. This may be addressed by providing figures on the number of students who go on to graduate schools or GRE scores or placement records.

For the remainder of 1992, accreditation activities will include the consolidation of departmental reports into drafts that will be reviewed and submitted to the NCA in December. In February, 1993, an on-site visit by the accreditation team will take place.

Move for approval of December minutes was made by Charles Schultz and seconded by Gregg DeCrane. Passed unanimously.
In the chair's report, Kaplan stated that he had been contacted by Charles Smith of Ohio University’s administrative senate about a state-wide task force of University administrative staff. Kaplan will serve as our liaison with this task force. He also will meet with Leigh Chiarelott, FS, and Roger Swope, CSC, about expanding the scope of the 125 plan to include sheltering other costs such as those for child care. John Buckenmyer will represent ASC at a meeting investigating the use of social security numbers on the forthcoming employee identification cards. Gregg DeCrane brought forward a memorial resolution for Terry Flanagan, which was seconded by Joan Morgan and passed unanimously.

The secretary report welcomed Manny Vadillo to Council, replacing Rich Hughes, who has resigned.

Mid-year committee reports were given. These committees have not met so far this academic year:

- Bookstore Advisory: ACGFA
- Human Relations: Legal Services
- Monitor Advisory: Insurance
- University Appeals Board (will meet Jan. 14)

Reports from other committees included:
- Computing Council has met 3 times and discussed personnel and capital requests for 1992, CUFS, last year's equipment purchases.
- Insurance Appeals has met and reviewed appeals.
- Library Advisory met to deal with budget crunch strategies, the rising cost of journal subscriptions and the OhioLINK project.
- Parking has met to devise a long-range parking plan.
- Union Advisory, Human Subjects Review and Parking Appeals have met.

Equal Opportunity meets monthly and works with constituent groups to formulate policy.
- Professional Development reports that the next workshop is Cultural Diversity Part II on Jan. 24.
- Salary has analyzed data and reports and will meet with Personnel Welfare to make final recommendations for 1992-93.
- Personnel Welfare has submitted handbook changes, reviewed and revised policies on internal reorganization and interim/acting positions.
- ERIP continues to explore financial implications of buyouts.
- Ferrari Award will be distributing a request for donations from staff, then will request funding from the Foundation Board.
- Salary inequity (Wayne Colvin) reported that this issue is being addressed by more frequent market adjustment reviews since there is no support by the central administration to address inequity based on gender.

Joan Morgan moves to adjourn. Ron Zwierlein seconds. Adjournment was at 2:45. The winter reception followed from 3-5 in the Campus Room.
ADMINISTRATIVE STAFF COUNCIL
JANUARY 10, 1991 AGENDA
1:30 PM UNIVERSITY UNION TOWN ROOM

I. Call to Order

II. Approval of December Minutes

III. Chair's Report

IV. Secretary's Report

V. Committee Reports
   A. Amendments Committee--Charter and by-law changes as distributed with December minutes
   B. Professional Development Committee--Proposed change to Professional Development Grant funding (attached)
   C. Other committee reports

VI. BGSU Insurance Information and Update--Josh Kaplan and Jim Morris

VII. Good of the Order
ADMINISTRATIVE STAFF COUNCIL
JANUARY 10, 1991
MINUTES


MEMBERS ABSENT: Burns, Dunn, Hoehner, McRoberts, Palmisano, Puffer

GUESTS: Kathy Eninger, CSC
Jim Morris, Benefits Manager

The meeting was called to order by Chair Gregg DeCrane at 1:30 pm.

The minutes to the December meeting were approved as distributed.

Chair DeCrane reported:
- a warm welcome back to Jill Carr after her maternity leave.
- The Personnel/Facilities committee of the Board of Trustees meeting of December 20 focused primarily on the Faculty Senate issue regrading communication. The issue was referred back to the President and Hal Lunde, Chair of Faculty Senate. The next two meetings of the Board of Trustees will be dealing primarily with the budgets.
- The permanent display of the Ferrari Award in the Union should be completed by the end of the month. In addition, the Ferrari Award Endowment Fund has been established with the Foundation. A solicitation of past award winners and officers of ASC has resulted in the pledging of $1,500 towards the endowment fund. A letter and pledge card will be sent to all Administrative Staff later this month.
- ASC officers will be meeting with the budget process review committee next week.
- The ASC Salary Committee has requested the formation of an ad hoc committee to explore the salary inequities in regard to gender, title and ethnic background. The committee is in the process of being formed.
- During committee reports last month, a report was given that indicated the parking fee waiver for employees may be eliminated next year. In follow up, communication has been received from the Parking Office that indicates they are not aware of any plan to change that procedure.
- We have responded to a request from Project 90 regarding what kind of information we may need via computer in the future. Most of the information would be related to personnel.
- Information regarding the 125K Plan from the four other state schools in Ohio has been forwarded to Dr. Dalton at his request.
- Two university wide policies have been forwarded to the Trustees to be included in the handbook. Those are (1) Substance Abuse Policy, and (2) Handicapped Reasonable Accommodation Procedures.
- ASC would like to express appropriate regards to the Placement Office and the family of Mick Hodges upon learning of his passing.
Secretary Jordan reported:
- Darlene Ehmke (Union) will serve the remainder of Lewis Johnson's term (June 1991). She will be eligible for election for a new three year term. Welcome to ASC.
- Gale Swanka (UAO) replaces Denise van de Walle as ASC rep on the Human Relations Commission.
- Susan Darrow (Honor Program) will serve on the ASC Alternate on the parking appeals committee.
- Deb McLaughlin (Public Relations) will serve as the ASC rep to the ad hoc University Advisory Committee on Child Care.

Network update:
Delete the following individuals:
Sue Irmen (pg 7)  
Virginia Foltz (pg 11)  
Vicki Acker (pg 39)  
Karen Materni (pg 37)  
Andrew DuFresne (pg 14)  
Bob Reublin (pg 27)  
Reggie Olivers (pg 27)  
Mike Mangili (pg 27)  
Kurt Humes (pg 27)  
Andy Garver (pg 27)  
Todd Fitch (pg 27)  
Howard Ankeny (pg 27)  
Jeff Gillikin (pg 4)  
Mick Hodges (pg 38)

Switch Darlene Ehmke (pg 18) to the Representative on page 17 and keep Lewis Johnson as a constituent on page 17. Also Chris Geib from page 21 to page 28 (Ken Kavanagh).

Penny Nemitz (pg 15)  
Gary Palmisano (pg 27)  
Jill Carr (pg 34)  
Ron Zwierlein (pg 39)  
Eric Torok  
Technical Assistant  
Applied Sciences  
Fireland
Paul Ferraro  
Robert Ligashesky  
Robert Babich  
Scott Seeliger  
Michael Faragalli  
Jack Bush  
Assistant Football Coaches  
Athletic Department  
Tammy Granger  
Hall Manager, Dunbar  
Residential Services
M. Reva Walker  
Assistant Director  
FASE
Committee Reports

Amendments: The Charter and Bylaws changes as distributed with the December minutes were approved.

Professional Development Committee: It was moved by Gorman, seconded by Schultz that the length of employment that an administrative staff member must have to be eligible for Professional Development Grant Funding be reduced from seven years to three years. Motion passed.

The next PDC noon luncheon will be February 1 with a presentation by Cathy Cleveland Bull on the nuts and bolts of Effective Presentations.

Salary: Piersol reported they met with John Moore on December 12. Also, the committee is waiting for updated CUPA information. They should have a recommendation for ASC at the next meeting.
Personnel/Welfare: Bowers reported that some items have been forwarded to the Executive Committee for their action. The focus of the committee is now turning towards insurance and other benefits.

Early Retirement Incentive: Yon reported the committee is still in the process of gathering information.

Chair DeCrane introduced Jim Morris, Benefits Manager. A committee report on insurance in December seemed to generate discussion and questions regarding this topic. In an effort to help educate and keep ASC members informed, Mr. Morris is here to provide information and answer questions. He indicated the benefits area is in the process of hiring a consultant firm to review and recommend changes in our insurance package, with a target date of January 1, 1992 for implementation. A wide variety of areas regarding cost reduction, co-payments, etc. is being explored. A wide variety of questions regarding our insurance plan were discussed. Administrative Staff members with specific questions/concerns are encouraged to contact Mr. Morris.

After the good of the order, the meeting was adjourned at 3:30 pm.
I. Call to Order

II. Approval of January Minutes

III. Chair's Report
   (a) Discussion of EOC Committee Request (see attached)

IV. Secretary's Report

V. Committee Reports

VI. Guest: Mr. John Laskey, Board of Trustees

VII. Good of the Order
ADMINISTRATIVE STAFF COUNCIL
MINUTES
FEBRUARY 7, 1991


MEMBERS ABSENT: Dunn, Kavanagh, Stanford

GUEST: Kathy Eninger, CSC

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

The minutes to the January meeting were approved as distributed.

Chair DeCrane reported:
- He attended the Board of Trustees Finance Committee meetings last week. Reports included an update on Project 90, room and board budget, anticipated budget reductions, and handbook changes.

- Walt Montenegro from Personnel will be conducting a survey of those who have participated in the supplemental retirement programs to determine the effectiveness of that program.

- The Salary Committee has forwarded their timetable to the Executive Committee. Also, the CUPA information was received today.

- The Inequities Committee held their first meeting on February 5. A preliminary report will be targeted for June that will address to what extent inequities exist.

- The Personal Welfare Committee has forwarded action items to the Executive Committee. These items may be included on the March agenda of ASC.

- Thanks go to Pat Koehler for arrangements made for the winter reception. Attendance was above 1990 level.

- A memo was received from the Parking Appeals Committee indicating the new rules and regulations for that area.

- The mailing for participation in the Ferrari Award Endowment Fund has been sent to all administrative staff. We certainly encourage participation in this important project. We also have requested matching funds from the Foundation Board.

- The conversion of sick leave to two personal days will be forwarded to the next level after it has been determined that Project 90 capabilities will be able to handle the record keeping aspects.

- President Olscamp will conduct a second open forum on Wednesday, March 6 at 2:30 pm in the Ohio Suite of the University Union.

- Ron Zwierlein reported on the Faculty Senate meeting of February 5.
A memo has been received from Carl Lipp from the Business Office explaining why the university reimburses mileage at only 20¢ per mile while the IRS allows 27¢ per mile. After discussion, the following motion was passed unanimously:

Administrative Staff Council recommends that BGSU reimburses employees who use their personal vehicle for university business at the current standard the Internal Revenue Service allows for mileage.

Chair DeCrane will forward this recommendation to the proper area.

Dr. Dalton has indicated the 125K Plan will be brought to the Administrative Council for discussion.

A memo has been received from Gaylyn Finn to follow up on the balances of the health care system.

Mr. John Laskey, a member of the Board of Trustees, was introduced by Chair DeCrane. Mr. Laskey provided an overview of his impressions of BGSU having served on the Board for two years. A series of questions and answers followed.

The meeting was adjourned at 3:15 pm.

NETWORK UPDATE:


Add to:

Dave Stanford (pg 2)  Dave Hoehner (pg 22)  Ron Zwierlein (pg 39)
Barb Keeley (pg 9)  Barry Piersol (pg 11)

Diane Carpenter  2-8181
PT Asst. Director of Adult Learner Services, Continuing Education

Patti Lee Kaires  2-2515
P/T Clinical Audiologist Communications Disorders

David Cunningham  2-7570
Manager, Technology Stores College of Technology

Judith Gottshling  2-8441
Director of Systems Implementation and Support Registration & Records

Sheri England  2-2651
System Support Specialist FASE
February Meeting Chair Report

1. Our proposed amendments to the handbook were presented to Ad Council. The following changes were not recommended to the Trustees, and will not appear in our next handbook:
   - The Bylaws and Charter will not be moved to the end of the handbook. (Until entire handbook is reprinted.)
   - The proposed changes to the Comp Time and Work Schedule sections were not approved.
   - Also, though not actually part of the handbook, written job descriptions will not be part of the contract.

2. A Section 125 resolution was passed by Faculty Senate. It urges Administration to extend the 125 plan to include optional payroll deduction for health care, child care, elder care, and other items as may be permitted by the code.

3. I met with Dr. Clark, acting president, to discuss ASC issues. I will review the main points we discussed.
   - She suggested that, in lieu of making the job description part of the contract, we pursue making a review and update of the job description part of the annual evaluation process.
   - With regard to the work schedule/comp time issue, Dr. Clark suggested that Ad Council was not likely to be receptive to comp time as such, but that we might explore a more formal flex time policy. She also indicated that she does believe that the current handbook language does provide protection. She urges staff who feel they are not being treated fairly to report the situation to Personnel. She indicated that if it turns out that Personnel can not achieve resolution of problems within the present policy, we would then have a stronger case for resubmitting our proposed changes.
   - We discussed the University Severe Weather Policy. I expressed the concern I have heard from many Administrative Staff that when it is not safe for faculty and students to travel, it is not safe for other staff as well. I shared my thoughts about this. I believe there should be one severe weather policy, rather than two. When it is in effect, classes and nonessential services should be closed. In order to address the needs of those offices and services that must remain open, it should be determined in advance who will come in, based on both their job and where they live. Dr. Clark was sympathetic to the problem.
   - She indicated that she did not think anyone should have to be exposed to a high level of risk attempting to get to work in dangerous conditions. She indicated that the present policy was seven years old, and that it will be reviewed by Ad Council.
   - Finally, Dr. Clark also indicated that she felt that our one time professional development fund grant had been used effectively, and that she would attempt to find funding to allow us to continue this program this year.

4. Participation on committee
5. Acting/Invisin policy
ADMINISTRATIVE STAFF COUNCIL
AGENDA

Thursday, March 7, 1991
1:30 pm University Union Alumni Room

I  Call to Order

II Approval of March Minutes
   (a) addition: approval of recommendations regarding
      USG Bill 90-91-5.

III Chair's Report

IV Secretary's Report

V Committee Reports
   (a) PWC discussion items (attached)

VI Good of the Order

MEMBERS ABSENT: Hoehner, Joseph, Keeley, McLaughlin, Nagle, Nye, Yon

GUEST: Kathy Eninger, CSC

The meeting was called to order by Chair Gregg DeCrane at 1:30 pm.

The February minutes, as amended below, were approved as distributed.

February minutes addition:

Administrative Staff Council endorses the concept behind USG bill 90-91-5 concerning the accessibility of campus facilities for physically challenged students.

It is felt, however, that this concept should be expanded to include all physically challenged individuals be they students or nonstudents.

We support the recommendation listed in Senate Bill 90-91-5 but encourage the appropriate university offices to conduct a thorough assessment of the entire campus to assure that all needs are identified.

Approved by ASC 2-7-91.

Chair DeCrane reported:
- He had a very productive meeting with Board of Trustee member Mr. John Laskey in his office on Wednesday, February 27. There was an exchange of ideas regarding topics that were discussed at the February ASC meeting, as well as other topics of mutual concern. The end result of the meeting was very positive.

- The Personal Day conversion policy can be compatible with Project 90. The recommendation will be forwarded to Ad Council and should be on the April Trustee agenda with implementation by January 1992.

- Josh Kaplan reviewed the ASC budget as submitted to the administration. Three line items were significant: 1) increase duplication by $1,000 to cover cost of distribution of minutes and network; 2) a request of $2,500 for annual funding of the Professional Development Fund; and 3) a $25,000 request for professional development that includes the beginning of a succession planning program.

- The Salary Inequities Committee has met twice. It is apparent not enough current information is available, so a survey is being developed.

- The recommendation passes by ASC in February regarding mileage reimbursement has been forwarded to Dr. Dalton.
- The Ferrari Endowment Fund has 38 donors totalling $2,200. Administrative Staff members are encouraged to participate in this development project.

- A thank you was expressed to those Administrative Staff members and spouse who participated in the WBGU TV fund drive on Saturday, March 2.

- The consulting firm for the health insurance program has been selected and will be on campus soon.

- Josh Kaplan distributed a draft of health care assumptions and goals the insurance committee is considering.

Secretary Jordan reported:
- The election process is going well. A little over 50% of Administrative Staff returned ballots during the nomination process. Two areas do not need to have elections due to only one candidate being nominated. Results of the election will be announced at the April meeting. Elections for Executive Committee and officers will be held in mid-April.

Committee Reports:

Personal Welfare Committee: Items distributed with the agenda regarding support for affirmative action were approved as distributed. The proposed contract wording change was approved with the one addition that places the words in the appointed position title and in the middle of the third line.

Salary Committee: Committee chair Barry Piersol thanked the members of the committee (Firestone, Nemitz, Whitmire, O'Donnell MacVarish, Nagle) for their excellent work. They met with Dr. Dalton on February 27th to discuss the techniques and methodology of the survey. Agreement was reached by both parties. Piersol distributed a draft of their recommendations. Discussion and questions followed. ASC members were encouraged to share this report with their constituents. A formal vote will be taken at the April meeting. However, in the event that circumstances from Columbus mandates a formal recommendation prior to the April ASC meeting, a "straw" vote was conducted. The draft recommendation was approved in the "straw" vote 32-1.

Professional Development Committee: Tom Gorman reported the last luncheon series will be April 16.

Scholarship: Gail McRoberts reported that 250 applications were received for consideration. The committee is in the reviewing and then the selection process.

Ferrari Award: John Buckenmyer reported that the solicitation for nominations has been distributed, with an April 15 deadline.

Professional Development Fund: Jill Carr reported that $1,000 was awarded to Melissa Bandy of Hospitality Management to assist her, as the only Ohio representative, to a tour of the Soviet Union hospitality industry. We hope to have her report on her tour at the April meeting.

Early Retirement Committee: DeCrane reported for Yon that information was still being collected.

After the good of the order, the meeting adjourned at 3:00 pm.

Network Update: Delete Regina Kostyu (pg 14).
CURRENT CONTRACT WORDING
CONDITIONS OF EMPLOYMENT

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

PROPOSED CONTRACT WORDING
CONDITIONS OF EMPLOYMENT

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

RATIONALE FOR PROPOSED CHANGE
According to procedures outlined in the Administrative Staff Handbook (see below), written position descriptions are an essential part of the appointment and annual evaluation processes. Position descriptions are subject to revision as part of the annual evaluation process and any revisions become effective with the new contract period. The proposed change in contract wording insures that changes in position descriptions become an integral part of the staff member's contract.

Administrative Staff Handbook, page 27: Appointment Information

"Administrative staff members shall be advised in writing at the time of initial appointment of the primary responsibility of the position including title, salary, and pay period."

Administrative Staff Handbook, page 31: Evaluation Procedure, 4A

"The staff member and supervisor should meet and accomplish the following:

Review and determine staff member's job description and goals for the next contract period and make any changes to the basic job description.

Based on the above agreements, determine evaluation criteria that will be used to assess the staff member's performance.

The staff member and supervisor will confirm the job description, goals and evaluation criteria in writing."

Approved by PWC: January 6, 1991
The Role and Mission Statement of Bowling Green State University emphasizes the importance of creating an environment which promotes multicultural values in students, faculty and staff. An important resource in attaining this goal is the Affirmative Action Office. Administrative Staff Council strongly supports the activities of this Office and recognizes that especially during this academic year, the Affirmative Action Office has promoted its educational mission as well as increased its visibility on campus through a series of training sessions, workshops and informal talks. Administrative staff are urged to participate in these educational programs themselves and to support the participation of staff members whom they supervise by providing appropriate release time.

Resources are required to attain the Affirmative Action Plan's broad objectives of education, advocacy and accountability. Thus it is urged that the Faculty Senate and University Budget Committees recognize and plan for additional personnel and budgetary support for this office. Added resources will allow this Office to continue to increase its visibility and promote a multicultural environment on campus.

Approved PWC: January 8, 1991
GOALS FOR BGSU HEALTH CARE PLAN

Assumptions:

1. The current benefit package is a good package and should not be weakened.
2. If an employee is involved in the cost, the employee will be an informed consumer.
3. The employee will assume some reasonable share of the cost.
4. Some costs are avoidable/inappropriate.
5. Control of costs can be from several areas.
6. The University should be involved in personal life style of employees.
7. The life style of employees has an impact on health care costs.
8. Advanced technology will result in higher costs.
9. The University has a responsibility to inform employee participants of costs.
10. The University expects employees to assume responsibility for well being and to develop healthy lifestyles that will promote and maintain wellness.
11. Involvement in alternate health care delivery systems provide quality, cost effective health care services to BGSU employees.
12. Inclusive Responsibility employees, their families and dependents.

Goals:

1. The University will provide comprehensive health care benefits that will promote quality, cost effective health care and protects its employees and families from the effects of catastrophic illness.
2. The University will make available Wellness Programs that will function in accordance with its Health Care principles. (Incentives)
3. The University will remain committed to making Health Care Cost Management a University-wide effort.
4. The University will maintain a comprehensive utilization review program.
5. The University will promote employee understanding of its Health Care Benefits Program and how it may be used in a cost effective manner.
6. The University will assume a responsible and pro-active role within the Bowling Green medical community to assure that its employees will have access to quality cost effective health care.
ADMINISTRATIVE STAFF COUNCIL
AGENDA
Thursday, April 4, 1991
1:30 pm University Union Alumni Room

I Call to Order

II Approval of March Minutes

III Guest: Melissa Bandy, Hospitality Management
Report of trip to Soviet Union (Professional Development Funding)

IV Chair's Report

V Secretary's Report
a) election results
b) slate of candidates for officers and executive committee

VI Salary Committee Recommendations

VII Committee Reports

VIII Good of the Order
ADMINISTRATIVE STAFF COUNCIL
MINUTES
April 4, 1991


MEMBERS ABSENT: Gorman, Graham, Yon

GUEST: Kathy Eninger, CSC
       Margaret Meghdadpour

The meeting was called to order by Chair Gregg DeCrane at 1:30 PM.

The minutes to the March meeting were approved as distributed.

Chair DeCrane introduced Melissa Bandy, Director of the Hospitality Management Program. She had received funding from the Professional Development Fund of ASC to help defray expenses for a tour of the Soviet Union. Melissa was asked to tour Russia as part of an international delegation comprised of hospitality experts. Melissa reported to ASC on the activities within the Soviet Union industry, the tour itself, as well as answered questions from the members. She indicated that their tour guide will come to BGSU next year as an international student, as well as that groundwork has been established for co-op work in the Soviet Union for BGSU students.

Chair DeCrane reported:
- The Ferrari Endowment Fund has $2,454.00 contributed to date. While the dollar figure is encouraging, only 30 individuals have made contributions. While recognizing the difficult economic situation today, there seemed to have been more support for this worthwhile project when it was initiated. Any contribution of any size would be welcomed. Individuals may obtain payroll deduction cards from or send a check (marked for the Ferrari Endowment Fund) to the Development Office.

The request for matching funds from the Foundation Board will be on their May agenda.

The permanent display for the Ferrari Award is 2-3 weeks from completion, due to coordinating the efforts of a number of areas.

- A long discussion took place regarding the President Olscamp/Vice Presidents Dalton and Martin memo of March 28 concerning the Budget picture and BGSU Health Care Plan for 91-92. DeCrane indicated the representative from ASC met with representatives from Costeffex (consultant group) yesterday. A wide variety of options are being considered, both short-term and long-range.

As a course of action, ASC has a two-phase plan. First the Personnel/Welfare Committee distributed a questionnaire/information package that should be distributed to everyone's constituents to receive input from the members. Second, a special meeting of ASC has been called for Thursday, April 18, 1991.
(1:30 PM - University Union Alumni Room) to discuss this input, seek additional information from the administration, and develop appropriate resolutions. NOTE: since the meeting, Vice Presidents Dalton and Martin, and Treasurer Gaylyn Finn have confirmed their attendance at the special meeting.

It was noted in the discussion that in the memo it was stated BGSU pays 94% of employee health care benefit coverage. This statement, while accurate for the entire university budget, does not break down the difference in payment for contract versus classified contributions. The university does not cover 94% of employee health care benefits of administrative staff.

- The Board of Trustees meet next week. He will be attending the Personnel and Facility committee meeting.

- The Executive Committee has acted upon and forwarded a request from PWC regarding ASC representation on the Committee on Academic Priorities in the event of discussion of financial exigency (the 3 officers and Chair of PWC) to Hal Lunde, Chair of Faculty Senate.

- On behalf of the entire administrative staff, Chair DeCrane expressed our sympathy to the families of the four BG High School students who were killed in an automobile accident last week.

Secretary Jordan reported:

- The following individuals were elected to a three year term to ASC: Joyce Kepke, Bev Stearns, Norma Stickler, Holly Hillburn Kepple, Darlene Ehmke, Bob Waddle, Teresa McLove, Chris Geib, Rich Hughes, Linda Ault, and Linda Swaisgood.

- A slate of candidates for 1991-92 Officers and Executive Committee was presented. Having no additional nominations from the floor, the Election Committee will proceed with the slate as distributed.

Committee Reports:

Salary Committee: After discussion and some editorial changes, the recommendations of the Salary Committee, as distributed at the March meeting, were approved unanimously.

Professional Development Committee: Cindy Colvin reported the final luncheon will be April 16. The topic will focus on "Getting Away From It All" one day trips in northwest Ohio.

Scholarship: The committee is reviewing applications. The recipient will be announced at next months meeting.

Ferrari Award: John Buckenmyer reported the April 15 deadline is approaching.

Professional Development Fund: Jill Carr reported that 3 requests are now being reviewed. She anticipates that the fund will be depleted after taking action on these requests.

Inequities Committee: Penny Nemitz reported that the work of the committee is focusing on development of a satisfactory survey instrument.

After the good of the order, the meeting was adjourned at 3:00 PM.
CHAIR ELECT
Ann Bowers
Ed O'Donnell
Barry Piersol

SLATE OF OFFICERS

SECRETARY
Deb McLaughlin
Duane Whitmire

AREA REPRESENTATIVES TO EXECUTIVE COMMITTEE

ACADEMIC AFFAIRS (2)
Cindy Colvin
Sue Darrow
Barb Keeley
Joyce Kepke
Joan Morgan
Penny Nemitz
Norma Stickler
Paul Yon

STUDENT AFFAIRS
Rich Hughes
Greg MacVarish
Cindy Puffer
Tonia Stewart
Ron Zwierlein

UNIVERSITY RELATIONS
Jan Ruma
Linda Swaisgood

OPERATIONS
Tim Burns
John Buckenmyer

PRESIDENTS AREA
Greg Nye
Gary Palmisano

PLANNING & BUDGETING
Dick Conrad
Charles Schultz
1991-92 ADMINISTRATIVE STAFF COUNCIL

ACADEMIC AFFAIRS
Ann Bowers (1992)
Cindy Colvin (1992)
Chris Dunn (1992)
Gail McRoberts (1992)
Barry Piersol (1992)
Susan Darrow (1993)
Barb Keeley (1993)
Joan Morgan (1993)
Paul Yon (1993)
Mary Beth Zachary (1993)
Joyce Kepke (1994)
Beverly Stearns (1994)
Norma Stickler (1994)

FIRELANDS
Penny Nemitz (1992)
Holly Hillburn Kepple (1994)

OPERATIONS
Tim Burns (1992)
John Buckenmyer (1993)
Ed O'Donnell (1993)
Darlene Ehmke (1994)
Bob Waddle (1994)

PLANNING & BUDGETING
Richard Conrad (1992)
Duane Whitmire (1992)
Charles Schultz (1993)
Lori Schumacher (1993)
Teresa McLove (1994)

PRESIDENT'S AREA
Todd Brunsink (1992)
Chuck Nagle (1993)
Jacquie Joseph (1993)
Greg Nye (1993)
Gary Palmisano (1993)
Chris Geib (1994)

STUDENT AFFAIRS
Gregg DeCrane (1992) Past Chair
Tonia Stewart (1992)
Tom Gorman (1993)
Josh Kaplan (1993) Chair
Greg MacVarish (1993)
Cindy Puffer (1993)
Ron Zwierlein (1993)
Rich Hughes (1994)

UNIVERSITY RELATIONS
Patricia Koehler (1992)
Deb McLaughlin (1992)
Jan Ruma (1993)
Linda Ault (1994)
Linda Swaisgood (1994)
TO: Paul Yon, Member ASC
FROM: Greg Jordan, Secretary
RE: Attendance
DATE: April 15, 1991

Thank you for your March 14 memo regarding the ASC attendance policy. I do understand the points you bring up for consideration. This topic was discussed at the April 9 Executive Committee.

To summarize, it is the opinion of the Executive Committee that, at this time, we feel the attendance policy should remain as written. While the Executive Committee recognizes the fact that every member, at sometime during the year, may have some kind of professional obligation that would take precedent over ASC, we still feel it is important that the elected representative make every attempt to attend meetings to enhance the two-way communication process. The policy, as written, is very "black and white" with regard to being absent (i.e., either you were or were not there). It is felt that we do not want to put the Secretary in a position to make decisions on what constitutes an "excused" absence. However, in the event that the matter would be forwarded to the Executive Committee, I am left with a sense of "flexibility" at that level. Frankly, quite often, the ASC member who has a real difficulty in attendance usually resigns prior to sending the matter to the Executive Committee. I am sure that the Executive Committee would consider the extenuating circumstances surrounding each absence.

I would like to note my appreciation for your communication regarding this matter. As a former Chair of ASC, I know of your commitment to Council. I would be happy to discuss this matter with you at your convenience. Please feel free to contact me if you have any questions.

cc: G. DeCrane
    J. Kaplan
MEMORANDUM

TO: Josh Kaplan
Health Center

FROM: Greg DeCrane, Chair
Administrative Staff Council

DATE: April 25, 1991

RE: End of Year Committee Reports

As the academic year comes to a close, so does that of the 1990-91 Administrative Staff Council. What began as a relatively quiet year has developed into one of the busiest and most issue-orientated of any in ASC history. While the major issues have dominated Council's agenda, the true work of ASC still was taking place at the committee level. Your involvement as Insurance Representative has been a vital part of ASC's work this year. For that, all Administrative Staff owe you a debt of gratitude.

To bring closure to this year's council and to lay some ground work for next year, I ask that you submit to me a short (whatever length it takes) written report, by June 15, outlining the accomplishments of your committee, your perceptions as to the value of the committee and your suggestions for 1991-92. I would also like for you to be present at the June 6 ASC meeting to give a 1-2 minute summary of your committee's work. This meeting will be in the Alumni Room of the University Union at 1:30 p.m.

I personally offer my thanks to you for the giving of your time in making ASC a viable organization and one that is responsive to the needs and concerns of Administrative Staff.

GD/bal
ADMINISTRATIVE STAFF COUNCIL
AGENDA
Thursday, May 2, 1991
1:30 pm - University Union

I. Call to Order

II. Approval of April Minutes

III. Chair's Report
   Insurance/Budget Update

IV. Secretary's Report
    Election Results

V. Committee Reports

VI. Good of the Order
MEMORANDUM

TO: Greg DeCrane
FROM: Josh Kaplan
RE: Insurance Committee

Insurance Committee met frequently this year, initially approaching somewhat deliberately the task of restructuring the benefits package. The last few months were more hectic as the state-wide budget crisis forced the University to react more abruptly.

Specific accomplishments:
1. We assisted in the decision to hire Costeffex as a consultant.
2. We met with Costeffex to discuss the concerns of the members and their constituents.
3. We prepared "Goals for BGSU Health Care Plan." This listed some assumptions about our present plan, with regard to its strengths, its purpose, and areas where cost saving might be possible and appropriate. It then listed specific goals for what a revised plan should include, stressing comprehensive health care benefits as well as attempts to control costs. This document was distributed to constituents and the constituent groups' Welfare Committees, and reprinted with these groups' concerns incorporated. This document was extremely helpful in allowing the Insurance Committee to provide input to the Benefit Package Cost Reduction Team.
4. We endorsed the Administration's "Proposed Health Care Contribution Plan for 1991-92."
Insurance Committee will continue to be an important committee for 1991-92. It provides an opportunity to provide input into decisions about benefits. Perhaps even more important, it helps keep us informed. The Insurance Committee, meeting regularly with Gaylyn Finn and Jim Morris, was kept up to date about where we were regarding decisions about benefits changes. We also were able to receive a great deal of information about our benefits package, as Jim Morris in particular was exceedingly cooperative. I expect that information will continue to be the most valuable benefit of this committee, as we have recently demonstrated that there are other ways to provide effective input to the decision making process.
ADMINISTRATIVE STAFF COUNCIL
MINUTES
May 2, 1991


MEMBERS ABSENT: Colvin, Darrow, Latta, Nagle, Zwierlein

GUESTS: Kathy Eninger, CSC
Keith Pagan

The meeting was called to order by Chair Gregg DeCrane at 1:35 pm.

The minutes to the April meeting were approved as distributed.

In order to be able to devote the appropriate attention to the health care benefit premium issues, Chair DeCrane changed the order of the agenda so that the Chair's report would be last.

Secretary Jordan reported that Pat Green, Center for Photochemical Sciences, will replace Chris Dunn on ASC for the remainder of his term (June 1992).

Secretary Jordan also reported the results of the recent election. Listed below is the 1991-92 ASC Executive Committee:

Chair: Josh Kaplan
Chair-Elect: Ann Bowers
Secretary: Deb McLaughlin
Past Chair: Gregg DeCrane

VP Area Reps
Academic Affairs: Cindy Colvin & Norma Stickler
Operations: John Buckenmyer
Planning & Budgeting: Charles Schultz
President's Area: Gary Palmisano
Student Affairs: Cindy Puffer
University Relations: Jan Ruma

COMMITTEE REPORTS:

Piersol reported that the Salary Committee has submitted recommendations for next years committee to consider.

Gorman reported the last workshop sponsored by the Professional Development Committee was held April 16. Thanks to all who have made this years series successful.

Buckenmyer reported that there are eight nominations for the Ferrari Award.

McRoberts reported that the Scholarship Committee has selected Catherine Mae Keske as the 1991 recipient of the ASC Scholarship. The committee reviewed over 200 applications for this award. An announcement about the award and information regarding Catherine will be mailed to all administrative staff next week. In addition, a reminder will be sent to everyone regarding how to make a contribution to the Scholarship Endowment if one wishes to do so. The endowment balance currently is $21,700, which allows the scholarship award to be $1,000.

Carr reported that the Professional Development Fund Committee is working to develop a standard form for the application process.
DeCrane reported for Wayne Colvin that the Salary Inequities Committee has a meeting with Vice-Presidents Dalton and Martin next week to discuss and develop a survey instrument that is acceptable to everyone.

DeCrane reported:
- He has received a verbal response to our request for membership of CAP committee (in the event of financial exigency). CAP only deals with academic priorities. We will pursue representation on the appropriate committee, which seems to be the University Budget Committee.
- The last ASC meeting of the year, June 6, will be a combined meeting of incoming and outgoing council members. Chairpersons of all ASC committees have been asked to give a brief report.
- The Executive Committee (both 1990-91 and 1991-92) will meet at Firelands on June 11.
- DeCrane provided background information regarding the events of the last two weeks regarding the Health Care-Employee Contribution Issues:
  * After the April 18 ASC meeting, Josh Kaplan suggested in rough form a plan that might work. After running some rough numbers, the plan seemed to work financially, as well as address a number of concerns.
  * April 22 - the officers of the three constituent groups met to discuss this plan. The spirit of cooperation and mutual concern was present from all three groups. A memo from all three groups was forwarded to the President.
  * April 23 - both ASC Executive Committee and Personnel-Welfare Committee met to discuss the plan. Both groups endorsed the concepts.
  * April 24-25 - constituent groups and focus groups met with the Health Care Benefits Plan Project Team (Dalton, Martin, Finn, Morris, Moore, and Costeffex). There was a strong sense of combining any increase in premium with the 125K Plan. Also, the concept of "pro-rated" premiums based on salary was considered.
  * April 30 - we received a copy of the latest memo and plan from Vice-Presidents Dalton and Martin. The information was hand delivered to ASC members for consideration at today's meeting.

The essence of the plan has five basic concepts:
1. addressing the 1991-92 budget problem by increased premiums rather than changes in deductible and co-insurance.
2. introduction of employee contributions for both single and family coverage
3. equal employee contributions for contract and classified staff
4. coupling the introduction of classified staff premium contribution with an across-the-board salary increase for full-time classified staff (paid by funds that were used to cover a portion of classified staff Family health insurance premiums)
5. simultaneous implementation of a Section 125K Plan (pre-tax dollars for insurance premiums)

It was also recognized by the Project Team that there was a strong desire from all three constituent groups to have a "pro-rated" premium based on salary. Therefore this plan also includes (for family coverage only) a base premium ($1100 annual) plus 1½% of annual salary.

A long question and answer period followed. Points of interest that were discussed included:
- The University Insurance Committee endorsed the plan.
- Although it is not encouraged, an employee may drop all coverage from BGSU. The employee may re-enroll during the "open period" or in the event something drastic happened (ie, health care coverage from a spouse was dropped).
- There will need to be an aggressive educational program about this plan and the 125K plan from the Personnel Office.
- A number of other questions were raised that dealt with Phase II of the Health Care Package review that will be conducted over the summer and next fall.

After further discussion, Bowers moved, Schultz seconded the following statement:

Given the assumption that $1.3 million had to be generated by employee contributions to the health benefit plan, Administrative Staff Council endorses the solution offered by the Proposed Health Care Contribution Plan for 1991-92 as stated in the April 30, 1991 memo from Vice-Presidents Dalton and Martin.

ASC strongly urges the administration to solicit input from all constituent groups in a timely and deliberate manner during the long range health benefit planning process. We further recommend that representation on the Health Care Benefits Plan Project Team includes representatives from all three constituent groups. The team should also include women.

Motion passed 31-2-2.

DeCrane recognized and thanked Josh Kaplan for his efforts in this process.

After the good of the order, the meeting was adjourned at 3:10 pm.
May 13, 1991

MEMORANDUM

TO: Greg DeCrane, Chair
    Administrative Staff Council

FROM: Charles Schultz

SUBJECT: End of Year Committee Report

Pursuant to your request, as contained in your memorandum, dated April 25, 1991, subject as above, the following report is submitted:

During the past year I served my first year of a three year term as the Administrative Staff representative to the Human Subjects Review Board (HSRB).

The Human Subjects Review Board was established in compliance with federal regulations to oversee the obligations of Bowling Green State University with respect to human subjects. When people are involved as subjects in research or related activities conducted under university auspices, both the institution and individual researchers are responsible for assuring that the rights and welfare of participants are adequately protected. The HSRB reviews all research proposals involving human subjects to insure that their rights and welfare are protected and that the benefits of the research outweigh the potential risks (if any) to the subjects. The board, which consists of 22 members, meets once a month to review proposals submitted during the preceding month. Approximately 15 proposals come up for review monthly, where they are examined individually and the determination made that the project should be (1) approved, (2) disapproved, (3) approved with modifications, or (4) deferred for later action.

While the work of the HSRB performs a necessary and valuable function, and although it is an interesting diversion from the daily routine, I cannot truthfully say the Administrative Staff representative to this board brings to it anything of particular value. Nothing that this board is involved in relates to Administrative Staff. The task of the board is to review written research proposals and insure that they meet the prescribed guidelines. Other than myself all remaining members of the board, with four exceptions, are faculty. The other non-faculty members are one representative from the Student Health Center, one representative from Wood County Hospital, one representative from the Wood County Board of Education, and the Director of Research Services.

If you have any questions regarding this report, please do not hesitate to contact me.

Thank you.
May 14, 1991

MEMORANDUM

TO: Gregg DeCrane, Chair
    Administrative Staff Council

FROM: Jane Schimpf, Director
      Food Operations

SUBJECT: Monitor Advisory Report

The committee did review several letters to the editor this year. In only one "incident" did we agree not to publish due to the derogatory language directed to an individual.

Although the role of the committee is simple, I believe the editor needs this support group to insure "quality" printed inclusions in the Monitor.

JS:cc
MEMORANDUM

TO: Leigh Chiarelott
    Vice-Chair, Faculty Senate

FROM: Stephen Skomp, Chair
       University Parking Committee

RE: Annual Report

The University Parking Committee met at eight regularly scheduled meetings during the 1990-91 academic year. In addition, the Committee Chair met on one occasion with the Vice-president for Operations. The Parking Manager was also present at this additional meeting.

Discussions and recommendations focused on one of four areas of concern:
1. Requests for special parking privileges
2. Changes in parking policy
3. Changes in parking structure and/or characteristics
4. Alternative methods of funding parking-related operations

The first area covered normal requests from a wide range of university constituents. The second included a committee recommendation concerning VIP parking. The third involved such areas as increasing short-term metered parking spaces near resident halls for student loading/unloading purposes, and restricting student access to Lot 17 (behind the Union) during weekends.

The fourth area, which consumed much committee time this year, reflects the Administration's interest in receiving input from the UPC during the planning process, consistent with the understanding developed between the VPO and the UPC this time last year. The committee made recommendations concerning the use and funding of decals, the shuttle service, short-term loading spaces, and Lot 4, which is currently leased at what appears to be an unreasonably high cost. Most of these recommendations are under consideration.

Dr. John Howe was elected Chair of the UPC for the 1991-92 academic year.

(upc917/upc)
TO: Gregg DeCrane, Chair
FROM: Ed O'Donnell, ACGFA Committee Member
RE: Committee Report
DATE: June 3, 1991

As requested I am sending a report of the committee that I served on this past year. Being the first time on this committee, it certainly was an eye opener!

The meetings, chaired by Bob Arrowsmith, began Saturday, February 9, 1991. The group consisted of representatives from the various student organizations on campus as well as a Faculty and Administrative Staff representative.

Each student organization which was interested in receiving general fee allocations had to present a budget to the committee. The groups usually began with a history of their organization and what goals and objectives the organization had planned. Then the organization would detail their projected income and expenses.

Time was allocated for the committee members to ask questions in regards to the groups budget as well as to question the group as to whether they incorporated the recommendations that ACGFA had made the year prior.

By Sunday, March 3, 1991, each budget request was considered and the group spent considerable time determining, based on available funding, what each group would receive. One group lost its funding because it, twice, failed to show up for its budget presentation. Several other groups were denied funding because they did not meet the necessary criteria to receive General Fee allocations.

Enclosed is a copy of the ACGFA recommendations for 1991-92. If you have any questions, please feel free to give me a call.

Although this committee takes a great deal of time, approximately 5 weekends, I do feel the time was well spent. Something everyone should do once in their career!
### Advisory Committee on General Fee Allocations

**Recommended Allocations 1991-92FY**

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Specific Recommendations for Student Organizations

African-American Graduate Student Association
ACGFA encourages the African American Graduate Student Association to work cooperatively with other graduate student organizations.

Asian Communities United
ACGFA recommends that Asian Communities United provide programs that would be interest to the general community as a means of educating the general community about Asian cultures.

BACCHUS-PARTY
ACGFA recommends that BACCHUS-PARTY join with Dry Dock and Never Again to promote alternative sources of entertainment to the campus community.

Black Greek Council
ACGFA recommends that the Black Greek Council continue to seek additional funds/income through fundraisers.

Black Student Union
ACGFA recommends that in the future, itemize OTHER expenses in the program section of the budget.
ACGFA recommends that Black Student Union place emphasis on residence hall programming dealing with cultural diversity.

Board of Black Cultural Activities
ACGFA recommends that the BBCA place emphasis on residence hall programming dealing with cultural diversity.
ACGFA recommends that in the future, BBCA itemize OTHER expenses in the program section of the budget.

BG Peace Coalition
ACGFA commends the BG Peace Coalition on the diversity of programming and on co-sponsorships.
BG Radio News Organization
ACGFA encourages BGRNO to seek additional sources of income.

Equipment purchases should be listed by fiscal year in order to eliminate the appearance that equipment purchases are being duplicated.

BGSU Chapter of the NAACP
ACGFA commends the BGSU Chapter of the NAACP on the mentorship programs.

BGSU Gospel Choir
ACGFA commends the BGSU Gospel Choir on their culturally open and inviting environment.

Caribbean Association
Caribbean Association should consider programs that showcase the diversity of Caribbean history and cultures.

ACGFA strongly recommends that the Caribbean Association seek donations for the Crucial Roots Journal.

ACGFA strongly recommends that the Caribbean Association place emphasis on residence hall programming dealing with cultural diversity.

Cheerleaders
ACGFA strongly recommends that the Cheerleaders seek support from ICA and from fundraisers.

Chinese Club
ACGFA recommends that the Chinese Club diversify both membership and programming to attract students outside the language department.

ACGFA recommends that the Chinese Club clearly separate from the language department as per ACGFA funding criteria.

Circle K
ACGFA recommends that Circle K pursue on-campus leadership programs to balance expenditures for conferences held off-campus.

ACGFA recommends that Circle K seek additional income through fundraising activities.

Club Sports
Club Sports should continue to expect that individual club sports pursue raising additional income.
Commuter Off-Campus Organization
ACGFA recommends that COCO make every effort to support FOCUS as one of its programs.

Cultural Events
ACGFA commends Cultural Events for excellent response to the need for multicultural activities and programs on campus.
ACGFA recommends that students actively participate in the development of the Festival Series through participation on the Festival Series Board.

Dry Dock
ACGFA recommends that Dry Dock join with BACCHUS-PARTY and Never Again to promote alternative sources of entertainment to the campus community.
ACGFA recommends that Dry Dock do more comprehensive advertising to promote their programs, such as use of table tents.
ACGFA recommends that Dry Dock work closely with Residence Life programs to promote interest in Dry Dock programs.

Escort Services
ACGFA commends Escort Services for their response to campus safety measures.
ACGFA recommends that Campus Escort Services develop programming which emphasizes responsible behavior in order to address the issues which cause individuals on this campus to feel they need an escort.
ACGFA recommends Escort Services aggressively seek funds from other sources, including but not exclusive of the following: Public Safety, Parking and Traffic, Bowling Green City Police and city, state and federal sources.

Friends of the Deaf
ACGFA recommends that Friends of the Deaf provide diverse programming to attract students with majors outside deaf education.
ACGFA recommends that Friends of the Deaf provide programs that create awareness about the deaf culture.

Graduate Student Senate
ACGFA commends the Graduate Student Senate for its culturally diverse programming and for its co-sponsorships.
ACGFA encourages the Graduate Student Senate to work cooperatively with other graduate student organizations.
Hispanic Graduate Student Organization
ACGFA commends the Hispanic Graduate Student Organization on its foresight for the need for its designated programs.

ACGFA encourages the Hispanic Graduate Student Organization to work cooperatively with other graduate student organizations.

Instrument Society of America
ACGFA commends the Instrument Society of America for attracting students from other majors and encourages them to continue this effort.

ACGFA encourages the Instrument Society of America to publicize the purpose of the organization as a means of attracting a wider audience.

International Relations Organization
The International Relations Organization did not respond to the recommendation of ACGFA last year regarding funding of programs involving academic credit (Model UN) and its funding was reduced accordingly.

Latino Student Union
ACGFA recommends that the Latino Student Union actively seek more co-sponsorships.

ACGFA requested but did not receive a revised budget resulting in reduced funding.

Lesbian and Gay Alliance
ACGFA commends the Lesbian and Gay Alliance on its programming, co-sponsorships and active presence in the community.

ACGFA commends the Lesbian and Gay Alliance for its budget presentation.

Never Again
ACGFA recommends that Never Again join with BACCHUS-PARTY and Dry Dock to promote alternative sources of entertainment to the campus community.

ACGFA commends Never Again for reaching out into the community with its programs.

Non-Traditional Student Association
ACGFA recommends that the Non-Traditional Student Association work more with the Undergraduate Student Government and with the Graduate Student Senate.

ACGFA recommends that representatives of the Non-Traditional Student Association come, next year, better prepared to present and defend the budget.
ACGFA commends the Non-Traditional Student Association on the Help-A-Friend-Succeed Program.

Pomerettes
ACGFA commends the Pomerettes on the outstanding efforts at fundraising.

Progressive Student Organization
The Progressive Student Organization should avoid engaging in direct partisan political activities; e.g., the Miller-Marlboro-Jesse Helms boycott.

ACGFA recommends that the Progressive Student Organization continue to direct its efforts to national and international issues rather than to particular individuals.

ACGFA commends the Progressive Student Organization for taking up unpopular issues.

Resident Student Association
ACGFA commends the Resident Student Association on its excellent response to the need for culturally diverse programming.

ACGFA encourages the Resident Student Association to raise funds to offset travel expenses.

Student Court
ACGFA recommends that Student Court function more as a judicial branch of USG as provided in the USG Constitution.

Students for Life
Students for Life should be aware that ACGFA funds cannot be used for partisan political activities.

Undergraduate Student Government
ACGFA commends the Undergraduate Student Government to improve on the Faculty Course Evaluation Booklet and to continue its publication.

ACGFA recommends that USG approach the Student Court with more responsibilities as the USG's judiciary branch.

ACGFA strongly recommends that USG work more closely with the Graduate Student Senate, the Faculty Senate, the Administrative Staff Council and the Classified Staff Council to address issues of student concern/interest.

ACGFA recommends that USG, with other appropriate interest groups, pursue the establishment of the Amani Cultural Center.
University Intramurals
In view of continuing budget constraints, University Intramurals is encouraged to seek minimal fees for participation in activities.

WBGU-FM
ACGFA recommends WBGU-FM increase support for public affairs and current events programming.

ACGFA recommends WBGU-FM seek alternative sources of funds for travel to conferences.

WFAL
ACGFA recommends that WFAL develop a proposal for the upgrading/replacement of equipment and submit it next year to ACGFA.

ACGFA recommends that WFAL continue to look for external funds to meet equipment needs.

Women for Women
ACGFA commends Women for Women on its culturally diverse programming efforts.

ACGFA strongly recommends that Women for Women actively seek co-sponsorship to increase the organization's visibility and campus support.
June 3, 1991

MEMORANDUM

TO: Gregg DeCrane, Chair
    Administrative Staff Council

FROM: Diane Rega
    EOC

SUBJECT: Annual Report for 1990-91

I am pleased to provide you with a written report of the activities of the EOC for 1990-91. Please note, however, the report is mine and should not be construed as the official report of the Committee which has just been submitted to the Faculty Senate by Dr. Elliott Blinn, Chemistry, Chair of the Committee for 1990-91.

The EOC met monthly with Mr. Marshall Rose, newly appointed Director of Affirmative Action/Handicapped Services to review current activities and offer counsel as appropriate.

In addition, the Committee:

Met with Vice President Martin to discuss the University's position on 'accessibility' and the implementation of shuttle service vans that were not handicapped accessible; made several recommendations to Martin about addressing the matter including the posting of signs, informational brochures and news releases to the campus community; endorsed USG Resolution 90-91-5 (Accessibility to Campus Buildings) and supported funding through the Local Capital Improvements Fund;

Discussed ways in which BGSU could become more attractive to minority faculty, including establishing post-doc fellowships for minorities and establishing linkages with traditionally Black institutions for recruiting purposes; a draft proposal for an 'Inter-University Post-Doctoral Fellowship Program' was sent to a sub-committee for review and comment;

Provided preliminary feedback to Personnel on the proposed Administrative Staff hiring procedures and suggested changes which would help ensure adherence to our commitment to equal opportunity;

Examined hiring practices within the Athletic Department with regard to adherence to AA/EOC guidelines;

Gave preliminary consideration to sections of a Senate proposed FPCC grievance procedure relevant to the scope of the EOC (i.e., handling claims of discrimination based on age, race, sex, national origin, life-style orientation, etc.);
Unanimously endorsed an Internal Reorganization Policy which will be forwarded to Faculty Senate, Administrative Staff Council and Classified Staff Council for consideration;

Unanimously endorsed a resolution on Amorous Relationships Between Instructional Staff and Students which will be forwarded to Faculty Senate for their action;

Gave preliminary consideration to a Resolution on the Department of Defense’s Exclusionary Policy Against Homosexuals in ROTC Programs.

Several of the issues listed above will be continued on the agenda for 1991-92. Dr. James Litwin, administrative staff representative to EOC, will serve as committee chair next year.

Please feel free to share this report with interested members of Council and to call me if you would like additional information.
MEMO
TO: Faculty Senate Office
FROM: Joseph Frizado, Chair
University Computing Council
Date: June 3, 1991
RE: Annual Report

The past year has been an extremely busy one for the University Computing Council (UCC). In addition to the normal activities of providing guidance to University Computer Services (UCS) at the University level, the committee was also called upon to assist in the Residence Hall Computer project, develop a new five year plan for computing at BGSU and develop a subcommittee structure for UCC to augment our technical expertise on specific issues.

NORMAL BUSINESS

UCC met twelve times during the past academic year. This does not include subcommittee meetings of both ad hoc and permanent subcommittees. The function of UCC is to serve as an advisory body to the Director of Computer Services. As such, it recommends policy statements, assists in developing budget requests, and acts as a liaison between the general computing community and UCS. As part of our normal business we reviewed Computer Services' Capital and Personnel Requests and help prioritize them. We also advised UCS on priorities for using OBOR Instructional Equipment funds that were available this year.

SUBCOMMITTEE STRUCTURE

In the past many issues requiring specific expertise were addressed by ad hoc committees. For example, an ad hoc Graphics Committee was created to selected hardware and software to implement a graphics facility as proposed by the Presidential Task Force in 1986. However, after the facility was in place, it became apparent that UCS needed a "user's group" committee to project what the needs for upgrading the facility would be as well develop policies as to how the facilities should be used. In this manner, the ad hoc committee achieved a semi-permanent stature with no direct linkage to normal university governance. Several other committees were in a similar
situation with it fast becoming unintelligible what committee reported to whom about what.

During the past year, UCC decided to revamp its own structure to include permanent subcommittees. The structure of each subcommittee is essentially the same. The Chair of the subcommittee is chosen by UCC. The Chair of UCC, the Director of UCS, and the Chair of the subcommittee select committee members for a one year term. UCC decided that three subcommittees were required at present; a Network Committee to oversee University-wide networking, a Research Facilities Committee to oversee specialized computer facilities (such as the Graphics Laboratory, the Workstation Laboratory, etc.) and a Security Committee to oversee any issues concerning computer security. Dr. Comer Duncan (Department of Physics) is chair of the Network Subcommittee. Dr. Charles Applebaum (Department of Mathematics and Statistics) is chair of the Security Committee. Both of these committees were active during the past academic year while the Research Facilities Committee will be activated next fall.

Network Committee

The Network Committee had the arduous task of developing a hardware, software and policy structure for the development of a campus-wide backbone network. They developed several policies covering how the network can be used and what criteria are needed to keep the network operational. They developed a series of "rules of the road" for units of the University to be granted access to the backbone network. Many of these discussions are of a highly technical nature and are continuing as the network grows. Each policy developed by the Network Committee was reviewed by UCC prior to implementation.

Security Committee

As the campus network grows, as microcomputers appear in residence halls, and as Project 90 is implemented, a larger portion of the University community will need access to certain aspects of our computer resources. As networking and intercommunicability increases, security issues become of paramount importance. Who will have access to what information and how can the system(s) be protected? The initial report of this committee included a recommendation for placing the administrative computer system on the campus-wide backbone with a new security system. By testing such a configuration, we should be able to know if we can reap the additional financial savings that networking will bring without loss of data security and integrity.

Two ad hoc subcommittees also worked on other specific issues this year, the Third Party Microcomputer Committee (Joe O'Loughlin, Firelands, Chair) and the Microcomputer LAN Grant Committee. The Third Party
Microcomputer Committee is charged with advising UCC on the selection of an additional computer vendor for the University. This vendor will offer MS DOS compatible microcomputers. The committee has not yet completed its work. The LAN Grant Committee was charged with making recommendations on the disbursement of funds to units for the acquisition of microcomputers, printers, software, etc. to create new local area networks (LANs) for optimal use of equipment. Although not all of the requests could be satisfied with available funds, six units will receive (or have received) equipment from this grant program.

**FIVE YEAR REPORT**

One of the most important responsibilities of UCC to advise UCS as to what we think the future direction of computing at BGSU should be. This responsibility was met by producing a new five year plan for computing. The executive summary of the plan is attached to this report. The report addresses projections for Academic Computing, Administrative Computing, Networking, Security and Organization.

**RESIDENCE HALL COMPUTERS**

During the past year UCC was called upon several times to comment on the proposed plans for having residence hall rooms "computerized". As the experimental phase of the project was started, UCC reviewed the responses to the request for proposals for microcomputer systems and made a detailed report to Drs. Christopher Dalton (Vice President for Planning and Budgeting) and Mary Edmonds (Vice President for Student Affairs) requesting a multi-platform approach with an eye towards integrating these computers into the campus backbone. Our recommendations were utilized in finalizing the structure of the experiment and a single residence hall will be used as a test case in academic year 1991-92.

**SUMMARY**

As a member of UCC for the last three years, this year stands out as the beginning of a "watershed" period for computing at BGSU. The campus network is building rapidly and as it expands more people at BGSU will have access to more computer resources. Policies that would only affect a few users in the past now have far reaching implications and required more study before being implemented. As Project 90 comes to fruition, there will be a demand for more microcomputer access points and a greater need for security on our administrative systems. Security issues require closer scrutiny than in the past as more users access administrative computer systems. The addition of the library and the possible addition of students in the residence halls to the campus network is quickly making UCC a very important committee that will affect many academic and research aspects of the University. During this
year with so many new and important items to be decided, a much greater workload was placed upon this committee. The subcommittee structure developed may help alleviate this problem in the near future, but it should be recognized that the University Computing Council has an extremely important role in mapping out where BGSU is going during the information age.
UCC FIVE YEAR PLAN FOR COMPUTING AT BGSU
Executive Summary

The University Computing Council (UCC) has the responsibility to update and revise the five year plan for computing at BGSU. Every two years UCC revisits the past plan and revises it to project forward new avenues and goals for the next five years. If there is a single long-term goal in this year's report, it is that within five years every faculty member, staff member and student in the University community should have access to the "electronic village" that we are becoming. This goal requires a commitment of time, effort and finances to insure that no area of BGSU is left behind as we move forward. Specific short-term and long term recommendations are summarized as follows:

Administrative Computing
- Users must be trained for the new systems/equipment by an enhanced offering of seminars, improved access to manuals, and documentation.
- Additional hardware must be acquired for individuals, academic departments, and administrative units to access the enhanced administrative systems of Project-90. As additional equipment is acquired, maintenance on existing equipment and the new items must be continually improved.

Academic Computing
- Each faculty member should have a microcomputer. This can be achieved by:
  - expanding funding and scope of the UCC microcomputer grant program
  - using University resources to fund college-level plans to provide for a computer on each faculty member's desk.
  - using start-up funds (at the University level) to provide each new faculty member with a microcomputer
  - improving the faculty/staff/student purchase plan with additional options
- Support facilities should be at two levels: departmental for laser printing, scanning, etc. and University-wide for specialized equipment such as color laser printing and film recording. Instructional Media Services should offer such instructional support.
- The residence hall project should go forward with a five year time frame to have all of the residence hall rooms "computerized".
- The current computer laboratories should be updated for safety and ergonomic conditions when possible. Use of the laboratories can be improved with better documentation, improved training, and providing a safe, clean environment for computing. The laboratories should be made part of the campus network to provide network access to off-campus students as the residence hall project continues.
- Instructional facilities at BGSU will be dramatically enhanced with the addition of the new classroom building. However, planning for computer connections into the classrooms, equipment for the classrooms and how they might be used has be addressed immediately.
Networking

• University Computer Services should provide expertise in helping administrative and academic units choose what type of local area network (LAN) is most appropriate within their area. Individual LANs should be connected to the University-wide backbone network. Financial aid for connections to the backbone should be provided in view of the large cost.

• Connection to the backbone should give faculty, staff and students access to the on-line catalog of the library, access to any of the nonadministrative computers on campus, and access to specialized computer peripheral facilities such as high quality printers, color printers, etc. Faculty and staff should also be able to access instructional facilities and have network access to the administrative system for specific tasks.

• We recommend devoting a new computer to news and off-campus network communication, an easy-to-use electronic mail system, and a campus-wide bulletin board. These communication capabilities should be available to the entire University.

Security

As the interconnections between systems are formed, security and privacy issues will have to be addressed. All users need to be aware of the "openness" of electronic mail. University policies in this area need to be widely publicized and constantly updated based upon current legal opinion. As networking grows, security issues must be addressed prior to implementation. The Security Subcommittee of UCC will continue to monitor the situation and will oversee a test of a new security system that should make the administrative system more accessible to the University community, while at the same time providing a high level of protection for the information on the system.

Organization

We would like to reiterate the recommendation of the previous Five Year Plan and the previous two Presidential Task Forces to call for a reorganization of University Computer Services. Diversified systems that include several mainframes, telecommunications for the campus, networking, a graphics laboratory, a workstation laboratory, numerous microcomputer laboratories and microcomputer purchasing as well, may need a different organizational structure in order to optimally function in the 1990's. UCC recommends the formation of a committee to study the possible reorganization of University Computing Services.
June 5, 1991

To: Gregg DeCrane

From: Gale Swanka

Re: Report to Administrative Staff Council

Gregg, since I will be attending the accreditation meeting tomorrow, and thus may not be able to attend the ASC meeting, I am providing you with a preliminary report on the Human Relations Commission. I will provide you with a more complete report next week.

The Human Relations Commission met once per month during 1990-91. The activities of the Commission included programs in cooperation with the City of Bowling Green and several University departments, and also included public relations efforts. The programs with the City of Bowling Green focused on Black History Month and Hispanic Awareness Month. Within the University, the Commission assisted with a newsletter produced by Institutional Research, co-sponsored the Ethnic Studies Conference, and also co-sponsored the Spelman College Jazz Ensemble. The goals of the Commission in assisting with these programs was to support activities which raised awareness about diverse cultures and activities. Internally, the Commission developed a new logo and stationary, as a means of gaining recognition on campus and in the community.
MEMORANDUM

TO: Administrative Staff Council
FROM: Laura Emch
DATE: June 5, 1991
RE: University Computing Council End of Year Committee Report

This has been an important and very busy year for U.C.C. To help explain the functions and major activities of this committee, I am attaching the University Computing Council’s annual report to Faculty Senate.

Administrative Staff representation to this committee is vital. As an active participant of UCC, I have promoted and educated other UCC members in administrative needs and view points. A very visible result of this work is the $25,662 computer equipment grant given for the first time this year to an administrative unit. The Monitor’s article describing this grant award is also attached to this report.

Next year, UCC will deal with prioritizing equipment budgets, networking, and security issues, and other University resource questions. I have truly enjoyed being a representative of this committee and pledge to do my best in my last term year next year.

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Who Council classified the job performance.

June 28. The program offers units a sound utilization of financial
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I. Call to Order
II. Approval of May minutes
III. Introduction of New Council Members
IV. Chair's Report
V. Secretary's Report
VI. Committee Reports
VII. Good of the Order
ADMINISTRATIVE STAFF COUNCIL

MINUTES
JUNE 6, 1991


MEMBERS ABSENT: Brunsink, MacVarish, Nagle, Palmisano, Puffer, Stanford


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

The minutes to the May meeting were approved as distributed.

Chair DeCrane introduced the new members of Council for 91-92.

Chair DeCrane reported:
- The trustees will meet June 28. There will be a heavy agenda regarding budget, fees, etc., as well as a review of the recent event of the health care benefit package. Everyone should have received information from the President.
- The request for matching funds for the Ferrari Award Endowment Fund was rejected by the Foundation Board. We will continue to raise funds for that account. In addition, Dr. Ferrari will be the commencement speaker in August.
- The Executive Committee will meet at Fireland College next week.
- Dr. Dalton responded to our request on increased mileage. Although the request has merit, due to the budget situation, no action will be taken at this time.
- The ASC annual report was distributed (attached).
- Gave congratulations to Food Operations for their July Award; wish Tom Gorman good luck in his new position at St. Thomas Moore; wish Melissa Firestone good luck in her exchange to China next year; and thanks to the Executive Committee and ASC members for a productive year.

Secretary Jordan distributed next years schedule and ASC roster.

Committee reports were given from ASC standing committees, appointed committees and from ASC representative to university committees. After one hour of reports, much of which was a summary of activities for this year, it is obvious that the various committee structures are instrumental to the inner working of ASC. There are numerous administrative staff who are very active in a wide variety of committee reports. Each person has submitted a written report about the committee work. Anyone interest in detailed information may contact the ASC chair.

After the good of the order, the meeting was adjourned at 3:00 pm.
1991-92 ADMINISTRATIVE STAFF COUNCIL
MEETING SCHEDULE

FALL RECEPTION
Monday, August 26, 1991 3:00 pm - 5:00 pm University Union Community Suite

WINTER RECEPTION
Thursday, January 9, 1992 3:00 pm - 5:00 pm University Union Campus Room

ASC MEETINGS
Thursday, September 5, 1991 1:30 pm Alumni Room
Thursday, October 3, 1991 1:30 pm Alumni Room
Thursday, November 7, 1991 1:30 pm Alumni Room
Thursday, December 5, 1991 1:30 pm Alumni Room
Thursday, January 9, 1992 1:30 pm Alumni Room
Thursday, February 6, 1992 1:30 pm Alumni Room
Thursday, March 5, 1992 1:30 pm Alumni Room
Thursday, April 2 1:30 pm Alumni Room
Thursday, May 7, 1992 1:30 pm Alumni Room
Thursday, June 4, 1992 1:30 pm Alumni Room

EXECUTIVE COMMITTEE (Tuesday's Noon-1:00 pm - Canal Room)
August 20, 1991  January 14, 28, 1992
September 10, 24, 1991  February 11, 25, 1992
October 8, 22, 1991  March 10, 24, 1992
November 12, 26, 1991  April 14, 28, 1992
December 10, 1991  May 26, 1992

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1991-92 ADMINISTRATIVE STAFF COUNCIL

ACADEMIC AFFAIRS
ANN BOWERS (1992) Chair Elect*
Cindy Colvin (1992)*
Pat Green (1992)
Gail McRoberts (1992)  
Barry Piersol (1992)  
Susan Darrow (1993)  
Barb Keeley (1993)  
Joan Morgan (1993)  
Paul Yon (1993)  
Mary Beth Zachary (1993)  
Joyce Kepke (1994)  
Beverly Stearns (1994)  
Norma Stickler (1994)*

FIRELANDS
Penny Nemitz (1992)  
Holly Hillburn Kepple (1994)

OPERATIONS
Tim Burns (1992)  
John Buckenmyer (1993)*  
Ed O'Donnell (1993)  
Darlene Ehmke (1994)  
Bob Waddle (1994)

PLANNING & BUDGETING
Richard Conrad (1992)  
Duane Whitmire (1992)  
Charles Schultz (1993)*  
Lori Schumacher (1993)  
Teresa McLove (1994)

PRESIDENT'S AREA
Todd Brunsink (1992)  
Chuck Nagle (1993)  
Jacquie Joseph (1993)  
Greg Nye (1993)  
Gary Palmisano (1993)*  
Chris Geib (1994)

STUDENT AFFAIRS
GREGG DECRANE (1992) Past Chair*  
Tonja Stewart (1992)  
JOSH KAPLAN (1993) Chair*  
Greg MacVarish (1993)  
Cindy Puffer (1993)*  
Deb Vetter (1993)  
Ron Zwierlein (1993)  
Rich Hughes (1994)

UNIVERSITY RELATIONS
Patricia Koehler (1992)  
DEB MCLAUGHLIN (1992) Secretary*  
Jan Ruma (1993)*  
Virnette House (1994) Replaces Linda Math  
Linda Swaisgood (1994)

* Executive Committee Members
MEMORANDUM

TO: Gregg DeCrane, Chair
    Administrative Staff Council
FROM: John Buckenmyer, Director
      University Bookstore
RE: University Union Advisory Committee Year End Report

June 6, 1991

The University Union Advisory Committee met four times to discuss the University Union operation. We were kept informed of issues relating to the Union operation and offered advice to the Union management staff.

At each meeting the Union Director, the Assistant-Director/Conference Director and the University Activities Organization reviewed activities and informed the Committee of upcoming events. Periodic reports were also given on financial condition of the Union and on the Debit Card System.

Action items included review and discussion of the guidelines for use of the foyer area of the Union. The Committee also considered a request from the Human Relations Commission to dedicate a room. The Committee denied the request but did offer suggestions on more appropriate places for such a dedication. A request was also made to Parking Services to change the time available for parking at the meters located behind the Union.

For the upcoming year the Long Range Planning Committee is expected to submit a report finalizing their recommendations.
MEMORANDUM

TO: Greg DeCrane
   Chair, Administrative Staff Council

FROM: Paul J. Olscamp
       President

June 21, 1991

Many thanks for the ASC Annual Report dated June 12. I would like to respond to a couple of the times in it:

Item I - Early Retirement Incentive Program. I was not aware that you had requested information about a past Early Retirement Incentive Program, presumably for Administrative Staff. I have never heard of such a program. If there is information about such a program, there is no reason to conceal it from you whatsoever.

By copy of the memorandum to Bob Martin, I am asking that any and all information about the existence of such a plan in the past be made available not only to you, but also to me. However, I want to be clear about one thing: At the present time it is not feasible in my opinion to establish an Early Retirement Incentive Program for Administrators unless they are also eligible for such a program through faculty service.

Item 2 - Request for a change in written contract format. Again, by copy of this memorandum to Bob Martin, I am asking that this item be placed upon the Administrative Council agenda as soon as possible for consideration by that group. I am unaware of proposed changes in the written contract format, and therefore I am unable to respond at this time. I presume you are not referring to substantial changes, and we are always happy to consider such proposals in any event.

Item 3 - Salary inequities based on gender. In fact, the Administrative Council is looking into this matter carefully and is collecting information about it. We do not want to have any such inequities anywhere in the University and this should be obvious. We
will be working on it and we will get back to you as soon as we have hard and complete data.

Item 4 - Increased demands on Administrative Staff. I am not sure what we can do about this at this juncture. I know there are increased demands on Administrative Staff time particularly in some areas such as Financial Aid where federally mandates have increased the workload while we have been unable to increase the staff due to financial structures. The State of Ohio's current financial situation and our budgetary constraints are no secret to anyone, and for the time being we all have to live with those.

Item 5 - Shuttle bus. I too am surprised to learn that there are no plans to have the new shuttle bus handicapped equipped. By copy of this memorandum, I am asking for a report on this from Bob Martin and from Parking Services. Clearly, we must make provisions for our handicapped colleagues.

Thank you for your note, and congratulations upon the completion of your service as Chair of the Administrative Staff Council. I remain grateful for your assistance.

Best wishes, and I look forward to working with Josh Kaplan.

cc: Mr. Robert Martin
   Dr. Josh Kaplan
ADMINISTRATIVE STAFF COUNCIL
MINUTES
JUNE 6, 1991


MEMBERS ABSENT: Brunsink, MacVarish, Nagle, Palmisano, Puffer, Stanford


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After the good of the order, the meeting was adjourned at 3:00 pm.

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Status of Goals:

1. Establish an operative Section 125 plan. (Partially accomplished. Basic plan will be implemented on July 1, 1991).

2. Determine the extent of gender inequities in salary and recommend actions to be taken to rectify the situation. (Making progress. An Ad Hoc Inequities Committee has been meeting and initial progress has been made).

3. Explore all aspects of the feasibility of restoring an Early Retirement Incentive Program (ERIP). (Repeated efforts to obtain information about the cost of the previous plan have been futile, thus a new proposal could not be formulated).

4. Determine the effectiveness of University Committees and ASC's involvement on them. (A continual process that has allowed for increased or more meaningful involvement).

5. Work closely with those involved in the reorganization of the Personnel Office to make sure that the interest and needs of administrative staff are being addressed. (Accomplished)

6. Promote the Professional Development Fund and continue to evaluate the criteria for the awarding of grants and the process involved. (Accomplished. Additional monies also requested for next year).

7. Establish the Administrative Staff as a contributing constituent group on the University Board of Trustees. (Accomplished)

8. Aid in the instituting of the approved ASC promotion policy for Administrative Staff. (In progress. Working with Personnel Office to incorporate policy into a program for Succession Planning).

9. Review the entire bylaws to reflect current needs and practices and make changes where appropriate. (Accomplished)

10. Explore the possibility of establishing reciprocal agreements between Ohio Universities. (Not feasible)

Guest Speakers:

ASC was addressed by guests; John Moore, Diane Reagan (United Way), Roger Dennerll, Trustee C. Ellen Connelly, Trustee John Laskey, President Paul Olscamp, and Jim Morris. ASC EXEC had Les Barber, Galen Finn and Marshall Rose as guests. There was also a special ASC meeting dealing with benefits which was attended by Chris Dalton, Bob Martin, Galen Finn and John Moore.

Other Accomplishments:

1. The relationship between ASC, CSC, and FS was strengthened through two joint meetings and numerous conversations. Although the joint health care proposal was not adopted, the effort made in putting it together was unprecedented.
2. Worked to establish a Personal Leave Policy which, if approved by the trustees, will go into effect on January 1, 1992 and provide up to 3 days of personal leave based on accumulated hours of sick leave.

3. Improved the ASC Communications Network.

4. Established a Ferrari Endowment Fund.

5. Developed a permanent display for the Ferrari Award in the University Union.


8. Passed a resolution on Participation in Shared Governance.


10. Provided input on ASC’s needs with Project 90.


12. Held successful fall opening day meeting and spring reception.

13. Proposed an increase in mileage allowance. (Delayed due to budget crisis)

14. Proposed a change in the wording of administrative staff contracts. (Waiting for response)

15. Endorsed the role of the Affirmative Action Office.


17. Made a salary recommendation and continued to develop a data base for future salary considerations.

18. Proposed changes to the Academic Charter relating to ASC. Changes were accepted and made.

19. Endorsed the concept of accessibility for all physically challenged individuals.

20. Pursued the question of Financial Exigency with the Faculty Senate Executive Committee. It was determined that the question needs to be pursued further through the University and Faculty Senate Budget Committees. (Waiting for response)

21. Worked with the Personnel Department in developing an evaluation of the Supplemental Retirement Program. (Data being collected)

22. Awarded a $1,000 scholarship from the ASC Scholarship Endowment. The Endowment’s corpus surpassed $21,000.