1992

Minutes 1991-1992

Bowling Green State University - Administrative Staff Council

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Index: Included _ _ Separate _X_ None

Notes

1. Colored Paper
2. Pencil
3. Colored Ink
4. Photocopies
5. Post-It Notes
Administrative Staff Council
1991-92 Goals

1. Work with all constituent groups on the establishment of an equitable health insurance plan for all University employees.

2. Work with Personnel Services to include job descriptions in administrative contract wording.

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

4. Pursue matching funds for the Ferrari Award with the Development Office.

5. Work with Personnel Services in the establishment of a personnel position to serve the needs of the administrative staff.

6. Continue our cooperation with other constituent groups.

It's just one dam project after another.
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
September 10, 24, 1991
October 8, 22, 1991
November 12, 26, 1991
December 10, 1991

January 14, 28, 1992
February 11, 25, 1992
March 10, 24, 1992
April 14, 28, 1992
May 26, 1992
June 9, 1992
Administrative Staff Council  
1991-92 Goals

1. Work with all constituent groups on the establishment of an equitable health insurance plan for all University employees.

2. Work with Personnel Services to include job descriptions in administrative staff members' contract wording.

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

4. Pursue matching funds from the foundation for the Ferrari Award with the Development Office.

5. Work with Personnel Services in the establishment of a personnel position to serve the needs of the administrative staff.

6. Work with Faculty Senate and Classified Staff Council on University-wide issues that arise.

7. Address the issues of excessive workloads and the consistent application of existing workload policies.

8. Address the issue of flextime and the consistent application of specific flextime policy.

9. Establish child care as a high institutional priority.

10. Secure an overall salary and benefits package that ranks BGSU's administrative staff in the number four position, or higher, statewide among public universities.

11. Strengthen professional development by obtaining University approval for the implementation of succession planning and by generating ongoing professional development grant funds through the University budgeting process.

10-7-91
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.
June 21, 1991

MEMORANDUM

TO: Greg DeCrane
Chair, Administrative Staff Council

FROM: Paul J. Olscamp
President

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

Item 1 - 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
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<tr>
<th>Date</th>
<th>Issue</th>
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<tr>
<td>6/10/11</td>
<td>CONTRACT WIRING - WELFARE COMMITTEE</td>
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<td>6/10/11</td>
<td>EXIGENCY PLANNING (CAP) - WELFARE COMMITTEE</td>
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<td>6/10/11</td>
<td>FEDERAL MATCH - MISC.</td>
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<tr>
<td>6/10/11</td>
<td>MILEAGE REIMBURSE - MISC. (Welfare Issue)</td>
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<td>6/20/11</td>
<td>PROF OCC. CRITERIA A - MISC.</td>
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<td>6/21/11</td>
<td>INTERNAL RELATIONS DEFERRED FROM FDC - WELFARE</td>
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**ERIP**

**GRANT VACATION (Keeler)**

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**Possible Goals**

**Health Insurance - Equitable**

**Coordination & Constituent Groups**
Office Mtg  9-17-91

Note in minutes for Sept mtg that Deb Vetter
   takes Tom Gorman's place in Stad Aff on ASC roster
   Deb Vetter + Vumette came on for L Audit

\check\ Chuck replacement - who got next most votes?
   note in minutes   Sid Sink

Officers to rotate attending Fac Senate

Call Fac Senate - send me minutes
   "  " schedule

Elec Comm agenda for 9/24
   issues for D. Newlove
      child care
      workloads
   salary increases fac vs AS?

Dave Stanford on agenda for Oct ASC mtg
   as United Way speake
MEMORANDUM

TO: Dr. Paul J. Olscamp
    President

FROM: Gregg DeCrane, Chair
      Administrative Staff Council

DATE: June 12, 1991

RE: ASC Annual Report

Enclosed please find a copy of the Administrative Staff Council's Annual Report for 1990-91. While the report is self-explanatory, there are several included items I wish to expand upon, and a couple more I think need mentioned.

1. Early Retirement Incentive Program - We were frustrated throughout the year by the lack of a response to our repeated request for information on the past ERIP. This lack of information made it impossible for our Ad Hoc committee to study the feasibility of future ERIP.

2. Change in written contract format - There has been no response to our proposal, which was forwarded to Bob Martin on March 13.

3. Salary inequities based on gender - The apparent lack of concern about this problem is surprising in light of the potentially volatile nature of the matter. ASC's intent is to be proactive in studying this situation and asks only for guidance as to what information would be accepted as meaningful. We choose this over an approach that would state what we perceive as a serious problem, which central administration would then have to prove or disprove.

4. Increased demands on administrative staff - The number of comments, calls and letters I have received on this issue during the year has exceeded that for any other topic including benefits. The administrative staff, as you frequently point out, has always been willing to do whatever was needed to get the job done. This included putting in hours well beyond what could be labeled as reasonable. With the budget cuts and hiring freeze of the past 6 months, the impact on administrative staff in regard to carrying the work load has been viewed as disproportionate. One staff member wrote of the situation in this manner....."Only administrative staff are expected to work more than the standard 40 hour week without any type of compensation. The classified staff are given overtime pay or compensatory time and faculty are compensated for larger-than-normal teaching load. I have not been concerned with this disparity in the past as the additional workload was occasional, manageable and something I had come to expect with a contract position."
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
5. Shuttle Bus - At the last meeting of ASC on June 6, I was surprised to
learn during a report from ASC's Parking Committee representative that
there are no plans to have the new shuttle bus handicapped equipped.
This runs contrary to your statement at ASC's October meeting and the
latest D.O.T. ruling that stipulates that public universities acquire
only accessible new vehicles for campus shuttle services.

I am sure that Josh Kaplan, serving as new ASC Chair, will continue to
pursue these issues. As always, ASC looks forward to working with the
central administration and the 2 other employee constituent groups in
continuing to make B.G.S.U. the best university it can be.

I have enjoyed my year of service and appreciate your support for myself
and the Administrative Staff Council.

GD/bal
pc: ASC Exec.
MEMORANDUM

TO: Shannon Tackett  
   University Union

FROM: Greg Jordan  
   Secretary

RE: Room Reservation Request for Fall 1991

DATE: August 20, 1990

Please reserve the indicated space for the Administrative Staff Council:

**ALUMNI ROOM**

- **Monday, August 26, 1991**  2:30 pm - 5:30 pm  Fall Reception
- **Thursday, September 5, 1991**  1:00 pm - 3:00 pm  Meeting
- **Thursday, October 3, 1991**  1:00 pm - 3:00 pm  Meeting
- **Thursday, November 7, 1991**  1:00 pm - 3:00 pm  Meeting
- **Thursday, December 5, 1991**  1:00 pm - 3:00 pm  Meeting

**CANAL ROOM**

- All Tuesdays from Noon-1:00 pm

  - August 20
  - September 10, 24
  - October 8, 22
  - November 5, 19
  - December 10

Thank you for your attention in this matter.

cc: Josh Kaplan
John Moore Issues 8/20/91

• Insurance

• Salary inequities by gender (in progress)

Grant funded vacation

PERS for nine pay check employees (in progress)

Personal days (in progress)

• Assoc director personnel for admin staff

• Handbook see misc. 9/10/91

• ASC promotion policy (temp. on hold)

• Hiring procedure update
I. Call to Order
II. Guest: John Moore, Director, Personnel Services
III. Chair's Report
IV. Secretary's Report
V. Committee Assignments
VI. Personnel Welfare Committee Chair Report
VII. Goals for 1991-92 (see attached)
VIII. Representatives to Faculty Senate and Classified Staff Council
IX. Good of the Order
current ASC issues 8/20/91

contract wording - welfare - on ad council agenda

exigency - welfare - letter to Olscamp 8/20/91 — No Answer

Ferrari match

(mileage reimbursement - welfare - on hold)

EOC internal reorg - to be referred to welfare

vacation for grant funded - to be referred to welfare

ERIP - Yon and Stickler - pending data from Dalton

overworked employees - to be referred to welfare for study

salary inequity by gender - on ad council agenda

10 month PERS for 9 pay check people - refer to John Moore

assoc. pers. dir. for admin staff - need to work with Moore.

archive files

succession planning promotion policy
increasing the number of hours required to get a degree. His hopes for a report from the blue ribbon health committee by May. Next year's fees will probably be increased the maximum seven percent.

Chair Kaplan reported on his attendance at the trustees personnel/facilities committee meeting. He reported that we are asking former trustees and current ASC members for Ferrari award funding. A letter was sent to the vice presidents for operations and for planning and budgeting requesting professional development funds for 1991-92. The leave form recently instituted by personnel is to be turned in only for the months in which leave was taken.

Committee reports
Health care--CostEffex was released from its contract with the University; the committee's charge is to limit the increase in health care costs; a report should be issued by the end of April with benefits to be looked at as salary and insurance package; we are getting data from Didion about what our $8 million bought that was spent on health care last year; information is being received from companies on whose health care plans we may model ours; Kaplan feels that the amount paid for health care should be tied to income.

Salary--Three subcommittees have been formed: CUPA analysis (Barry Piersol, Bob Waddle, Duane Whitmire), On-campus data (Chris Geib, Penny Nemitz), Off-campus data (Greg MacVarish, Jan Ruma).

Professional development--December 11 and January 14 will be the dates of the first workshops, the topic to be cultural diversity, given by Jim Litwin, Ernest Champion and Rolando Andrade. In order for succession planning to be approved at the June trustees meeting, the survey measuring support will be given to administrative council and then to the second level of administration. A plan will be written. Kaplan will bring up the idea of succession planning at the December trustees meeting.

Personnel welfare--Revised policies on comp time and work schedules will be brought to the full council at the December meeting. An equal opportunity action statement is also being written.

In good of the order, Barry Piersol thanked the public relations office, especially Cheryl Takata, for their assistance in finishing the Ferrari Award display in the Union. Also noted was that self-study requests are forthcoming from the accreditation review agency, with a visit to take place November 15.

The meeting was adjourned at 3:09 p.m.
ADMINISTRATIVE STAFF COUNCIL

MINUTES
SEPTEMBER 5, 1991


MEMBERS ABSENT: DeCrane, Kepple, Nagle, Stewart

GUESTS: Barbara Weadock, J.J. Thompson, Roger Swope

The meeting was called to order by Chair Kaplan at 1:30 p.m.

The minutes to the June meeting were approved as distributed.

John Moore, executive director of personnel services, was the guest. He addressed a number of issues including:

--Filling a position for associate director of administrative staff personnel. Moore indicated this is a bad time budget-wise to fund a position and that he would like the input of ASC on the job responsibilities of such a position.

--Handbook updates. Moore said that updating the handbook twice annually would be more useful but also more cost prohibitive and that an ASC committee should be responsible for updating the handbook.

--Employees who work during ten months on a nine-month contract and want to pay into PERS for the ten months they work. Payroll is working on this.

--Salary inequity by gender. Moore believes the committee working on this has stopped meeting and that finding money to rectify inequities is tough. He said that negotiating skills need to be learned by women and minorities.

--Vacation for grant-funded positions. Sometimes, there is no money to pay for vacation days for people in these jobs. Moore feels that all 12-month employees should have vacation; personnel is working on this.

--Succession planning (upward mobility through internal promotion). Moore feels that this is good for retention and professional development. He says the "package is ready to go" and needs someone to oversee it, but that individual performance evaluations need to be kept current so that lines of promotion are visible. Moore said that developing existing staff before looking outside to replace a position should be a "top priority."

--Personal leave days. This policy, approved in July, will become effective when perfect leave records are available. Personnel wants to implement a vacation/sick leave reporting sheet to be tallied for each employee by Payroll. (see attachment)

--Employee Assistance Program. This program is designed to assist supervisors in detecting problems employees may be having (such as drug and/or alcohol abuse), handling those problems and referring employees to outside assistance agencies for help. The next meeting of this committee is September 28.
Training programs. A booklet has been prepared on available programs, but it is not complete.

Health care. A blue-ribbon committee, TO BE APPOINTED WITHIN THE NEXT 10 DAYS, will be working on a program we will see by January and that could be implemented as early as July but maybe not until September. The hope is that any new dollars necessary to the health care costs can be charged to containment. Moore said that next week, health care plan information would be distributed.

--Moore reported that a hiring procedures manual for administrative staff, outlining uniform policies, would be distributed to approximately 75 hiring supervisors on September 9.

Several members of council asked questions of Moore.

Chair Kaplan reported that:

--Information on the previously held Early Retirement Incentive Program for administrative staff was unavailable. But should be available soon.

--The addition of job descriptions to administrative staff contracts is an agenda item for Administrative Council (PWC).

--A letter was sent to Dr. Olscamp requesting administrative staff representation on the exigency committee. He awaits a response.

--Succession planning will become an issue of the Personnel-Welfare Committee.

Secretary's report:

--The constituent network was distributed and any persons noting corrections to be made could forward them to her.

--The committee sign-up sheet was circulated for ASC standing and ad hoc committees.

Cindy Puffer, chair of PWC, reported that:

--PWC will meet monthly as a whole committee but more frequently in sub-groups assigned to study various issues.

A tentative list of goals for 1991-92 was circulated, discussed and approved in principal. Additions and changes would be made and final approval would take place at the October meeting.

After the good of the order, the meeting was adjourned at 3 p.m.

NOTE: A network of voluntary mentors for freshman students is being organized. These people would act as informal advisers for students who need help in areas that are not served by academic advisers or other professional counselors on campus. Interested people can contact Josh Kaplan who will forward their names to Joan Morgan who is coordinating the effort (based on an idea of Linda Swaisgood).
# BOWLING GREEN STATE UNIVERSITY

**LEAVE REPORTING FORM**

**FOR ADMINISTRATIVE AND CLASSIFIED STAFF**

(To be completed monthly by administrative staff and weekly by classified staff; submitted only if some leave has been used during the period)

Name: ____________________________________  SS# _______________________

Department: ______________________________  Area/Org# ______________________

Administrative Staff, full-time  Administrative Staff, part-time

Classified Staff, full-time  Classified Staff part-time

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<th>Type of Leave</th>
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<th>Time</th>
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<td>Vacation</td>
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<td>Personal Leave</td>
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<td>Leave without pay</td>
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<td>Military Leave</td>
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<td>Jury Duty</td>
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<td>Sick Leave</td>
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<td>Personal illness</td>
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<td>Death in immediate family</td>
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<td>Other (specify)</td>
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Maternity/Paternity

(Indicate use of sick leave, vacation, or leave without pay or combination)

Other__________________________________________________________

Total hours of leave__________________________________________

Employee Signature ________________________________________  Date __________

 Supervisor Signature ___________________________  Date __________

Comments: __________________________________________________

9/3/91
ADMINISTRATIVE STAFF COUNCIL
AGENDA

Thursday, October 3, 1991
1:30 p.m. University Union Alumni Room

I. Call to Order

II. Guest: Richard Newlove, President, BGSU Board of Trustees

III. Guest: Dave Stanford, University United Way Coordinator

IV. Chair's Report - $11.9 million added to state Higher Ed. budget. Gov. expected to sign. BS set at 1.3 to 1.7 million.

V. Secretary's Report

VI. Goals for 1991-92 (see attached)

VII. Good of the Order
ADMINISTRATIVE STAFF COUNCIL

MINUTES

OCTOBER 3, 1991


MEMBERS ABSENT: Burns, Nemitz, Sink

GUESTS: Kathy Eninger, J.J. Thompson, Barbara Weadock

The meeting was called to order at 1:30 p.m. by Chair Kaplan.

The minutes to the September meeting were amended to read that succession planning will be an issue for the professional development committee (not personnel welfare) and that the ERIP information for administrative staff was unavailable but would become available. The minutes were approved as amended. Schultz moved, DeCrane seconded.

Richard Newlove, president of the Board of Trustees, was the guest. He praised the administrative staff for their work and loyalty to the University. He fielded questions on the following subjects:

—Salary increases. No answer is available at this time. However, he later stated that, thus far, there had been no discussion or suggestion of raises for faculty without a similar raise for other employees.

—Child care. Newlove feels this issue has been “committed to death” and that perhaps a pilot program is in order to determine if users are willing to pay the associated costs. Space for a pilot program is still an issue that would need to be resolved. He noted that WSOS (Wood, Sandusky, Ottawa, Seneca counties community action agency) is doing a feasibility study relative to BGSU child care. Newlove said that those interested in child care should work out the details and then be concerned with the capital budgeting necessary to fund a facility. According to Newlove, the Board would be disposed toward donating land on which an outside vendor could build a facility.

—Highlights of his term of office. Newlove felt the physical improvement of the campus over the last nine years was a major advance for the University.

—Health care. The Trustees are looking for an equitable solution to this problem. He said that “what we will have will probably be different from what we’ve had in the past.” The Board is interested in input from all concerned and wants the final plan to be as equitable and flexible as possible. When asked if a new plan might be provided by an outside carrier, rather than self-funded, Newlove responded that internal funding will probably still be in place because our “pool” has better health “experience” than the general population.

—Town-gown relations. Generally the community realizes the benefit of the presence of the University and University/city relationships are better than they used to be.

Chair Kaplan reported on his two attendances at Faculty Senate meetings. At the first one, salaries and child care were the main topics while the second meeting hosted a panel of speakers from Didion, BGSU’s third-party health insurance administrator, who outlined various options such as HMOs and PPOs.

Secretary McLaughlin distributed finalized lists of members of University committees and ASC committees, along with revised ASC goals for 1991-92. Additions to the lists of committee members include adding Bob Waddle as the operations area representative to the salary committee and adding Ron Zwierlein as the appointed representative to the University Appeals Board. It should have been reported that Sid Sink was asked to fill the unexpired term of Chuck Nagle, who is leaving the University.

Committee reports were called for, with the response that Personnel Welfare, ERIP (Early Retirement Incentive Program), Salary, and Professional Development had all met once.
In old business, it was moved by DeCrane and seconded by Stickler that the goals as distributed last month be adopted. During discussion a move for an amendment was made by Puffer and seconded by Zwierlein to revise Goal 7, dealing with workload and flextime. It was split into two goals, to be addressed separately by Personnel Welfare Committee. An additional goal was brought forward by the Professional Development Committee and was approved as goal #11. The question to adopt was called by Geib and seconded by Kepke. The goals were adopted unanimously.

Dave Stanford then addressed the council on the United Way campaign. The goal is to increase giving by $10,000 over last year by increasing the number of first-time givers by 240 and by asking former donors to increase their pledges by 5 percent.

In new business, a revised version of the leave reporting form, the original of which was sent with the September ASC minutes, was discussed. A suggestion was made that the form be turned in by each employee monthly, whether or not she or he had used leave time.

Following the good of the order, the meeting was adjourned at 3:10 p.m. The next meeting will be held at 1:30 p.m. November 7 in the Alumni Room of the Union.

Once again, I would like to take this opportunity to urge people to become involved in the volunteer program aimed at assigning an incoming student or students to a "mentor" who is an administrative staff person. Occasionally a new student may need advice that is not the responsibility of the academic adviser or within the realm of other professional counselors on campus. This program will be coordinated by Joan Morgan in Academic Enhancement. Please call Josh Kaplan or Joan if you are interested.
ADMINISTRATIVE STAFF COUNCIL
AGENDA

Thursday, November 7, 1991
1:30 p.m. University Union Alumni Room

I. Call to Order

II. Approval of October minutes

III. Guest: Dr. Paul Olscamp

IV. Chair's Report

V. Secretary's Report

VI. Committee Reports

VII. Old Business

VIII. Good of the Order

✓ Salary - June Whitemore

✓ Prof Dev. - Pat Owen

✓ Bylaws - Deb McRitchie

✓ EnR - Paul You (Norma Stickler)

✓ AO HC

✓ Personnel Welfare - Cindy Puffer

✓ SCLL - Susan Annas

✓ Ferrini - Joyce Keple
In old business, it was moved by DeCrane and seconded by Stickler that the goals as distributed last month be adopted. During discussion a move for an amendment was made by Puffer and seconded by Zwierlein to revise Goal 7, dealing with workload and flextime. It was split into two goals, to be addressed separately by Personnel Welfare Committee. An additional goal was brought forward by the Professional Development Committee and was approved as goal #11. The question to adopt was called by Geib and seconded by Kepke. The goals were adopted unanimously.

Dave Stanford then addressed the council on the United Way campaign. The goal is to increase giving by $10,000 over last year by increasing the number of first-time givers by 240 and by asking former donors to increase their pledges by 5 percent.

In new business, a revised version of the leave reporting form, the original of which was sent with the September ASC minutes, was discussed. A suggestion was made that the form be turned in by each employee monthly, whether or not she or he had used leave time.

Following the good of the order, the meeting was adjourned at 3:10 p.m. The next meeting will be held at 1:30 p.m. November 7 in the Alumni Room of the Union.

Once again, I would like to take this opportunity to urge people to become involved in the volunteer program aimed at assigning an incoming student or students to a "mentor" who is an administrative staff person. Occasionally a new student may need advice that is not the responsibility of the academic adviser or within the realm of other professional counselors on campus. This program will be coordinated by Joan Morgan in Academic Enhancement. Please call Josh Kaplan or Joan if you are interested.
ASC Professional Development Committee Goal

The Professional Development Committee requests the following goal be added to the goals of Administrative Staff Council:

Strengthen professional development by obtaining university approval for the implementation of succession planning and by generating ongoing professional development grant funds through the university budgeting process.
Administrative Staff Council
1991-92 Goals

1. Work with all constituent groups on the establishment of an equitable health insurance plan for all University employees.

2. Work with Personnel Services to include job descriptions in administrative staff members' contract wording.

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

4. Pursue matching funds from the Foundation Office for the Ferrari Award with the Development Office.

5. Work with Personnel Services in the establishment of a personnel position to serve the needs of the administrative staff.

6. Work with Faculty Senate and Classified Staff Council on University-wide issues that arise.

7. Address the issue of excessive workloads, the use of flex time to maintain a reasonable variable work schedule and the consistent application of existing workload policies.

8. Establish child care as a high institutional priority.

9. Secure an overall salary and benefits package that ranks BGSU's administrative staff in the number four position, or higher, statewide among public universities.

Address the issue of flex time and establishment of a specific flex time policy.
ATTENDANCE SHEET

1991-92 Administrative Staff Council

Please initial next to your name. Substitutes, please sign your name next to the name of the person for whom you are substituting. Guest, please sign your name at the bottom on a blank line.

Ann Bowers
Todd Brunsink
John Buckenmyer
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Susan Darro
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Darlene Ehmke
Chris Geib
Pat Green
Virnette House
Rich Hughes
Jacquie Joseph
Josh Kaplan
Barb Keeley
Joyce Kepke
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Pat Koehler
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Deb McLaughlin
Teresa McLove

Gail McRoberts
Joan Morgan
Penny Nemitz
Greg Nye
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Gary Palmisano
Barry Piersol
Cindy Puffer
Jan Ruma
Charles Schultz
Lori Schumacher
Sid Sink
Beverly Stearns
Tonia Stewart
Erik Strom
Norma Stickler
Linda Swaisgood
Deb Vetter
Bob Waddle
Duane Whitmire
Paul Yon
Mary Beth Zachary
Ron Zwierlein

Kathy Ewinger
Name: ____________________________ SS# ____________________________

Department: ____________________________ Area/Org# ____________________________

<table>
<thead>
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<th>Type of Leave</th>
<th>Day, Month, Year</th>
<th>Total Hours Used</th>
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<tr>
<td>Vacation</td>
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<td>Leave without pay</td>
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<td>Maternity/Paternity</td>
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(Indicate use of sick leave, vacation, or leave without pay or combination)

Other: ___________________________________________________________

Employee Signature: ____________________________ Date: ____________________________

Supervisor Signature: ____________________________ Date: ____________________________

Comments: __________________________________________________________

HR4b:PRS NL:10/3/91
The meeting was called to order at 1:30 p.m.

Move for approval of October minutes was made by Ron Zwierlein and seconded by Bev Stearns. Passed unanimously.

The guest was Dr. Olscamp. He opened with remarks on the financial situation including the $40.6 million state revenue shortfall from projections. He met with Matt Filipic of the Office of Management and Budget and discussed the automatic clause in the state budget process which calls for a balanced state budget and a one percent cut in state agencies' budgets to result in a balanced budget. Olscamp has "grievous concerns" about the possibility of mid-year raises for faculty and staff. He will call for a December meeting for all staff in the Assembly Room to discuss this. Before this meeting can take place, Olscamp needs to receive the December 6th OBOR subsidy calculation on fall enrollments and the November state revenue figures. In December he will seek advice on the $315 health care reimbursement and whether salary increases should be held until May and then be retroactive to January 1992.

On other topics, Olscamp addressed the gender inequity in salaries. He is "very supportive of an attempt to rectify this" and when he gets the report he will do something about it. When asked why the word "state" is not included in the name of the new field house, he replied that "some trustees" don't like the "state" in our university name. He commented that it was the trustees' decision to use the money accumulated in the logo copyright fund to support the University's marketing efforts. About a child care center, Olscamp says that if no report is issued by the committee by May, then he will present a plan involving bond issuance to the trustees.

Also, he spoke to these concerns of administrative staff council members: administrative leaves which he does not support as a formal program. He says he could support short job-training/development leaves to learn skills relevant to a person's job. He says that we already have very flexible employment arrangements and that people understand that as long as the work gets done, people can take time off to attend to personal matters.

the fact that he would be glad to allocate money to the professional development fund if there were any money.
ASC Salary Committee
Report for 11/7/91 ASC Meeting

The ASC Salary Committee held its first meeting of the academic year on October 22, 1991. Three subcommittees with the following membership and charges were established to carry out the work of the committee this year.

Overall Objective

Obtain support documentation which substantiates the ranking of BGSU being fourth out of eleven comparable Ohio institutions

Off-Campus Data Collection Subcommittee

Charge - Prepare a survey and collect data by January 1, 1992 to each of the eleven comparable Ohio institutions comparing like positions at BGSU. Data to be collected on like positions would include:
1) Date of Hire
2) Years of Service in Present Position
3) Education Level
4) Individual Position Comparisons (e.g. athletic academic advisor)

Members - Greg MacVarish & Jan Ruma

On-Campus Data Collection Subcommittee

Charge - Prepare a survey and collect data by January 1, 1992 to the entire Administrative Staff to collect base data on ASC staff accomplishments. Examples of this would include:
1) Grants
2) Research Activities
3) External Fundings
4) Awards
5) Presentations
6) Others

Members - Chris Geib & Penny Nemitz

CUPA Analysis Subcommittee

Charge - Analyze all CUPA data as a basis for preparing a recommendation for salary raises. This includes the development of all spreadsheets and graphical summaries using Microsoft Works.

Members - Barry Piersol, Bob Waddle, & Duane Whitmire

The next meeting of the ASC Salary Committee will be Tuesday, November 19 from 2:30 - 4:00 in Room 220 of the Technology building.
ATTENDANCE SHEET

1991-92 Administrative Staff Council

Please initial next to your name. Substitutes, please sign your name next to the name of the person for whom you are substituting. Guest, please sign your name at the bottom on a blank line.

Ann Bowers
Todd Brunsink
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Jacquie Joseph
Josh Kaplan
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Joyce Kepke
Holly Kepple
Pat Koehler
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Joan Morgan
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Greg Nye
Ed O'Donnell
Gary Palmisano
Barry Piersol
Cindy Puffer
Jan Ruma
Charles Schultz
Lori Schumacher
Sid Sink
Beverly Stearns
Tonia Stewart
Norma Stickler
Linda Swaisgood
Deb Vetter
Bob Waddle
Duane Whitmire
Paul Yon
Mary Beth Zachary
Ron Zwierlein

Barb Wendock
Mike Jordan
Nov. 7, 1991

ASL
Min.
11-7-91

Present
Plain
Patty
Call to order

Opening 1:30
Approval of Act minutes
Ron Z moved
BV Stevens seconded
Guest Dr D

Congrats to Joyce Kepke
financial situation

Tues attended 10C mtg w/ Dalton
"too close to call"
Oct revenue down $40.6 mil (accrue tax
but other fluctuations could even it out
Matt Filipic & OMB

"automatic clause" must balance
budget ea. yr. reduces state's
budgets by at least 19%
$900 mil between now & automatic
clause Kecking in

"genuine concerns" re mid-yr. raises
late Dec. mtg for all w/ McFall Assembly
to discuss this
needs still:
1) 12/4 OISR subsidy calculation on
fall enrollments
2) Nov. revenue figures
wants to: (wants our advice in Dec.)
1) $315 health-care (Feb checks)
2) Hold salary & tel May 4 do raises
very retroactive to Jan.
it's the go's option to reduce budget by more than 10%
gender inequity
"very supportive of an attempt to rectify this"
when he gets the report, will do something
about it.
why is 'state' left out of Field House name?
- this is not formal name (BGU Field House)
- he says "some trustees" don't like 'state' in name
- logo & going to scholarships vs. marketing
- trustees decided differently
day care etc.
if he doesn't have a report from the
committee by May he has a plan
he's been "nursing" that he'll present
to the Trustees.

Admin. Leaves
no support for formal program like
sabbatical
job retraining / development, he's for
short leaves to learn skills relevant to job
no guaranteed faculty sabbatical leave
he thinks we have very flexible arrangements
he took out classified staff time clocks.
if people need time off, OK, as long as
job gets done
if there were $, he'd be glad to allocate to prof dev. fund
Others' feedback was: to get a degree still be greater + as it turns out, people are taking 5 yrs to
get a degree, thereby getting more classes in
doesn't know anything about blue ribbon health committee
final report by May, he hopes
looking for 7% rise tuition increase next yr
at assumption of same # of students

Chair's report

trustee committee report
Terrani funding (DeClue) asking former trustees for $ asked for VPOPxPB for proj dev funds for 91-92
leave form to be sent to Pers, only when leave is used
6 people signed up for mentor Program

Secretary report
put in minutes - new employees

Committee reports
Health care: cost effective was fine; need for more info
+ feedback on committee work-go before report is issued at end of April; benefits to be looked
at as salary + insurance ? ; change is to limit health care costs; getting data from Dicelon on
where our $8 mil went in last yr; lot of info is available for consideration; even looking at
Blue Cross (eg) covering part or all of our health needs; JF feels shld be tied to income ;
JK says profit corps are 10 yrs ahead of nonprofits in terms of having cost-effective health plans;

SPLARY - 3 subcommittees
- CUPA analysis
- BP DW Bob Waddle
- On-campus data
- Off " " "
- Geer/Nemitz
- MacWish/Ruma

PROF DEW
- Champion/Lutwum/Andrade: cultural diversity workshop
- 12/11 noon, 1/14 flyers coming out
- Personnel doing some programs that ASC PD used to do
- Succession planning to be approved at June Trustees meeting to Ad Council 11/14
- Next to 2nd level administration
- Next write plan
- JK to bring up at Dec trustee mtg.

BYLAWS - hasn't met

PERS WELFARE
- Comp time & work schedules, to exec comm
- 11/12, to ASC in Dec
- Equal bp Action statement
- mtg again 11/20

ERIP
- mtg but w/ little hope for approval
- BP segment to PR office, esp CT, for getting Tenerani award display done

Self study request coming from accreditation people
- Visit 11/15
- 3:09 adjourned
ADMINISTRATIVE STAFF COUNCIL
AGENDA

Thursday, December 5, 1991
1:30 p.m. University Union Alumni Room

I. Call to Order

II. Guest: Dr. Ron Lancaster

III. Approval of November minutes

IV. Chair's Report

V. Secretary's Report

VI. Handbook Changes

VII. Committee Reports

VIII. Good of the Order
ADMINISTRATIVE STAFF COUNCIL
AGENDA

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Sally: Diane Whitmore
Presz: Pat Green
Bylaws: Deb McLaughlin
Ad Hoc TRIP: (You) Norm Steller
Personal Welfare: Andy Baker
Scholarships: Susan Durrow
Ferrini: Joyce Kepler
Lancaster:
1) CUPS not responsible for all changes - some Adj. were overdue anyway.
2) Some areas manual not than others.
3) Cincinnati, Miami, Youngstown are CUPS users.
4) 85 Universities in N. America use CUPS.
5) Our experience is about average.
6) How to assist people. Now that we know system better:
   i. Better documentation, better procedures, more procedures.
      trees will appear.
      description fields will be added.
      support letter to no action report.
   iii. New classroom for training in H.C. basement.
    iv. CUPS help line - user network, call volunteer advisors.
    v. Will focus on people who are not current users.

7) What people can do:
   often error is failure to enter receiving document.
   on 611 report, unknown encumbrances = unknown bills.
   Don't use BLUE payments forms - this is slow & inefficient.

MRS: time clocks will be upgraded, but no need to institute in areas where not using now.
611 will get description of debits

? Why ain't business reports coming like our budget??
The meeting was called to order at 1:30 p.m.

The guests were Ron Lancaster, Project 90, and Gaylyn Finn, treasurer, who discussed the CUFS system. Highlights of their talk included:

--Problems with CUFS are mainly attributable to reluctance to accept increasing computerization and/or the system’s inability to accommodate a particular need.
--Efforts are being made to address problems. Solutions include a new manual that includes some user-suggested procedures, changes to printed report formats (coming in January) that will allow transfers to appear, description fields to show and object codes with no activity to be suppressed.
--Training classes will resume in January since recent training was focused on the HRS system which went live on December 8. One-on-one help was offered to CUFS users during the HRS training period. In January, a 10-16 workstation training center will be opened in the basement of the Health Center. People who are not currently required to use CUFS in their jobs want to learn the system so that they can become eligible for jobs which do require this knowledge.
--A CUFS Help Line of 40-60 "power users" will soon be established. These volunteers will be available as resources for people still experiencing problems. People who feel they can be helpful can volunteer for the Help Line.
--In 1992, Version 6 of CUFS will go on-line (we have Version 5 now). Features will include an easier way to get to tables, a better on-line general ledger and automatic date-entry.
--People who are having trouble with unpaid bills need to check their outstanding encumbrances regularly and, if the balances are not $0, do a receiving document for that purchase.
--Using blue payment order forms is the most inefficient way of paying bills since it is the most difficult, work-intensive method for the business office. Do a RX or a department PO instead.
--Reports have been made of supervisors who are unwilling to approve on-line, requiring unnecessary paperwork.
--When asked if the rumor was true about impending time clocks for everyone, Lancaster responded that only those part-time and student employees who now use time clocks will continue to do so.
ATTENDANCE SHEET

1991-92 Administrative Staff Council

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Ann Bowers           Gail McRoberts
Todd Brunsink        Joan Morgan
John Buckenmyer      Penny Nemitz
Tim Burns            Greg Nye
Cindy Colvin        Ed O'Donnell
Dick Conrad          Gary Palmisano
Susan Darrow         Barry Piersol
Gregg DeCrane       Cindy Puffer
Darlene Ehmke        Jan Ruma
Chris Geib
Pat Green
Virnette House       Charles Schultz
Rich Hughes          Lori Schumacher
Jacquie Joseph       Bud Lame
Josh Kaplan
Barb Keeley          Sid Sink
Joyce Kepke          Beverly Stearns
Holly Kepple         Tonia Stewart
Pat Koehler
Greg MacVarish       Norma Stickler
Deb McLaughlin       Linda Swaisgood
Teresa McLove        Deb Vetter
                      Bob Waddle
                      Duane Whitmire
                      Paul Yon
                      Mary Beth Zachary
                      Ron Zwierlein

____________________

____________________
New time-keeping devices will be installed in these areas that will standardize the reporting method. These devices will require the use of ID cards with electronic strips which, according to Lancaster, are coming sometime in the future. By 1992, Lancaster said, regular time sheets can probably be entered on-line into the HRS system.

Several council members expressed frustration over specific circumstances in their areas. Some felt that the amount of paper had increased, rather than decreased, with the advent of the system. Finn responded that although some users may see a larger amount of paper, the business office and others are actually experiencing a decrease. In July, unused area/orgs will no longer generate a budget printout page so printouts will be reduced by that number of pages. Finn felt that more budget administrators could have benefited by attending the information workshops, but admitted that there is no report now with income and expenses on the same page.

When asked about the goals and achievements of the system, the guests responded that no longer can the same bill be paid twice, spending controls have been instituted, bill payment can be confirmed on-line rather than by calling the business office. Of 167 offices on campus, at least 130 are on-line.

The minutes from November’s meeting were amended to read that Jan. 14 is the next professional development workshop on cultural diversity (although later information is that the workshop is Jan. 24; more notification forthcoming). And in President Olscamp’s discussion of possible raises next May, the minutes should read that the hypothetical raise would be retroactive to January 1992, not 1991. Sorry. I tried. C. Schultz moved to accept the amended minutes, D. Ehmke seconded. Motion passed.

Chair’s report
Kaplan reported that the executive committee changes to the EOC guidelines on internal reorganization have been forwarded to Personnel. He also said that personal days will be calculated only once a year, with the first eligibility reports coming in January. Then, regardless of the number of hours accrued or taken during the year, the amount of personal leave eligibility is the same for a given calendar year. Also, the volunteer mentoring program established by ASC now has 16 participants. Council agreed that interested faculty and classified staff would be welcome to participate.

Secretary’s report
McLaughlin asked for additional people to serve on the bylaws committee. After the meeting, sufficient volunteers came forward. Thanks.

Handbook changes
Changes to the administrative staff handbook regarding work schedule and compensatory time were discussed at length. Pat Green moved to change the title of the section on work schedule to flexible work schedule. Joyce Kepke seconded that motion and it passed. C. Schultz moved to adopt the changes. N. Stickler seconded. Motion passed by show of hands.

After good of the order, meeting was adjourned at 3 p.m.

Next meeting is Thursday, January 9, followed by the mid-winter administrative staff reception in the Campus Room of the Union from 3-5 p.m.
December meeting

First, a progress report on an issue some of you may be aware of. Last spring we received a set of proposed guidelines for reorganization from the University Equal Opportunity Committee. They were referred to PWC, which has studied and discussed them at some length. Their concern has been to protect the rights of both the administrator responsible for the reorganization as well as those employees directly affected by the reorganization. They have now recommended a number of changes in the guidelines, and these recommendations have been distributed to exec committee. This will be on the exec committee agenda for next week, and I hope to be able to report at our next meeting that we have made a disposition on this.

I have received today a copy of a revised personal leave policy - the only significant change is that eligibility and balances will be determined once annually, rather than monthly. This change is necessary because our new system does not, apparently, have the capacity to do the calculations on a monthly basis. I also noticed on looking at the policy that it indicates that personal leave can be used for medical, dental and optical appointments. These are currently listed as valid uses of regular sick leave. Walt Montenegro assures me that they are listed because they are included in the state codes that describe personal leave, but that there is no intent to remove them from the approved uses for regular sick leave.

The mentoring project is under way - the volunteers have had an organizational meeting and are ready to go. There are now sixteen volunteers. One change is that a classified staff member expressed interest in volunteering, and Joan Morgan and I and exec committee all think this is fine. The leadership of Classified Staff Council and Faculty Senate have now been contacted to let them know that their constituents are welcome to serve as volunteers.
MEMORANDUM

TO: Shannon Tackett
   University Union

FROM: Greg Jordan, ASC Secretary
       Ice Arena

RE: 1992 ASC Meeting Dates

Please reserve the following rooms on dates and times indicated.

**Alumni Room**
- Thursday, January 9, 1992  1:00 pm - 3:00 pm  conference style - 45
- Thursday, February 6, 1992  1:00 pm - 3:00 pm  conference style - 45
- Thursday, March 5, 1992  1:00 pm - 3:00 pm  conference style - 45
- Thursday, April 2, 1992  1:00 pm - 3:00 pm  conference style - 45
- Thursday, May 7, 1992  1:00 pm - 3:00 pm  conference style - 45
- Thursday, June 4, 1992  1:00 pm - 3:00 pm  conference style - 45

**Campus Room**
- Thursday, January 9, 1992  3:00 pm - 5:00 pm  reception - 75

**Canal Room**
- Tuesday, January 14 & 28, 1992  12:00 pm - 1:00 pm  meeting
- Tuesday, February 11 & 25, 1992  12:00 pm - 1:00 pm  meeting
- Tuesday, March 10 & 24, 1992  12:00 pm - 1:00 pm  meeting
- Tuesday, April 14 & 28, 1992  12:00 pm - 1:00 pm  meeting
- Tuesday, May 12 & 26, 1992  12:00 pm - 1:00 pm  meeting
- Tuesday, June 9, 1992  12:00 pm - 1:00 pm  meeting

Also, please cancel Canal Room, November 5 and November 19 from 12:00 pm - 1:00 pm, and add Canal Room, November 12 and November 26 from 12:00 pm - 1:00 pm. (1991)

Thank you for your attention in this matter.

cc: J. Kaplan

Josh - 1991 dates already have been
   retained.
ADMINISTRATIVE STAFF COUNCIL
AGENDA

Thursday, January 9, 1992
1:30 p.m. University Union Alumni Room

I. Call to Order
   {new agenda, vote

II. Guest: Dr. Denise Trauth

III. Approval of December minutes

IV. Chair's Report

V. Secretary's Report

VI. Mid-Year Committee Reports
   Ferrari update  Memorial resolution for Terry Flanagan

VII. Good of the Order
Attendance

Jan 9, 92

Sign if you are here. If you are here for someone else, sign your name AND the person's name for whom you are substituting. Use back if necessary.

2:45 adjourn

Bob Krogser for Penny L. Nemitz
Dolley H. Rurup

Andra Swaingren

(guest) Barb Weadock

Tod Severson
Carl Schulte

Jim Treeger for Bob Wadell

Pat Vance for Teresa McLean

Chris Geib

Dean Whitman
Gary Frost
Manny Vellillo

Ireneus House
Jan Ruma

Dale Zetter

Darren English for Jodi Cane

Dean Morgan

Gary L. Colvin

Greg MacLure

Gary Colvin

Gregory A. Meyer

Gary V. Palmisano

Tom Zarlini
John Buckham
Tim Kato
Boo Sugg
Gail McRoberts
GUEST
Mary Allen Pitts for Barry Peers
Marilyn Shister
Jordi Figueroa
Early Stearns
Paula You
Rebecca
Darrell
Josh
Me

Absent

Coned
Darrow
Ehrike
Green
Keeley
Kepke
Krechen
Donnell
Puffer
Schulz
Sue
ADMINISTRATIVE STAFF COUNCIL

MINUTES
JANUARY 9, 1991


MEMBERS ABSENT: Conrad, Darrow, Ehmkne, 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
- Human Relations
- Monitor Advisory
- 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, CUFSS, 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.
ASC Salary Committee
Report for 1/9/92 ASC Meeting

The three ASC Salary Subcommittees have made varying degrees of progress toward the objective of obtaining support documentation which substantiates the ranking of BGSU being fourth out of eleven comparable Ohio institutions.

Off-Campus Data Collection Subcommittee

The off-campus data collection subcommittee has sent a letter of request for information to ten state universities seeking additional data that will supplement the CUPA report.

On-Campus Data Collection Subcommittee

The on-campus subcommittee will be meeting shortly to determine the best approach for possibly collecting additional data from administrative staff members.

CUPA Data Analysis Subcommittee

The CUPA analysis subcommittee has reviewed the 1991-92 BGSU report submitted to CUPA and provided feedback and suggestions to Walt Montenegro. This subcommittee will be analyzing the complete 1991-92 CUPA report as soon as it is received from Tim King (probably the latter part of January).

Committee of the Whole

The ASC Salary Committee will also be meeting with the ASC Personnel Welfare Committee before final salary recommendations are finalized for 1992-93. Although serving on a salary committee is challenging in times of tight budgets, we will continue to collect and analyze data that can be used toward the goal of making BGSU fourth out of eleven comparable Ohio institutions.
ASC COMMITTEE REPORTS
JANUARY 6, 1992
FOR UNIVERSITY COMPUTING COUNCIL
AND UNIVERSITY INSURANCE APPEALS
COMMITTEES

UNIVERSITY COMPUTING COUNCIL-

This year our chair is Lenita Locey, a faculty member from Romance Languages. Under her leadership, we have had three meetings since October. During these meetings we have discussed several important topics, such as:


2. CUFS


4. Statement of policy for computer accounts.

5. There have also been discussions on the three sub-committees of UCC. These sub-committees and the chair of each are:
   - Networking committee -- Chair, Comer Duncan
   - Security committee -- Chair, Charles Applebaum
   - Third party vendor -- Chair, Ralph St. John
UNIVERSITY INSURANCE APPEALS COMMITTEE

Donna Uatan, an Applied Human Ecology faculty member, is this year's chair. Ms. Uatan has been a good leader and this committee has reviewed all appeals brought to it in a timely and fair manner. The committee also has brought in Jim Morris on a special meeting to clarify this committee's charge, goals, and authority. It has been a healthy review process for this committee.

I continue to enjoy serving on these two University committees, feeling they are both enhanced by having administrative representation, and are interesting for me in receiving a global perspective of our University.

Respectfully submitted by;

Laura F. Emch
Financial Aid And Student Employment Office
December 27, 1991

MEMORANDUM

TO: Josh Kaplan, ASC Chair
FROM: Cindy Puffer, FWC Chair
RE: Committee Progress Report

The following items have been accomplished as of the December 4, 1991 Personnel Welfare Committee meeting:

1. Assigned representative to Employee Assistance Program
2. Submitted proposed handbook changes for work schedules and comp time section of handbook
4. Reviewed Acting/Interim Policy and procedures and submitted proposed changes to ASC Executive Committee. Proposed changes were endorsed by Executive Committee 12/10/91.

The following are current and/or future agenda items:

1. Continue working with John Moore regarding clarification of vacation for grant funded employees.
2. Concerns over Driver Insurability Policy Statement

Next meeting January 15, 12 noon - 1:00 P.M. College of Health & Human Services.
1/28/92

MEMORANDUM

TO:  Phil Mason  
      Vice President, University Relations  

FROM: Josh Kaplan  
       Chair, Administrative Staff Council  

I am confirming our invitation to address ASC on February 6, 1992. We meet in the Alumni Room of the Union at 1:30 pm, and usually introduce our guest as the first order of business.

If you are willing to field questions, I anticipate that some of the following concerns will come up:

- the section of the University severe weather policy that cancels classes but keeps all other offices open;
- the bonuses for football coaches from "private" funds;
- concerns about staff morale;
- concerns about Administrative Council's decision not to forward to the Trustees our proposed handbook changes in the "work schedule" and "compensatory time" sections;
- news, if any, from Columbus.

I look forward to seeing you at the meeting. Please let me know if you have any questions or concerns.
ADMINISTRATIVE STAFF COUNCIL
AGENDA

Thursday, February 6, 1992
1:30 p.m. University Union Alumni Room

I. Call to Order

II. Guest: Dr. Philip R. Mason

III. Approval of January minutes

IV. Chair's Report

V. Secretary's Report

VI. Committee Reports

VII. Good of the Order
ADMINISTRATIVE STAFF COUNCIL
AGENDA

Thursday, February 6, 1992
1:30 p.m. University Union Alumni Room

I. Call to Order

II. Guest:  Dr. Philip R. Mason

III. Approval of January minutes

IV. Chair's Report

V. Secretary's Report

VI. Committee Reports

VII. Good of the Order

Feb 27th
noon
John Piper

Lift cap? but guess some 9%

MEMBERS ABSENT: House, Jordan, Kepple, MacVarish, Swaisgood, Vadillo

GUESTS: Barbara Weadock, Roger Swope, Kim Larson

The meeting was called to order at 1:30 p.m.

Our guest was Dr. Philip R. Mason, vice president for University relations. He spoke on the functions and responsibilities of the offices that make up his area. He described the area as garnering fiscal, moral and political support from corporations, alumni, parents, etc. Mason talked about the state budget picture, emphasizing the unfairness of state universities absorbing 39 percent of recent budget cuts even though our usual share of the budget is only 12 percent.

It was moved by Charles Schultz and seconded by Gregg DeCrane that January’s minutes be approved as written. Passed unanimously.

In the chair’s report, Kaplan said that
--The bylaws and charter will be moved to the end of the handbook upon its reprinting.
--Changes to the handbook sections on comp time and work schedule were not approved by administrative council.
--A resolution endorsing the expansion of a 125 plan was passed in Faculty Senate. A similar resolution was then introduced by Puffer. Colvin seconded. After much discussion, Piersol called the question, council voted and the resolution passed unanimously. It calls for speedy implementation of an expanded 125 plan to shelter money for dependent care and out-of-pocket medical expenses.
--In a meeting with Dr. Eloise Clark, Kaplan (1) was encouraged to have ASC write a more formal flex time policy for administrative council to consider, (2) heard that ad. council would consider a revised severe weather policy and (3) learned that Dr. Clark would attempt to find funding for the professional development grant fund.

In the secretary’s report, McLaughlin announced that Greg Jordan will be filling the fiscal year term of Chris Geib and Elizabeth Zink will be replace Tonia Stewart. Geib and Stewart resigned for lack of time. She announced that the Human Relations Commission, a body for which we elect a representative every three years, is an appointed group. Therefore, staff members should not nominate themselves for election to the Commission on the pre-nomination form mailed in January. Also, a note about the pre-nomination form. This step was added to the election process to eliminate the problem of people nominating others
who then decline. Now, only people who are willing to run will be on the nomination ballot to be distributed by vice presidential area in late February.

In committee reports
--Darrow distributed updated ASC scholarship applications.
--DeCrane reported the Ferrari award endowment is at $2,800.50 and encouraged our support of the fund.
--Green announced the next professional development offering is at noon on Feb. 24 in the Alumni Room of the Union and features a speaker on positive thinking.
--The nomination forms for the Ferrari award will be mailed in early March.

Pat Koehler moved to adjourn. Darrow seconded. Meeting was adjourned at 3:08.

******** LATE-BREAKING NEWS ********
ASC has been awarded $2,500 to fund the professional development program. Monies are available for professional growth of full-time administrative staff members who have been at BGSU for three or more years. Administrative staff members may apply for funds to help defray the costs of institutes, seminars or workshops which allow the member to gain a system-wide view of the institution and/or develop an interest in his or her field which enhances the department and which, under normal circumstances, would not be paid for by the department or University sources. For more information on applying, contact Pat Green at 2-6008.
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. Nothing here is already in our handbook.
   - 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 committees
5. Acting intern policy
ATTENDANCE SHEET

1991-92 Administrative Staff Council

Please initial next to your name. Substitutes, please sign your name next to the name of the person for whom you are substituting. Guest, please sign your name at the bottom on a blank line.

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Ann Bowers
Todd Brunsink
John Buckenmyer
Tim Burns
Cindy Colvin
Dick Conrad
Susan Darrow
Gregg DeCrane
Darlene Ehmke
Pat Green
Virnette House
Greg Jordan
Jacquie Joseph
Josh Kaplan
Barb Keeley
Joyce Kepke
Holly Kepple
Pat Koehler
Greg MacVarish
Deb McLaughlin
Teresa McLove
Gail McRoberts
Joan Morgan
Penny Nemitz
Greg Nye
Ed O'Donnell
Gary Palmisano
Barry Piersol
Cindy Puffer
Jan Ruma
Charles Schultz
Lori Schumacher
Sid Sink
Beverly Stearns
Norma Stickler
Linda Swaisgood
Manuel Vadillo
Deb Vetter
Bob Waddle
Duane Whitmire
Paul Yon
Mary Beth Zachary
Beth Zink
Ron Zwierlein

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Kim Larson (BG News)
I. Call to Order

II. Guest: Dr. Donald Boren, Health Care Task Force

III. Approval of February minutes

IV. Chair’s Report

V. Secretary’s Report

VI. Salary Committee Report

VII. Good of the Order
ATTENDANCE SHEET

1991-92 Administrative Staff Council

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Lori Schumacher
Sid Sink
Beverly Stearns
Norma Stickler
Linda Swaisgood
Manuel Vadillo
Deb Vetter
Bob Waddle
Duane Whitmire
Paul Yon
Mary Beth Zachary
Beth Zink
Ron Zwierlein

Bark Weadock
Kimberly Larson

Guest
To: HCA Committee Members

From: Don Boren, Chair

Re: Timetable for the Committee Report

I have set forth below a timetable for completing our work. I realize that this may not be realistic. In some sections I believe our deliberations will be very quick, in others we may spend two or three times the estimated time. I am not as concerned about the time as the order in which each section will be considered. We can discuss the specifics at the 2/11/92 meeting.

HEALTH CARE TASK FORCE
PROPOSED TIMETABLE

2/11/92 I. The Delivery System - Fynn
A. Self-funded
B. Insurance
C. Health Maintenance Organizations
D. Preferred Provider Organizations
E. Flexible Programs
II. Coalition with other Employers - Fynn
III. Analysis of Use Pattern - Kaplan

2/18/92 IV. Employee Assistance Programs and Deductible on Mental Health Coverage - Moore
V. Wellness - Bowers

2/25/92 VII. Background of Current Plan - Mueller & Leathers
VIII. Restructuring of Current Coverage - Morris
A. Mental Health
B. Substance Abuse
C. Dental
D. Vision
E. Prescription Drugs (completed 1/28/92)
IX Alternative Delivery/Use of Health Center - Kaplan/Hyslop
A. Lab. Work
B. Physicals
C. Prescription Drugs (completed 1/28/92)

3/3/92 X. Cost Containment
A. Restructuring Employee Contribution Levels - Albert, Kreinkamp, & Morris
1. Deductibles
2. Co-payments
3. Managed Care
4. Payment Formula
5. Utilization Review

3/17/92 XI. Education Programs Eninger & Keeley
3/24/92 Spring Break
3/31/92 Coverage/ Costs Among Groups
A. Administrative Staff, Classified Staff, Faculty
B. Single and Family Coverage Options
C. Male and Female
D. High Risk and Low Risk
E. Cafeteria Style Plans

4/7/92 Deliberations and Adoption of Final Report
HEALTH CARE TASK FORCE
RECOMMENDATIONS
April 1992

1. That the University continue to provide for health care cost through our present self-funded system.

2. That the University explore providing health care coverage through an integrated plan that provides employees the option of selecting a preferred provider association, a health maintenance organization, or the traditional fee-for-service arrangement.

3. That the University contract with an employee assistance program to provide early intervention into personal and workplace problems and to monitor care for mental health and chemical dependency benefits.

4. That the prescription drug card plan (PCS) continue to be covered under the University's health insurance plan.

5. That the amount paid to pharmacists for generic prescription drugs based on the maximum allowable cost (MAC) plan rather than the average wholesale price (AWP).

6. That the current policy, providing a co-payment of 20% of the retail price on non-generic drugs, be amended to provide for a co-payment of 40% of the retail price if a generic substitute is available.

7. That the PCS Quantum Alert Program remain under consideration but not be adopted at this time.

8. That action be considered on bulk purchases of maintenance drugs once more information is available.

9. That the University no longer contribute to vision care benefits for employees or employee dependents.

10. That the University provide employees the option of enrolling in a vision care plan under Section 125.

11. That the University's health benefits for chiropractic services be limited to the following:
    Services provided by a licensed chiropractor (D.C.) would be covered by the plan provided such services are within the scope of his/her license.

    For neuro-musculoskeletal disorders, where medically necessary, the plan will pay 80% of reasonable and customary charges, up to a maximum of $20 per visit for the first 15 visits and $12.50 per visit for the next 15 visits, with a maximum of one visit per day and 30 visits per calendar year.

    X-rays will be covered if they are necessary to analyze a disorder. A maximum of $150 will be considered for x-rays and diagnosis during any calendar year. These maximums would apply to each covered person. Additional charges for ultrasound, diathermy in connection with a chiropractic visit would not be covered.

12. That the following changes be made in mental health benefits: special deductibles, copayments, and maximum payments be established for mental health as described below:
    **In-patient benefits:**
    The plan pay 80% of covered services (defined in existing plan) with an annual maximum of 30 days in-patient treatment up to an annual maximum benefit of $30,000.
Out-patient benefits:
The plan will pay for covered services (defined in existing plan) up to $1,000 per calendar year with a co-payment percentage of: visits 1-3 80% up to $75; visits 4-6 80% up to $60; visits 7+ 50% up to $40.

13. That the following changes be made in chemical dependency benefits: special deductibles, copayments, and maximum payments be established for chemical dependency as described below:

The plan will pay 80% of in-patient or out-patient benefits on an episode of care basis. An episode of care can be a combination of in-patient and/or out-patient treatment. The treatment plan must be approved in advance. No more than two in-patient admissions related to chemical dependency care would be covered during any calendar year with a maximum lifetime benefit of $30,000.

14. Choice of Three Plans:
   A. Present plan, plus increased premium
   B. Comprehensive, $200/400 deductible, 80%, cap $1,000/2,000, no change premium
   C. Comprehensive, $500/1,000 deductible, 80%, cap $1,500/3,000, decreased premium

15. Employee premiums to increase or decrease the same dollar amount for each constituent group, and budgets to be charged the same amount for each constituent group.

16. Expand 125 plan, create flexible spending account.

17. Create a wellness office and a wellness program.

18. Cover preventive/screening as per national guidelines.

19. Possibly extend dental to contract dependents. Premium would increase for all contract staff with family coverage.
ADMINISTRATIVE STAFF COUNCIL
AGENDA

Thursday, April 2, 1992
1:30 p.m. University Union Alumni Room

I. Call to Order

II. Guest: Chris Dalton, Vice President for Planning and Budgeting

III. Chair's Report

IV. Secretary's Report

V. New Business

VI. Committee Reports

IX. Good of the Order
ADMINISTRATIVE STAFF COUNCIL

MINUTES

APRIL 2, 1992


MEMBERS ABSENT: Burns, Kepple, Nye, Swaisgood, Vadillo, Vetter

GUESTS: Barbara Weadock, Roger Swope

The meeting was called to order at 1:30 p.m.

Our guest was Chris Dalton, vice president for planning and budgeting, came to discuss the budget situation. There is a lot of uncertainty about when cuts will be made, if cuts may come in stages, how much they will be. He talked about unavoidable expense increases, possible fee cap raises and specific dollar amounts that cuts would mean at various subsidy percentage reductions. Cuts will not be across the board when they come; instructional areas will have smaller cuts, necessitating larger cuts in other vice-presidential areas. Each vice president will deal with his or her assigned cuts in his or her own way. The central administration welcomes (written) suggestions from groups and individuals on how to manage the situation, as well as evaluations of others' suggestions. When asked if an ERIP might be implemented as a savings measure, Dalton replied that "it depends" since it takes at least a year until any savings are available. Guidelines for implementation of budget cuts will be distributed (and were at the April 16 ASC meeting). He noted that positions will be eliminated by function and activity, rather than by seniority or other system. In answer to a question about layoffs and buyouts, Dalton said that, while it is true that laying off more than 50 people in a six-month period requires an organization to offer a buyout plan, the nature of this buyout is unspecified. When asked if a hiring freeze is in effect, Dalton answered that only a total hiring freeze with no exceptions would be effective and that we do not have one at this time.

Dalton said that higher education might appear to the state government as the "easiest" area of the state budget to cut after eliminating the possibility of cutting budgets of other state-funded agencies. We, as a group and as individuals, should express to legislators and the governor our concern for the support of higher education and for the possibly limited access to higher education in the future for all groups.

The chair reported on the executive committee's most recent meeting where budget issues were discussed.

The March minutes were approved, with Yon moving to accept them as written and DeCrane seconding.
In new business, a resolution was brought forward stating ASC's concern over impending budget cuts. DeCrane moved to accept the resolution and Colvin seconded. The motion for acceptance passed unanimously. The resolution would be sent to all northwest Ohio and key state legislators.

Further discussion of the budget situation took place with various representatives voicing their and their constituents' suggestions. In response to a question about the likelihood of a health care cost increase for next year, Kaplan said the health care task force wants there to be no increase in employee contribution but for that to happen changes must be made in the coverage the plan offers. He said that the plan may be comprehensive major medical, with the employee co-paying up to a cap. He also said that more than one plan may be offered with different amounts of employee contribution.

An on-call meeting was called for April 16, 1992, with the topics to be representatives' and their constituents' views on employee pay reductions, ERIP and ways to reduce operating budgets.

ASC representatives to the emergency committee on the budget crisis will be asked to serve by Kaplan who will inform Raj Padmaraj, the faculty temporary committee coordinator.

At 3:15, Greg Jordan moved to adjourn, seconded by Rich Kasch.
Draft memo to John Moore  
From Administrative Staff Council  

4-13-92

to be sent from ASC exec comm.

The Administrative Staff Council thanks you for informing us of the decision of the vice presidents that our request for changes to the Compensatory Time and Flexible Work Schedule portions of the Handbook have not been approved. We understand that the decision was based on the premise that if there are serious problems dealing with the use of flexible work schedules, these problems should be brought to the attention of the supervisor or to your attention in order that you can work with the supervisor.

We agree that policies should not be made to alleviate one or two situations or conversely to solve all problems that arise. We agree also that Handbook policy should not be used in lieu of communication between the parties involved. The Council does, however have many reservations about the decision from Administrative Council and their recommendation that we involve Personnel Services in working through problems with supervisors.

The Administrative Staff of the University are professionals who recognize the obligation to work whatever hours are needed to complete tasks. In this time of decreased staffing and increasing expectations, the obligation has meant increasing numbers of staff working beyond a standard 40 hour week. We are not complaining about this situation; we are not asking to be compensated hour for hour for this extra time. We merely request the right, on occasion, to leave early, come in late, take a longer lunch, go to the dentist, etc. as partial exchange for the many extra hours we work. Allowing for a flexible work schedule and consistent application thereof will serve as positive recognition of our professional contributions, which in turn will benefit the University by increased productivity and morale.

We believe the current policy is inadequate because 1) some supervisors require pre-approval of even minor variations in the work schedule; 2) application is inconsistent because too much of the policy
is left to interpretation; and 3) the policy allows for implementation in a manner that diminishes our professional status.

We believe the proposal is an improved policy because 1) interpretation is less ambiguous; 2) the clarity of the policy enables work schedule problems to be resolved without consulting with Personnel Services; 3) the policy is advantageous for supervisors and administrative staff because it more clearly defines the concepts of flex time, flexible work schedule, and compensatory time as they relate to the position responsibilities. It should be recognized that administrative staff are in both the position of supervisor as well as employee. The proposed policy more clearly meets the needs of each role.

To ask Administrative Staff to “report” problems to you places us in a very awkward status in that only the most egregious cases will be reported because we risk jeopardizing the working relationship with our supervisor. Furthermore, reporting on our supervisor diminishes the concept of professionalism. Finally, Administrative Staff members have developed a high respect for you and the confidential way in which we know you would handle complaints. Nevertheless, staff members will not ask you to intervene with such problems because they fear subtle or blatant retaliation. We are the only employee group with virtually no job security and we must be especially sensitive to situations that will jeopardize our positions.

The University is faced with severe budget problems that will undoubtedly result in even fewer people to do the necessary work, adding further stress to our jobs. Reasonable flexibility with our work schedules would be a badly needed boost in morale and would have no financial costs to the University.

4/1/92
ATTENDANCE SHEET

1991-92 Administrative Staff Council

Please initial next to your name. Substitutes, please sign your name next to the name of the person for whom you are substituting. Guest, please sign your name at the bottom on a blank line.

Ann Bowers
Todd Brunsink
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Joan Morgan
Penny Nemitz
Greg Nye
Ed O'Donnell
Gary Palmisano
Barry Piersol
Cindy Puffer
Jan Ruma
Charles Schultz
Lori Schumacher
Sid Sink
Beverly Stearns
Norma Stickler
Linda Swaisgood
Manuel Vadillo
Deb Vetter
Bob Waddle
Duane Whitmire
Paul Yon
Mary Beth Zachary
Beth Zink
Ron Zwierlein

Ken Larson
Roger Swope

April 1992
Disproportionate Cuts

Higher education comprises only 12.4% of the state budget. Yet it received 39% ($45 million) of the February 1991 state budget cut and 29% ($57 million) of the January 1, 1992 cut. Elementary and secondary education also was reduced out of proportion to its state budget share. As a result, education at all levels absorbed 75% of the 1992 cut, even though we receive less than 50% of the state budget. In the past two years, education's share of the state budget pie has dropped by nearly 5%, which translates into a loss in share over the two years of $650 million, $200 million to higher education and $450 million to elementary and secondary education.

Decreasing Buying Power Per Student

State support for higher education, on a per student basis and after adjusting for inflation, has fallen 16% in the past five years. Unlike elementary and secondary education which has seen enrollment decline, public higher education has grown by 55,000 students or about 3% per year over the past five years.

FY 93 Budget Deficit Growing

Because state revenues are now expected to fall below estimated levels for FY 93 while Medicaid, Aid to Dependent Children and General Assistance expenditures are expected to exceed estimates, the State of Ohio is currently projected to enter FY 93 with a budget deficit of between $577 million (OBM - Office of Budget and Management) and $743 million (LBO - Legislative Budget Office). In the absence of tax increase, the only option for dealing with a budget deficit is reductions in spending.

Elementary and Secondary Education to be Held Harmless

Governor Voinovich has now promised elementary and secondary education that it will receive its full appropriation in FY 93. This means K-12 will not participate in the distribution of the state budget deficit and will, in fact, receive an increase of about 7%. The Governor made no such promise to exclude higher education from further cuts. This leaves higher education vulnerable to cuts that are gravely more disproportionate than those already experienced in 1991 and 1992.

Estimating the FY 93 Higher Education Cuts

The size of cut that higher education will have to bear will be dependent on what other agencies and functions of state government are asked to absorb. If, as in FY 92, the assumption is that human services, children's programs, prisons and small state agencies cannot (or should not) carry their share of the state's budget problem, and if the Governor keeps his promise to elementary and secondary education, then the only other major source of funds from which the state can draw to solve the deficit is higher education. In that case, it is likely that at least half of the total reduction would come from state support for higher education. LBO has estimated that in this scenario state appropriations for higher education would be cut $358 million (23%). Given the magnitude and impact of the cuts already taken by higher education in 1991 and 1992, a reduction of this magnitude would be devastating, not only for FY 93 but for years to come. BGSU, the other Ohio institutions and the Board of Regents are doing all they can to ensure that the Governor and General Assembly fully understand the devastating impact further deep cuts in higher education will have on the citizens and the economy of Ohio.

IUC/OPB 4/7/92
Working Guidelines to Use in Analyzing Budget Cutting or Revenue Enhancing Strategies

The following statements represent the principles which should be used in comparing various budget cutting or revenue enhancing strategies. In a sense, they represent the "lenses" through which various strategies should be viewed. Each item should be viewed from the perspective that, other things equal, this principle provides the basis for choosing among alternatives.

A. Overriding Considerations

1. Proposed reductions should be made in the context that state support for higher education is expected to remain at reduced levels for some time.

2. Potential cuts must be consistent with long term University goals rather than representing short term expediency.

3. Cuts should not be uniform across the board.

4. Auxiliary and general fee budget areas should contribute to the solutions of the budget problems.

B. Role and Mission Considerations

1. Centrality to the University's mission.

2. Program quality.

3. Department/unit productivity.

C. Program Considerations

1. Minimize negative effect on students' academic programs.

2. Enrollment opportunities in required courses, including general education courses, must be preserved.

3. Overhead activities should be cut before front line instruction, research, or student support service activities.

4. Instruction, research, and student support service functions take precedence over co-curricular activities, taking care not to jeopardize student retention.

5. Programs serving currently enrolled or admitted students take precedence over programs serving non-enrolled students or other external constituents, taking care not to jeopardize future enrollments.
D. Equity Considerations

1. Students' educational needs take precedence over employees' needs.

2. Position eliminations should not be concentrated in any particular constituency group.

3. Selective elimination of services/functions and positions is preferable to cuts which preserve positions at the cost of preventing remaining employees from being effective in the performance of their responsibilities.

4. Programmatic issues take precedence over employee longevity when considering positions for possible elimination.

5. No area is exempt from consideration for budget cuts.

E. Procedural Considerations

1. Consider the revenue and enrollment impact of potential strategies in addition to the impact on costs.

2. The set of potential cuts should be viewed as a whole rather than in isolation to facilitate understanding explicit trade-offs.

3. Communication with the various constituency groups on campus is essential.

4. Impacts of budget cutting strategies should be communicated to external constituencies.

4/6/92
Budgets
I. Call to Order

II. Old Business

III. New Business

IV. Good of the Order

This is a special meeting called for continuing discussion of the budget crisis and related issues. Come prepared to discuss your and your constituents' views on various pay reduction proposals (layoffs, pay/time cuts), instituting an Early Retirement Incentive Program (ERIP) and ways to reduce operating budgets.
BASIC FACTS RE: BUDGET CUTS

Disproportionate Cuts

Higher education comprises only 12.4% of the state budget. Yet it received 39% ($45 million) of the February 1991 state budget cut and 29% ($57 million) of the January 1, 1992 cut. Elementary and secondary education also was reduced out of proportion to its state budget share. As a result, education at all levels absorbed 75% of the 1992 cut, even though we receive less than 50% of the state budget. In the past two years, education's share of the state budget pie has dropped by nearly 5%, which translates into a loss in share over the two years of $650 million, $200 million to higher education and $450 million to elementary and secondary education.

Decreasing Buying Power Per Student

State support for higher education, on a per student basis and after adjusting for inflation, has fallen 16% in the past five years. Unlike elementary and secondary education which has seen enrollment decline, public higher education has grown by 55,000 students or about 3% per year over the past five years.

FY 93 Budget Deficit Growing

Because state revenues are now expected to fall below estimated levels for FY 93 while Medicaid, ADC and General Assistance costs are expected to exceed estimates, the State of Ohio will enter FY 93 with a budget deficit projected between $577 million (OBM) and $657 million (LBO).

Elementary and Secondary Education to Be Held Harmless

Governor Voinovich has now promised elementary and secondary education that it will receive its full appropriation in FY 95. This means K-12 will not absorb its proportionate share of the state budget deficit and will, in fact, receive an increase of about 7%. The Governor made no such promise to exclude higher education from further cuts. This leaves higher education vulnerable to cuts that are gravely more disproportionate than those already experienced in 1991 and 1992.

Estimating the FY 93 Higher Education Cuts

The Governor is expected to announce the FY 93 cuts on or about April 1. The earliest possible notice is essential to university planning, given that personnel commitments consume the overwhelming part of educational costs.

The size of cut that higher education will have to bear will be dependent on what other agencies and functions of state government can absorb. If, as in FY 92, the assumption is that human services, childrens programs, prisons and small state agencies cannot (or should not) carry their share of the state's budget problem, and if the Governor keeps his promise to elementary and secondary education, then the only other major source of funds from which the state can draw to solve the deficit is higher education. Given the magnitude and impact of the cuts already taken by higher education in 1991 and 1992, that could translate into a percentage and dollar cut for higher education that would be devastating, not only for FY 93 but for years to come.
We appreciate the monumental task you have of balancing the budget.

We know you are committed to as much support for higher education as possible.

We understand in these times that we need to help ourselves first.

We will continue to economize.

BGSU is one of lowest cost universities in state.
- On-campus Ohio resident student pays $25.60 per day for room, board, tuition and fees.

High quality, low cost.

BGSU is one of top 2 or 3 most sought after universities in state and ranked among top universities in country.

Funding reductions have reached point of crisis.

In last 14 months, support for BGSU cut 10% or nearly $6 million.

Reduced access to computer labs and library.

Today BGSU has 75 fewer faculty and staff than a year ago.
- Result: larger classes, increased dependence on part-time and temporary instructors to accommodate demand, some courses not offered and faculty at various academic units are teaching more class sections.

Library purchases have been reduced (heart and soul of an institution).

Fewer job opportunities on campus for students.

Deferred maintenance of plant.

Operating and equipment budgets reduced.

BGSU is doing more with less and working harder and smarter.

We are approaching a second consecutive year without a salary increase for employees.
Employees are now paying a larger portion of their health insurance premiums.
- Faculty salaries presently rank among the bottom of our peer institutions in Ohio.
- We will begin to lower our quality and lose devoted employees through layoffs.

We have done a great deal to help ourselves; we have reached the limit.

With recent union election in a non-academic unit, BGSU no longer only university in Ohio with no unions.

BGSU has much to offer northwest Ohio businesses.
- Center for Photochemical Sciences
- Center for Quality, Measurement and Automation
- Center for Canadian Studies

Without the opportunity to increase enrollment (BG is legislatively capped) and with ongoing reductions in state subsidy, we must have permission to increase tuition (presently tuition is legislatively capped).

The importance of managing for the future: Governor Voinovich requested that higher education participate in his statewide review of costs. We have responded positively, because we know that as higher education absorbs its share of state budget cuts, it must still perform its missions of teaching, research and service if our people are to have the knowledge we need to deal with our pressing problems, both economic and social.

Education's cuts are disproportionate: While it is reasonable for the public to expect education to examine its operations and absorb its share of cuts, the public needs to understand that education is being asked to absorb a disproportionate share of the state's budget problem. The cuts being imposed on education are enormous and cannot possibly be absorbed through increased efficiency. Education at all levels will be in a weakened position to make its needed contribution to the long term future of the state.

Consider the following facts:

- State support for higher education, on a per student basis and after adjusting for inflation, has fallen 16% in the past five years. For every $6 of support per student we received in 1987, we received $5 of comparable purchasing power today.
- Higher education received 29% of the total cut imposed on December 30, but has between 10% and 13% of state General Fund appropriations. Higher education's problem is aggravated by the need to serve steadily growing enrollments. We have grown by 55,000 students in the past 5 years -- that's the size of an institution like Ohio State. Our share of the cut imposed last year was 39%.

- The rate of increase in state spending has been brought down to the rate of inflation, but this is true only on average and only because education support has not grown at all. Even after the December 30 budget cuts, fiscal year 1992 General Revenue Fund spending from all sources, including federal, will be a full $1.5 billion above the amounts spent in fiscal year 1990. This entire increase will be spent on the non-educational portion of the budget. Education, from kindergarten through graduate school, will receive less state General Revenue Fund support in FY 1992 than it did in FY 1990.

- Another way to look at these same facts is to examine the share of the budget that is allocated to education. In the past 2 years, education's share of the budget pie has dropped by nearly 5%. This may not seem like much until one realizes the pie is over $13 billion. If education's share of the pie had not been reduced in the past 2 years - if it had been treated no better but no worse than the General Revenue Fund budget as a whole - it would be receiving an additional $650 million from the state this year. Higher education alone would be receiving an additional $200 million this year.

- Medicaid spending is out of control.

- Public statements from Columbus indicates Higher Education could be forced to absorb up to 20% additional budget reductions. That reduction would be the equivalent of total subsidy for BGSU, Miami, Kent State and Ohio University.
General Assembly of the State of Ohio
Office of the Legislative Service Commission
Columbus, Ohio 43215
614-644-7613
Fax: 614-644-7612

OHIO GOVERNMENT DIRECTORY
119th Legislature
1991-92

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Columbus, OH 43215
Michael DeWine, Lt. Gov.
77 S. High Street
Columbus, OH 43215

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Minority Whip..........................................Robert Nettle
Asst. Minority Whip.................................Jeffrey Johnson

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Martha Butler, Clerk
466-4900

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CUPP, Robert (12th-Lima)....................................466-7584
DRAKE, Grace L. (22nd-Solon)...............................466-7505
FINAN, Richard H. (7th-Cincinnati)..........................466-9737
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MONTGOMERY, Betty (2nd-Perrysburg).......................466-8060
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PALMER, Paul (26th-Bucyrus).................................466-8049
RAY, Roy (27th-Akron).....................................464-4823
SCHARF, Richard (19th-Wooster).............................466-8086
SINGRA, Anthony C. (23rd-Lakewood).........................465-5123
SNYDER, H. Cooper (14th-Hillsboro).........................466-8082
SUHADOLNIK, Gary C. (24th-Parma Hghts.)..................466-8056
WATTS, Eugene J. (16th-Galloway)..........................466-5981
WILLIAMS, Steven O. (31st-Lancaster).......................466-5838

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BOGGS, Robert J. (18th-Jefferson)............................466-7718
BOWEN, William F. (9th-Cincinnati).........................466-5980
Burch, Robert (30th-Dover)................................466-6508
FINGERHUT, Eric D. (25th-Cleveland)....................466-1111
FURNEY, Linda (11th-Toledo)...............................466-5204
JOHNSON, Jeffrey (21st-Cleveland).........................466-4857
LONG, Jan Michael (17th-Circleville)......................466-8156
MESHNEL, Harry (33rd-Youngstown).........................466-8285
NETTLE, Robert (28th-Barberton)............................466-7041
PFEIFFER, Richard C. (15th-Columbus).....................466-5131
ZALESKI, Alan J. (13th-Blyria)..............................644-7613
ZIMMERS, Neil (5th-Dayton).................................466-6247

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Vernal G. Riffe (D), Speaker
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GUERRA, Russ (40th-Englewood) ......................... 644-8051
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JOHNSON, Dave (51st-North Canton) ................... 466-9089
JOHNSON, Tom (96th-New Concord) ...................... 466-8728
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MEYERS, Jon (78th-Lancaster) ............................... 466-8100
NEIN, Scott (57th-Middletown) .............................. 466-8550
NETZLEY, Robert (68th-Laura) ............................... 466-8114
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O'BRIEN, Jackie (26th-Cincinnati) ...................... 466-4384
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SCHUCK, Bill (35th-Worthington) ......................... 466-9688
SINES, Raymond (61st-Perry) .................................. 466-9624
STOZICH, John (82nd-Findlay) .............................. 466-3819
THOMAS, E.J. (23th-Columbus) ............................. 466-2473
THOMPSON, Bill (1st-Lima) ..................................... 466-9624
VAN VYVEN, Dale (27th-Cincinnati) .................... 466-8120
WACHTMANN, Lynn (80th-Napoleon) ..................... 466-3760
WATKINS, Tom (44th-Stow) .................................... 466-3769
WHITE, Doug (77th-Manchester) ......................... 466-3506
WINKLER, Chery (26th-Cincinnati) ....................... 466-2715

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Tower, 77 South High Street, Columbus, OH 43215.
ADMINISTRATIVE STAFF COUNCIL
AGENDA

Thursday, May 7, 1992
1:30 p.m. University Union Alumni Room

I. Call to Order

II. Approval of January minutes

III. Chair’s Report

IV. Secretary’s Report

V. New Business

VI. Committee Reports

VII. Good of the Order
ADMINISTRATIVE STAFF COUNCIL
MINUTES
MAY 7, 1992


MEMBERS ABSENT: House, Kaplan, Kepple, McLove, Ruma, Sink, Vadillo

GUESTS: Barbara Weadock, Roger Swope

The meeting was called to order at 1:30 p.m.

Schultz moved and Zwierlein seconded approval of the April minutes. They were accepted.

In the chair’s report, Kaplan:
--read a letter from Vern Riffe, speaker of the Ohio House of Representatives, thanking ASC for the letter voicing our concerns for the future of higher education and its funding;
--read memos from C. Dalton and B. Clark urging supervisors to accommodate flexible schedules for administrative staff employees;
--reviewed a draft of the summary sheet outlining recommendations of the health care task force (see attached);
--Although vision care benefits would be eliminated, employees could purchase an optional plan that could be sheltered in a 125 plan;
--Under #14, choice of plans, A. would probably cost 8 percent more than the current plan while C. would lower the premium cost by about 7 percent;
--Council members asked if, since some people may have already met the current deductible for the calendar year, we would be required to meet additional deductible under a new plan. The benefits office would have to determine this.

When one council member asked if UCR (usual and customary rates) figures were available so employees could "shop around" for health care, Kaplan responded that 90 percent of doctors in our region already charge UCR and that the physician’s office manager may negotiate with individuals who ask that UCR be accepted as payment in full.

When asked if there would be compensation for those employees who opt out of health care altogether, Kaplan replied that this had not been considered because it might prompt people to opt out and become uninsured.

In the secretary’s report, McLaughlin reported that in the elections:
Greg Jordan had been elected chair-elect;
Barb Keeley had been elected secretary;
New area representatives to executive committee are:
   Academic Affairs: Joan Morgan
   Planning and Budgeting: Teresa McLove
   Student Affairs: Jill Carr
   University Relations: Virnette House
(Actually, some elections were still unresolved at the meeting, but since have been settled.)
A roster of the 1992-93 Administrative Staff Council will be distributed at the June 4 meeting, which all members from 1991-92 and 1992-93 will attend.

Piersol then moved to adjourn, seconded by Keeley. Adjournment was at 3:10 p.m.

Committee chairs should be prepared to report at the June meeting.
1. That the University continue to provide for health care cost through our present self-funded system.

2. That the University explore providing health care coverage through an integrated plan that provides employees the option of selecting a preferred provider association, a health maintenance organization, or the traditional fee-for-service arrangement.

3. That the University contract with an employee assistance program to provide early intervention into personal and workplace problems and to monitor care for mental health and chemical dependency benefits.

4. That the prescription drug card plan (PCS) continue to be covered under the University's health insurance plan.

5. That the amount paid to pharmacists for generic prescription drugs based on the maximum allowable cost (MAC) plan rather than the average wholesale price (AWP).

6. That the current policy, providing a co-payment of 20% of the retail price on non-generic drugs, be amended to provide for a co-payment of the difference between generic and non-generic retail price if a generic substitute is available.

7. That the PCS Quantum Alert Program remain under consideration but not be adopted at this time.

8. That action be considered on bulk purchases of maintenance drugs once more information is available.

9. That the University no longer contribute to vision care benefits for employees or employee dependents.

10. That the University provide employees the option of enrolling in a vision care plan under Section 125.

11. That the University's health benefits for chiropractic services be limited to the following: Services provided by a licensed chiropractor (D.C.) would be covered by the plan provided such services are within the scope of his/her license.

   For neuro-musculoskeletal disorders, where medically necessary, the plan will pay 80% of reasonable and customary charges, up to a maximum of $25 per visit for the first 15 visits and $12.50 per visit for the next 35 visits, with a maximum of one visit per day and 60 visits per calendar year.

   X-rays will be covered if they are necessary to analyze a disorder. A maximum of $150 will be considered for x-rays and diagnosis during any calendar year. These maximums would apply to each covered person. Additional charges for ultrasound, diathermy in connection with a chiropractic visit would not be covered.

12. That the following changes be made in mental health benefits: special deductibles, copayments, and maximum payments be established for mental health as described below:

   **In-patient benefits:**
   The plan pay 80% of covered services (defined in existing plan) with an annual maximum of 30 days in-patient treatment up to an annual maximum benefit of $30,000.
Out-patient benefits:

The plan will pay for covered services (defined in existing plan) up to $1,000 per calendar year with a co-payment percentage of: visits 1-3 80% up to $75; visits 4-6 80% up to $60; visits 7+ 50% up to $40.

13. That the following changes be made in chemical dependency benefits: special deductibles, copayments, and maximum payments be established for chemical dependency as described below:

The plan will pay 80% of in-patient or out-patient benefits on an episode of care basis. An episode of care can be a combination of in-patient and/or out-patient treatment. The treatment plan must be approved in advance. No more than two in-patient admissions related to chemical dependency care would be covered during any calendar year with a maximum lifetime benefit of $30,000.

14. Choice of Three Plans:
   A. Present plan, plus increased premium
   B. Comprehensive, $200/400 deductible, 80%, cap ($1,000/2,000, no change premium
   C. Comprehensive, $500/1,000 deductible, 80%, cap $1,500/3,000, decreased premium

15. Employee premiums to increase or decrease the same dollar amount for each constituent group, and budgets to be charged the same amount for each constituent group.

16. Expand 125 plan, create flexible spending account.

17. Create a wellness office and a wellness program.

18. Cover preventive/screening as per national guidelines.

19. Possibly extend dental to contract dependents. Premium would increase for all contract staff with family coverage.
May 7, 1992  ASC

Schultz, RZ  accepted minutes

Chair report  Change agenda to be approval of April mins

Raffle letter

trio from Dalton & Betsey to directors

flextime

health care handouts (3)

JK goes over draft summary sheet

report to pres. May 8  (copy & send at minutes)

# 9: doesn't pay enough now; an optional plan

may be for better deal if you can. 12s; it

treasurer says by Sept will have flexible

spending account for sheltering health costs

# 14 about 8% increase in cost to provide plan A

+38% increase family coverage

plan C  7% lower premium

# 18 may be included in PPO-like plan

pap smear

mammograms

# 19: ASC & FS to discuss adding family dental

but we'd have to pay more premiums

any premiums can be pre-tax, 12s sheltered

Q's - if deductible is déjà met, will we have to meet

extra deductible if choosing plan C, e.g.

benefits office will figure this at

Can we make a resolution to get our contracts

insurance year both be fiscal year
Darren wants benefits office to track employee contributions so employees can see if they're saving $ or what in the plan they'll in.
If it moves to recommend that plan up + insurance your both be fiscal year. But in the transition year, deductible or arranged so deductible is

(C prefers second) is rated or re-price penalized for already having met their deductible this year.
MB Zaneisy wants to know if we can get ECR rates as we can shop around.

If we need to negotiate costs/prices of:
Dr's office vary. We can't ensure accept.
ECR as fixed payment since that's what
our plan pays (75% of Drs in our
region charge ECR anyway)

J Morgan needs statement on recommendations that fee/ad stuff be unhappy w/ offered
plans

Won't compensate those who opt out because too many people

Seely report

J thinks EB has on natural amongst faculty's
diversity task

Committee report deferred to June
BP, Breckley adjourn
INFORMATIONAL REPORT TO CLASSIFIED STAFF COUNCIL
ON HEALTH CARE TASK FORCE
APRIL 21, 1992

Section 1 - Where do our dollars go in health care?

<table>
<thead>
<tr>
<th>Diagnosis</th>
<th>Total</th>
<th>%</th>
<th>Class</th>
<th>Faculty</th>
<th>Admin</th>
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<tbody>
<tr>
<td>Routine</td>
<td>$103,218</td>
<td>2.0%</td>
<td>1.9%</td>
<td>2.3%</td>
<td>1.8%</td>
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<tr>
<td>Infectious</td>
<td>53,693</td>
<td>1.1%</td>
<td>1.0%</td>
<td>1.1%</td>
<td>1.3%</td>
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<td>Neoplasm</td>
<td>439,637</td>
<td>8.6%</td>
<td>7.8%</td>
<td>9.5%</td>
<td>9.8%</td>
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<tr>
<td>Endocrine</td>
<td>158,039</td>
<td>3.1%</td>
<td>4.2%</td>
<td>2.0%</td>
<td>1.7%</td>
</tr>
<tr>
<td>Blood</td>
<td>78,427</td>
<td>1.5%</td>
<td>0.3%</td>
<td>3.7%</td>
<td>1.2%</td>
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<tr>
<td>Mental</td>
<td>501,223</td>
<td>9.9%</td>
<td>6.5%</td>
<td>18.0%</td>
<td>4.6%</td>
</tr>
<tr>
<td>Nervous</td>
<td>262,129</td>
<td>5.2%</td>
<td>5.4%</td>
<td>3.4%</td>
<td>8.1%</td>
</tr>
<tr>
<td>Circulatory</td>
<td>395,716</td>
<td>7.8%</td>
<td>8.8%</td>
<td>6.7%</td>
<td>6.4%</td>
</tr>
<tr>
<td>Respiratory</td>
<td>340,512</td>
<td>6.7%</td>
<td>8.5%</td>
<td>4.5%</td>
<td>5.0%</td>
</tr>
<tr>
<td>Digestive</td>
<td>456,937</td>
<td>9.0%</td>
<td>9.8%</td>
<td>7.8%</td>
<td>10.5%</td>
</tr>
<tr>
<td>Gen/Urinary</td>
<td>641,134</td>
<td>12.8%</td>
<td>9.2%</td>
<td>15.9%</td>
<td>14.3%</td>
</tr>
<tr>
<td>Pregnancy</td>
<td>307,346</td>
<td>6.0%</td>
<td>6.1%</td>
<td>3.3%</td>
<td>10.5%</td>
</tr>
<tr>
<td>Musc/skelatal</td>
<td>513,914</td>
<td>10.1%</td>
<td>9.3%</td>
<td>7.8%</td>
<td>10.5%</td>
</tr>
<tr>
<td>Skin</td>
<td>70,782</td>
<td>1.4%</td>
<td>1.5%</td>
<td>1.1%</td>
<td>1.8%</td>
</tr>
<tr>
<td>Congenital</td>
<td>49,346</td>
<td>1.0%</td>
<td>1.3%</td>
<td>0.6%</td>
<td>0.6%</td>
</tr>
<tr>
<td>Perinatal</td>
<td>5,589</td>
<td>0.1%</td>
<td>0.2%</td>
<td>0.0%</td>
<td>0.1%</td>
</tr>
<tr>
<td>Other</td>
<td>338,121</td>
<td>6.6%</td>
<td>6.8%</td>
<td>7.1%</td>
<td>5.2%</td>
</tr>
<tr>
<td>Injury/poison</td>
<td>369,794</td>
<td>7.3%</td>
<td>9.0%</td>
<td>5.1%</td>
<td>5.6%</td>
</tr>
<tr>
<td>Totals</td>
<td>$5,085,552</td>
<td></td>
<td>2,712,821</td>
<td>1,607,729</td>
<td>765,002</td>
</tr>
</tbody>
</table>
Section 2 - Age and Sex Distribution of B.G.S.U. employees

<table>
<thead>
<tr>
<th>Age</th>
<th>ALL CLASSES</th>
<th>FACULTY</th>
<th>ADMIN</th>
<th>CLASSIFIED</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>M - F</td>
<td>M - F</td>
<td>M - F</td>
<td>M - F</td>
<td></td>
</tr>
<tr>
<td>under 30</td>
<td>89 - 129</td>
<td>18 - 21</td>
<td>35 - 66</td>
<td>36 - 66</td>
<td>218</td>
</tr>
<tr>
<td>30 - 39</td>
<td>292 - 347</td>
<td>109 - 64</td>
<td>82 - 76</td>
<td>101 - 207</td>
<td>639</td>
</tr>
<tr>
<td>40 - 49</td>
<td>351 - 404</td>
<td>197 - 74</td>
<td>78 - 70</td>
<td>76 - 260</td>
<td>755</td>
</tr>
<tr>
<td>50 - 59</td>
<td>304 - 224</td>
<td>183 - 44</td>
<td>57 - 31</td>
<td>64 - 149</td>
<td>528</td>
</tr>
<tr>
<td>60 &amp; over</td>
<td>72 - 76</td>
<td>56 - 16</td>
<td>11 - 4</td>
<td>9 - 52</td>
<td>148</td>
</tr>
</tbody>
</table>

Note: of the total employees
- 9.5% are under age 30
- 28.0% are between 30 & 39
- 33.0% are between 40 & 49
- 23.0% are between 50 & 59
- 6.5% are over age 60

Additional notes:
- 30% are over age 50
- 38% faculty are over 50
- 21% admin staff are over 50
- 27% classified are over 50
- 63% faculty are over 40
- 51% admin staff are over 40
- 60% classified are over 40

In total numbers of employees
- 299 faculty are over 50
- 103 admin staff are over 50
- 274 classified are over 50
- 570 faculty are over 40
- 251 admin staff are over 40
- 610 classified are over 40

Women employees
- 219 are faculty
- 223 are admin staff
- 734 are classified
- 134 faculty women are over 40
- 105 admin staff women are over 40
- 461 classified women are over 40
**DEFINITIONS OF TERMS**

<table>
<thead>
<tr>
<th>Category</th>
<th>Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEOPLASM</td>
<td>cancers</td>
</tr>
<tr>
<td>ENDOCRINE</td>
<td>diabetes, thyroid conditions</td>
</tr>
<tr>
<td>BLOOD</td>
<td>leukemia, anemia</td>
</tr>
<tr>
<td>NERVOUS</td>
<td>neurological disorders, strokes</td>
</tr>
<tr>
<td>CIRCULATORY</td>
<td>heart disease, heart attacks, veins</td>
</tr>
<tr>
<td>DIGESTIVE</td>
<td>ulcer, liver, hepatitis</td>
</tr>
<tr>
<td>GEN/URINARY</td>
<td>bladder, vaginal, prostrate, kidney</td>
</tr>
<tr>
<td>CONGENITAL</td>
<td>birth defects</td>
</tr>
<tr>
<td>OTHERS</td>
<td>anything that can't be put under just one category</td>
</tr>
</tbody>
</table>
ATTENDANCE SHEET

1991-92 Administrative Staff Council

Please initial next to your name. Substitutes, please sign your name next to the name of the person for whom you are substituting. Guest, please sign your name at the bottom on a blank line.

Ann Bowers- Susan Hughes
Todd Brunsink
John Buckenmyer
Tim Burns
Cindy Colvin
Dick Conrad
Susan Darrow
Gregg DeCrane
Darlene Ehmke
Pat Green
Virnette House
Greg Jordan
Jacquie Joseph
Josh Kaplan
Barb Keeley
Joyce Kepke
Holly Kepple
Pat Koehler
Greg MacVarish
Deb McLaughlin
Teresa McLove
Gail McRoberts

Joan Morgan
Penny Nemitz
Greg Nye
Ed O'Donnell
Gary Palmisano
Barry Piersol
Cindy Puffer
Jan Ruma
Charles Schultz
Lori Schumacher
Sid Sink
Beverly Stearns
Norma Stickler
Linda Swaisgood
Manuel Vadillo
Deb Vetter-JcCan
Bob Waddle
Duane Whitmire
Paul Yon
Davie Richmond
Mary Beth Zachary
Beth Zink
Ron Zwierlein

__________________________

__________________________

__________________________

__________________________
ADMINISTRATIVE STAFF COUNCIL
AGENDA

Thursday, June 4, 1992
1:30 p.m. University Union Alumni Room

I. Call to Order

II. Approval of May minutes

III. Chair's Report
   list of 1991-92 accomplishments

IV. Secretary's Report
   new membership roster
   ASC committee sign-up

V. Annual Committee Reports

VI. Salutations to outgoing members

VII. Good of the Order

WELCOME TO ALL NEW MEMBERS!
SPECIAL LEAVE POLICY FOR ADMINISTRATIVE STAFF
May 26, 1992

SPECIAL LEAVE

The Special Leave Policy allows full and part-time administrative staff members the opportunity to voluntarily request leaves of absences anytime during the calendar year subject to the following stipulations:

1. Leave may occur over a period of weeks, months, monthly or a reduced week schedule of less than 40 hours per week (leave and/or reduced work schedule may not exceed a total of three (3) months in a 12 month period).

2. All leaves must be approved by the immediate supervisor and the dean, director, or area head. To request a leave of absence, the staff member must complete a Special Leave Request Form and send completed form to Personnel Services.

3. No approval will be given to the hiring of temporary/part-time help to fill in for the temporary vacancies created by these leaves. The staff member's absence must not interfere or impede other University operations. Employees on special leave should be available to return to their assignment in the event of unforeseen emergencies.

4. Employees will continue to receive paid regular medical, dental, vision, and life insurance benefits. Employees are responsible for paying applicable insurance premiums.

5. Vacation and sick leave will accrue for hours actually worked.

6. In the case of PERS retirement credit accrual, employees will receive a full month of credit if earnings are a minimum of $250.00 per month, partial credit if employees earn less, and no credit if there are no earnings.

7. The status of full-time and part-time staff members remains the same.
DEFINITION:

UNCLASSIFIED ADMINISTRATIVE POSITION

A position funded wholly or in part (more than half) by grant/external funds and whose appointment is for a specified period of time and subject to the availability of funds.

CONTRACT:

CONTRACT FOR UNCLASSIFIED ADMINISTRATIVE STAFF EMPLOYMENT

2. Type of Employment

c. ( ) Position funded wholly or in part (more than half) by grant/external funds and whose appointment is for a specified period of time and subject to the availability of funds.

4. Compensation

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

BGSU STATEMENT OF UNDERSTANDING

I understand that the position I hold is funded wholly or in part (more than half) by grant or other external funds and that continuation of employment and fringe benefits is contingent upon the availability of said grant/external funds. Continuation of employment is not guaranteed beyond the termination of grant/external funds. Fringe benefits which are provided contingent upon the availability of grant/external funds include, but are not limited to the following:

1. Vacation benefits (including payment of unused balance of no more than 44 days upon termination) for twelve-month full-time contract positions.

2. Sick leave benefits (including payment for a maximum number of days prescribed by policy upon retirement after 10 years of BGSU service).

3. Consulting release time.

4. PERS - University contribution.

5. Employee and dependent fee waiver.

6. Insurance benefits.

7. Supplemental Retirement Program.

8. Holidays

Signature of Employee ___________________________ Date ___________________________
June ASC Meeting - Chair Report

I. EXEC MEETING AT FIRELANDS
   ? ASC meeting at Firelands
   ? Teleconference of ASC meeting, perhaps when President is guest
   ? Teleconference for professional development programs
   ASC BUDGET: balance close to zero and $800 current obligation for Ferrari awards, which will have to be addressed in next year’s budget.

II. GOALS
   1. Achieved. Compromise on increases in premiums for classified staff - flat dollar amount is worse than percentage of current contribution, better than covering entire increase in expenditures. Vision was win/no lose.
   2. Not achieved.
   3. Achieved. Not feasible at 80% replacement, but implemented at maximum 20% replacement with budget crisis.
   4. Still uncertain - ongoing goal.
   5. On hold due to hiring freeze but some progress.
   7 & 8. Some progress. Proposed handbook changes not endorsed by Ad Council, but working with John Moore to have this decision reconsidered. Meanwhile, Vice Presidents Clark, Dalton, Arrowsmith have written memos supporting flex time for administrative staff, and Vice President Martin has given verbal support for this to his senior staff.
   10. Not achieved.
   11. Substantial progress. The concept of succession planning has received support from the Administration, and we will be working with Personnel Services to work out a specific policy. We received professional development funds this year, although we have not yet succeeded in establishing this as part of our operating budget base.

III. OTHER ACHIEVEMENTS
   The BG Effect program was established, and has been extremely well received - thanks to all the volunteers and particularly Joan Morgan.
   Contributed to EAP Committee
   Clarified issue of vacation for grant funded employees
   Helped revise internal reorganization policy
   Helped revise acting/interim appointment policy
   Revised scholarship application and awarded two scholarships - Thanks to Sue Darrow and entire committee

IV. OTHER ISSUES
   SRP for Administrative Staff to be terminated
   Special Leave Policy - attachment
   "Unclassified Administrative Position" - attachment
1. Work with all constituent groups on the establishment of an equitable health insurance plan for all University employees.

2. Work with Personnel Services to include job descriptions in administrative staff members' contract wording.

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

4. Pursue matching funds from the foundation for the Ferrari Award with the Development Office.

5. Work with Personnel Services in the establishment of a personnel position to serve the needs of the administrative staff.

6. Work with Faculty Senate and Classified Staff Council on University-wide issues that arise.

7. Address the issues of excessive workloads and the consistent application of existing workload policies.

8. Address the issue of flextime and the consistent application of specific flextime policy.

9. Establish child care as a high institutional priority.

10. Secure an overall salary and benefits package that ranks BGSU's administrative staff in the number four position, or higher, statewide among public universities.

11. Strengthen professional development by obtaining University approval for the implementation of succession planning and by generating ongoing professional development grant funds through the University budgeting process.

10-7-91
ASC GOALS 1992-1993

GOALS CONTINUED FROM 1991-1992

1. Pursue with the Development Office matching funds from the foundation for the Ferrari Award.

2. Establish child care as a high institutional priority.

3. Secure an overall salary and benefits package that ranks BGSU's administrative staff in the number four position, or higher, statewide among public universities.

4. Due to lay-offs and vacated positions, continue to address the issues of excessive workloads and the consistent application of existing workload policies.

NEW GOALS

1. Inform all administrative staff of the recommendations on health insurance brought forward by the Health Care Task Force Report. Respond to these recommendations by October 1, 1992.

2. Recommend changes in the SRP for administrative staff which will improve the program. Continue to request that it remain as a benefit for administrative staff.

3. Work in good faith with the university administration and other constituent groups in implementing fiscally prudent yet humane policies and procedures during this financial crisis.

4. Improve awareness among administrative staff of the availability of professional development funds and review the application procedure.

5. Implement succession planning.

6. Recommend a budget increase for the Administrative Staff Council's operations account.

7. Gather statistics on administrative staff regarding changes in numbers, status, teaching responsibilities, etc. since
ASC GOALS 1992-1993

GOALS CONTINUED FROM 1991-1992

1. Pursue with the Development Office matching funds from the foundation for the Ferrari Award. (Note: The Board of Trustees approved the funding of the Ferrari Award from the internal endowment at the August 14, 1992 meeting.)

2. Establish child care as a high institutional priority.

3. Secure an overall salary and benefits package that ranks BGSU’s administrative staff in the number four position, or higher, statewide among public universities.

4. Due to lay-offs and vacated positions, continue to address the issues of excessive workloads and the consistent application of existing workload policies.

5. Seek university approval of succession planning; implementation to follow.

NEW GOALS

1. Inform all administrative staff of the recommendations on health insurance brought forward by the Health Care Task Force Report. Respond to these recommendations by October 1, 1992.

2. Recommend changes in the SRP for administrative staff which will improve the program. Continue to request that it remain as a benefit for administrative staff.

3. Work in good faith with the university administration and other constituent groups in implementing fiscally prudent yet humane policies and procedures during this financial crisis.

4. Improve awareness among administrative staff of the availability of professional development funds, review the application procedure and generate additional funds.

5. Provide professional development programs that address the issues of morale and the work environment.

6. Recommend a budget increase for the Administrative Staff Council’s operations account.

7. Work with the Personnel Office in developing an Administrative Staff Database Profile.

Approved ASC Executive Committee: 8/25/92
Approved Administrative Staff Council: 9/3/92
Strength and Concerns

[separate paragraphs for faculty, classified staff and administrative staff]

Delete the last paragraph of the current section entitled staff concerns.
In particular, the last sentence of the paragraph is objectionable to the administrative staff.

Substitute the paragraph below:

Through the Administrative Staff Council, the administrative staff has made progress over the past ten years in restructuring its Handbook, developing a cohesive study of current salary levels and necessary future salary increments, developing policies and developmental experiences to assist the staff, working with the newly established Office of Administrative Staff Personnel, gaining representation on the Board of Trustees, and in gaining general campus-wide recognition for the group. The officers of the ASC meet informally with the offices of the Classified Staff Council and the Faculty Senate to discuss mutual problems.

As the administrative staff members face the next decade, several concerns still need to be resolved. A study by a subcommittee of the Council revealed that there are salary inequities between women and men doing basically the same work. The Office of Administrative Staff Personnel Services was dissolved and subsumed into the Personnel Services Office. While the new Executive Director of Personnel Services has worked well with the Council and the staff, there still is a strong need to have greater professional attention to the needs of administrative staff. There is a continuing need to implement professional development opportunities for the staff. The Council still feels that its recommendations are not always taken with sufficient seriousness by the University's administration. Administrative staff salaries are low in comparison to those at similar Ohio state institutions. Based on data on similar positions from the College and University Personnel Association (CUPA) salary survey, BGSU average salaries rank 9th out of 11, and are 5.35% below the average. Administrative Staff Council's stated goal is for administrative staff salaries to rank 4th among the state institutions; to achieve this would require a 12% increase.
Administrative Staff Council

The Administrative Staff Council is an elected body of the administrative staff members. The Council was established in 1982 for the purpose of representing the approximately 400 members of the administrative staff in areas of professional development, personnel welfare, the Administrative Staff Handbook, and institutional policy. The Council initiates, reviews, and makes recommendations on institutional policies as they affect administrative staff and makes an annual recommendation on salary increases. Through a communication network, the Council members keep in close contact with a group of their constituents. The Council has initiated workshops and grants for the professional development of the total administrative staff. Administrative Staff members have established a scholarship fund which now annually awards approximately $1000 to $1200 to deserving students.

Under the Human Resources section [separate sections for each group]

Faculty Profile
Administrative Staff Profile
Classified Staff Profile

Administrative Staff Profile

As of November 1991, the administrative staff comprised 413 full-time and 32 part-time employees. Of the 413 full-time staff, 207 or 50.1 percent are women; 206 or 49.9 percent are men. Forty-two full-time administrative staff members (16 women and 26 men) or 10.2 percent of the full-time administrative staff are minorities, with African Americans comprising 29 or 7 percent.

Of the 32 part-time administrative staff 27 are women and 5 are men. Two or 6.3 percent are minorities and both are Asian men.
ADMINISTRATIVE STAFF COUNCIL

MINUTES
JUNE 4, 1992

MEMBERS PRESENT: Bowers, Braatz (new), Brunsink, Buckenmyer, Burns, Carr (new), Conrad, Darrow, DeCrane, Ehmke, Green, House, Jordan, Kaplan, Keeley, Kepke, Koehler, McLaughlin, McLove, Morgan, O'Donnell, Puffer, Regan (new), Ruma, Schultz, Schumacher, Susan Hughes (new), Stickler, Swaisgood, Wells (new), Whitmire, Yon, Gail Richmond for Zachary, Zera (new), Zink, Zwierlein

MEMBERS ABSENT: Colvin, MacVarish, McRoberts, Nemitz, Nye, Palmisano, Piersol, Sink, Vadillo, Vetter, Waddle

GUESTS: Barbara Weadock, Roger Swope, John Moore, Tonia Stewart

The meeting was called to order at 1:30 p.m.

A correction was made to the minutes re Kaplan not being absent. Schultz moved and Zwierlein seconded to accept the minutes. Passed unanimously.

In the chair’s report, Kaplan discussed the executive committee’s meeting at Firelands. Firelands would like the entire ASC to meet there once per year or teleconference a meeting. They are also interested in teleconferencing our professional development programs. Kaplan also noted that the ASC budget in the red because there are Ferrari Award expenses to be met yet this year and the balance is near zero. Kaplan reviewed the goals and accomplishments of ASC for 1991-92:

1. Worked with other groups on equitable health insurance plan—a compromise was worked out on increases in premiums for classified staff, vision coverage is dropped.
2. Worked with personnel to include job descriptions in contracts—not achieved.
3. Explored implementing an Early Retirement Incentive Plan—although not feasible with our recommended 80% replacement, implementation with 20% replacement was implemented.
4. Pursue foundation matching funds for Ferrari Award—ongoing.
5. Establish administrative staff personnel position—on hold due to hiring freeze.
6. Work with CSC and FS on University-wide issues—did so on severe weather policy and budget crisis.
7 and 8. Address excessive workloads, flextime and policies regarding them—VPs are aware of problems and all but one advised senior staff of their views on flexibility of time commitment.
9. Instituting child care as a high institutional priority—not achieved.
10. Bring admin. staff to fourth or higher in the state in salary and benefits—not achieved.
11. Implement succession planning and award professional development grants to strengthen professional development—substantial progress and ongoing.

Other achievements include:
--success of the BG Effect freshman mentoring program
--clarification of grant-funded employees vacation
--revision of internal reorganization policy
--revision of acting/interim appointment policy
In other issues:

John Moore, personnel, relayed the information that the Supplemental Retirement Program for administrative staff was being terminated. This program allows retirees to work part-time after retirement and keep benefits. Much discussion followed. It was noted that so few administrative staff are on the SRP that termination of the program is not a huge cost savings. However, ASC endorsement was not sought. Several members supported the idea of a resolution reflecting the group’s concern for a benefit being taken away. A resolution would be submitted to executive committee.

Moore also introduced a draft of a special leave policy, detailing circumstances for administrative staff to work fewer hours on a predetermined arrangement. The policy differs from the existing leave without pay policy in that there is a three-year limit on the arrangement and that benefits are maintained while the employee is on leave. Jordan moved the draft be remanded to executive committee, Schultz seconded and the motion passed.

Moore also introduced a proposal to define externally funded administrative employees as “unclassified administrative positions.” No immediate action was required on this. Jordan moved and Yon seconded that this be studies by personnel welfare committee. Motion passed.

In the secretary report, McLaughlin welcomed new members and read the names of members ending their term. A list of 1992-93 ASC members was distributed and a committee sign-up sheet was circulated.

Year-end reports were heard from the committees.

HAVE A NICE SUMMER AND GOOD LUCK NEXT YEAR.

[Signature]
June ASC Meeting - Chair Report

I. EXEC MEETING AT FIRELANDS
? ASC meeting at Firelands
? Teleconference of ASC meeting, perhaps when President is guest
? Teleconference for professional development programs

ASC BUDGET: balance close to zero and $800 current obligation for Ferrari awards, which will have to be addressed in next year’s budget.

II. GOALS
1. Achieved. Compromise on increases in premiums for classified staff - flat dollar amount is worse than percentage of current contribution, better than covering entire increase in expenditures. Vision was win/no lose.
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4. Still uncertain - ongoing goal.
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7 & 8. Some progress. Proposed handbook changes not endorsed by Ad Council, but working with John Moore to have this decision reconsidered. Meanwhile, Vice Presidents Clark, Dalton, Arrowsmith have written memos supporting flex time for administrative staff, and Vice President Martin has given verbal support for this to his senior staff.
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"Unclassified Administrative Position" - attachment
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2. Work with Personnel Services to include job descriptions in administrative staff members' contract wording.

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10-7-91
MEMORANDUM

TO: Robert Martin  
   Vice President for Operations

FROM: Ann Bowers  
   ASC Chair

RE: ASC matters

June 17, 1992

First, please find enclosed a copy of the Administrative Staff Council and Executive Committee membership. The Executive Committee met yesterday and discussed the Special Leave Policy, SRP and use of the term "unclassified" for externally-funded grant administrative staff positions. You should be receiving a copy of a letter from the Executive Committee to John Moore regarding our recommendation on the term "unclassified," along with a recommended Handbook change regarding the use of vacation for all administrative staff during the first year of employment. This change will clarify the vacation policy for grant-funded positions and provide flexibility in using vacation time for all administrative staff.

A high priority of the Personnel Welfare Committee will be revising the Leave Policy in the Administrative Staff Handbook to incorporate the provisions of the Interim Special Leave Policy, which is being transmitted to the Board of Trustees as a recommended policy but not yet a handbook change. We support and appreciate the development of the Special Leave Policy; we just want to have the time to work on the appropriate language for the Handbook.

We will be studying SRP for administrative staff during this next year. As a starting point, I am requesting from John Moore a copy of a study on this issue that I understand was completed by Walt Montenegro. We will forward to both you and John the recommendations we develop for improving the program.

Both Administrative Staff Council and the Executive Committee will meet throughout the summer to work on these issues as well as the recommendations of the Health Care Task Force.
1992-93 ADMINISTRATIVE STAFF COUNCIL

ACADEMIC AFFAIRS
ANN BOWERS (1992) CHAIR
Susan Darrow (1993)
BARB KEELEY (1993) SECRETARY
Joan Morgan (1993)*
Paul Yon (1993)
Mary Beth Zachary (1993)
Joyce Kepke (1994)
Beverly Stearns (1994)
Norma Stickler (1994)*
Marilyn Braatz (1995)
Diane Regan (1995)
Dave Stanford (1995)
Judy Donald (1995)
Susan Hughes (1995)

FIRELANDS
Denny Horan (1995)
Arlene Hazlett (1994)

OPERATIONS
John Buckenmyer (1993)*
Ed O'Donnell (1993)
Darlene Ehmke (1994)
Bob Waddle (1994)
Dan Parratt (1995)

PLANNING AND BUDGETING
Charles Schultz (1993)
Lori Schumacher (1993)
Teresa McLove (1994)*
Deb Wells (1995)

PRESIDENT'S AREA
Jaci Clark (1993)
Greg Nye (1993)
Gary Palmisano (1993)*
Sid Sink (1993)
Scot Bressler (1994)
GREG JORDAN (1995) CHAIR-ELECT

STUDENT AFFAIRS
JOSH KAPLAN (1993) PAST CHAIR
Greg MacVarish (1993)
Cindy Puffer (1993)
Deb Vetter (1993)
Ron Zwierlein (1993)
Jill Carr (1995)*
Beth Zink (1995)
Christopher Smitherman (1995)
Jeanne Wright (1995)

UNIVERSITY RELATIONS
Gardner McLean (1993)
Virnette House (1994)*
Linda Swaisgood (1994)
Allen Zink (1995)
Sally Blair (1995)

*Indicates area representative to executive committee
MEMORANDUM

TO: John Moore  
Executive Director of Personnel

FROM: Ann Bowers  
ASC Chair

RE: ASC Issues

June 17, 1992

First, by now you have received a memo from the Executive Committee regarding classification of administrative staff positions which are externally funded and a Handbook change regarding use of vacation. Norma Stickler who is serving as chair of the Personnel Welfare Committee and I will be happy to discuss this further with you at your request. PWC also will be revising the leave policy in the Administrative Staff Handbook to incorporate the provisions of the Interim Special Leave Policy and this will be forwarded to you as another Handbook change. Second, I am enclosing for your information a copy of the Administrative Staff Council and Executive Committee membership for 1992/93.

Administrative Staff Council will be studying SRP for administrative staff during this next year. It is my understanding that a survey or study was completed by Walt Montenegro on this subject and I would appreciate receiving a copy of it as soon as possible. We would like to forward to the administration recommendations on how SRP can be improved for administrative staff and this study will be a good starting point.

Both the ASC Executive Committee and the Administrative Staff Council will be meeting throughout the summer. The Executive Committee would like to invite you to one of its summer meetings to discuss mutual issues and concerns. We will be meeting in July on the 14th and the 28th at noon. I would prefer that you attend the July 28th meeting if that is convenient with your schedule. I will call next week to confirm. Thank you.

copy: Robert Martin
P-13-91

Officer Meeting

1st & 3rd Tues. 9 am all year. Health Ctr.

Sign up sheets for ASC committees + other

good readiness to circulate at Fall mtg. for Election

who are reps to various committees - tell John

Unanimous

Legal Services

AGFSA

Bookstore Deb

more

Insurance committee replacement for goals

need to do election for

At 1st Exec Comm

Appoint C. Puffer for Fall semester

Agenda for 1st Exec Comm - JK to do Exec Comm agendas

Agenda for 1st ASC mtg

Discuss goals for 91-92 (+ resolution of various issues)

Speakers for mtgs.

Oct - OLCamp

Sept - G. Moore?

Goals

1. Health benefits plan “equitable”

2. Cooperation w/ other constituent groups

3. Puffer - free term insurance comm

Do ASC Network HDBK.
9-3-91

☑ Send old ASC staff to Ann in Archives

☑ Ask Diann if she wants to be on Salary Committee

☑ Copy of committee reps to ASC members
  ask Linda Canady if Strategic Planning is
defunct

get labels from Marcia B for MR. total admin. staff
  to send minutes

☑ Special
  Newlove - Nov?
  Betsy - Dec?
April Meeting - Chair Report

ASC Exec committee discussed budget issues last week and at a special meeting this week. We anticipate that there are going to be substantial reductions in the University budget, and have discussed ways that the University may cope. We want today to determine the wishes of the council with regard to some ways to approach the possibility of personnel reductions. We also want to share some ideas about ways to reduce operating budgets, and solicit other suggestions. I will introduce the ideas we discussed as new business. That concludes my report.

Here are the ideas the ASC Exec Committee has discussed. We want input. We also want authority to make recommendations, either as the ASC Exec Committee alone, or in combination with the Faculty Senate and Classified Staff Council.

First, I will address the issue of personnel reductions. If we are faced with substantial reductions in revenue, it seems certain that University administration will attempt to identify programs, and/or services within programs, that are not essential and can be eliminated on at least a short term basis. The exec committee discussed the possibility that after this was done, it might be necessary to reduce the personnel budget still further.

1. In lieu of layoffs, there could be an across the board salary reduction. Since we assumed that by this point all non-essential staff and services would have already been eliminated, we did not feel that this should be accompanied by a reduction in hours.
   1.a. Salary reductions could be across the board, or could be prorated with a higher percentage reduction for higher salaried staff.
   1.b. We felt that if such a reduction were made it should apply to all constituent groups.

2. We could restore the ERIP for PERS staff. Earlier this year we found that this was not financially feasible with 80% replacement of retiring staff. However, if we are contemplating layoffs, then the replacement level could be lower, even zero, and it seems most humane to solicit volunteers before involving enforced layoffs.

With regard to ways to reduce operating budgets, the following suggestions were made, and others are solicited:

1. To save utilities, close buildings over winter break, consider closing some buildings during summer, consider a four day week during summer (10 hour days, close completely Friday).

2. Put all reimbursement for conference travel on hold.
3. Require all University travel arrangements to be made through one or more travel agents that would return rebates and frequent flier coupons to the University, rather than to the individual traveler.
4. A complete hiring freeze.
5. Put all department newsletters on hold, and utilize the Monitor for essential information sharing.

Ben: ½ appeal

Report to graduated scale / service should be revoked.

Don't want to preempt the pay cut.

? authority to discuss must.
April 16, 1992

MEMORANDUM

TO: All Administrative Staff

FROM: Personal Welfare Committee

In 1990, it was brought to the attention of the Administrative Staff Council/Personal Welfare Committee that the current policies concerning comp time/flex time were being interpreted in an inconsistent manner. Recent attempts to revise these policies were rejected because too few examples have been reported to Personnel Services. In addition, it was suggested that the current language was adequate. As a result, this committee has been working on a revision to more clearly define and apply these policies throughout the University. (A copy of the current policies are attached.) In working through the proposed wording changes, we have encountered some resistance to change a policy for what may appear to be only a few incidences of misinterpretation or inconsistent application. In order to go forward with these changes, it is crucial to have more information.

John Moore, Executive Director of Personnel Services, has agreed to work with the PWC to re-submit the changes and to act as the gathering point for the supporting information. Some examples where employees feel they are not being treated fairly include: a) an employee has worked 60 or 70 hours in a week and in the following week needs to take an hour or two off during the 8:00 - 5:00 timeframe. The employee is told he or she must use vacation or sick leave to do that; b) an employee works very late the night before but is still expected to be in at 8:00 a.m.; c) the paperwork and emotional stress associated with requesting comp time/flex time makes it easier to avoid the hassle and use vacation or sick leave.

We are asking for your help in collecting the supporting information regarding types and numbers of inconsistencies experienced throughout the campus. Please forward a memo regarding your experiences to John Moore, anonymously if you wish. Include your vice-presidential area. We wish to stress that confidentiality of this information will be assured.

As an interim step to revising these policies, we want to provide you with help in resolving any current comp time/flex time problems. John Moore is available to work with you to solve any problems you are currently experiencing.

Your support in this important effort is vital to improve our work environment during these difficult times.
April 3, 1992

Senate Leadership
Statehouse
Columbus, OH 43215

Dear Senator:

The enclosed resolution was passed by a unanimous vote at the April 2 meeting of the Administrative Staff Council of Bowling Green State University. The Council represents all of the contract staff of the University. We appreciate your consideration of this resolution, which reflects our very real concerns about the future of the State of Ohio.

Yours truly,

Joshua Kaplan, M.D.
Chair, Administrative Staff Council
April 3, 1992

House Leadership
Riffe Office Tower
77 South High Street
Columbus, OH 43215

Dear Congressman:

The enclosed resolution was passed by a unanimous vote at the April 2 meeting of the Administrative Staff Council of Bowling Green State University. The Council represents all of the contract staff of the University. We appreciate your consideration of this resolution, which reflects our very real concerns about the future of the State of Ohio.

Yours truly,

Joshua Kaplan, M.D.
Chair, Administrative Staff Council
RESOLUTION

Whereas, the Administrative Staff of Bowling Green State University recognize and appreciate the monumental task of balancing the State budget and know of your commitment to the highest quality education for the citizens of Ohio, and

Whereas, Bowling Green State University remains one of the lowest cost universities in the State, with an average per-student cost of less than $26 per day for room, board, tuition and fees; and

Whereas, Bowling Green State University has already absorbed $6 million in cuts over the past 14 months which has resulted in larger classes, increased dependence on part-time and temporary instructors, reduced book and journal acquisition in the Library, deferred building maintenance, reduced student access to computer labs and books, reduced operating budgets in academic departments, fewer part-time job opportunities for students on campus, no salary increases for employees, and

Whereas, Bowling Green State University has, through its services, research, and student programs made contributions to the State of Ohio that have made it one of the 2 or 3 universities most sought by Ohio students, and

Whereas, higher education in general has taken a disproportionate share of the recent State budget cuts--29% in December--in spite of the rich contribution made to society by our colleges and universities, and

Whereas, Ohio ranks 42nd in the nation in per capita State support of higher education, yet ranks 8th in student tuition as a percent of educational revenues and in 1988 ranked 35th in State taxes per capita, and the number of Ohioans with a college education is twenty percent below the national average,

Now Therefore, Be It Resolved, That the Administrative Staff Council of Bowling Green State University, urges that higher education not be singled out for higher cuts than other State agencies, that cuts not be made that will adversely affect the educational opportunities of the citizens of Ohio and force students to pay even higher tuition, and that other alternatives such as taxes on beer, wine, liquor, and cigarettes be considered as revenue enhancements. The quality of our citizens’ education should take precedence over retention of current prices for non-essential consumer purchases. For the expediency of the moment, we should not jeopardize the right of Ohio students to receive an affordable high quality college education.
Dear BGSU faculty, administrative staff, classified staff, students, parents, and alumni:

On Wednesday, April 22, 1992, you will have an opportunity to show your support for higher education at a rally to be held at the State Capitol in Columbus. The rally is being sponsored by the Ohio Student Association (OSA), and we have been asked to join our counterparts from campuses across the state to show our solidarity in protesting Governor Voinovich's proposed budget cuts. We need to involve 5-10% of our constituent group members in the rally. If all the universities across the state do the same we can assemble over 10,000 people to show the Governor and the legislators that we can speak with a powerful voice against the prospect of irreparable harm to Ohio's colleges and universities. We represent 40,000 voting employees, 300,000 voting students, 400,000 voting parents, and 650,000 voting alumni. It's crucial that all groups be represented. Please plan on joining us on April 22.

We hope you can make arrangements (for example by rescheduling, or using a vacation or personal leave day or comp time) to join the rally in Columbus. If you are unable to attend, then we encourage all faculty, staff and students who remain on campus to hold discussions about how the proposed budget cuts will affect us. Attached are examples of what could happen depending on the severity of the cuts. Those who believe we can ride out the storm or keep business as usual next year are mistaken. The attached scenarios show that we cannot be complacent about this.

Mark Wednesday, April 22 on your calendars. In his indictment of higher education, Governor Voinovich has suggested that we wear black armbands; however, the purpose will be to convey that we are in mourning for higher education. Join the rally in Columbus and help save Ohio's system of higher education from decimation.

If you plan to attend the rally, please return the tear-off form below to the Faculty Senate office by April 15, 1992. We need an accurate count so that we can coordinate our participation.

Sincerely,
Leigh Chiarelott, Chair
Faculty Senate
Joshua Kaplan, Chair
Administrative Staff Council
Martha Rogers, Chair
BGSU Chapter AAUP
William Bittner, President
BGSU Alumni Association
Michael C. Sears, President

Undergraduate Student Government

Richard A. Newlove, Chair
Board of Trustees
Roger L. Swope, Chair
Classified Staff Council
David R. Harper, President
Graduate Student Senate
Sam Preston, Janet Preston, Chair
BGSU Parents Association
Jason Jackson, President-Elect

Return to Faculty Senate Office - McFall Center by April 15

Name

Campus Address Phone

Check one: ( ) Faculty Member ( ) Student
( ) Administrative Staff ( ) Parent
( ) Classified Staff ( ) Alumni
February 26, 1992

Mr. Dick Campbell
Upper Arlington News
Suburban News Publications
919 Old W. Henderson
P.O. Box 20921
Columbus, OH 43220

Dear Dick:

I enjoyed your recent article in the Upper Arlington News, headlined, "Big Times, NCAA Targets Universities." Dick, you are "right on" in terms of what is going to happen in higher education. I am not sure the university establishment has gotten the message, particularly the professors. However, they are going to have to work harder and smarter and do more with less. They need to prove to the public they are willing to make changes, just like newspapers, major corporations, and governments also have to change. We are in a global competition, resources are scarce, and we have to make the most of the resources which are available. Universities should really promote how they are going to save money. There should be a major effort to educate the public on changes which are being made, and they should be significant changes which save money and impress, not only the editorial writers, but the average guy on the street. I would love to see my alma mater be the leader in this effort.

Recently, I’ve seen several complaints from folks regarding Ohio University’s financial aid office. They’ve indicated when they call the office they are told that, because of the Governor’s cuts, the University is unable to mail the form; therefore, they need to pick it up at the University or a library.

This may make the people in the financial aid office feel very good, but the public isn’t buying it. It is similar to when things get tight in school districts, they want to cut athletics, etc., rather than taking stock of what they are doing and saying, "We hear your message. We are going to change the way we are doing things, get rid of fat in the administration, get more out of our teachers, and work longer days." People in the public sector had better wake up, because the folks on the street have no sympathy. There are many white collar workers who are out of work or, in the alternative, have taken positions which pay less.

As you point out in your article, "There’s nowhere to go." Either we stay here, roll up our shirtsleeves, put our nose to the grindstone, or we are not going to make it. If I were the President of a university, I would do what the Japanese do when they don’t get what they want. They put black arm bands on and work very hard to prove that they are deserving. The Board of Regents and our universities are going to have to do it. If they do, they have me out in front. If they don’t, they will go at it alone.

Sincerely,

George V. Voinovich
Governor

GVV/sec
Big-timers next target at universities

The University of Maine is ordered in the new state budget to cut up to 5.5 percent of the salaries of those administrators who make more than $50,000 a year. The state's budget is running $100 million in the red.

Well, I haven't heard any proposal to cut the pay of big-timers at Ohio's public universities, but I suspect somebody is going to suggest it one of these days.

After all, state employees agreed to work without a raise for the next 18 months.

And our two- and four-year schools are losing millions of dollars in state support. In a city like Columbus, where Ohio State University is of major importance, cutbacks are noticed.

LIKE MOST of the schools, OSU has laid on a hiring freeze and cut travel, luncheons, magazine subscriptions and equipment purchases. None of these strictures is going to seriously damage Ohio's premier university, but they won't help it either.

Deans worry they won't be able to retain top faculty. It might ease their worries to read a recent issue of the Chronicle of Higher Education. That's the Bible of academics.

On Jan. 8 it took a long look at the condition of higher education in the 50 states. One paragraph went like this:

"A Chronicle survey of college officials and lawmakers in the 50 states found most predicting that their states' dismal financial condition would result in another year of hardship for public colleges, bringing still more layoffs, steep tuition increases and limits on enrollment."

NOT TO be flip about it, but if teachers were to leave Ohio to seek greener pastures, I'm not sure where those pastures would be.

Last month Gov. George Voinovich announced budget cuts of 4 percent for support of students in state universities.

This came to about $14 million for Ohio State, about $3 million or $4 million for schools the size of Kent State and Ohio University. The universities believe they took more than their share of cuts as the state budget was pared.

The New York Times took a Page One look at these good times last week. It said in part:

"Students and scholars in 2001 are likely to see large research universities like Yale and Columbia shrink and become more specialized, experts say. Teachers at elite private institutions and state-supported ones alike will be handling more courses.

"Tuition will be substantially higher and financial aid scarcer. This combination will push a college degree further out of reach for high school students from poor minority families, whose ranks will have grown faster than those of white students from middle-class families."

SOME OF those predictions are bubbling in Ohio now. How much of a load should a college professor have? I have heard the average classroom time in Ohio is something under nine hours a week. Should professors be doing research or should they be with students in classrooms?

Public universities have two sources of money: state support and student fees. If state support goes down, tuition is going up. And that cuts access to higher education for many, many youngsters.

Maybe things will get better. Maybe the recession will end. Maybe all the facilities will volunteer for pay cuts. Maybe the cost of books and periodicals will come down. Maybe all that lab equipment will be donated.

Maybe I'm dreaming.
PLEASE ROUTE QUICKLY! I NEED YOUR COMMENTS BY 8:00 AM TUESDAY, APRIL 28th. Please give your comments to (in a sealed envelope if you wish) and I will be back to pick them up late Monday morning.

To: Members of the Classified Staff

From: Carol J. Lininger, CSC Representative

RE: Health Insurance Proposals

I need to make a quick survey of your opinion concerning a few issues related to the proposed health insurance plans. The Blue Ribbon Committee will be making their final recommendations to Dr. Olscamp within the next few weeks and would like to know what you think about 3 issues.

1) The first issue is referred to as 'leveling off of coverage'. It is to the university's advantage have all groups insured with the SAME coverage. What this means for classified staff is that the university wants to discontinue paying for family coverage. Since, in the past, classified staff received benefits in lieu of a pay raise, the university is proposing giving all classified staff a pay raise (approximately .45/per hour) and asking those who want family coverage to pay an extra premium for that.

   [The impression Blue Ribbon Committee members have is that this isn't an option. *It will happen eventually. The Council felt that now is not the time for a pay raise and those at the last meeting suggested benefits be frozen until the funds become available to cover the raise.]

2) The second issue deals with plans available. The committee wants to allow employees a choice in coverages. The attached sheet describes 3 plans. The committee would like you to look over the general concept without considering the dollar figures mentioned as absolutes. The plan in column one describes a plan similar to our current coverage. You may select this, but will be required to cover all increases in premium costs. These have been averaging approximately 20% annually during the last few years. One of the other plans will be available for approximately the same fee we now pay. The other will be slightly higher. Are you happy with these choices?

   [Note that the coverage for chiropractic care is limited. This is necessary because the fee structure of one company providing this service is set up to 'milk' insurance companies.]

3) The final issue is deductables. The committee wants to know how you would feel about having deductables pro-rated based on salaries. This method would give more coverage to those on the lower end of the pay scales.

Thanks for your comments.

Carol
PROPOSED SUMMARY OF BGSU MEDICAL BENEFIT PLAN CHOICES

BASE PLAN
Hospital charges, in-hospital doctor care, surgical, x-ray and lab are paid 100% of R&C* with no deductible applied. There is no lifetime maximum for these charges.

Other Major Medical expenses are subject to an 80% co-pay after the deductible of $100 per person, to a maximum of $4,500 per year. Additional eligible expenses after the $1,000 out-of-pocket per person is met are 100% of R&C* for the remainder of the calendar year. There is no lifetime maximum.

Mental illness, chemical dependency, and chiropractic services limited.

Preadmission certification $200 non-compliance penalty.

Voluntary Second Opinion Surgery.

$200

COMPREHENSIVE MEDICAL (OPTION I)

$200/$400 DEDUCTIBLE
$1,000/$2,000 OUT OF POCKET

Diagnostic ex-ray and lab charges have no deductible for the first $500; after the first $500, the deductible applies.

Charges for accidents (physician's office or emergency room) have no deductible for the first $300; after the first $300, the deductible applies.

All other charges are subject to a 80%/20% co-pay of the R&C after the deductible of $200 single or $400 family is met, to a maximum of $4,000/8,000.

Additional eligible expenses are 100% of the R&C* for the remainder of the calendar year. Plan maximum is $1,000,000.

Mental illness, chemical dependency, and chiropractic services limited.

Preadmission certification $200 non-compliance penalty.

Voluntary Second Opinion Surgery.

$200

COMPREHENSIVE MEDICAL (OPTION II)

$500/$1,000 DEDUCTIBLE
$1,500/$3,000 OUT OF POCKET

Diagnostic ex-ray and lab charges have no deductible for the first $500; after the first $500, the deductible applies.

Charges for accidents (physician's office or emergency room) have no deductible for the first $300; after the first $300, the deductible applies.

All other charges are subject to a 80%/20% co-pay of the R&C after the deductible of $500 single or $1,000 family is met, to a maximum of $4,000/8,000.

Additional eligible expenses are 100% of the R&C* for the remainder of the calendar year. Plan maximum is $1,000,000.

Mental illness, chemical dependency, and chiropractic services limited.

Preadmission certification $200 non-compliance penalty.

Voluntary Second Opinion Surgery.

$200

*Charges that do not exceed the amount usually charged by most providers in the same geographic area for services, taking into account the nature of the illness. Based on reasonable and customary rates after deductible is met.
### Impact of Reductions in 1992-93 Instructional Subsidy

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*Projected deficit assumes maximum allowable fee increases and no salary increases.*

*Projected deficit assumes 85% of Educational Budget deficit is covered by personnel reductions.*

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The meeting was called to order at 1:30 p.m.

Our guest was Don Boren, economics, chair of the Blue Ribbon Health Care Task Force. He reported there is a 16% projected increase in health care costs for University employees next year. He distributed a proposed timetable for completion of the work of the task force. (If you want a copy of this, call me.) The outline calls for adoption of a final report by April 7, 1992. At this meeting, Boren said the task force is at step VIII of the outline, which was scheduled to take place Feb. 25. Boren said that the task force is bringing a consultant, Craig Burns, on board to review the final plan. He feels that recommendations will probably include:

- Remaining self-funded
- Staying with Didion as third-party administrator
Other recommendations could include:
- Becoming part of a health maintenance organization or preferred provider organization (63% of universities nationwide give employees this option)
- Implementing employee assistance programs
- Changing the prescription drug payout, from average wholesale price to maximum allowable cost. Prescriptions now cost us $800,000 a year. Also looking to save $20,000 on bulk purchase of maintenance drugs. This could be in place by July a.

Concerns were raised about the difficulty of use of preferred providers by people who live out of town. Boren said the consultant will be asked about this.

Boren described the difference between an HMO and a PPO. In an HMO a flat fee is provided for services to a specified hospital or clinic and its staff. In a PPO a group of doctors agrees to provide service according to a set fee structure, with internal review.

The task force is also considering wellness programs, preventative care (mammograms and pap tests, for example) and testing for existing and possible health problems.

The minutes of the February meeting were approved, after Jordan moved to accept them and Schultz seconded.

In the chair's report, Kaplan reported on his attendance at the Feb. trustees meeting. He also brought forward the document on succession planning. Pat Green moved to accept the document; Schultz seconded. It was approved unanimously.

The secretary (McLaughlin) reported that the elections were proceeding on schedule and new members would be announced at the April 4 meeting. Nominations for chair-elect and secretary were encouraged.

The salary committee distributed their final report. Their recommendations:
- Salaries should increase by 8% for each of the next two years.
- A separate pool of $44,760 should be established to address market adjustments and inequities by gender.
- Salary increases for merit should be announced as a dollar figure, not a percent. Also, merit should be distributed consistently campus-wide.
- A salary pool of less than 5.85% should be distributed across the board.

After discussion, Piersol moved to accept the report, seconded by Nemitz. It passed unanimously. Congratulations are extended to the salary committee for their arduous efforts.

DeCrane reported that the Ferrari endowment is at $2,825.50.

The meeting adjourned at 3 p.m.