Minutes 1992-1993

Bowling Green State University - Administrative Staff Council

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

Notes

1. Colored Paper
2. Pencil
3. Colored Ink
4. Photocopies
5. Damaged Paper
6. Post-It Notes
MEMORANDUM

TO: Ann Bowers, Chair
Administrative Staff Council

FROM: Dan Parratt

RE: Proposed Agenda Items for 1992-93

DATE: June 1, 1992

I am looking forward to serving on the Administrative Staff Council. In addition to helping with agendas that the Administrative Council is already pursuing I want to introduce new items for consideration, as summarized in the remainder of this memorandum.

Support To Employees Affected by Lay-offs.
Proposal: Appoint a task force to work with Personnel Support in developing methods of assisting employees affected by lay-offs. This support might take the form of support groups, employment assistance, resume-writing assistance, and financial counselling, but will be dictated by expressed needs of affected employees (both those who lose employment and those who remain).

Survey of Instructional Assistance by Administrative Staff
Proposal: In order to increase this awareness of the direct instructional support given by administrative staff members to academic departments, conduct a survey of administrative staff in order to determine the amount and type of teaching contributed by administrative staff employees.

Employee Safety
Proposal: In pursuit of a safe environment for University employees and students, work with Environmental Health and Safety in proposing University policies, procedures, and educational activities that address safety hazards in the work place.
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

1. Ann Kordas
   twins list - married Firelands
   4.0
   Seven Hills, Ohio
   46 216
   10 419
   51 56 fe 1 m
   husband 20 other kids

2. Oberlin Adm.
   Rosemary Urban
   Oberlin
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--no 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
ASC Executive Committee
Agenda - June 16, 1992

I. Welcome and brief orientation

II. Summer meetings
   --Executive Committee
   --Council (July 8, August 6)
      --Agenda for July 8

III. Update on latest issues
      --Special Leave Policy
         --SRP
         --"Unclassified" Administrative Staff (report from PWC)

IV. Good of the Order

2 memos
1. Council
2. Exec.
June 17, 1992

Ann Bowers
Archival Collections

Dear Ann:

Congratulations on your appointment to your new duties as Chair of Administrative Staff Council for 1992-93. As liaison between the President's Office/Board of Trustees and the constituent groups on campus, I look forward to working with you during the coming fiscal year. Please feel free to contact me any time you have questions or need clarification or assistance in a matter.

Sincerely,

Les Barber
Executive Assistant
to the President

dmm
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 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 ___________________________

Who represents this group?
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 work 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.
<table>
<thead>
<tr>
<th>Contract Group</th>
<th>Faculty Union</th>
<th>Faculty Senate</th>
<th>Faculty Assembly</th>
<th>Faculty Council</th>
<th>Administration</th>
<th>Professional Staff Council</th>
<th>Classified Employee Advisory Committee</th>
<th>Classified Employee Council</th>
<th>Professional Staff Association (OEA)</th>
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</thead>
<tbody>
<tr>
<td>Non-Unionized Contract Staff (CFA)</td>
<td>Faculty Union</td>
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<td>Faculty Assembly</td>
<td>Faculty Council</td>
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<tr>
<td>Faculty Union (GEA)</td>
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<td>Faculty Council</td>
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<td>Professional Staff Council</td>
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<td>Professional Staff Association (OEA)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The contract staff group does not make recommendations for wage increases or benefits and meets with the President once annually to review employee concerns.

The classified group makes recommendations for wages and benefits. The classified group has made recommendations on benefits and policy/procedure changes but not on wages.

The association of administrative and professional staff negotiates salary and benefits and is involved in non-union matters.

The Faculty Senate negotiates salary and benefits. Faculty Senate is involved in non-union matters.

The classified group is involved with complaints and grievances only. Faculty Senate does not recommend salary and benefits or make recommendations for policy/procedure changes.

The Classified Employee Advisory Committee does not make recommendations for wages and benefits.

Currently considering the establishment of an organization for the non-union classified staff.
MEMORANDUM

TO: Ann Bowers
    Chair
    Administrative Staff Council

FROM: John C. Moore
      Executive Director
      Personnel Services

Ann first of all let me congratulate you on your new and challenging position as the Administrative Staff Council Chair. I see 1992-93 will be a very challenging year, but knowing you and members of the executive committee, I think the end results will be something we will look back on as a very rewarding year. I know, as you know, with the state budget situation there are difficult times ahead, but by working together I know we shall overcome.

In your memo dated June 17, you stated that you would like for me to be present at one of your summer meetings. I would love to attend but let me give you my schedule — on July 14th I will be flying into Washington on a 2:00 flight so I can meet in the morning, the July 28th I will be taking, if I am still alive at that time, a week's vacation. So, if your meetings are held in the morning of July 14th I would be very happy to attend.

Also, I have asked Walt to update his study of SRP for your review.

Again, congratulations and I am looking forward to working with you.

JCM:mmb
xc: Bob Martin
    Walt Montenegro

An Equal Employment — Affirmative Action Employer
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 studied 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.
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
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

SKP for Administrative Staff to be terminated
Special Leave Policy - attachment
"Unclassified Administrative Position" - attachment
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.
SPECIAL LEAVE POLICY FOR ADMINISTRATIVE STAFF
June 18, 1992

SPECIAL LEAVE

The Special Leave Policy allows full-time administrative staff members opportunities 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 work 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. The staff member's absence must not interfere or impede other University operations.

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

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

7. The status of full-time staff members remains the same.
ADMINISTRATIVE STAFF COUNCIL
MEETING SCHEDULE
1992-93

FALL RECEPTION

Monday, August 24, 1992
3:00 pm - 5:00 pm University Union Community Suite

WINTER RECEPTION

Thursday, January 7, 1993
3:00 pm - 5:00 pm University Union Campus Room

ACS MEETINGS

Wednesday, July 8, 1992
1:30 pm 1st floor Library Conference Room
Thursday, August 6, 1992
1:30 pm 1st floor Library Conference Room
Thursday, September 3, 1992
1:30 pm Alumni Room
Thursday, October 1, 1992
1:30 pm Alumni Room
Thursday, November 5, 1992
1:30 pm Alumni Room
Thursday, December 3, 1992
1:30 pm Alumni Room
Thursday, January 7, 1993
1:30 pm Alumni Room
Thursday, February 4, 1993
1:30 pm Alumni Room
Thursday, March 4, 1993
1:30 pm Alumni Room
Thursday, April 1, 1993
1:30 pm Alumni Room
Thursday, May 6, 1993
1:30 pm Alumni Room
Thursday, June 3, 1993
1:30 pm Alumni Room

EXECUTIVE COMMITTEE (Tuesday's Noon - 1:00 pm - Canal Room)

June 30*, 1992
January 12 & 26, 1993
July 14* & 28, 1992
February 9 & 23, 1993
August 11 & 25, 1992
March 9 & 23, 1993
September 8 & 22, 1992
April 13 & 27, 1993
October 13 & 27, 1992
May 25, 1993
November 10 & 24, 1992
June 8, 1993
December 8 & 22, 1992

*June 30 and July 14 will be in 5th floor Library Conference Room

6/18/92
gep #0
MEMORANDUM

TO: John Moore  
Executive Director of Personnel

FROM: Executive Committee of Administrative Staff Council

SUBJECT: Grant/Externally Funded Administrative Staff

June 16, 1992

The Personnel Welfare Committee has reviewed the proposal to change the title of administrative staff members who are not funded by University budgets. We recommend the following:

1. These employees should be called Grant/Externally Funded Administrative Staff. We do not agree to the use of "unclassified" administrative staff.
2. The term "unclassified" should be removed from the contracts of all administrative staff the next time new contract forms are printed.
3. The Grant/Externally Funded Administrative Staff members will continue to be represented by the Administrative Staff Council.

In a closely related issue, there is still evidence that some grant and externally funded staff members are not able to take advantage of their vacation benefit. The Personnel Welfare Committee related this problem to you earlier in the year. The Committee would like to request that you ask Bud Lane or Chris Dunn to communicate with all existing and future grant/externally funded employees to inform them that beginning with their first month of employment administrative staff members be allowed to use their vacation time as they accrue it. Many granting agencies such as those of the federal government do not allow payment to employees after the grant time period; therefore, payment for unused vacation would not be allowed. Because the Administrative Staff Council sees no reason why any administrative staff member should have to wait a full year before being allowed to use accrued vacation, we request that the Vacation Policy in the Administrative Staff Handbook be changed as noted below. This change will clarify the issue for grant funded staff members and make the Handbook consistent for all administrative staff members.

All full-time twelve-month, administrative staff members earn vacation time at the rate of twenty-two days for each year of service. During the first year of employment, the twenty-two days are accrued but may not be used until the first year's employment is completed. For example, if employment begins on July 1, 1982, the employee would be eligible to take twenty-two days of vacation on July 1, 1983—but not before. After the first year of employment, Vacation is earned and may be utilized on a monthly prorata basis, i.e., 1.83 days per month. Records of vacation should be maintained by the staff member's supervisor or a designee on a monthly basis, with accrual, use and balance noted.

Thank you for your attention to these recommendations.

xc: Robert Martin
June 16, 1992

MEMORANDUM

TO: John Moore
Executive Director of Personnel

FROM: Executive Committee of Administrative Staff Council

SUBJECT: Grant/Externally Funded Administrative Staff

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Thank you for your attention to these recommendations.

xc: Robert Martin
WHEREAS, the Administrative Staff Council of Bowling Green State University recognizes the importance of fiscal responsibility and the difficult task of implementing the Early Retirement Incentive Program (ERIP), and

WHEREAS, the Administrative Staff Council recognizes the fiscal reason for suspending the Supplemental Retirement Program (SRP) during the time the ERIP is in effect, and

WHEREAS, the Administrative Staff Council, was not informed in a timely manner of the decision to eliminate the SRP, effective 1 July 1992, and was extremely disappointed to learn of the arbitrary decision to eliminate the SRP as a benefit for Administrative Staff, and

WHEREAS, removal of the SRP will not benefit Administrative Staff but will only underwrite the ERIP of which few Administrative Staff can take advantage, and

WHEREAS, SRP continues to be a faculty benefit, and

WHEREAS, the fiscal benefits from eliminating the SRP for Administrative Staff are relatively small, and

WHEREAS, the Administrative Staff Council wishes to continue working with the University Administration,

BE IT RESOLVED, that the Administrative Staff Council of Bowling Green State University urges the University Administration to reinstate the SRP for Administrative Staff and further urges that future personnel decisions affecting Administrative Staff be made through open dialogue and in a timely manner. Administrative Staff Council also recommends that University Administration work with Administrative Staff Council to improve, rather than permanently eliminate, the SRP.

Approved ASC Executive Committee 6/9/92
### ADMINISTRATIVE STAFF REPRESENTATIVES TO UNIVERSITY COMMITTEES

#### 1992-93

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<tr>
<th>UNIVERSITY COMMITTEES (Faculty Senate)</th>
<th>TERM EXPIRES</th>
<th>LENGTH OF TERM</th>
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<tbody>
<tr>
<td>Bookstore Advisory</td>
<td>Deb McLaughlin</td>
<td>1994</td>
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<td>Computing Council</td>
<td>Tim King</td>
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<td>Union Advisory</td>
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<td>Parking</td>
<td>Judy Donald</td>
<td>1995</td>
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#### APPOINTED COMMITTEES

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<th>Length of Term</th>
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<td>Charles Schultz</td>
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<tr>
<td>Parking Appeals</td>
<td>Jim Treeger</td>
<td>1993</td>
</tr>
</tbody>
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bmjh39
The University's budget committees have constructed a 1992-93 BGSU Educational Budget assuming a 15% reduction in the original 1992-93 projected instructional subsidy and a 9% cap on increases in tuition (instructional plus general fees). My comments this morning regarding the budget are made in the context of those assumptions. The latest news from Columbus suggests that the assumption of a 15% reduction in subsidy is, unfortunately, realistic. The cap on fee increases for 1992-93 is currently 7% and the fee increases that we are asking the Board to approve this morning are consistent with a 7% cap. The 7% cap was legislated last year as part of a state budget that included a modest increase in state support for higher education for 1992-93. Given the dramatic reduction in that assumed state support, we are hopeful that the fee cap for 1992-93 will, in fact, be raised and are also asking the Board this morning, for authorization to increase our 1992-93 fees in accord with any increase in the cap that may be forthcoming.

REVENUE

Given the 15% reduction from projected 1992-93 subsidy levels and the assumed fee cap (9%) for 1992-93, (although this has not yet been authorized by the state), along with our projections that there will be a modest decrease in enrollment (395 students), Educational Budget revenue projected for 1992-93 equals $120,938,341. This is a decrease of $924,435 or 0.76% from 1991-92 Educational Budget income. This nearly $1 million decrease in revenue from 1991-92 to 1992-93 is calculated by subtracting a projected decrease of $6.25 million (15%) in instructional subsidy, and adding an expected increase of $4.8 million or 9% in student fee income plus a $0.53 million increase in income from other sources and prior year carryover to our '91-'92 base. The carryover for 1992-93 results primarily from a $500,000 one-time operating budget reduction in late spring 1992, as part of a response to earlier state budget cuts. Of course, if the fee cap is not increased from 7 to 9% by the state legislature, then our revenue decrease will be that much greater.

It is also important to note that although student fee income is projected to increase nominally $4.8 million for 1992-93, more than $1.9 million of this increase in fee income will be matched dollar for dollar by increases in expenditures for items such as graduate student fee waiver scholarships, employee and dependent fee waivers, scholarships, and payments to the Medical College of Ohio for our joint nursing and physical therapy programs. In fact, more than $2.3 million of 1992-93 income is matched dollar for dollar by mandatory increases in expenditures. This means that the net decrease in available income for 1992-93, after accounting for income matched by unavoidable mandatory expenditure increases, is more than $3.22 million.

REDUCTIONS

PERMANENT REDUCTIONS

Given the significant decrease in income for 1992-93, and the need to cover the $2.3 million in expense increases matched by income plus $1.32 million in other expense increases (e.g. health insurance) and the necessary funding of a $1.64 million reserve as a cushion against further subsidy reductions or other income shortfalls and as a potential source for compensation increases if there are no
Further cuts, we have had to recommend programmatic reductions totaling $6.1 million from our approved 1991-92 Educational Budget. Permanent reductions in personnel and operating budgets will generate 1992-93 savings totaling nearly $1.86 million. Annual savings from these permanent reductions will exceed $2.37 million in future years, including savings resulting from consolidation and restructuring, eliminated services and activities, and shifting support of activities to auxiliary budgets or private sources.

We feel that these permanent reductions, although painful, are necessary given the relatively bleak longer term outlook for state support for higher education. It is important to note that none of these permanent reductions involve cutting additional faculty positions or academic department operating budgets, although reductions in these areas are being made on a temporary basis. Unfortunately, however, these permanent reductions will require us to lay off on the order of 33 full-time and part-time administrative and classified staff. In addition some individuals will have their employment time reduced, e.g. fiscal year, full-time to part-time, and reduced part-time hours. More specific information on the areas impacted by these layoffs will be released next week after the affected employees have been notified. I deeply regret the need to lay off loyal BGSU employees, but I'm convinced that the necessity to modestly reduce the extent of our activities while at the same time moving to enhance their efficiency, leaves us little choice.

Temporary Reductions

In addition to the permanent reductions described above, we also must make temporary Educational Budget reductions totaling nearly $2.89 million for 1992-93.

This includes more than $2.11 million in temporary personnel reductions and $0.78 million in temporary operating budget reductions. These reductions impact all areas of the University, academic and non-academic. In theory, these are reductions that we hope to restore in the future, although each case will be carefully evaluated before any restoration occurs. This category includes approximately 40 vacant full-time faculty positions, which we will need to begin restoring in 1993-94 if at all possible. We believe that we can meet 1992-93 student instructional demand by utilizing increased numbers of part-time faculty, including many of the more than 40 faculty who retired this year and who will be teaching one semester next year under our Supplemental Retirement Program. In addition there will have to be selected increases in class sizes and teaching loads. Over the longer term, however, the continued vitality of our academic programs clearly requires that we restore our full-time faculty strength.

Although, as we have noted above, our permanent reductions will result in layoffs of 33 employees, the $2.89 million in temporary reductions just described do not require any employee layoffs. The budget committees recommended that we defer further temporary reductions that would have required an additional 20 to 30 employee layoffs. Although in future years these layoffs would have yielded annual savings of $889,000, the projected savings in 1992-93 (after accounting for the impact of notice requirements, bumping, costs of unemployment compensation, etc.) would have amounted to only approximately $355,000. If the 1992-93 subsidy reduction exceeds 15% or the fee cap is not increased from 7% to 9%, then it will be necessary to proceed with these additional reductions and the resulting layoffs.
In addition to the permanent and temporary reductions, the $6.18 million package of reductions also includes $700,350 from reduction of summer 1992 instructional salaries and $732,000 in projected savings from the PERS Early Retirement Incentive Program and employees volunteering to take reductions in salary in return for reduced work time (fiscal year to academic year, 40 hours/week to 35 hours/week, salary reduction/leave, etc.). As I have noted earlier, a committee will be studying the faculty summer instructional salary issue before any decision is made on 1993 summer instructional salaries.

The reductions described above will clearly have a very significant impact on Bowling Green State University. In addition to the 33 full-time and part-time positions eliminated as a result of layoffs, we are also eliminating 82 vacant positions and anticipate that approximately an additional 72 staff positions will be eliminated during the next year through our Early Retirement Incentive Program. Thus, under our current plan, by the end of 1992-93, we will have eliminated approximately 187 positions, 33 by layoff and 154 by attrition, primarily retirement. As a result, there will be fewer full-time faculty and administrative and classified staff. More classes will be taught by part-time faculty. Some class sizes will be larger and fewer sections will be offered. The library and computer labs will be open fewer hours. We will purchase far fewer books and journals for the library and defer making needed equipment purchases for both academic and non-academic programs. Some administrative offices and support activities will be eliminated. Service to students in areas such as Registration & Records, Placement, the Counseling and Career Development Center and the Bursar’s Office will be slower. Buildings will be receiving reduced custodial and maintenance services. We will no longer be doing some things that we deem valuable, but less central to the core academic mission of the University. None of these reductions are desirable; they are all difficult and painful; they will reduce our ability to serve our students. But I believe we will be able to accomplish them while maintaining the integrity of our essential academic, as well as non-academic, programs.

Although I am hopeful that the state budget situation will stabilize as we move through this coming fiscal year, I doubt very much that we will see any quick restoration of the significant reductions in state support that higher education has endured over the past three years. Given the absolute necessity of providing a significant salary increase for our employees by the beginning of the 1993-94 fiscal year at the very latest, we have little choice but to continue to search for ways to reduce our expenditures while maintaining the strength and vitality of our core mission activities.

Paul J. Olscamp
President
Bowling Green State University
### Grand Total Projected Eliminated and Unfilled Positions By the End of 1992-93

#### Anticipated Unfilled Vacancies Resulting from Per's Early Retirement Incentive Program (by 6/93)

<table>
<thead>
<tr>
<th>Category of Position Eliminated</th>
<th>Operations</th>
<th>Student</th>
<th>Planning</th>
<th>Academic</th>
<th>AFFAIRS</th>
<th>AFFAIRS &amp; BUDGETING</th>
<th>AFFAIRS &amp; RELATIONS</th>
<th>AFFAIRS &amp; PLANNING</th>
<th>UNIVERSITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Positions Eliminated</td>
<td>39</td>
<td>8</td>
<td>12</td>
<td>3</td>
<td>53</td>
<td>3</td>
<td>53</td>
<td>3</td>
<td>53</td>
</tr>
<tr>
<td>Eliminated Via Layoff</td>
<td>18</td>
<td>7</td>
<td>6</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>1</td>
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<tr>
<td>Vacant Positions Eliminated</td>
<td>21</td>
<td>1</td>
<td>6</td>
<td>3</td>
<td>29</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>2</td>
</tr>
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<td>Vacant Positions Eliminated, Admin Staff</td>
<td>41</td>
<td>2</td>
<td>0</td>
<td>3</td>
<td>18</td>
<td>1</td>
<td>1</td>
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<td>1</td>
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<tr>
<td>Vacant Positions Eliminated, Classified Staff</td>
<td>82</td>
<td>0</td>
<td>6</td>
<td>7</td>
<td>18</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Total Vacant Positions Eliminated Via Layoff</td>
<td>39</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Note: This summary includes both full-time and permanent part-time positions, but does not include positions which are being reduced in time, i.e., 12 months to 9 months or 40 hrs/week to 30 hrs/week. Positions in Auxiliary areas are included.</td>
<td></td>
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MEMORANDUM

TO:  Paul J. Olscamp, President
FROM: Josh Kaplan, Chair ASC

Enclosed please find the ASC Annual Report. There are two issues addressed in the report upon which I wish to comment further, and two other issues that I believe deserve mention.

1. Proposed handbook changes regarding workload and flex time policies: As indicated in the report, ASC intends to pursue this issue. Administrative staff have borne a large part of the burden of the financial crisis and the hiring freeze, in large part because they receive neither overtime pay nor overload adjustments. This is unfortunate, but understandable. However, there are documented cases where the demands made on some individuals seem quite unreasonable. In drafting the proposed handbook changes, ASC tried to provide some protection against such situations, but was very careful to avoid creating potential for abuse. For reasons of fairness, as well as morale, I strongly urge you to lend your support to reconsideration and adoption of these proposed handbook changes.

2. Severe weather policy: ASC, CSC and FS all agreed this winter that the existing policy is flawed. BGSU is virtually unique in having a level of response intermediate between staying open and closing, in which classes are cancelled but other offices remain open. ASC recommends
that this portion of the policy be deleted, for the following reasons:

The primary mission of the University is education, and the safety of all employees is important. Therefore, if weather or road conditions are sufficiently dangerous to require cancellation of classes, they should warrant cancellation of all non-essential services.

Because our policy is virtually unique, broadcast media do not always report our response accurately, creating confusion for employees.

The existing policy already addresses the need to maintain essential services when the University is declared closed. This section could be modified to provide some flexibility, in order that, for example, the registrar's office or book store might be considered essential during the first week of classes.

3. ASC operating budget: As I discussed earlier this year with Acting President Clark, the ASC operating budget no longer provides sufficient funds, since we started during 1990-91 to distribute ASC minutes to all administrative staff. At this time, we have essentially no money left and outstanding obligations of $800.

Related issues are our pending request to obtain matching funds from the Foundation for our Ferrari Award endowment, and our request that professional development funds become part of our ongoing operating budget. Professional development funds were first provided on a pilot basis for a two year period, and were again provided this year. We believe the program has demonstrated its worth and deserves permanent funding.

4. Proposed elimination of the Supplemental Retirement Program for administrative staff: When this was announced at the last ASC meeting, the response was strongly negative. If there has been study of the SRP, indicating that it is not worthwhile, ASC has not been informed of such. It is certainly not true that implementation of an ERIP requires termination of the SRP, since faculty have had and will continue to have both options. This issue has been addressed in a memo from the ASC Executive Committee to Vice President Martin.
I. GOALS

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

Achieved. The Health Care Task Force, with representation from all constituent groups, made extensive recommendations. Equity issues that were addressed were levels of premium contributions for classified staff, vision coverage, and family dental coverage. The Task Force reached compromises on each of these issues.

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

Not achieved.

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

Achieved. An ASC ad hoc committee initially determined that an ERIP was not feasible with 80% replacement. However, due to the budget situation, an ERIP has been implemented with a maximum 20% replacement.

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

Still uncertain. At the recommendation of the Development Office, ASC solicited contributions from Trustees and administrators who served with Dr. Ferrari. We have not yet received an answer as to whether or not matching funds will be provided this year. If not, this will remain an ongoing goal.

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

Some progress. The position is on hold due to the hiring freeze. The ASC Personnel Welfare Committee, in consultation with the Personnel Office, reviewed the rationale for the position and revised its job description.
6. Work with Faculty Senate and Classified Staff Council on University-wide issues that arise.

Achieved: ASC worked in a cooperative and productive manner on issues related to the severe weather policy and the budget crisis. ASC initiated a joint resolution, passed by ASC, CSC and FS, requesting extension of the 125 plan to include health care and dependent care.

7 & 8. Address the issues of excessive workloads and the consistent application of existing workload policies; address the issue of flextime and the consistent application of specific flextime policy.

Some progress. Proposed Handbook changes were not endorsed by Ad Council, but we are 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.

9. Establish child care as a high institutional priority.

Not achieved.

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.

Not achieved.

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.

Substantial progress. The concept of succession planning has received support from the Administration, and ASC will be working with Personnel Services to work out a specific policy. ASC received professional development funds this year, although we have not yet succeeded in establishing this as part of our operating budget base.

II. GUEST SPEAKERS:

ASC was addressed by John Moore, Trustee Richard Newlove, David Stanford (United Way,) President Paul Olscamp, Ron Lancaster (Project 90,) Denise Trauth (North Central Accreditation,) Vice President Phil Mason, Don Boren (Health Care Task Force,) and Vice President Chris Dalton.
III. OTHER ACHIEVEMENTS

Established the BG Effect program. This program, staffed by administrative staff volunteers, provides mentors for new freshmen. The program has been extremely well received by students and parents, and we are grateful to all the volunteers and particularly to Joan Morgan, who is serving as coordinator of this program.

Contributed to Employee Assistance Program Committee.

Clarified issue of vacation for grant funded employees. To resolve remaining problems associated with this issue, ASC has recommended a Handbook change which would allow administrative staff employees to take vacation as accrued during their first year of employment.

Helped revise internal reorganization policy.

Helped revise acting/interim appointment policy.

Revised scholarship application process to include an essay; awarded two scholarships of $650 each to Steven Seasly and Amy Pawlaczky.

7/1/92
ASC Chair Report  
July 6, 1992

Summer Schedule: You should receive the schedule for 1992/93. Meeting in the summer is either completely new or has not been done for some time. Because of the financial crisis and quite frankly summer is no longer a slow time, the Executive Committee decided to meet during the summer and thought ASC should also. Communication has always been strong for ASC and we want to only improve on this. Because this is not a normal procedure, we will not count absences for July and August toward the three missed meetings. But please try to attend or send a representative. The next meeting will be August 6, 1992 at this same location. We will then return to the Alumni Room in September. Also please note on your calendars, August 24, probably 3-5, reception for Administrative Staff on opening day. We will be meeting in the Muleti Alumni Center and you will be receiving further information about this reception at the August meeting.

Board of Trustees Meeting:  
Attended the Personnel and Facilities Committee on Friday afternoon and Josh sat in on the Finance Committee. This has started a precedent that hopefully if business in both we are interested in, then we can have a rep at each committee (usually split with Classified Staff Council). The Special Leave Policy which is interim was approved, voluntary salary reduction which you all should have received from John Moore, capital improvements report, and revisions on voter registration in the dorms in the Student Code, on faculty improvement leaves in the Academic Charter, and grievance procedure in Classified Staff Handbook. Finance Committee (josh and handouts-PERS to 8%)

It is very important to be in attendance and at dinner—explain.

Goals: The Executive Committee has begun to develop goals for 1992/93. We will be discussing them at our July meetings and will have a draft for you in August. If any of you have suggestions, please forward them to an Executive Committee member.

Executive Committee has been busy already this summer. After our June meeting, a resolution was forwarded to Bob Martin and President Olscamp regarding our concern over the elimination of SRP. We understand that it is still open, not for ERIP, but for those not taking ERIP, at least until January and that it was not brought forward at the Board of Trustees meeting. From what I have heard, it does not sound good for it being reinstated or re-thought. But, since a window of time has been offered, I believe we should try to put forward some report on how SRP could be improved for Administrative Staff. I have asked Paul Yon who chaired the ERIP committee to chair a ad hoc committee on SRP (if interested sign up). Since the excuse given is that it doesn’t work for Administrative Staff, then perhaps we can recommend how it can work. You will be hearing a report later on a recommendation that was brought from PWC and approved by Executive Committee on use of vacation time; this would be a handbook change if approved by Ad Council and the Board of Trustees. Last is Health Care Task Force Report which has been distributed and will be discussed under reports.
Administrative Staff Council
Agenda
WEDNESDAY, JULY 8, 1992, 1:30 P.M.
LIBRARY CONFERENCE ROOM-FIRST FLOOR

******************PLEASE NOTE THE DAY, DATE, AND LOCATION******************

I. Call to Order
   -Orientation

II. Approval of June minutes

III. Chair's Report
    -Summer Schedule
    -Board of Trustees Meeting
    -Goals for 1992/93

IV. Secretary's Report
    -Constituent Network
    -Committees

V. Reports
   --Health Care Task Force
   --BG Effect
   --PWC

VI. Good of the Order
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ADMINISTRATIVE STAFF COUNCIL
Minutes
July 8, 1992


Members Absent: Marilyn Braatz, Scot Bressler, Jill Carr, Jaci Clark, Susan Darrow, Arlene Hazlett, Greg Jordan, Greg Nye, Gary Palmisano, Cindy Puffer, Lori Schumacker, Sid Sink, Christopher Smitherman, Dave Stanford, Deb Vetter, Ron Zwierlein.

The meeting was called to order at 1:35 pm.

Minutes from June 4th meeting were approved. Bev Stearns moved and Denny Horan seconded.

Ann Bowers presented a brief orientation to council members on what their responsibilities as representatives are, what standing committees are active and what the attendance policy is.

Chairs Report:
Fall reception will be at the Alumni Center.

Ann Bowers and Josh Kaplan attended the June 25, 26, Board of Trustee meeting. Ann sat in on the Personnel and Facilities Committee. The Special Leave Policy that was recently proposed was brought forward to this committee. The Board agreed to the ASC request that this policy serve as an interim policy until a formal handbook change can be proposed.

The ERIP process was changed to allow 8% of each employee group to take advantage of the buyout.

SRP was not discussed at the Board of Trustees meeting. Therefore, it has not been officially cancelled. A resolution about SRP was sent forward to the administration. (See attached)

Board of Trustees, Finance Committee
The 125 plan will continue and will be expanded to include dependant care. There will be a dollar cap on the amount an employee can designate to be sheltered.

Secretary's Report:
These three administrative staff employees have terminated their employment at BGSU: 1) Erin Fandel 2) Oscar Retterer 3) Jean Wolf
Brad Browning has joined the council for a three year term to replace Greg Jordan who will move to the Student Affairs area.

A Draft of the constituent network list was passed out. Each council member is asked to note any errors or omissions.

A list of ASC members on university wide committees was also distributed.

Health Care Task Force Report:
Each representative is asked to share the health care task force report with his/her constituent members. Any questions or concerns should be shared at the August meeting. PWC will write our response to the report. The response is due October 1.

Several questions followed on the Health Care Task Force Report: 1) if the doctor prescribes a brand name drug will the insurance pay the full cost. Josh Kaplan answered that it is not entirely clear, but probably only the generic cost would be paid. Typically when a generic brand is available the brand name drug cost comes down anyway. 2) another question concerned precertification for non emergency conditions. Usually this just involves the approval for a particular level and/or duration of care. 3) a final question was centered on the insurance plan B which has a 4000/8000 maximum out-of-pocket expense limitation. What exactly can be included to satisfy the out-of-pocket limitation. This limitation does not include those dollars that were in excess of reasonable and customary and uncovered expenses.

BG Effect (See attached)
Joan Morgan reported that more students have asked for a mentor than there are mentors. We need more volunteers. Please call Joan Morgan if you are willing to volunteer.

Personnel Welfare Committee
Meetings will be at 1 pm on the second and fourth Thursday.

A memo has been sent to John Moore from PWC concerning Grant/Externally Funded Administrative Staff. Essentially the memo asks that all new administrative staff members be allowed to begin to take vacation as it is accrued. (See attached) Rich Zera pointed out that the policy is in error in saying that "records of vacation should be maintained by staff member's supervisor; as the new CUFFS System is set up to keep the records."

A concern was expressed at the handling of the layoffs. The perception is that those laid off were not all treated equally.

Next meeting is August 6 at 1:30 pm in the Library Conference Room.

Respectfully submitted,

Barb Keeley

BK:gep
WHEREAS, the Administrative Staff Council of Bowling Green State University recognizes the importance of fiscal responsibility and the difficult task of implementing the Early Retirement Incentive Program (ERIP), and

WHEREAS, the Administrative Staff Council recognizes the fiscal reason for suspending the Supplemental Retirement Program (SRP) during the time the ERIP is in effect, and

WHEREAS, the Administrative Staff Council, was not informed in a timely manner of the decision to eliminate the SRP, effective 1 July 1992, and was extremely disappointed to learn of the arbitrary decision to eliminate the SRP as a benefit for Administrative Staff, and

WHEREAS, removal of the SRP will not benefit Administrative Staff but will only underwrite the ERIP of which few Administrative Staff can take advantage, and

WHEREAS, SRP continues to be a faculty benefit, and

WHEREAS, the fiscal benefits from eliminating the SRP for Administrative Staff are relatively small, and

WHEREAS, the Administrative Staff Council wishes to continue working with the University Administration,

BE IT RESOLVED, that the Administrative Staff Council of Bowling Green State University urges the University Administration to reinstate the SRP for Administrative Staff and further urges that future personnel decisions affecting Administrative Staff be made through open dialogue and in a timely manner. Administrative Staff Council also recommends that University Administration work with Administrative Staff Council to improve, rather than permanently eliminate, the SRP.

Approved ASC Executive Committee 6/9/92
The B.G. EFFECT program is designed to help you succeed at Bowling Green State University by personalizing your college experience.

Participants are assigned to one University staff person who provides the individual support a new student needs to make the transition to college.

The staff mentor will be available as a single contact point for any questions you might have about the University and will remain in touch with you for as long as you find the relationship necessary—even for your entire college career.

If you want to benefit from this service, complete the form below and return it to the B.G. EFFECT table in the University Union Grand Ballroom or mail to:

Joan Morgan, Director
Office of Academic Enhancement
Bowling Green State University
Bowling Green, Ohio 43403

You will be contacted by your B.G. EFFECT mentor before classes begin so you have an instant friend when you arrive on campus.

Name:____________________________________
Social Security Number:____________________
Address:__________________________________
City:_________________________State:_________Zip:________
Home Telephone: (_______)__________________

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You will be contacted by your B.G. EFFECT mentor before classes begin so you have an instant friend when you arrive on campus.

Name: ___________________________________________________________________
Social Security Number: ________________________________
Address: ____________________________________________________________
City: ___________________________ State: ___________ Zip: ______________
Home Telephone: ( ____ ) ________________________________

Please return this form to the B.G. EFFECT table in the Grand Ballroom or mail to the address above.
I. Call to Order

II. Approval of July 8, 1992 minutes

III. Chair’s Report
   --Goals for 1992/93

IV. Chair-elect Report
    --Fall Reception
    --Ferrari Award Fund

V. Secretary Report
   --Revised Network

VI. Committee Reports

VII. Health Care Task Force Report Discussion

VIII. Good of the Order
I. Call to Order

II. Approval of July 8, 1992 minutes

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VIII. Good of the Order
ADMINISTRATIVE STAFF COUNCIL MINUTES
AUGUST 6, 1992


Members Absent: Sally Blair, Brad Browning, Jill Carr, Jaci Clark, Pat Green, Joan Morgan, Greg Nye, Dan Parratt, Diane Regan, Charles Schultz, Sid Sink, Christopher Smitherman, Beverley Stearns, Linda Swagwood, Bob Waddle, Allen Zink, and Beth Zink

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

Minutes from the July 8th meeting were recommended for approval by Greg Jordan and seconded by Dennis Horan.

Chair's Report, Ann Bowers:

Portions of the NCA report that relate to Administrative Staff were circulated to ASC, some changes were recommended and will be forwarded to Denise Trauth.

There is a one-day Board of Trustees meeting on Friday, August 14th. No agenda has been circulated yet.

Goals for 1992-93 were presented. They will be voted on in September.

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.

Chair-elect, Greg Jordan's report:
1. Scholarship fund has a balance of $24,272.
2. Ferrari Award: Currently has $2,636.00 in it ($2,825.00 pledged). Most of the money has been collected. We are asking the Alumni Office for matching funds.
3. ASC Operating Budget: Budget was cut 12% ($190.00)
4. Fall Reception: Will be Monday, August 31st from 3:00 - 5:00 p.m. at the Miletti Alumni Center. The program will begin at 4:00 p.m. ASC members are asked to each bring an hors d'oeuvre to share. All administrative staff members are invited.

Secretary's Report:

The following ten individuals are new administrative staff employees. The appropriate recommended members will be notified they have a new constituent.

Debra Pinkston, Academic Enhancement; Sheila Kratzer, Biological Sciences; Bruce Gregory, Intercollegiate Athletics; Mark Iavaroni, Intercollegiate Athletics; Kimberlie Goldsberry, Residential Services; Scott Boden, Residential Services; Noelle Kranz, Residential Services; and Kenneth Frisch, University Relations.
No Committee Reports.

Health Care Task Force Report:

Discussion was limited to what questions and concerns we should forward to the President. We can discuss these again in September. We will forward these comments to PWC who will prepare a response for the President.

Council had concerns and/or comments about 6 of the recommendations in the Health Care Task Force Report.

5. Some generic drugs are not effectively bioequivalent. What accommodation can be made for this?
   Will the cost of brand name drugs that the employee pays out of pocket be included toward his/her deductible?

11. Coverage is not adequate for mental health out-patient treatment. Explore a gatekeeper approach.

14. Concerned that family plan doesn't include dental coverage.

15. Monitor this carefully to see if it truly saves money.

18. Will some adjustment be made to couples who both work at BGSU to insure that both receive full insurance benefits, i.e. now one of the couple is included in family plan.


Meeting adjourned at 3:30 p.m.

Respectfully submitted,

Barb Keeley
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AUGUST 6, 1992


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Respectfully submitted,

Barb Keeley

Ann Bowers
Assistant Director/University Archivist
Center for Archival Collections
As most of you know, there is a Board of Trustees meeting scheduled for August 14th. I have not received an agenda as of yet, so I can not report what committee meeting I will be attending.

We received two sections of the NCA report from Denise Trauth to review as they dealt with Administrative Staff Council. The Executive Committee is in the process of revising the draft and will submit the revisions to Denise by Monday.

We received a budget cut of $190 (correct, Greg?) in our operating budget but our professional development funds are still in tact. . .so far.

Executive Committee will be meeting next Tuesday at the CAC at noon and we will be meeting with John Moore to discuss our goals and other concerns with him.

I have distributed a DRAFT of the ASC goals for 1992/93. As you can see, we have some continuing from the year before, a few of which are not necessarily attainable, however, the Executive Committee thought we should continue to include them to keep them at the forefront. The new goals tried to incorporate some of the issues which we feel will be critical this year. Please review, if you have any immediate thoughts we can take them now, otherwise call me or any member of the Executive Board with questions or concerns on these. We will vote on them at the September meeting.
ASC GOALS 1992-1993

GOALS CONTINUED FROM 1991-1992

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

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5. Implement succession planning.
ASC Executive Committee Agenda
August 11, 1992

I. Chair Report
   - Board of Trustees meeting
   - Committees and chairs
   - Liaisons with FS and CSC-AB
   - NCA Report
   - October meeting: President Olscamp speaker, teleconference
   - September meeting agenda: health care and ?
   - Goals

II. Chair-elect Report
   - Reception

III. Secretary Report
   - Rep Chip area

IV. Committees
   - PWC-Health Care

V. Issues and concerns discussion with John Moore
ASC Executive Committee Agenda
August 25, 1992

I. Chair Report
   - Committees
   - Goals
   - Representative for Insurance Committee
   - October 1st meeting
   - September meeting agenda-health care and goals
   - NCA report-Salary Inequity Report?

II. Chair-elect Report
    - Reception-evaluation

III. Secretary Report

IV. Committee Reports
**ADMINISTRATIVE STAFF COUNCIL**  
**FALL RECEPTION REPORT**

### INCOME:
- From ASC Members-- $133.70  
- From re-sale of goods-$ 15.00  
  
Total $148.70

### EXPENSES:
- Krogers $ 80.80  
- Room Rent $ 25.00  
  
Total $105.80

### NOTES:
1. 1991 Reception--$ 437.50  
   1992 Winter Reception-- $ 227.30  

2. Parking problems??????

3. What air conditioner????????

4. Approximate attendance--125????

5. Lets do it again out here--issue of hitting up ASC members--willingness of Dave Crooks to work with us.
August 11, 1992

MEMORANDUM

TO: Administrative Council

SUBJECT: Final Revision To Tuition Fee Waiver Interim Policy

The following is the final revision to the University Tuition Fee Waiver Interim Policy for laid off employees:

University Employees who have Fee Waiver benefits and are laid off from employment may continue to have tuition fee waiver benefits for themselves and their dependents in accordance with existing eligibility requirements, for the equivalent of one school year (maximum of two semesters and one summer term) following the effective date of layoff.

John C. Moore, Executive Director
Personnel Services

JCM:mmb
Internal Search Process for
Administrative Staff Vacancies
During Periods of Layoffs or Contract Reductions Due to Budget Reductions

Effective Dates:
July 1, 1992 through June 30, 1993 (to be re-established should budget reductions recur at a future date)

Purpose
To provide preference for employment consideration for any administrative vacancies that are available during the effective dates of this policy.

Eligibility
Administrative staff members are eligible if their contracts were not renewed or their work schedule was reduced in response to budget reductions. Administrative staff members whose contracts are not renewed for other reasons such as poor performance or expiration of external funding are not eligible for the program.

Procedures:

a. Hiring departments will process a Position Opening and Request Authorization (PORA) according to normal procedures. In the case where vacancies exist prior to a budget crisis and a search is already in process, internal applicants will be afforded every reasonable opportunity to apply.

b. Upon receipt of a PORA from Affirmative Action, Personnel Services will correspond with eligible individuals about the opening, deadline for applying and furnish a copy of the job description.

c. Within five work days of receipt of the information, the Administrative Staff member will indicate whether he or she is interested in applying for the position and will submit an updated resume. Credentials on file will be reviewed by the Executive Director of Personnel Services to determine qualifications of the applicant.

d. Credentials of individuals who have thus applied and been found eligible and qualified will be reviewed by the hiring department and will constitute a separate pool of applicants who will be given preference for employment consideration. All qualified applicants will be interviewed; however, the hiring department is under no obligation to hire the administrative staff members.

e. If the individual is hired as a result of this process, the hiring department will complete and process an Appointment Activity Record per established procedures.

f. If no internal candidates apply for the position, or if the interviews with the internal candidates do not result in a job offer, the regular search process will proceed. Personnel Services will notify any unsuccessful candidates who have interviewed for the position.

Approved by PWG 8/27/92
Approved by ASC Executive Committee 9/8/92
Bowling Green State University
Administrative Staff Leave Without Pay Request Form

Name _______________________________ ID# _______________________________
Department _______________________________ Campus Phone _______________________________
Title _______________________________ From: __________/________/____ Thru: __________/________/____

Total Hours of Leave Requested _______________________________

Please indicate type of leave requested (check one): Short-term leave (3 months or less) □ Long-term leave (more than 3 months) □

<table>
<thead>
<tr>
<th>DAILY (e.g. 9/29; 9am-12pm = 3hrs.) RANDOM (hours to be determined)</th>
<th># HRS.</th>
<th>FULL WEEK(S)</th>
<th># HRS.</th>
<th>FULL MONTH(S)</th>
<th># HRS.</th>
</tr>
</thead>
<tbody>
<tr>
<td>(e.g. 9/7-9/11; 8am-5pm) 40</td>
<td></td>
<td>(e.g. Jan-March '93) 480</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SUN. |

MON. |

TUES. |

WED. |

THUR. |

FRI. |

SAT. |

DAILY HRS. _____ + WEEKLY HRS. _____ + MONTHLY HRS. _____ = TOTAL HRS. _____

Salary reductions will be across remaining paychecks in the contract period unless the employee requests a one-time reduction.

□ I request that leave without pay salary reductions will be spread across remaining checks in the pay period.

□ I request that the entire reduction will be reflected on the next pay period.

The personal data provided on this application is true, correct, and complete to the best of my knowledge. I voluntarily request leave without pay for the hours and dates mentioned above and in accordance with the stipulations of the Leave Without Pay policy.

Employee Signature __________________________________________ Date __________________

Remarks ____________________________________________________

Supervisor or Department Head

__________ Approved

__________ Disapproved for the following reason(s) ____________________________________________________

Signature __________________________________________ Date __________________

Area Head or Dean

__________ Approved (Position not to be filled with temporary, part-time, or student help during leave period.)

__________ Disapproved for the following reason(s) ____________________________________________________

Signature __________________________________________ Date __________________

Personnel Services

__________ Recorded Signature ___________________________ Date __________________

(Provided by Personnel Services)
LEAVE WITHOUT PAY FOR ADMINISTRATIVE STAFF

The leave without pay policy allows full-time and part-time Administrative Staff members the opportunity to voluntarily request unpaid leaves of absences. Two types of leave without pay are available to members of the Administrative Staff—special short-term leave of less than three months and long-term leave of more than three months. Both are subject to approval by the staff member's supervisor and contracting officer after receipt of an application from the staff member at least one month prior to the effective date of the leave. An application form for both types of leave is available in Personnel Services.

Employees will receive a full month of PERS retirement credit if earnings are a minimum of $250.00 per month, partial credit if earnings are less than $250.00, and no credit if there are no earnings. The employee's contract base salary will not be affected by the leave-without-pay arrangement.

Vacation and sick leave will accrue only for the hours actually worked. Leave-without-pay can be used in sequence with vacation.

Generally, salary reductions will be spread across the remaining pay checks in the contract period unless the employee requests that the entire reduction be reflected in the next pay.

**Short-Term Leave**

* Short-term leaves are available to full-time and part-time administrative staff and may occur over a period of weeks, months, monthly or via a reduced week schedule of less than 40 hours per week. Leave and/or reduced work schedule may not exceed a total of three months in a 12 month period and may not be in effect for more than three years.

* Staff members will continue to receive paid regular medical, dental, vision, and life insurance benefits. Employees are responsible for continuing to pay the same insurance premiums they may pay when not on leave.

* The status of full-time and part-time staff members remains the same.

* No approval will be given to the hiring of temporary/part-time staff to fill in for the temporary vacancies created by these leaves. The staff member's absence must not interfere with or impede other University operations. With reasonable notification, employees on leave-without-pay should be available to return to their assignment in the event of emergencies with significant impact on the long-term functioning of the area.

* Staff members may cancel the leave arrangement by notifying the supervisor one month prior to the return to a full-time schedule.
Long-Term Leave

Long-term leaves are available to full-time administrative staff for periods in excess of three months. In reviewing the leave request, the supervisor must determine whether the position can be held for the staff member's return and whether it can be satisfactorily filled by a temporary appointment without being detrimental to the efficiency of the unit's operation.

During the leave of absence, the employee may maintain insurance coverage for a maximum of one to two years (depending on the type of insurance) by personally assuming the financial obligation. Extension of coverage may be approved upon appeal. Insurance coverage is provided by the University to the end of the month in which the leave begins and is reinstated at the beginning of the month in which the staff member returns. In the intervening months, the staff member must assume the total premium cost of both employee and employer for insurances. (Additional insurance benefits may be available for a disability leave of absence.)

If a staff member decides not to return from a leave of absence, he/she should notify the supervisor not less than one month prior to the date of termination.
ADMINISTRATIVE STAFF COUNCIL MINUTES
SEPTEMBER 3, 1992


Guests: Melissa Peper Firestone, John C. Moore

Members Absent: Scot Bressler, Brad Browning, John Buckenmyer, Sid Sink, Paul Yon, Rich Zera, and Allen Zink

The meeting was called to order at 1:30 by Ann Bowers. The minutes from August 6th were approved.

Ann Bowers presented a check for the Ferrari Award to Arlene Hazlett for Penny Nemitz in the amount of $1,000.00. Greg Jordan thanked ASC members who contributed towards the Opening Day ASC reception. We received $153.70 from members to support the event. After expenses, we have $47.90 in our account. The Ice Arena lounge has been scheduled for the January 7th mid year reception.

Now that the Ferrari Award is already paid out of Academic Affairs we need to determine what to do with the $2,636.00 in the Ferrari fund. Those who are making payroll deductions for the Ferrari Award can memo Lou Lanning and she will do whatever you ask with the money. (i.e. change to ASC scholarship fund, stop the deduction, or whatever other creative thing you can think of).

Greg Nye will be leaving BGSU for Penn State and therefore he has resigned from ASC. A replacement will be made. Amy O'Donnell has joined ASC, replacing Beth Zink.

Committee Reports:
PWC - Norma Stickler. Norma circulated the attached memo about vacation time that was sent to John Moore (see attached-1). This new vacation policy affects those with less than full-time contracts. Currently most of these employees take vacation when student are gone (22 days). If this new policy were allowed to be put in effect, these individuals would lose salary or have to "work" when no students are here. The recommendation is to leave the policy for these employees' vacation as is.

Recommendations from ASC on the Health Care Task Force Report were circulated (see attached-2). Moved to accept 1. Denny Horan 2. Ron Zwierlein. Susan Darrow offered an amendment that mental health professionals on staff have input on drafting the mental health policy. This amendment was seconded by Joan Morgan. Amendment was passed.

Josh Kaplan moved and Charles Schultz seconded that the part on generic drugs be deleted on the grounds that it would be very difficult to determine which drugs should be on the non-equivalent list. This amendment passed.
A question was raised about #7 in overall health care task force recommendations. Greg Jordan moved and Josh Kaplan seconded that a statement of clarification be added to show that this recommendation relates to the situation where both husband and wife are university employees. The recommendations were approved as amended.

Professional Development Committee: Pat Green

1. $2,200.00 in Professional Development Grant Funds. Committee is revising the application and guidelines.
2. Morale is low this year. The Professional Development Committee will focus on programming designed to raise morale. A survey will be developed.
3. Succession Planning - The committee will take a closer look at succession planning. Pat Green will attend a succession planning workshop on September 24th.

The revised ASC goals (see attached-3) were presented. It was moved by Jill Carr and seconded by Deb Vetter to accept the goals as presented. The goals were passed unanimously.

Meeting adjourned at 3:00 p.m.

Respectfully submitted,

Barb Keeley

asc5

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asc5
August 27, 1992

MEMORANDUM

TO: John Moore
   Executive Director of Personnel Services

FROM: Personnel Welfare Committee
   Administrative Staff Council

SUBJECT: Vacation Policy

The Personnel Welfare Committee of Administrative Staff Council has reviewed the draft vacation policy. Unfortunately, there has not been time since the receipt of the draft to take it to the full Council, but the following are the recommendations from PWC:

1. The following sentence should be reinserted into the vacation policy: "This policy excludes medical doctors, residence hall directors, unit directors, and employees whose contract period is for less than twelve months and who have time off with pay during academic recess between semesters, during breaks, holidays, or summer."

We believe this statement should remain in the policy because the above-listed personnel now have negotiated salaries that take this particular work schedule into account. In that sense, they do not formally receive vacation days nor pay for the days when classes are not in session. They receive no vacation in the same way that other administrative staff members do. They are not allowed to take vacation days in, for example, October or February. If they take time off other than at class breaks, it must be leave without pay.

These employees currently are off on academic recess 22 days in their contract period. If the days during academic recess were prorated and considered "vacation" in the same way they are for other nine-month administrative staff, then they would be on recess only 16.5 days. They would have to come in to work to assist students even though the students would be gone.
2. In another issue relating to the vacation policy, the Personnel Welfare Committee restates its recommendation sent to you in a memorandum of June 16, 1992 that all administrative staff be allowed to use their vacation days as they accrue them, beginning in their first year of employment. Our current policy forces new employees to go a full year without a vacation; it gives employees an immediate backlog of accrued days that is sometimes hard to use in the second year; and there is no apparent rationale for such a restriction.
Administrative Staff Council Recommendations on
the Health Care Task Force Proposal

Overall recommendations:
1. Health care coverage, cost to employee, and cost to the University should be the same for all employee groups.
2. Access to additional coverage (such as family dental care) should be the same for all employee groups.
3. There should be differential employee cost based on whether the employee takes single, dual, or family coverage.
4. Modest co-payments rather than benefit curtailment should be used as a cost reduction strategy.
5. The Plans described in appendix C of the Task Force Report include a plan cap of $1,000,000. We recommend that there be no cap, and that the University investigate the purchase of additional catastrophic insurance coverage.
6. The implementation date of the new plan is of concern because employees have been hired for the year under the current plan and have just completed 125 Plan registration.
7. The University contributions to the cost of each employee's health care plan should be equally applied regardless of marital status.

Mental Health Coverage
1. While the Administrative Staff Council acknowledges that BGSU's mental health coverage costs have risen above the industry norm, it is recommended that the coverage not swing too far in the opposite direction. Mental health coverage is as important as physical health coverage.
2. The per year limit covered by the plan for out-patient care should be raised from $1000 to $2000.
3. To assist in controlling costs, the University should have a "gatekeeper" who would assist employees in finding the most appropriate mental health care for their particular needs. A gatekeeper is defined as a mental health professional, paid by the University's health care plan, who would be located off campus and who would provide confidential consultation.
4. The phase in period should accommodate patients already in treatment.
Generic Drugs
1. There appears to be a short list of generic drugs (such as some anti-convulsants, anti-arrythmics, and anti-coagulants) which are in fact not the equivalent of the brand name drugs. It is recommended that an up-to-date list of such drugs be maintained by the Benefits Office.
2. Accommodations should be made for instances involving non-equivalent generic drugs.

Health Care Options (Task Force Recommendation 16)
1. The Administrative Staff Council recommends that there be no deductible at all to encourage employees to seek early treatment.
2. There should be a co-payment that has a low percentage but a high limit, so that employees have an incentive to limit the costs of most levels of care.
3. Whichever options are made available, there must be a thorough and timely education program to acquaint employees with the ramifications of each choice.

Preventative Care
1. The Administrative Staff Council applauds the task force recommendations on health promotion and information. We urge the inclusion of additional measures to encourage early detection of health problems; namely, the health care program should cover the costs of mammograms, pap tests, prostatic cancer detection tests, and colon cancer tests.
2. The University should have a Health Care Educator to work with staff in such wellness activities as smoking cessation, weight loss, nutrition, and fitness.
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:
College of Health and Human Services
101 Health Center
Bowling Green State University
Bowling Green, Ohio 43402-0280
I. Call to Order

II. Approval of August 6, 1992 minutes

III. Chair’s Report

IV. Chair-elect’s Report

V. Secretary’s Report

VI. Committee Reports
   --Personnel Welfare
   --Professional Development

VII. Old Business
    --Approval of 1992/93 goals

VIII. New Business

IX. Good of the Order
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IX. Good of the Order
MEMORANDUM

TO: Dr. Paul Olscamp

FROM: Ann Bowers, ASC Chair

RE: Enclosed goals

September 15, 1992

Please find enclosed the 1992-1993 goals of the Administrative Staff Council. The ASC officers (Greg Jordan, Barb Keeley and myself) would like to meet with you to discuss these goals, preferably before you address the Administrative Staff Council at the October 1st meeting. I will call to set an appointment at your convenience.
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.

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Approved Administrative Staff Council: 9/3/92
MEMORANDUM

TO: Jim Treeger  
Associate Director, University Union

FROM: Ann Bowers  
Chair, Administrative Staff Council

RE: Setup of Alumni Room for ASC Meeting

The Administrative Staff Council will be meeting in the Alumni Room on October 1, 1992, beginning at 1:30 p.m. President Olscamp will be speaking and answering questions from 1:30 until about 2:30 p.m. and we will be teleconferencing his presentation as well as the entire ASC meeting to Firelands. I discussed the teleconference with Tony Short and he advised me that the room should be set up in conference style with the tables. The "head" table at which President Olscamp will be sitting along with the three ASC officers should be at the far end facing the entrance doors. Smaller tables then should be set up facing this head table. I think most members will be in attendance so we should have chairs for about 45-50 people.

I also will need the telephone. We will not use it while the President is speaking, but thought it would be needed for questions from Firelands after the President leaves. I sent a memo last week to telecommunications to activate the line, so all we need is the telephone.

Jim, I appreciate the extra work which will go into setting up for the teleconference. I will give you a call on Wednesday and if you have any questions involving the equipment being brought in for the teleconference, please call Tony Short. Thanks.

AB:swf
ADMINISTRATIVE STAFF COUNCIL
AGENDA
October 1, 1992

I. Call to Order

II. Guest Speaker: President Olscamp

III. Approval of Minutes

IV. Chair Report

IV. Chair-elect Report

V. Secretary Report

VI. Committee Reports
   --Personnel Welfare
   --Professional Development
   --Scholarship
   --Salary
   --Bylaws
   --Ferrari Award
   --Ad Hoc Committee on SRP
   --Others

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ASC7

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Respectfully,

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ASC7
WELLNET Proposal: Campus Community Day

WELLNET is a committee that addresses wellness related concerns and has as its mission:

Increasing the university communities' awareness of the wellness concept; and, achieving an integration of the wellness concept into all areas of the campus.

Members of the WELLNET Committee firmly believe that this mission statement is congruent with the principles of the collective lives of the members of the university community.

The recent budgetary constraints caused by a faltering economy have had a debilitating and divisive effect on the members of this campus community. In response to this condition that impairs the potential for excellence, the WELLNET Committee presents a proposal aimed to help build a more supportive and constructive work setting and to improve the personal wellbeing of employees at all levels within the community.

The WELLNET Committee proposes that a Campus Community Day be planned as follows: on a given day a time frame be established, i.e., 9am-9pm, during which all members of the university workforce could interface. Classified staff, faculty, administrative staff and student employees could select to participate in planned enrichment activities as their schedule would permit. The Campus Community Day would be comprised of workshops, activities and social interchange programmed around a wellness model incorporating: social, occupational, spiritual, physical, intellectual, emotional, diversity and environmental dimensions.

Before proceeding with this proposal, the WELLNET Committee solicits approval to begin planning a Campus Community Day.

The Professional Development Committee recommends that Administrative Staff Council endorse the WELLNET proposal for Campus Community Day and that a representative from the Professional Development Committee serve on the WELLNET committee to aid in the development of the day.
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Dr. Paul J. Olscamp, President
President's Office
220 McFall Center
Questions for October 1, 1992 ASC meeting

Introduction: Thanks again for support in establishing the funding for the Ferrari Award from the internal endowment. On one level, it does assist us in our attempts to fund that award and helps our operating budget tremendously. But on a more important level, it has been a boost to all of us that the Ferrari Award is now officially a university supported award, not one of administrative staff giving to one of its members, but an administrative staff being recognized by the university. The monies that have been raised by administrative staff to fund this award will be discussed by Council today and consideration will be given to transferring those funds to the scholarship fund.

3. Budget updates

4. Collective bargaining -- what happens to Administrative and Classified Staff, salary and positions when faculty negotiate pay raises

5. Snow policy

6. Salary inequity studies

7. Benefit changes in middle of year

8. Morale

9. Media perception of excess of administrators as problem with universities and lack of funds. What is your response to this perception.

10. Succession planning

Chair report: Send sec. to President. Learn cars along with goals.

Teleconference with Firelands staff... wish to evaluate and if viewed favorably, plan on it as an annual event.

Most of our work today is through the committees, so my report will be brief. Board of Trustees meeting will be next week and I will be attending the Personnel and Facilities Committee.

Our major project as officers and ex will be developing with John Moore a planning session. We will be inviting past chairs and secretaries and members of the steering committee which established ASC to understand better who we are, our purpose, what our accomplishments have been and what our long range goals should be. A report from this planning session will be provided, if our schedule is as planned, in December and also given at the winter reception in January when we will celebrate our 10th anniversary.

Jason Jackson next speaker.
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   --Salary
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ASC7
WELLNET Proposal: Campus Community Day

WELLNET is a committee that addresses wellness related concerns and has as its mission:

_Increasing the university communities' awareness of the wellness concept; and, achieving an integration of the wellness concept into all areas of the campus._

Members of the WELLNET Committee firmly believe that this mission statement is congruent with the principles of the collective lives of the members of the university community.

The recent budgetary constraints caused by a faltering economy have had a debilitating and divisive effect on the members of this campus community. In response to this condition that impairs the potential for excellence, the WELLNET Committee presents a proposal aimed to help build a more supportive and constructive work setting and to improve the personal wellbeing of employees at all levels within the community.

The WELLNET Committee proposes that a Campus Community Day be planned as follows: on a given day a time frame be established, i.e. 9am-9pm, during which all members of the university workforce could interface. Classified staff, faculty, administrative staff and student employees could select to participate in planned enrichment activities as their schedule would permit. The Campus Community Day would be comprised of workshops, activities and social interchange programmed around a wellness model incorporating: social, occupational, spiritual, physical, intellectual, emotional, diversity and environmental dimensions.

Before proceeding with this proposal, the WELLNET Committee solicits approval to begin planning a Campus Community Day.

The Professional Development Committee recommends that Administrative Staff Council endorse the WELLNET proposal for Campus Community Day and that a representative from the Professional Development Committee serve on the WELLNET committee to aid in the development of the day.
College of Health and Human Services
101 Health Center
Bowling Green State University
Bowling Green, Ohio 43403-0280

Ann Bowers
Assistant Director/University Archivist
Center for Archival Collections
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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Substitute:
- Pat Keare
- Melissa Firestone
- G. Buckeye

Substituting for:
- Deb Wells
- Linda Swaisgood
- Sally Blair

Guests:
- Christine Wagner
- Jeannine
- Bob Kranenberg

asc
I. Call to Order

II. Guest Speaker: Jason Jackson
    USG President

III. Approval of Minutes

IV. Chair Report

IV. Chair-elect Report

V. Secretary Report

VI. Committee Reports
    --Personnel Welfare
    --Professional Development
    --Scholarship
    --Salary
    --Bylaws
    --Ferrari Award
    --Ad Hoc Committee on SRP
    --Others

VII. Good of the Order
ADMINISTRATIVE STAFF COUNCIL MINUTES
NOVEMBER 5, 1992


Members Absent: Peg Bucksky for Sally Blair, Gwen Ohlinger for John Buckenmyer, Deborah Knigga for Denny Horan, Sharon Strand for Joan Morgan, Dave Steen for Mary Beth Zachary, Jerry Ameling for Rich Zera, Lauren Mangili for Ron Zwierlein

Who Sent Substitutes: Peg Bucksky for Sally Blair, Gwen Ohlinger for John Buckenmyer, Deborah Knigga for Denny Horan, Sharon Strand for Joan Morgan, Dave Steen for Mary Beth Zachary, Jerry Ameling for Rich Zera, Lauren Mangili for Ron Zwierlein

Members Absent: Ann Bowers, Jaci Clark, Susan Darrow, Joyce Kepke, Sid Sink, and Paul Yon

Guests: Melissa Peper Firestone

The meeting was called to order at 1:30 p.m. by Greg Jordan. Minutes from the October 1st meeting were approved. Charles Schultz moved and Lori Schumacher seconded. Motion carried.


Chair-Elect Report: Members from the Managing for the Future Task Force are holding hearings today in Toledo to solicit regional input on their recent report. The Administrative Staff Employees have been asked to make comments on the report. A resolution has been drafted. Arlene Hazlett suggested an addition to the resolution (see attached-Hazlett addition is underlined). Norma Stickler moved to accept the addition and this was seconded by Lori Schumacher. The addition was approved unanimously. Jill Carr moved to accept the resolution. Charles Schultz seconded. The resolution was unanimously approved.

suggested Snow Emergency policy revision has been submitted to the President.

On Thursday, November 12th, a committee will meet to review goals, objectives, accomplishments, etc. of the ASC. The original ASC officers, officers from all other years, the current executive committee and several new representatives will meet. John Moore will facilitate this strategic planning. The product of the meeting will be presented in January at the ten year anniversary celebration for ASC.

Budget Report: Operating budget $925.77
Professional Development Fund $2,200.00
Scholarship Balance $26,318.20

Committee Reports:

Personnel Welfare Committee: The committee has finalized the proposed addition to the handbook concerning Leave Without Pay (see attached). Norma Stickler motioned to accept the policy. Deb Vetter seconded the motion. The policy replaces the Leave Without Pay policy that is currently in the handbook. The proposed policy was approved unanimously.

Professional Development: A reminder of the Fall Professional Development luncheon on November 18th was made.

SRP: Josh Kaplan suggested that the policy might be revised to allow SRP contingent on whether or not a particular employee's skills are needed.

Respectfully,

Barbara Keeley

barbara Keeley

11/92
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    USG President

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Barbara Keeley

Barbara Keeley

11/92
For November 5th ASC Meeting

1. Questions for Jason Jackson:
   
   How are students feeling impact of reduction in services, classes, etc. due to financial crisis?

   Is collective bargaining an issue discussed in classes; how are students feeling about it?

2. Chair Report

Review happenings for the public meeting regarding the Managing for the Future Task Force Report. Introduce resolution (ask for friendly amendment from Firelands) and vote.

Remind about the Fall Luncheon sponsored by Professional Development, urge a good attendance, more information will probably be part of Pat Greens report.

We have submitted a snow emergency policy, approved by executive committee which basically urges the administration to have one type of closure, classes and non-essential offices closed, and to have updated lists of essential employees and offices, to prevent the problems resulting from the last snow emergency.

Long range planning meeting will be held November 12th and all of you will be receiving information from this meeting later.

3. The committees reporting will be Personal Welfare and Professional Development, but ask for any other report.

4. Under Good of Order, recognition of athletic teams, soccer, women's volleyball and football. Possibly ask for report, if any members are in attendance, of how the "computer move" is going. Also how the intramural facility is progressing.
Administrative staff at Bowling Green State University are active participants in establishing a high-quality, cost-effective educational setting for students and faculty. We recognize the need during this time of fiscal constraints to emphasize quality while managing with fewer resources; this is being accomplished daily in our work in the areas of academic or student services, instructional or research support, planning and budgeting, facilities management, fund-raising, public relations, or athletics. We are proud of the effort all employees at Bowling Green State University are making to keep alive the tradition and reputation of an institution strong in both areas of teaching and research and we commend that same effort occurring at the public universities and colleges across the state of Ohio.

With that in mind, we have read with great interest the Managing for the Future Task Force Report and find that we agree with many of the Task Force’s findings and goals. We have deep concern, however, with some of the recommendations.

First, decentralized authority has been a strength of higher education in Ohio. The Boards of Trustees at Bowling Green State University have been strong, supportive and instrumental in the development of this institution. Decentralized authority has been a strength at BGSU, resulting in a system in which administrative staff operate and provide support and a system in which all staff believe themselves part of the process. Decentralized authority has allowed Firelands College, originally a branch campus, to develop into a strong and integral undergraduate college, one of seven within the governing structure of BGSU. Centralizing authority with the Ohio Board of Regents would greatly lessen this concept of teamwork to the detriment of higher education in Ohio.

Second, our record of productivity and accountability at Bowling Green State University is exemplary and demonstrable. Its strength comes again from the establishment and implementation of evaluative criteria locally, rather than from a central authority.

Third, we strongly oppose the concept of designated research institutions, namely that of Ohio State and Cincinnati. Each institution of higher education in Ohio has developed strong individual graduate programs resulting in teaching and research of the highest caliber. Bowling Green State University is no exception and we as administrative staff are proud of our institution’s accomplishments. To negate this growth and pride would most definitely weaken the structure of graduate education in Ohio.

We, as administrative staff at Bowling Green State University, urge you as members of this Task Force to listen to the public at the regional meetings, build on the strengths of the Report and eliminate that which in the long run will be to the detriment of Ohio’s system of higher education and, more importantly, to the detriment of Ohio’s citizens.

Approved ASC Executive Committee 10/27/92
Approved Administrative Staff Council 11/5/92
LEAVE WITHOUT PAY FOR ADMINISTRATIVE STAFF

The leave without pay policy allows full-time and part-time Administrative Staff members the opportunity to voluntarily request unpaid leaves of absences. Two types of leave without pay are available to members of the Administrative Staff--special short-term leave of less than three months and long-term leave of more than three months. Both are subject to approval by the staff member's supervisor and contracting officer after receipt of an application from the staff member at least one month prior to the effective date of the leave. An application form for both types of leave is available in Personnel Services.

Employees will receive a full month of PERS retirement credit if earnings are a minimum of $250.00 per month, partial credit if earnings are less than $250.00, and no credit if there are no earnings. The employee's contract base salary will not be affected by the leave-without-pay arrangement.

Vacation and sick leave will accrue only for the hours actually worked. Leave-without-pay can be used in sequence with vacation.

Generally, salary reductions will be spread across the remaining pay checks in the contract period unless the employee requests that the entire reduction be reflected in the next pay.

Short-Term Leave

• Short-term leaves are available to full-time and part-time administrative staff and may occur over a period of weeks, months, monthly or via a reduced week schedule of less than 40 hours per week. Leave and/or reduced work schedule may not exceed a total of three months in a 12 month period and may not be in effect for more than three years.

• Staff members will continue to receive paid regular medical, dental, vision, and life insurance benefits. Employees are responsible for continuing to pay the same insurance premiums they may pay when not on leave.

• The status of full-time and part-time staff members remains the same.

• No approval will be given to the hiring of temporary/part-time staff to fill in for the temporary vacancies created by these leaves. The staff member’s absence must not interfere with or impede other University operations. With reasonable notification, employees on leave-without-pay should be available to return to their assignment in the event of emergencies with significant impact on the long-term functioning of the area.

• Staff members may cancel the leave arrangement by notifying the supervisor one month prior to the return to a full-time schedule.
Long-Term Leave

*Long-term leaves are available to full-time administrative staff for periods in excess of three months. In reviewing the leave request, the supervisor must determine whether the position can be held for the staff member's return and whether it can be satisfactorily filled by a temporary appointment without being detrimental to the efficiency of the unit's operation.

*During the leave of absence, the employee may maintain insurance coverage for a maximum of one to two years (depending on the type of insurance) by personally assuming the financial obligation. Extension of coverage may be approved upon appeal. Insurance coverage is provided by the University to the end of the month in which the leave begins and is reinstated at the beginning of the month in which the staff member returns. In the intervening months, the staff member must assume the total premium cost of both employee and employer for insurances. (Additional insurance benefits may be available for a disability leave of absence.)

*If a staff member decides not to return from a leave of absence, he/she should notify the supervisor not less than one month prior to the date of termination.

Approved by PWC 10/92
November 24, 1992

MEMORANDUM

TO: Walt Montenegro
   Personnel Services

FROM: Ann Bowers
   Chair, Administrative Staff Council

RE: Handbook changes

Please find enclosed the report from the Handbook Subcommittee of the Administrative Staff Council Personnel Welfare Committee on Handbook changes. I realize that the Administrative Staff Handbook is not being re-issued at this time; but still thought it appropriate to send the entire report to you. The report consists of the following sections: global changes, typographical changes, policy/procedures updates, and pending policy changes. This last part of the report is what you require at this time. Listed are the policy changes in the Handbook requested by Administrative Staff Council. The attachments are copies of the policy changes. The three policy changes are:

(1) Internal Search Process For Administrative Staff OK
(2) Leave Without Pay For Administrative Staff OK
(3) Vacation Policy SRO WORFS

I also am enclosing two other recommendations, that of using the term Grant/Externally Funded Administrative Staff rather than "unclassified" and use of vacation time. If you have any questions, please give me a call. Thanks for assisting with these requests.

copy: John Moore
   Executive Director, Personnel Services
DRAFT REVISED VACATION POLICY

All full-time, twelve month, administrative staff members earn vacation time at the rate of twenty-two days for each year of service. All full-time nine/ten month administrative staff members, except those excluded below, earn vacation time at the rate of 1.83 days (14 hours and 40 minutes) per month. During the first year of employment, vacation accrual may not be used until the first year's employment is completed. If employment begins on July 1, 1992, a twelve month full-time administrative staff member would be eligible to use accrued vacation starting July 1, 1993. Nine/ten month full-time administrative staff members must complete one year of service before vacation may be used.

Vacation is earned while a staff member is in an active-pay-status with Bowling Green State University. It is not earned while on an unpaid leave of absence, while under suspension, or while employed elsewhere.

An annual vacation is important to the well-being of the staff member. Each staff member is encouraged to use all earned vacation annually and area supervisors are expected to accommodate such requests for vacation provided they are requested in advance and the needs of the area are not impaired. It is expected, however, that no single vacation leave taken will exceed 22 consecutive working days unless approved in advance by the contracting officer. A staff member's vacation balance cannot exceed 352 hours (44 days) at the end of each fiscal year (June 30 of each year).

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

Vacation pay is not granted in lieu of vacation except at termination of employment and such terminal compensation will be paid in a lump sum. The maximum amount of terminal compensation will be 352 hours (44 days). In case of death, unused vacation will be paid in accordance with Section 2113.04 of the Ohio Revised Code.

This policy excludes Health Services medical doctors; residence hall complex coordinators, directors and managers; and employees whose contract period is for less than twelve months and who have time off with pay during academic recess between semesters, during breaks, holidays, or summer. Administrative staff members who are contracted for the twelve months, but who work only part of each week, earn vacation on a prorated basis. For example, an employee contracted to work fifty-percent for twelve months and works part of each week, earns vacation at one-half the normal rate (11 days each year or 7 hours and 20 minutes per month). Part-time twelve month administrative staff members who have completed one full year of service at Bowling Green State University are eligible to use earned vacation. At the time of separation from employment with the University, part-time administrative staff are eligible for payment of unused vacation credit not to exceed two years maximum accrual.

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

A report should be completed by the administrative staff member for every use of vacation using the Leave Reporting form. It should be forwarded to the immediate supervisor for approval and forwarded to the Payroll Department by the 5th of the month following usage.

Accrued but unused vacation leave balances are reflected on the monthly pay check stub.

Questions about the vacation policy and procedures should be addressed to the Office of Personnel Services.
MISSION STATEMENT FOR ADMINISTRATIVE STAFF COUNCIL

The purpose of the Administrative Staff Council shall be to support the mission of Bowling Green State University through representing administrative staff members by promoting their general welfare, seeking professional development opportunities, maintaining communication among staff members, and reviewing, initiating, and making recommendations on institutional policies.
ADMINISTRATIVE STAFF COUNCIL
LONG RANGE PLANS -- WORKING DOCUMENT
(developed from planning session held November 12, 1992)

I. REPRESENTATION ON DECISION-MAKING BODIES

A. State-Wide ASC-type groups
   1. establish contact person
   2. check on one person from OU who contacted us
   3. work with John Moore as he attends IUC meetings

B. Budget Committee
   1. Make recommendation for Charter change-memo to Senate
   2. Be poised to take alternate route if faculty unionize

C. University "Council"
   1. Begin discussion now with appropriate constituent leaders
      Al White, Jason Jackson and Trustee(s) when they speak at ASC
   2. Formalize and expand meetings among officer groups

D. Ad Council
   1. Informally discuss with Les Barber with follow up memo
   2. Until there is an associate director of Personnel, ask
      President Olscamp, via Les Barber, to designate John Moore
      as our representative on Ad Council.

E. Voting on Board of Trustees
   1. Write rationale. Discuss with Les Barber/John Moore/Phil
      Mason for advice on procedure.
   2. Inform OBOR, Chair of Board of Trustees

F. Exigency Committee
   1. Bring up with Trustees who visit ASC along with Al White
   2. Petition President Olscamp again

II. BENEFITS

A. Contracts
   1. Grievability of non-renewal of contracts
      --write a fair policy with legislative criteria
      --submit to Ad Council
      --ask Trustee guests to comment on our recommendations
   2. Equitable personnel policies implemented throughout all
      Vice Presidential areas
      --continue to develop strong personnel office, perhaps
      best to move to another Vice President such as Planning
      and Budgeting or to the President's area.
      --continue to lobby for separate Administrative Staff Personnel
      Officer
   3. Emphasis on equitable salaries, especially following-up on
      salary inequities based on sex
      --work with Personnel Office to develop the means to implement
      what has been recommended in previous salary inequity studies
   4. Work on raises to bring administrative staff to 80th percentile
II. BENEFITS (continued)

B. Health Benefits
   - other benefits such as reciprocal fee waivers

C. Wellness Program

D. Child Care

III. RESOURCES/PROFESSIONAL DEVELOPMENT

A. Increase operating and professional development budgets
   1. justify by presenting expenses
   2. propose rationale for increased expenses
   3. establish deadlines

B. Re-establish Associate Director of Personnel for Administrative Staff
   1. Get commitment from Executive Director of Personnel
   2. Establish rationale
   3. Gain ASC representation on Search Committee (this is already mandated)

C. Obtain office space for ASC
   1. Develop justification and forward to Personnel and Ad Council
   2. Consider future growth

D. Establish funds for clerical support for ASC officers
   1. Use personnel support staff first
   2. Second year request operating funds

E. Establish stipend or released time for ASC Officers.
   1. Document hours of current leaders
   2. Make recommendations based on first year study
   3. Fund through ASC operating budget

F. Succession Planning
   1. Develop institutional plan for internal hiring/recruitment
   2. Have new Associate Director of Personnel for Administrative Staff work with Professional Development Committee in implementation of succession planning

G. Paid Leaves
   1. First phase, try to get limited professional leave, then longer term. Obtain money to finance
   2. Study use of faculty development monies and establish similar budget request for administrative staff as a percentage of salaries
   3. Seek external funding
IV. ADMINISTRATIVE STAFF COUNCIL MATTERS-INTERNAL AND EXTERNAL

A. Establish two ad hoc committees; internal affairs and external affairs (by making them ad hoc can include members both on and off Council and help newer members participate)

1. Internal Affairs Ad Hoc Committee would be responsible for developing the following:
   --orientation program for new employees (on ASC) and new ASC members; write history of ASC and make part of orientation packet
   --Study awards for administrative staff, adding new ones? and better recognition of awards obtained
   --Improve meetings to personalize a little more, possibly reconfigure meeting set-up

2. External Affairs Ad Hoc Committee would be responsible for developing the following:
   --Develop ideas for community involvement projects for administrative staff, e.g. Christmas assistance, PBGC, etc.
   --Provide assistance for BG Effect
   --Develop ways to improve opening day activities for administrative staff
   --Work on public relations with other groups on campus and off campus and with media
   --Develop a survey of administrative staff regarding awards, community involvement, opening day, etc.

B. Scholarship Committee
   1. Recommend a five year fund-raising goal
   2. Explore different ways to increase the scholarship funds

C. Bylaws-review thoroughly and change where appropriate to reflect the above changes

D. Discuss inviting guests to ASC Executive Committee meetings once a month, such as Les Barber, John Moore, etc.
ADMINISTRATIVE STAFF COUNCIL MINUTES  
DECEMBER 3, 1992


Members Absent:  Mike Failor for Rich Zera, Dave Crooks for Ed O'Donnell, Gregg DeCrane for Greg MacVarish

Who Sent Substitutes:  Mike Failor for Rich Zera, Dave Crooks for Ed O'Donnell, Gregg DeCrane for Greg MacVarish

Members Absent:  Jill Carr, Jaci Clark, Barb Keeley, Gary Palmisano, Charles Schultz, Sid Sink and Ron Zweirlein

Guests:  Julie Tagliaferro and Melissa Peper Firestone

The meeting was called to order by Ann Bowers.

Jason Jackson, President of the Undergraduate Student Government was introduced as our guest speaker. Jason thanked ASC for the opportunity to address the group today. He stressed that the relationship between students and members of the administrative staff should be positive. Open communication helps the entire university.

A question and answer period followed that covered topics such as: What are the top three issues USG is discussing--1.) the re-districting of city wards 2.) the allocation of the general fee and 3.) honoring of Nelson Mandela by the university. USG is also involved in at least 23 other bills covering such items as student safety, faculty handbooks, etc.

Please comment on USG's involvement in the day care issue. The non-traditional student representative has brought that issue to the table and is currently being reviewed.

What do you think, based on feedback from students, is the true impact of the financial crunch? Looking at the spring 93 course offerings vs the spring 92 offerings, there are an alarming number of courses that have just one section offered, rather than 2 or 3 like last year. This has potential negative impact on upper level courses and students who are in need of a paraticular course to graduate. For the first time, students are paying greater than 50% of their cost of education.

How does USG function? Jason described the 3 branches of USG, the legislative, executive, and judicial branches.

What do you feel is the general student attitude of the quality of education that they receive from BGSU? Due to the wide variety of student activities available beyond the classroom, most students do not regret their decision on the selection of their university.

If you could change one thing at the university, what would it be? The retention of minority students. The university, while not the only variable in this equation, could be doing a much better job in providing an atmosphere that would improve the retention rate of minority students.

What is the status of USG's effort to gain voting rights on the Board of Trustees? The law is clear that student do not have voting rights and no state representative or senator has been found who is sympathetic to this issue. However, at the next Board meeting, the issue of student representative access to executive sessions of the Board will be addressed.

Please describe the Ohio Student Association. Jason gave a brief overview of the OSA, which included representatives from the 13 state supported institutions, Dennison and Rio Grande are also becoming involved.

Arlene Hazlett moved and Bev Stearns seconded that the minutes be approved as distributed.
Chairs Report: Ann welcomed new ASC members Robert Carlisle from Firelands, who is filling Dennis Horan’s term and Judy Paschalis from WBGU-TV who is filling Sally Blair’s term.

The Board of Trustees will meet on December 11. Included on their agenda is an action that will eliminate supplemental retirement for Administrative Staff. This action is a clear reduction in benefits for administrative staff. The SRP Ad hoc committee will continue to meet to develop recommendations on effective alternatives.

There is also indication that the administration will make some kind of recommendation regarding a mid year salary increase for BGSU employees.

ASC handbook changes have been forwarded to personnel and the Administrative Council for review and action. Changes should then be on the Trustee agenda in February.

The health care benefit package recommendations have been reviewed by an outside consultant. Their report was forwarded to the insurance committee and task force for input. Those comments were forwarded to the President on December 1.

A reminder that following the January 7th ASC meeting, we will hold our annual winter reception in the Ice Arena Lounge from 3-5 p.m. This year will be special in that we will be celebrating our 10th anniversary. There will be a brief program at 4:00 p.m.

All administrative staff who are representatives on university committees will be asked to give a report at the January meeting.

Chair-elect Report: Greg read a letter from Dr. Michael Ferrari thanking BGSU and the ASC for the support for the Ferrari Award.

Budget Report: Operating $834.72 (11/1/92)
Professional Development 2,200.00 (11/1/92)
ASC Scholarship core 26,408.17 (11/20/92)

Committee Reports:

Personnel Welfare Committee: Paul Yon moved, Joan Morgan seconded that the recommended changes to the handbook regarding salary adjustments be approved as distributed—motion passed. (See attached)

Professional Development: Pat Green reported that the harvest luncheon went well. She thanked Joan Morgan, Diane Regan, Jeanne Wright and Darlene Ehmke for their hard work in making the event successful.

The committee will be meeting soon with John Moore regarding progress on the concept of succession planning.

Salary committee: Ann reported for Bob Waddle that we are still waiting on the BGSU information for the CUPA report. It is due by the end of the month. We believe that the possible salary increase could be delaying the report.

Ferrari Award: Jill Carr will replace Sally Blair as the chair of this committee.

After the good of the order, the meeting was adjourned.

Respectfully,

Barbara Keeley

12/92
Proposed changes to Administrative Staff Handbook
(additions in caps)

SALARY ADJUSTMENTS FOR PROMOTIONS/CHANGES IN TITLE (SEE ALSO MARKET ADJUSTMENTS GUIDELINES)

SALARY ENHANCEMENTS ARE MADE TO ADMINISTRATIVE STAFF MEMBERS WHEN THEY ARE PROMOTED. PROMOTIONS ARE ACCOMPANIED BY A SIGNIFICANT CHANGE IN JOB RESPONSIBILITIES AND MAY OR MAY NOT ALSO INCLUDE A CHANGE IN TITLE.

Market Adjustment Guidelines (SEE ALSO “SALARY ADJUSTMENTS FOR PROMOTIONS/CHANGES IN TITLE”)

---------------------------------------------------------------------------------------------------
Rationale for the change:
The change is proposed to clarify that promotions should be accompanied by a salary adjustment and that a member of the administrative staff may be promoted by being given additional responsibilities, even though the job title does not change. In the past, staff members have been given significant additional responsibilities but have been refused a salary adjustment on the assertion that there was no promotion, and therefore no reason for a salary adjustment, so long as the job title remained the same.

As the University attempts to adjust to changing budgets and to reorganize to make the most efficient use of resources, there are likely to be increased instances of members of the staff being asked to take on more and more responsibility as units are consolidated, etc. If these additional responsibilities are significant, the change should be considered a promotion and there should be a salary adjustment.

Approved 11/12/92 by PWC
I. Call to Order

II. Guest Speaker: Jason Jackson
    USG President

III. Approval of Minutes

IV. Chair Report

IV. Chair-elect Report

V. Secretary Report

VI. Committee Reports
    --Personnel Welfare
    --Professional Development
    --Scholarship
    --Salary
    --Bylaws
    --Ferrari Award
    --Ad Hoc Committee on SRP
    --Others

VII. Good of the Order
ADMINISTRATIVE STAFF COUNCIL
AGENDA
January 7, 1993

I. Call to Order

II. Approval of Minutes

III. Chair Report

IV. Chair-elect Report

V. Secretary Report

VI. Committee Reports
   --Personnel Welfare
   --Professional Development
   --Scholarship
   --Salary
   --Bylaws
   --Ferrari Award
   --Ad Hoc Committee on SRP
   --Others

VII. Reports from University Standing Committees

VIII. Good of the Order

   Marketing Report from PR - get copy from Phil Mason Office
   AIDS quilt - need about 100 volunteers
   ASC Report - check BCSU AIDS QUILT
ADMINISTRATIVE STAFF COUNCIL MINUTES
JANUARY 7, 1993


Members Absent: Marian Braatz, Jill Carr, Jaci Clark, Dariene Ehmke, Bill Jones, Gardner McLean, Gary Palmisano, Dan Parratt, Cindy Puffer, Charles Schultz, Lori Schumacher, Christopher Smitherman, Bob Waddle, Jeanne Wright

Who Sent Substitutes: Melissa Peper Firestone for Gardner McLean

Members Absent:

Guests: Jim Treeger, Tim King

The meeting was called to order at 1:30 by Ann Bowers.

The minutes were approved as distributed. Dave Stanford moved and Teresa McLove seconded the motion to approve.

Chairs Report: Elaine Hairston, chancellor of the Ohio Board of Regents, was a guest at the December Board of Trustees meeting. She related that Ohio is 42nd in its support of higher education, yet 7th in the cost of tuition. She said the Ohio Board of Regents will slowly try to restore the cuts made to higher education. BGSU recently raised room and board charges by 8.55%.

Chair-elect Report: No report

Secretary: No report

Professional Development Committee: The committee has awarded $350 to Rob Cunningham to attend a learning disabilities workshop.

Scholarship Committee: The scholarship committee will be meeting soon to start the process for this year.

University Standing Committee

University Appeals Board: Ron Zwierlein chairs this committee which investigates alleged errors in university procedure in relation to summary suspensions or other suspensions. This committee recommends directly to the Vice President of Student Affairs and/or the President.

Bookstore Advisory: Bookstore Advisory has not met.

Computing Council: Reports to Dick Conrad and is working to update UCC 5 year plan. Continues to look at what capabilities are needed at BGSU.

Equal Opportunity Committee: EOC has not met. Call Jim Litwin if you have agenda items.

Insurance Committee: The 3 constituent groups sent their reports to this committee. The committee looked at these recommendations and made a recommendation to the President. The President will submit his comments to the Insurance Task Force which should meet soon.
Insurance Appeals: Insurance Appeals has met twice on one appeal.

Telecommunications: The Telecommunications Committee reports to Dick Conrad. Voice mail has been tested on campus in a few offices. The committee will meet again soon.

Parking: Parking has met six times. Some parking lot designation changes have been made (see attached). They have also looked at the Shuttle services (new routes, express to union, reverse routes).

Legal Services: Legal Services has not met.

Parking Appeals: Parking Appeals meets every two weeks to review written appeals.

Good of the order followed.

The meeting was adjourned at 2:45 p.m.

Respectfully submitted,

[Signature]
Barbara Keeley
ADMINISTRATIVE STAFF COUNCIL EXTERNAL AFFAIRS AD HOC COMMITTEE

This Ad Hoc Committee will report to the ASC Executive Committee. Its responsibilities include but are not limited to:

Develop ideas for and assist in organizing community involvement projects for administrative staff, e.g. Christmas assistance, Promote Bowling Green Committee, BG EFFECT, etc.

Develop ways to improve opening day activities for administrative staff.

Work on public relations with other groups on campus and off campus and with media.

Develop a survey of administrative staff regarding awards, community involvement, opening day, etc.

The membership of this committee is not limited to just Administrative Staff Council members; any administrative staff who is interested in serving should contact their ASC representative or Ann Bowers (372-2411).

ADMINISTRATIVE STAFF INTERNAL AFFAIRS AD HOC COMMITTEE

This Ad Hoc Committee will report to the ASC Executive Committee. Its responsibilities include but are not limited to:

Develop an orientation program for new employees about ASC and for new ASC members; write brief history of ASC and make this a part of the orientation packet.

Study the awards for administrative staff, discuss potential of new awards and/or better recognition of awards presented.

Improve ASC meetings to personalize; reconfigure meeting set-up; revitalization of GASP.

The membership of this committee will be Administrative Staff Council members; any ASC member interested should contact Ann Bowers (372-2411).
The University Honors Program would like to invite you to travel with us to:

THE ISLAMIC CENTER OF GREATER TOLEDO

WHEN: Saturday, February 20, 1993
Program Begins at 6:00 P.M.

COST: $10.00 Per Person

LOCATION: Perrysburg, Ohio (Off I-75)

The evening's events include a tour of the Mosque, a traditional Middle Eastern meal, and an opportunity to learn about the Islamic religion and culture.

Payment in full is required with registration.
Please make checks payable to: THE UNIVERSITY HONORS PROGRAM
(No Refunds Will Be Given)

RSVP TO THE HONORS OFFICE BY FRIDAY, FEBRUARY 12

REGISTER EARLY TO ASSURE YOURSELF A SPACE.

COME JOIN US FOR AN EXCITING EVENING!

I would like to participate in the festivities at the Islamic Center, sponsored by the Honors Program, on Saturday, February 20, 1993.

I have enclosed $_______ for _______ people.

Name: ___________________________ Phone: ________________
Address: __________________________

Please return by Friday, February 12 to: The University Honors Program
231 Administration Building
372-8504
Below are changes which will occur beginning Spring Semester:

1. On a trial basis, the parking lot at the new Field House will be designated as COMMUTER student parking. This lot will be designated as commuter parking for all of spring semester, and will be evaluated at the end of the semester to see if commuter parking should remain as the lot designation.

2. On a trial basis also, approximately 200 spaces on the west end of on-campus parking lot 12, (north of Merry Street) will be converted to commuter parking (the west half of the lot). See map below.

3. At the beginning of spring semester, parking lot 19 (south of the football stadium) will become part of on-campus parking lot 6 (south of Alumni Drive). The current lot 20 (designated for visitor and commuter parking) will become the area south of the football stadium. See map below.
<table>
<thead>
<tr>
<th>Route 0</th>
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MEMORANDUM

TO: Bob Martin
Vice President for Operations

FROM: John C. Moore
Executive Director

DATE: 2/3/93

RE: Promotion Proposed Policy Change Based on Input from Ad Council and Directors' Council

We are recommending the following change:

PROMOTION ADJUSTMENTS IN SALARY FOR PROMOTIONS
(see Market Adjustments Guidelines)

Salary enhancements to administrative staff members should be considered when they are promoted. Promotions are accompanied by a significant increase in the level of job responsibilities. This may or may not be accompanied by a change in title.

Let us discuss.

JCM:mmb

To: Adm. Staff Council

And Bowers
I. Call to Order

II. Guest Speaker: Allen White, Chair of Faculty Senate

III. Approval of Minutes

IV. Chair Report - ad hoc committee

V. Chair-elect Report

VI. Secretary Report

VII. Committee Reports
   -- Personnel Welfare
   -- Professional Development
   -- Scholarship
   -- Salary
   -- Bylaws
   -- Ferrari Award
   -- Ad Hoc Committee on SRP
   -- Others - ad hoc committee

VIII. Good of the Order
ADMINISTRATIVE STAFF COUNCIL MINUTES
FEBRUARY 4, 1993

Members Present

Members Absent
Melissa Peper Firestone for Linda Swaisgood, Pat Kania for Charles Schultz, Deb Knigga for Robert Carlisle

Who Sent Substitutes
Brad Browning, Jill Carr, Jaci Clark, Joan Morgan, Gary Palmisano, Lori Schumacher, Christopher Smitherman, Dave Stanford, Rich Zera

Members Absent
Allen White

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

The minutes were approved as distributed. Deb Vetter moved and Joyce Kepke seconded the motion to approve.

Allen White, Chair of Faculty Senate was guest speaker. He expressed a concern that some university standing committees have not met yet. He has explored who these committees are responsible to.

The Senate is beginning the five year evaluation of the VPAA. Other issues being discussed are:
- charter definition of faculty
- tenure
- faculty welfare
- replacement of retirees
- effects of managing for the future taskforce

Questions followed.

Chairs Report

While the NCA evaluation team is here there will be an open meeting on February 22nd from 3:30-5:00 p.m. in the Conference Room in the Library. Everyone is invited.

John Moore has reported that the following handbook changes have been approved by Ad Council: Special leave policy, tuition fee waiver policy, internal search process, leave without pay, drug free workplace, and safety policies and injury reporting. One change that ASC recommended that has not been forwarded is the request to allow employees to take vacation during their first year. At the present time each vice presidential area will handle it individually.

A new handbook won't be printed until next year.

New Ad Hoc Committees

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<tr>
<th>Internal Affairs</th>
<th>External Affairs</th>
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<tr>
<td>Amy O'Donnell - Chair</td>
<td>Melissa Firestone - chair</td>
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<td>Deb Wells</td>
<td>Bob McGeén</td>
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<td>Pat Green</td>
<td>Joe Luthman</td>
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<td>Bev Stearns</td>
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<td>Bob Carlisle</td>
<td>Jan Peterson</td>
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<td>Christopher Smitherman</td>
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</tbody>
</table>
Chair-Elect Report

- ASC Scholarship Corpus: 26,548.20
- ASC Scholarship Award: 800.20
- ASC Foundation Account: 25.25
- ASC Operating: 756.75
- Professional Development: 1,690.00

Scholarship Committee Report

All eligible on-campus students have been sent an application. Of-campus students can pick one up in financial aid.

Professional Development

Tuesday, February 16th is the Winter Gala Luncheon. The noon meeting will be in the Library Conference Room. An overview of Ohio Link and CD Rom will be the topic.

The committee also increased its award from $350 to $510 to Rob Cunningham for his airfare.

PWC

John Moore attended the last meeting. John has promised that a top priority for the new assistant director in his office will be to do a salary, job survey. We have offered to help.

Salary Committee

COPA information should be available any day. The committee will meet with Chris Dalton.

The meeting was adjourned at 2:40 p.m.

Respectfully submitted,

Barbara Keeley

2/93
SPECIAL NEWS BULLETIN - February 8, 1993

FAMILY AND MEDICAL LEAVE ACT SIGNED BY PRESIDENT CLINTON LATE LAST WEEK

Here are the provisions of the law signed by President Clinton requiring larger employers to give workers unpaid leave for a family or medical emergency.

- Employers that have 50 or more employees within a 75-mile radius will be covered by the law, which applies to non-profit and governmental agencies as well as business.

- Employers will be required to offer workers as much as 12 weeks of unpaid leave after childbirth or adoption, to care for a seriously ill child, spouse or parent, or in case of an employee's own serious illness.

- Employers will have to continue health care coverage during the leave.

- Employers will have to guarantee employees will return to either the same job or a comparable position.

- Employers can exempt "key" employees - defined as their highest paid 10% of the workforce and whose leave would cause economic harm to the employer.

- Employers can exempt employees who haven’t worked at least one year and who haven’t worked at least 1,250 hours, or 25 hours a week, in the previous 12 months.

- A doctor’s certification must be obtained to verify a serious illness. Employer may require a second medical opinion.

- A qualifying condition is defined as the need for continuing care and the inability to perform one's job, or the need to care for an ill family member.

- Employers can substitute an employee’s accrued paid leave for any part of the 12-week period of family leave.

- Employees will be required to provide 30 days’ notice for foreseeable leaves for birth, adoption or planned medical treatment.

- Employers will be permitted to require an employee taking intermittent leave for planned medical treatments to transfer temporarily to an equivalent alternative position. Medical certification for such leave must include the expected dates for medical treatment and the planned duration of the treatments.

(Wall Street Journal, 2/8/93, p. B1)

Continue to watch future issues of the EA Bulletin for more updates on this topic.
Administrative council matures
Organization represents staff members, grants scholarships

by Julie Tagliatere
administration reporter

Administrative Staff Council met Thursday, signifying more than ten years of an established organization which represents and voices the concerns of the administrative staff.

In 1982, a group of staff members in the registrar's office became concerned about the role the administrative staff had. According to Duane Whitmire, of computer services and one of the founders of the council, the office was "a nucleus of a few people" who wanted to share ideas with other administrative staff members.

"We tried to look beyond the individual administrative offices and get communication between [all of] the administrative staff," Whitmire said.

The group soon sent letters to all administrative staff members in order to form an organization publicizing the concerns and issues of the staff, according to Ann Bowers, current council chairwoman.

From the time the council under then-chairman Carry Brewer had its first official meeting in January 1983 it had passed several resolutions promoting the staff's issues, Bowers said.

No proposals were introduced at the Thursday meeting, but Bowers said each of the six standing committees made presentations. In addition, Faculty Senate Chairman Allen White spoke in favor of collective bargaining.

When the council first formed, only one committee existed. However, Bowers said the committees are now an active part of the organization.

"As the council has grown, it has matured and has a strong committee structure now," Bowers said. "However, the council has very much stayed with the same intent."

Granting scholarships is one of the achievements of the council. When the council first began giving scholarships in 1986, Bowers said the endowment was $5,000 whereas it is now $26,000.

Another big accomplishment, according to Bowers, was gaining attendance to the Board of Trustees meetings. In 1983, the council began requesting the administration to allow the council chairperson to attend the meetings and was granted a seat in 1990.

"This was important so the Board of Trustees could get a better idea of what the administrative council is about and so we better understand how the board operates," she said.

The council has also succeeded in granting health benefits and tuition waivers for the staff members. In addition, the number of vacation days a staff member is allowed has increased.

One of the goals the council has tried to achieve for several years is to revise a section of the administrative staff handbook concerning the renewal of yearly contracts, Bowers said.

The handbook states that if a staff member's contract is not renewed, the employee has no recourse in the situation, Bowers said.

"We recognize we are under a yearly contract but we [as a council] are trying to establish more control over the non-renewal process to protect the administrative staff," she said.

According to Bowers, the University administration has been fairly supportive of the council's endeavors, but there are some goals the council is trying to achieve.

"We are respected by the administration but one of the issues we have to ensure is that the administrative staff handbook policies are carried out consistently across campus," Bowers said.

The council has evolved so that it has been able to provide feedback for the central administration, Whitmire said.

Like Whitmire, several of the council members have served since the organization was formed. According to the council's charter, a council member serves for three years and then must take a year off before serving again.

Bowers has been on the council since 1984, with only a few terms of absence. She has served as chairwoman for the past year.

In June, Greg Jordan, chair-elect of the council, will replace Bowers as chair.

"I have thoroughly enjoyed being chair of the council and have found the administrative staff council and all of the administrated staff to be wonderful to work with," Bowers said. "All of the administrated staff are very professional people and are a real strength at B.G.S.U."

As chairman, Jordan said he would like to develop means of getting more people involved with the council.

"I hope we will be able to grow a little bit next year," Jordan said. "I want to create ways for administrative staff to communicated amongst ourselves."

In addition, Jordan said he would like to see the council strive towards long range goals including developing more programs for the administrative staff and working more with other constituent groups such as Faculty Senate.

"We have [communication] within the central administration and we now have the ability to provide input in decisions affecting administrative staff," Jordan said.
YOU'RE INVITED TO ENJOY A
WINTER GALA LUNCHEON

WHEN?  TUESDAY, FEB. 16th, 12 NOON-1PM
WHERE?  1st floor Library Conference Room

A $2.50 HEALTHY LUNCHEON BUFFET WILL BE SERVED AT NOON.

AT 12:30 PM, JANET WELCH, COORDINATOR OF LIBRARY USER EDUCATION
WILL PRESENT A 30 min. PROGRAM on...

PRESENTED BY:
THE BGSU ADMINISTRATIVE STAFF COUNCIL, PROFESSIONAL DEVELOPMENT COMMITTEE.
FOR MORE INFORMATION CALL JEANNE AT 372-8302 OR JOAN AT 372-9876.
COMMENTS ON FAMILY LEAVE ACT

An employee is entitled to up to twelve weeks of unpaid leave during any twelve-month period for the following reasons:
- Birth of a child.
- Adoption of a child.
- Care for a spouse, child, or parent for serious illness.

Family leave may be taken on an intermittent basis but may not exceed twelve weeks during the twelve-month period.

The employee must have been employed at least twelve months with the employer to be eligible.

The employer must have fifty or more employees working each individual work day during twenty or more calendar work weeks in the current or preceding year.

The employee must give not less than thirty day notice requesting the leave.

Medical evidence may be required by the employer.

The employee has the right to be restored to the position held when the leave started. There is to be no loss of benefits to the employee during the leave.

The employer may deny reinstatement if necessary to prevent substantial and economic injury to the employer.

The employer may recover health premium costs of the employee fails to return to work at the end of the leave.

Health insurance benefits remain in effect according to existing rules.

The employer may be more generous than the requirements contained in this Act.

The employee may use accrued but unused sick leave, vacation, compensatory time, and personal days as part of the twelve weeks.

The Department of Labor is responsible for developing rules for implementation of this Act. They are not as yet available.

The Department of Administrative Services, Columbus, Ohio states that in all probability they will publish administrative rules for classified staff employees between now and August 5, 1993. They too are waiting for publication of the rules before acting.

BGSU’s maternity leave policy for administrative and classified staff exceeds the requirements of this Act. The maternity/adoption policy is presently open-ended.
Bowling Green State University Administrative Staff Scholarship

You are invited to apply for the Administrative Staff Scholarship which is given annually to a part-time or full-time undergraduate student who has at least 2 semesters of coursework remaining before graduation, ranks in the top 10% of his/her college, demonstrates unmet financial need and provides leadership/service to BGSU and the community. (One need not receive financial aid in order to qualify.) The scholarship of $1,000 is used to pay education related expenses. Payment of the award is made in two installments during Fall and Spring Semesters from funds deposited with the BGSU Foundation. Applicants must be in attendance at BGSU during the Fall Semester, 1993. Finalists will be interviewed. Please complete the application form, write an essay, and return by March 1, 1993 at 5:00 p.m. to:

Susan Hughes
Center for Archival Collections, Fifth Floor, Jerome Library
Bowling Green State University
Bowling Green, Ohio 43403-0145

(Please print or type the following information)

Name: ___________________________ SSN: ______________

Campus Address: ___________________________ Birthdate: ___________________________

Home Address: ___________________________ Phone: ___________________________
(If different)

Cumulative GPA (including Fall semester 1992): ______

As of the beginning of Fall Semester 1993, you will be: (Check One) FR SO JR SR

Total hours accumulated by the end of Spring Semester 1993 ______

College or Program

I Art & Sciences
II Business Administration
III Education & Allied Professions
IV Firelands College
V Health & Human Services
VI Musical Arts
VII Technology
VIII Pre-Major Advising

Major (if any): ___________________________

Please list two (2) references (including at least one university instructor) who may be contacted for additional information:

Name: ___________________________ Phone: ___________________________

(Please do not include high school activities or awards in the following section. Attach a separate sheet if additional space is needed.)

Academic honors or distinctions earned at BGSU:

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

Participation/membership/leadership positions in BGSU activities and organizations (activities, athletics, committees, living units, etc.) Please include offices held, number of years involved, and year(s) of participation.

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

Contributions of leadership and service to community, state and nation (activities, organizations, volunteer work, etc.):
Post-high school employment. Please list employer and approximate dates of employment. Use separate sheet, if necessary.

-----------------------------------------------------

Present employer, if employed: Name: ____________________________________________

Address: _____________________________________________________________________

Phone: _____________________________________________________________________

If currently employed, how many hours per week? _________________________________

Please indicate current scholarships and indicate if they are renewable:

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<td>National Merit Semi-Finalist</td>
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<td>National Merit Finalist</td>
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<td>Departmental Awards (list)</td>
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Other scholarships -- please list all current scholarships, and indicate amounts and renewability.

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

1) Please tell us what your educational expenses have been for the 1992-93 academic year, and how you have met those expenses. Then project the same expenses for 1993-94 and share your plan for meeting expenses for 1993-94. Be as specific as possible. Please use a separate sheet.

2) Please write a 500-800 word essay:

There are limitations to what grades, scores, and recommendations can tell us about any candidate. Write an essay on something about you that we might not learn from the rest of your application. You can approach this essay in a variety of ways. You may write about family situations, school or community events to which you have had strong reactions, people who have influenced you, significant experiences, personal aspirations, or -- more generally -- topics that spring from the life of the imagination. There is no "correct" way to respond to this essay request. In writing about something that matters to you, you will convey a sense of yourself to us.

In order to determine your eligibility, it is important that the selection committee have access to your academic and financial aid records. Please indicate by your signature below that the Administrative Staff Council Scholarship Selection Committee has your permission to access your records at Bowling Green State University.

Signature: ___________________________ Date: ___________________________
CULTURAL DIVERSITY TRAINING

Topics to be covered - Three Modules Identified

1. Gender/Sexual Harassment and Discrimination
2. Race/Racial Harassment and Discrimination
3. Harassment and Discrimination on the basis of Disability, Age, Veterans status, Religion, or National origin.

Recommend 1 1/2 hour presentation per module.

Format: Define topic/provide definitions - The following topics must be covered in each presentation

- Discuss University policy as it pertains to each module
- Explain employee responsibilities/provide information on reporting
- Provide examples of inappropriate actions, language, etc. (overheads)
- Provide information on sanctions as well as benefits gained from maintaining an environment free of harassment/discrimination (handouts).

Potential audiences: Voluntary - open to anyone; come if you can.

We may wish to focus on certain groups of employees, and seek some inducement for them to attend from their superiors.

Trainers are needed. Anyone with training experience and an interest or background in any of these areas should contact Barbara Waddell at 2-9925. Training will be held for presenters in May. Classes will held in June, July and August and continue on a regular basis.

Diversity Endorsement

The ASC Professional Development Committee recommends that Administrative Staff Council endorses diversity education for BGSU staff. It is furthermore recommended that ASC lends full support for diversity programs coordinated by Personnel Services and Affirmative Action office.

approved by ASC Professional Development Committee 3/15/93
approved by ASC Executive Committee 3/23/93
TO Pmm

THE PHANTOM NOTE WRITER
STRIKES AGAIN!

Ann-
One of my constituents raised the issue of mileage
reimbursement. Then I saw this drawing. Is this something that has
been visited and satisfied?

Ann O'Donnell
1991's attendance was 5.6 percent less than fall 1990. If the trend continues through the year, there will be a 20 percent decline in interest in M.B.A. programs in a two-year period, said William Broesamle, GMAC president.

The decline is spreading across all groups, GMAC data shows. That is, officials are not seeing a higher proportion of women or foreign students in the decline.

Typically, a virus can delete programs or erase memory.

According to a story in a recent issue of The Economist, Fred Cohen, the American researcher who coined the term "computer virus," thinks that the same characteristics that make viruses dangerous can make them useful. Because they replicate and spread from one computer to another through networks or infected disks, viruses tend to survive computer system crashes. Cohen has recently written several virus programs that do good work instead of wreaking havoc. For example, the PayBack program chases down unpaid bills by attaching itself to a debtor's file. Another program zips around networks deleting temporary files, sorting out incorrectly closed programs, duplicating itself as the workload grows, and destroying "good" viruses if they malfunction. Cohen calls this program "a whole ecosystem of garbage eaters." The program could save a computer department trouble-shooting time.

Direct technology questions and information to Steven J. Miller, CPC, 215/868-1421.

Information about technology-related products and services appearing in Spotlight does not imply an endorsement by CPC, but is intended to keep you abreast of developments in the field.

The U.S. Internal Revenue Service has announced the 1993 national per-mile driving rate of 28 cents. The rate for 1992 was also 28 cents.

The standard, developed by Runzheimer International, a management consulting firm, "reflects a low-inflation economy and no significant increase in annual ownership and operating costs for the typical vehicle," said Lee Czarapata, vice president of the company's transportation division.

The rate typically has increased .5 to 1.5 cents each year.

For more information, contact Runzheimer at Runzheimer Park, Rochester, WI 53167, or call 414/534-3121.

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Spotlight, January 19, 1993
ADMINISTRATIVE STAFF COUNCIL
AGENDA
March 4, 1993

I. Call to Order

II. Guest Speaker: Chris Stock, Chair of Classified Staff Council

III. Approval of Minutes

IV. Chair Report

V. Chair-elect Report

VI. Secretary Report

VII. Committee Reports
   --Personnel Welfare
   --Professional Development
   --Scholarship
   --Salary
   --Bylaws
   --Ferrari Award
   --Ad Hoc Committee on SRP
   --Ad Hoc Committee on External Affairs
   --Ad Hoc Committee on Internal Affairs

VIII. Good of the Order
ADMINISTRATIVE STAFF COUNCIL MINUTES
MARCH 4, 1993

Members Present

Members Absent
Sidney Childs for Joan Morgan, Phyllis Short for Teresa McLove, R. Todd Williamson for Christopher Smitherman, Thad Long for Ron Zwierlein, Duane Whitmire for Charles Schultz

Who Sent Substitutes
Marilyn Braatz, Scot Bressler, Brad Browning, Robert Carlisle, Jaci Clark, Arlene Hazlett, Bill Jones, Joyce Kepke, Greg MacVarish, Judy Pachalis, Gary Palmisano, Dan Parratt, Cindy Puffer, Diane Regan, Dave Stanford, Linda Swaisgood, Julie Tagliaferro, Mary Beth Zachary

Guests
Chris Stock

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

Chris Stock discussed the classified staffs' main concerns which include flex time, child care and the recent layoffs.

The minutes from the February 4th meeting were approved, moved by Josh Kaplan and seconded by Duane Whitmire.

Chairs Report

Jill Carr, Norma Stickler and Ann Bowers met with Dr. Kunkel from the University of Chicago and of the NCA accreditation team. It was a positive meeting. He was quite impressed at the size of the scholarship that has been created by our employee group.

Executive Council met with Les Barber recently.

Greg DeCrane is meeting with the President's Panel soon. He will raise concerns for Administrative Staff, namely the implementation of the family leave law and market adjustments.

Greg Jordan, Norma Stickler, Jack Taylor and Walt Montenegro will be the ASC members on the search committee for the new Assistant Personnel Director.

Secretary's Report

The election for new council members should be finalized the first week of April. The election of Executive Council Chair-elect and Secretary will follow in April.

Committee Reports:

Personnel Welfare Committee

The committee has discussed the salary study that will be undertaken. It is recommended that a consultant be hired to direct the study. The committee also reworked our proposal about raises and promotions that was recently rejected by Ad Council. PWC reworded the statement and has sent it back to the Ad Council for reconsideration.
Our reworded version:

"Salary enhancements are made to Administrative Staff members when they are promoted. A promotion occurs in recognition of a significant increase in the level of job responsibility and may or may not be accompanied by a change in title."

Administration suggestion:

"Salary enhancements to administrative staff members should be considered when they are promoted. Promotions are accompanied by a significant increase in the level of job responsibilities. This may or may not be accompanied by a change in title."

The committee also discussed the possibility of proposing a minimum administrative staff salary. A subcommittee has been appointed to study this issue.

Professional Development

The committee has given financial support to the following Administrative Staff Members:

Claudia Crowell will attend a conference on fund raising.
Jose Trevino will attend a conference on marketing.
Keith Instone is the primary author of a paper which has been accepted at a conference in Amsterdam. We will contribute towards his travel to present the paper. Congratulations Keith!

The committee is also developing a position paper on succession planning.

Scholarship Committee

Approximately 160 students have applied. The deadline was March 1st.

Salary Committee

Bob Waddle presented a report comparing BGSU salaries with 10 other State Universities. (See attachment - only first page of the summary is included - as it is 8 pages long. Call 372-7774 if you would like to see summary in its entirety). The committees raise recommendation is not finalized.

Ad Hoc Committee for Internal Affairs

This committee met recently and discussed:
   a. orientation for new ASC members
   b. awards for Administrative Staff
   c. revitalization of G.A.S.P (Gathering of Administrative Staff Personnel)

The meeting was adjourned at 3:00 p.m.

Respectfully submitted,

B. Kelley

3/93
ADMINISTRATIVE STAFF COUNCIL
SALARY COMMITTEE
1992-93 REPORT

EXECUTIVE SUMMARY

The ASC Salary Committee has consistently analyzed data from the College and University Personnel Association (CUPA) salary survey for the past four years. On the basis of upon the data, the following can be said:

1) In terms of ranking, BGSU average salaries when compared to average salaries at similar institutions (Modified Version 3.1) moved from 9th in 91-92 to 8th in 92-93 (see Appendix B). This follows the first two years of the survey in which we ranked 6th out of 11.

2) BGSU average salaries, when compared to average salaries at similar institutions (MV 3.1) gained slightly to -4.04% from -5.35% in 91-92, which progressed downward from -2.83% in 89-90 and -3.83% in 90-91 (see Appendix A.1).

3) Due to strong gains versus those four institutions immediately ahead of us in the rankings, the percentage increase needed to achieve the goal of making BGSU average salaries 4th in a single year dropped to 6.0% after remaining nearly stable at 12.5% in 89-90 and 12.0% in both 90-91 and 91-92 (see Appendix C).

4) The percentage increase required to obtain the objective of making BGSU average salaries 4th over two years also dropped from a nearly stable rate of 8.5% in 89-90 and 8.0% in both 90-91 and 91-92 to 5.0% in 92-93 (see Appendix D).

5) The percentage of BGSU salaries that were more than 10% below the state average for that position also dropped slightly to 35.71% from 38.98% in 91-92, which was up form 30.36% in 90-91 and 27.08% in 89-90 (see Appendix E). It should be noted that BGSU has 19.64% of its positions greater than 10% above the state average for that position.

Our recommendations are based, as they have been for the previous three years, on Modified Version 3.1 of the CUPA data. This version excludes faculty and classified staff, University administration executive staff, and positions for which data is available for less than five IUC institutions.

BGSU has not compiled the data to report to CUPA this year. We used last year's report, and updated with the best available data. We did adjust salaries to reflect our mid year raise. We also deleted several positions for which we know the incumbent has left the University; there may be others of which we are unaware. Three additional positions were not included: "chief budget officer" was felt by Planning and Budgeting to not be valid for comparison because at many of the other institutions this position is the chief financial officer; "academic advisor" was felt by us to not be valid because the list of incumbents on the last CUPA report included one retiree, five academic program directors and one associate dean; "admissions counselor" was felt by us to not be valid because the list of incumbents included three assistant directors and a director of recruitment and did not include two admissions counselors.
NCA meeting with Martin Runkle with Jill Carr and Norma Stickler -- impressed with our group, no factions, easy elections, we impressed upon him our concerns, salary inequities and market adjustments, issues evolving our non renewal of contract status. As we have heard, the entire university did very well.

Executive Committee met with Les Barber and reviewed our long range goals and objectives and received feedback from him. We also received a tour of Hayes from Teresa McLove and Deb Wells.

Gregg DeCrane is meeting with Presidents Panel today, our agenda items were the family leave law, and market adjustments.

The Search Committee for the Assistant Director of Personnel is being put together and representing us will officially be Greg Jordan and unofficially Norma Stickler.

I discussed the issues raised at the last meeting on use of vacation during the first year of employment with John Moore. He assured me that he would talk directly with Bob Arrowsmith and reaffirm with all the Vice Presidents that this should be...

Thank Greg MacVarish and Tonia Stewart and Beth Zink and the many who volunteered during the showing of the AIDS Quilt. 6400 saw it and had about 600 volunteers, the support was overwhelming.

Saturday eve - 7-11 pm - need 2-3 phone people
Anne, John B., Paul Keely
Administrative Staff Council  
Internal Affairs Ad Hoc Committee  

This committee has been charged, but is not limited to addressing three areas:  

- Develop an orientation program/packet for new employees about ASC and for new ASC members; write a brief history of ASC and make this a part of the orientation packet.  
- Study the awards for administrative staff; discuss the potential of new awards and/or better recognition of awards presented.  
- Improve ASC meetings to personalize; reconfigure meeting set-up; revitalization of GASP. (Gathering of Administrative Staff Personnel)  

At its first meeting, the committee prioritized tasks, placing the orientation project above the two others. Committee members have divided responsibilities and intend to have the orientation project completed by June 93. The packet should include the following:  

- An historical review of ASC  
- A summary of goals and accomplishments  
- A review of committee functions and the election/assignment process for ASC, ad hoc, and university-wide committees  
- The ASC mission statement  
- The ASC bylaws  
- The materials the secretary typically distributes to newly elected ASC representatives  
- Expectations/Responsibilities to ASC, committees, constituents  
- Rationale/Description of an ASC mentor/mentee program  
- Roles of ASC officers  
- Demographics of ASC  
- Structure of ASC meetings  

In addition, the Internal Affairs Ad Hoc Committee would like to propose developing an ASC mentor/mentee program. Although this program was not originally identified as a goal, committee members are interested in developing it.  

We would also like to suggest that the ASC secretary compile a yearly review of major issues for all ASC members. This review would be included in the orientation packet.  

The committee is interested in presenting new ASC members with the packet in a large three-ring binder which could be used for all ASC business. We recognize that funding for this project is an issue.
MEMORANDUM

TO: Bob Martin
    Gaylyn Finn
    Chris Dalton
    Don Boren
    Jim Morris
    Ann Bowers

FROM: John C. Moore

DATE: 3/8/93

This is work reading--an EAP can really payoff.

JCM:mmb
Attachment
Investments in EAPs Pay Off

EAPs often have been seen as an expensive luxury, but many companies are showing that, properly managed, they can save money.

McDonnell Douglas Corp. wouldn’t sell you its employee assistance program (EAP) for a million dollars. That’s because members of top management at the St. Louis-based organization know that its EAP is worth many times that amount—and that’s just considering the cost savings related to absenteeism and health care costs. It’s likely that there are additional savings that could be measured easily, such as litigation, damage and theft that never occurred because employees who were abusing drugs or alcohol have received treatment. Other likely savings can’t be measured as easily, such as improved productivity.

Back in 1985, however, the CEO and the president of the company weren’t so convinced of the value of their EAPs, which weren’t available in all locations. During that year, they challenged the program to expand to provide services nationwide and to show a positive impact on the bottom line, according to Mardee Beckman, director of EAP for the firm.

The rest is history. The resulting study became—at least among EAP professionals—the best-known analysis of the cost-effectiveness of a program of this type. (See “How McDonnell Douglas Cost-Justified Its EAP,” page 48.)

This kind of success doesn’t just happen, however. Many EAP programs are worth their weight in gold. Others could leave you with an EAP that’s a financial drain on the organization and may not give your employees the services you want them to have. How you go about designing, developing, implementing and supporting the EAP can mean the difference between bust and bonanza.

Why have an EAP? Probably the most important step in the process of setting up and implementing an EAP is articulating your reason for doing it. Do you want to save health care dollars? Are you doing it because it’s nice to do?

In spite of the potential cost savings, many companies’ only motivation to provide an EAP is to comply with the Drug Free Workplace Act of 1988, which states that federal employees and employees of firms under government contract must have access to EAP services. “The EAP industry went through an explosion after the passage of the Act,” says Michael B. Garfield, VP of corporate services for ComPsych Employee Assistance, an EAP vendor based in Chicago.

If compliance with federal regulations is your only reason for providing an EAP, your program may be very different from a program motivated by the need to reduce costs. An EAP that’s in place because management thought it was a nice thing to do may have different characteristics from a program that’s under the gun to save money for the company, as was the case at McDonnell Douglas.

Whatever your reason starts out to be, sooner or later you should justify the cost of the program to the organization. Even if you’re providing the EAP to comply with the law, it makes good business sense to have a cost-effective program.

“Most EAPs come about because of the need to control substance abuse or mental health costs,” says Timothy E. Glaros, marketing manager for Minneapolis-based Ceridian Corp., the parent organization of Employee Advisory Resource, an EAP vendor. The tremendous impact of these two medical problems on the company’s health care benefits makes them a logical target for cost-cutting efforts. These two areas also are easier to research. Their connection to savings in health care costs is clearer than is the connection to savings resulting from reduced theft, for example. The impact of the EAP on these costs also can be measured more easily than can savings related to productivity.

Quadion Corp. decided to develop an EAP because of concern about the number of accidents occurring in some of its plants. “Our level of mental-health and substance-abuse medical-plan usage was actually lower than average, so it wasn’t a primary incentive,” says Duane (Pete) Peterson, VP of HR for the Minneapolis-based manufacturer. About the same time, the company, which has a work force of 1,443, faced the incredible medical expenses of a premature baby. In spite of the expense, the baby died. “We wanted to avoid having anyone else covered by our medi-
EAPS PAY OFF

cal plan give birth to a premature baby. After one large claim, we had some incentive to prevent premature births," he says. It wasn’t a factor in this case, but drug or alcohol abuse by the mother increases the risk that a baby will be born prematurely. It became clear that the firm must address substance abuse.

An EAP can reduce medical costs by identifying substance abusers before anyone knows the problem exists. "If people are identified before the crisis stage, the prognosis is better and money is saved," says David Anderson, VP of operations for Eagan, Minnesota-based StayWell Management Systems. "Medical problems develop when chemical dependency goes untreated as the disease progresses."

The EAP also fits in with managed care. "The EAP will follow the case and make sure that the treatment is the appropriate level and intensity needed for that person," Garfield says. "You have to look at everything. If substance abuse is the presenting symptom, the person may go into a 21-day program, but the real problem might be the relationship with the spouse. After treatment, the problem still exists."

Garfield points out that an employee without access to an EAP must seek solutions without the knowledge and experience needed to make the best decisions. "Managed care doesn’t come into play until after the decision has been made and the employee is in treatment," he explains. The employee may have checked the Yellow Pages or responded to a TV commercial for a hospital with a vested interest. "Hospitalization may not be appropriate. If there’s no EAP, a review of the treatment comes too late to avoid hospitalization if it isn’t indicated," he says.

Leaving it up to workers to find their own treatment options has other consequences as well. "Our primary reason for having an EAP was the impact of personal and work problems on the ability of employees to contribute to the company," says Diane Cushman, health and family program specialist at the St. Paul Companies based in St. Paul, Minnesota. "They don’t shed their personal problems at the door in the morning. They may spend work time on the phone, researching options. If we provide the services of people with access to a wide range of resources, employees don’t have to reinvent the wheel and can be more effective on the job. It’s a bottom-line concern," she says.

In addition to reducing inappropriate health care utilization and time lost on the job seeking care, an EAP may prevent:
- Reduced productivity
- High turnover
- Employee theft
- Litigation
- Lost business.

Helping workers manage their money can give payroll dollars more mileage, according to Peggy Roybal, retirement benefits supervisor for Quadion. Through an EAP, employees can get help making a budget and developing a plan to manage their money. Employees who have financial problems may seek to withdraw funds from their 401(k). If they have a good personal budget, this is less likely. There are benefits in addition to protecting retirement funds, however, according to Roybal. "With a good personal budget, employees get more value to their payroll dollars, and less financial stress means a better attitude," she says.

Companies seeking cost-cutting options often resort to reducing the benefits offered to employees. One advantage of adding an EAP is its perception as a benefit. "A lot of benefit changes are seen as takeaways, and we thought that the EAP would provide an added benefit to keep the value of the total package. We looked at it as a small investment for a large return," Peterson explains.

The cost of an EAP depends on the size and type of the program, the location and how it’s provided. Garfield says that a rule of thumb would be $2 to $3 per employee monthly for a vendor-based program. Managed care could be added for $1 to $3 more per month. The savings vary according to the current situation in the organization and the effectiveness of the program. In a company that has a lot of waste in health care use, the impact can be significant.

PAYCHEX

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44 PERSONNEL JOURNAL // FEBRUARY 1993

FAST #52
Although Quadion Corp.'s level of mental-health and substance-abuse treatment usage was lower than average, the company decided to develop an EAP because of concerns about workplace accidents. Management's needs assessment included considering attendance data, injury rates and health care utilization.

"One company we worked with hospitalized for four weeks every person who had a substance-abuse problem. There was no outpatient treatment," Garfield says. The workers referred for treatment averaged seven to nine relapses. "These services were costing them $600 per employee annually," he says. The impact of the EAP was evident within a month.

Choose the right program for you. Deciding why you want to have an EAP at your organization is only the first step. To get the greatest value from your EAP, you must make decisions about such issues as:
- Which services to provide
- Whether you want an in-house, a vendor-driven or a combination program
- Which individuals in the organization should be involved
- How to coordinate the program with your health care benefits to avoid duplication and conflict
- How to promote the program to employees and management.

Beckman recommends forming a committee in the beginning to develop the program. "Bring all the right players—the people concerned with health, safety and security issues—on board. Discuss what needs to be done and how to do it," she says, adding that there are plenty of descriptions of different models that can be obtained through EAP professional organizations. "Even if you decide on a vendor-driven program, you'll still want all of those constituencies on board. That way people who have a vested interest in the program provide their input. This contributes to buy-in," she says.

The CEO is probably the first person to bring on board. Beckman says to show the supporting data on substance abuse and mental health. Then look at the social aspect. "Appeal to the CEO's moralistic sense. Ask, 'Do you think it's the right thing to do?'' she says.

Quadion conducted a needs assessment, beginning with discussions among members of management about problems they were having. They considered attendance data, personnel-action data, health care benefit utilization, industrial injury rates and management observations. They didn't use an employee survey, but employee input may be helpful. Any contact with employees about the need for an EAP, however, should cast the program in a positive light, to reduce any perceived stigma later on.

Managers at Quadion looked at the attendance of the worst 10% in each location. "These employees had a lot of Monday and Friday absences. Some locations also had an increased rate of absences before and after the holidays," Peterson says. (Termination data also may be considered.)

The team at Quadion didn't wait for the EAP to solve the problem alone. They also reworded and updated the policy on chemical dependency and company expectations regarding job-related behavior, like drinking during lunch. "We asked, 'Should we allow it? If not, how do we state it?' We wanted to work toward providing a positive standard," Peterson says.

A broadbrush approach is best. Even if substance abuse is the primary motivating factor in the development of the EAP, you should provide a wider range of services—a broadbrush approach—to bring them in. "Substance abusers tend to be in a state of denial," Roybal explains.

Joseph Des Plains, COO of Family Enterprises in Milwaukee, agrees. "Six of every 10 people diagnosed as substance abusers have come to the counselor because of a different problem—marriage, family, financial, and so on," he says. A program that focuses only on substance abuse will miss these people. "The pro-
EAPS PAY OFF

Program should cover dependents. Sometimes the dependent is the person who has the problem or is the one motivated to do something about it," he adds. If the dependents know about the program and have access to it, utilization rates increase and substance abusers get treatment.

"Many problems are interrelated," says Cushman. "The counselors have a checklist. In one month there were 207 calls (263 personal problems and 48 work problems). Obviously, that's more than 207, so people are calling with more than one problem at a time," she explains.

In 1973, Control Data—now part of Ceridian—began a traditional EAP that focused only on alcohol and drug abuse. In the first year, only 13 of the company's 35,000 employees asked for help with alcohol or drug problems. Glaros says that 480 employees contacted the EAP with other problems and questions they considered just as serious. The next year the company expanded the program—now called the Employee Advisory Resource (EAR)—to address a wide range of employee concerns, including family and work problems, legal and financial difficulties and mental health, in addition to substance abuse. "During the first month of the broadbrush program, EAR identified more cases of alcoholism than had been addressed in the entire preceding year," Glaros says. (From 1980 to 1985, the company conducted a study of EAR to determine cost-effectiveness of the program. The savings indicated by the study are comparable to the savings reported in the McDonnell Douglas study.)

Just as people who abuse alcohol or drugs may not seek help, the substance abuse may reflect other problems that need to be solved if treatment is to be successful. "We felt that alcohol or substance abuse is a symptom, not a cause," Peterson says. "We didn't want substance abusers to think we were zeroing in on them. We wanted a broadbrush program and sold it that way. Anyone can identify with financial and child care problems," he says.

A survey of employees would show solid support for a full-service EAP, according to Glaros. "If people are asked to check the areas they think they'll use, they won't check mental health or substance abuse; they'll check relationships, financial problems, and so on. We would check work problems if my career needed refreshing. A program offering help only in mental health and substance abuse won't get used," he says.

A broadbrush program provides a more effective approach to substance abuse, but dealing with a wider variety of personal problems of employees has another advantage: Your chances of increasing productivity are better. "Workers aren't terribly unproductive only because of substance abuse." Glaros says. A person who isn't chemically dependent but has just been through a divorce, is up to the eyeballs in credit-card debt, is working a second job or has a sick child at home can't be as productive as he or she usually is.

Some problems that affect productivity may be very easy to solve. Glaros gives as an example a young man who moves to New York City from Minnesota and comes to work late because he has to get his car jump-started. "Because he comes from Minnesota, he thinks he has to have a car, but he can't afford a new one. All he really needs is an understanding of the alternative transportation available in the new location. The EAP can show him how to spend less money and get to work on time," Glaros says.

Cushman calls the EAP the Yellow Pages of personal and work problems. If an employee needs to know how to file for bankruptcy or create a will, there are attorneys on staff who give advice but don't represent clients in court. They refer them to other lawyers, if needed.

Garfield calls the EAP the family doctor for mental health. "A family doctor can resolve some problems or can make a tentative diagnosis and refer the patient to a specialist," he says. "Few people grow up with a family psychologist. They need to feel comfortable enough with the EAP to be able to call and come in and talk. Then the EAP will resolve the problem or determine the proper referral," he says.

Benefit Plans And Personnel Tools
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Insurance Services
The EAP can be a management tool as well, according to Peterson. “We felt that the managers weren’t including enough improvement areas in the performance appraisals, perhaps because they would be the ones needed to solve the problems. An EAP is a neutral outside source to help managers solve performance problems. Managers aren’t afraid to hand out cards and make referrals to the EAP,” he says.

Some companies prefer a vendor-driven EAP. Quadion chose to use a vendor for its EAP. Roybal says that the vendor-provided EAP was less expensive, considering the size of the work force, and Quadion’s nationwide locations would have made an in-house program more difficult to maintain.

Generally, a company that has 3,000 to 4,000 workers or more in one location can consider the possibility of hiring an EAP professional to head up the program. “If those employees are spread throughout 180 locations, there’s no way you can provide it in-house,” Garfield says.

Some companies having 20,000 employees or more in one location still may choose to use a vendor. McDonnell Douglas, for example, had to have the entire operation running within six months, according to Beckman. The company provided the service were external. They were on-site and managed by me, but provided by a vendor.” Usually the client goes to the vendor’s office. McDonnell Douglas wanted a program that was vendor-driven but with people of its own. It provided equipment, facilities and management. The counselors had to follow the policies and procedures of the client as well as their own. “We worked out the inconsistencies beforehand. Then, during the first three months, we worked out the issues we hadn’t considered,” she says.

Other companies prefer a vendor on a permanent basis. Access is one reason. “If you have an in-house program with a couple of counselors who work from 8:00 to 5:00 and see you by appointment, you have no coverage during the night. Employees may have to wait two to three days,” says Glaros. Vendor programs typically provide access 24 hours a day and have more counselors and affiliates. “It’s also a fixed expense, usually based on a head count,” he adds.

Glaros also points out that confidentiality can be a significant barrier to access. This often gives vendor-driven programs an advantage. “The in-house EAP counselor may be a friend, but you don’t want to be seen sitting in the waiting room,” he says. Employees can phone a vendor-provided EAP from the privacy of home. “By using a vendor-driven EAP rather than an in-house service, employees feel more secure that their discussions will be kept confidential,” Roybal says.

Glaros agrees. “If you’re concerned about the company’s knowing something about you, are you going to bare your soul to a company employee?” he asks.

Unless your company has many employees in one location, it’s difficult to provide the wide array of services your workers really need. No one person can guide troubled workers through financial, personal and work-related problems. If the in-house EAP representative’s exper-
How McDonnell Douglas Cost-Justified Its EAP

In 1985, Mardee Beckman, director of employee assistance programs at St. Louis-based McDonnell Douglas Corp., met with the CEO and the president of the organization. The two top officers challenged Beckman to prove that the EAP could make a contribution to the bottom line.

"It was do or die. If the EAP couldn't pay for itself, it would be scrapped.

The first part of the challenge was to expand the EAP program to provide services to all of the 130,000 employees nationwide, and to accomplish this feat in six months. "At the time, we had only two EAP offices, one in Long Beach, California, and one in St. Louis," says Beckman. "Each of these offices had a full-time manager and a secretary. We also had three part-time people—one each in Tulsa, Toronto and Titusville, Florida. Under those conditions, it wasn't possible to provide services in other locations.

The new program required training the supervisors, getting the data system up and running, and hiring and training all of the personnel needed for the program. "The only way we could do that in six months was by bringing in a vendor," Beckman says.

McDonnell Douglas wanted the EAP representatives on-site, however. An arrangement was worked out with the vendor to provide the staff and all of the backup services, but the vendor/staff counselors came to work at McDonnell Douglas and became a part of the regular work force at each site. The organization also chose to provide a broadbrush program that included services to deal with all types of family, legal, financial and work problems, rather than focusing on only mental health and substance abuse.

The second part of the challenge was to prove the cost-effectiveness of the program. To accomplish this, the organization brought in Westport, Connecticut-based Alexander & Alexander Consulting Group to conduct a study of its EAP.

This study was completed in 1989. (Because of changes in the program at the McDonnell Douglas Helicopter Company in Mesa, Arizona, it was evaluated in a separate study, and the results of that study were comparable to the data obtained for the rest of the organization.)

During the time of the primary study, absenteeism and medical claims data for employees who sought assistance from the EAP were compared with data from two other groups:

* Employees who were treated for alcoholism, chemical dependency or mental illness but who had chosen not to use the EAP services

* A control group of employees who weren't treated at any time for substance abuse or mental illness.

The study established the excessive rate of absenteeism and terminations for employees treated for chemical dependency or mental illness, who chose not to use the EAP when compared with the control group. In five years, the employees who were treated for chemical dependency averaged:

- 29% fewer days absent
- 42% fewer terminations
- $7,150 less in medical costs
- $14,728 less in dependent medical costs

Employees treated for psychiatric conditions averaged:

- 25% fewer days absent
- 28% fewer terminations
- $5,975 less in employee medical costs
- $8,762 less in dependent medical costs

(All amounts are in 1989 dollars.)

These savings weren't achieved in the first year; however, the EAP clients actually had higher absenteeism and medical costs during the first year, probably due to the onset of relapse and other related consequences of improved management of the total EAP program. Five years later, 1,800 cases of individuals presented for care could be tracked for those individuals who went to the EAP and accepted services for those conditions.

Based on the study results, the offset value during the next four years of EAP services for clients entering the program during 1989 is expected to reach $6 million in 1992 dollars. These savings may be broken down into:

- $2.1 million in employee medical claims
- $3.0 million in dependent medical claims
- $0.9 million in administrative savings
- $0.1 million in reduced training costs

The offset value during the next four years of EAP services for clients entering the program during 1989 is expected to reach $6 million.
tise is in mental health, for example, he or she might ask a victim of sexual harassment. "How do you feel about being sexually harassed?" according to Glaros. The employee may be seeking information about ways to get the behavior to stop, so that may not be the best approach. On the other hand, he says that it's useful to have an HR person on staff to work with the vendor. "An on-staff person may have intimate knowledge of people in the work force, as well as knowledge of company policy," he says.

Cushman advises talking with employees before deciding on a program. "Know your work force. Would they walk down the hall to an office with EAP on the door and talk with a company employee, or would they be concerned about confidentiality?" she asks.

**Find the vendor that's best for your company.** The most important issue in choosing a vendor is the fit with the company. A program that's perfect for one company might not work so well for another. Some factors to consider about the work force are:

- **Size**
- **Disbursement**
- **Composition**
- **Culture.**

Although some small companies have government contracts and need an EAP, many vendors limit their services to companies that have 500 employees or more. According to Glaros, whose company can provide a cost-effective program for a work force of as few as 100 employees, this is changing. "The Fortune 500 companies are pretty well saturated now. Vendors have to move to smaller companies. That's where the growth will be in the industry," he says.

A widely disbursed work force that travels often may need a national vendor. "Be aware of how extensive the network is that the vendors can provide," Cushman says. "Are they all over the country? Can they provide face-to-face counseling in all of your locations? That's particularly helpful for someone having financial problems, who needs to show the counselor the bills, for example. It's much easier than on the phone. The employee can go in, show the bills and complete everything in a two-hour meeting," she says.

Even if workers stay put, often dependents don't. "You may have disbursement anywhere, if their kids are away at college, for example," Glaros points out.

In addition to size and disbursement of the work force, other aspects of the population influence decisions about the kinds of services to offer. "A population in its 40s can count on elder care issues," says Glaros. This can be a major distraction in the workplace. If the work force is predominantly young male, an employer can expect more alcohol abuse. In a work force that's predominantly female, however, single-parent issues will become more important. Take a close look at your demographics before choosing a vendor.

Take the culture of the work force into account. Although much can be done to bring about positive changes in attitudes through education and promotion, the program will be more effective if you consider your culture from the beginning, according to Beckman. It was awareness of company culture that made management at McDonnell Douglas realize that an in-house EAP would work. "The company's primary customer is the federal government, so we deal with high-security issues. Our workers are accustomed to confidentiality and are comfortable with it, so they feel comfortable with an in-house EAP, which is the opposite from most companies," Beckman explains.

While you're taking a look at the work force, take a look at your current benefits package. Coordinate the two programs so that you aren't duplicating coverage or leaving gaps to create problems later.

The program should provide support for managers as well as employees, according to René Coult-Calendine, EAP product consultant for Eden Prairie, Minnesota-based MCC Behavioral Care. "Employees who aren't performing well may not come to the supervisor with a problem. It's really important for managers to feel comfortable about going to
EAPS PAY OFF

Talk to the EAP about the employee or to refer the employee to the EAP,” she says.

Just as your employees need help finding the right resources to help with their problems, HR professionals need help finding the right vendor. Garfield says that the explosion in EAPs brought about by the Drug Free Workplace Act brought unqualified vendors into the field. “Companies had to scramble to get programs,” he says. “Some companies bought programs called EAPs that were terrible. Others thought the programs were great. There was a lot of inconsistency in the quality of EAPs—and there still is,” he points out. “Ask the people with whom you network,” he says.

Cushman recommends getting a full client list from the vendor and contacting long-term clients. “Meet with the account manager. Check references. Find out how long they’ve been in business,” she says.

“Look for a vendor that meets the licensing standards for mental-health work and that has a good reputation,” recommends Des Plaines, whose organization provides the EAP services for Xerox Corp., based in Stamford, Connecticut.

The Employee Assistance Professionals Association can provide guidelines to follow when you’re choosing a vendor. (See “What To Look for in an EAP Vendor,” right.) “People should know that there’s information out there available to help them,” Garfield points out.

The first thing a vendor representative should do in response to a phone call requesting information about EAP services is offer to do a needs assessment. “If they just offer to send a proposal and then hang up, they aren’t doing an adequate job. They should find out what’s the driving force behind the call,” Garfield explains.

Find out what the vendor will do to promote the program. If people don’t use it, you’re just wasting money. Many vendors handle the training of the managers and the work force, provide a newsletter and posters and report on use of the program to show where further promotion or other action might be needed.

“Ask each prospective vendor what will be included in its utilization report,” Roybal says. “The report we receive, for instance, compares our data with the vendor’s entire customer base. It also provides a detailing of services rendered and referrals made to other resources. This gives us an indication of areas that may require more attention,” she says.

Garfield agrees that these reports are important. “In the case of one client of ours, several employees from the same unit were complaining to the EAP of sexual harassment. Because of confidentiality, we couldn’t give the employer the name of the supervisor who was involved, nor reveal the names of the employees. We went to the organization and asked them whether they had a policy on sexual misconduct. They didn’t, so we asked if we could help them write one,” Garfield says.

After the policy was written and implemented, the behavior stopped. “It didn’t cost the company anything extra to allow us to help write the policy,” Garfield says. A good vendor should be able to pick up on problem areas and provide guidance in finding solutions.

You also may want the vendor to have a substantial data base, according to Cushman. “The counselors at EAR have complete benefit information and everything else considered important for them to know about our company. They can refer an employee back to a child care resource or to one of our benefits specialists,” she says.

Get the most out of your EAP. A good vendor or a good in-house EAP still can fail to save money for the company if it isn’t implemented properly, promoted and supported. The primary concern is getting employees to use the program. After all, it’s there to help them and to save the company money. If they don’t use it, it can’t do what it’s supposed to do.

Quadion has been very successful in promoting its

What To Look for in an EAP Vendor

The success of your EAP depends in part on the competency of the people providing the services. Companies often lack the resources needed for a totally in-house program. Other organizations may have the resources but decide that their needs can be met more effectively by a vendor. If you decided on a vendor-operated EAP, how can you decide which one is right for you? Here are some questions to ask about an EAP vendor.

- How long has the vendor been operating?
- Are there any potential conflicts of interest, such as an affiliation with a hospital?
- What’s the vendor’s reputation among its clients and among EAP professionals?
- Does the vendor have offices in all or most of the locations in which your company needs services?
- What kinds of employee problems can the vendor service?
- How many sessions are provided by the program?
- Under what circumstances does the vendor refer clients to an outside evaluator?
- What follow-up services are provided to the client?
- Is access by phone, face-to-face or both?
- How long after contacting the vendor by phone can a client have an appointment?
- Does the vendor have a hot line?
- What does the vendor do to promote the program?
- How are the counselors supervised?
- Is the vendor able to coordinate the program with your company’s health care benefits?
- What kind of utilization reports and other feedback does the vendor provide?
- How does the vendor evaluate itself?
- How can the vendor’s clients evaluate the program?
- What’s the vendor’s data processing capability?
- What type of training and staff development are provided?
- How does the vendor deal with confidentiality?
- What are the procedures for transfer of information to third parties, such as the company EAP coordinator, union representatives and supervisors?
- What’s the cost of the program?

Source: Employee Assistance Professionals Association Inc. 703/522-6272. Contact: Kathy Cross.
program. "We promote the EAP as one of the means of empowering our employees to accept greater individual responsibility for solving their work and personal problems," Roybal explains.

To accomplish this, the company has ensured the support of management in developing and maintaining the program. The vendor provided all staff members, from the president and vice presidents down to all the members of middle management, with training and education. The training program stressed that the EAP can help resolve:

- Management conflicts
- Workers' personal or work problems
- The managers' personal concerns.

The St. Paul Companies also promotes its program to supervisors. "If a supervisor is having problems with performance issues, the specialist can explain how to document performance; if employees turn to the supervisor with a problem, it's more comfortable to refer them to EAR," Cushman explains.

After the management training, Quadion's vendor provided training and education to all of the employees, which included an introduction of the program and how it worked, giving examples of the EAP's services. It stressed the confidentiality of the program. Although some companies provide their own training, having the vendor do it has some advantages. "We felt that the employees would be more accepting of the program and its confidentiality if they received the initial training from the outside vendor," Roybal explains. The company followed up these training sessions with posters and mailings. Brochures covering several different topics were placed in display cases at all company locations.

When complaints from employees about the EAP occur, Roybal and the HR representatives immediately contact the EAP contract manager to work to resolve the problem to the satisfaction of the employee, always working within the confidentiality standards set by the EAP vendor and Quadion, according to Roybal. "We expect—and get—high-quality service from our EAP vendor, to ensure that our employees feel that the EAP is a positive, worthwhile experience," she explains.

The feedback provided by the vendor is a useful tool for locating problem areas early and should be used to ensure effectiveness of the program. Quadion looks carefully at the report it receives quarterly from the vendor. "It gives us an indication of particularly troublesome areas we need to address," Roybal says. For instance, if employees are calling the EAP because of child care or elder care issues in greater numbers than the average for the client base, that may indicate a need for programs or literature in those areas.

"Constant visibility is important for continued success," Roybal points out. "We continuously display EAP posters and brochures, send out quarterly mailings with EAP brochures on various topics to all employees, provide follow-up training to management every two to three years and provide new-employee education and training as a part of the orientation process," she says.

Glaros recommends that promotions of the EAP bury the high-stigma concerns—substance abuse and mental health—in a list of less-threatening problems. "Put up front the things that catch people's eye: legal problems, family law, child support, consumer concerns, and so on," he says.

Anderson agrees that visibility is important. "In one case in which work-site visibility wasn't high, one mailing to employees quadrupled the utilization rate," he says.

There are other real advantages to a mailing. "The service is for the whole family. If the mailing goes to the employee's home, the information gets to other family members," he says.

Cushman also agrees with this approach. In addition to the quarterly mailings of brochures, The St. Paul Companies has an internal newsletter that goes out to all employees. "In December there was an article on holidays, which are a fun, happy time for many people. But aren't much fun for many other people. The January issue was about change. There are a lot of changes going on in the company. We're doing some rightsizing, retirement windows, and so on," she says. People may need help from the EAP during these changes.

"EAP is fully integrated into our culture," Cushman says. For example, The St. Paul Companies writes insurance in Florida. The organization had tremendous losses after the hurricane, but its independent agents in Florida also lost their places of business. Their employees suffered losses as well. "Our employees asked that EAP assistance be provided to these people, even though they aren't normally covered by the program, so the vendor provided it," Cushman says.

Just as it's important for the vendor to alert management if trends indicate a need for action, management also must be aware of problems that come up within the organization and require assistance from the EAP. Cushman considers vigilance to be one of her jobs. "After the San Francisco earthquake, we called the EAR in that location to make sure that people had everything they needed," she says. In another location, an employee died suddenly. Cushman called the EAR representatives in that location to alert them to be ready to provide individual or group counseling.

Watch for a utilization rate that's unusually low or high, Coul-Caldecine recommends. "If only 2% to 3% of the workforce is using the EAP, the program may be of little value. If its 25%, it may reflect a problem in the organization, such as high stress," she says. The EAP may be viewed as an extension of HR and may be fulfilling a management function, however, according to Coul-Caldecine, which could account for high utilization rates.

If you don't think your company is getting the best use out of its EAP, what can you do? "If you think you aren't being serviced well by the vendor, look at the agreement in place by your company. You will need to work closely with your management and the vendor to review the agreement and discuss the problems you've encountered," she says. She adds that the agreement should be reviewed annually to ensure that the EAP is meeting the needs of the company and its employees.

We see our EAP as one means of empowering our employees to accept greater responsibility.

Peggy Roybal
Quadion Corp.

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EAPS PAY OFF

the expectations," Coult-Calendine recommends. “What agreement was communicated to the vendor? Know what you purchased," she says.

If the company culture attaches a stigma to using the EAP, employees won’t use it. “Get to top management and find out where the reservations are. Break down barriers,” Coult-Calendine says. “Bring the EAP into it.”

If employees think that there’s a breach of confidentiality, they won’t use the EAP. “It isn’t the breach of confidentiality—or lack of it—that’s important. What’s important is the perceived breach of confidentiality. You can do something about perception,” Cushman says.

The EAP proves its value. Few studies have been conducted to test the value of the EAP because such studies can be very expensive. Many companies prefer to trust the results of research like the McDonnell Douglas study, rather than pay for a study of their own. “We have such a strong belief that the program has value that our executives don’t require a cost analysis,” Cushman says. “We’re content to use the models for programs that the vendor provides in its cost-effectiveness report," she says. The report provides the number of people using the program and the number of troubled employees the company can expect based on an industry average.

“We have data for the cost of troubled employees, based on productivity, health care use, disability and workers’ compensation costs, and we have data on their impact on the bottom line. We factor in the cost of the program and the cost of treatment. We subtract the cost savings revealed by people who have used EAR. We’ve tracked the cost of the program and we know that we’ve saved money," Cushman says.

Coult-Calendine would like to see a study to determine the effect of the EAP on productivity. “Most issues that are impacted by the EAP are softer. Manufacturing companies are pretty good at putting together how much they can expect from an employee in terms of productivity," she says.

“An internal EAP has access to the data needed, such as how and why employees are absent, or whether there’s a link to chemical dependency or personal problems,” says Coult-Calendine. She recommends that vendors have access to the data so they can do cost analyses and other studies of the effectiveness of the program.

Although Quadion hasn’t conducted a study of its EAP either, improvement is evident. “We’re doing many things along with the EAP—such as implementing a safety-improvement process and a new managed-care medical-benefit program—so we can’t determine which benefits come from which program,” Peterson explains.

“We’re in a good trend that started two years ago. Our medical costs are increasing at a rate lower than average. They’re stabilizing now, and we even may see a slight decrease in medical costs. The absence rates are decreasing. The EAP is part of the solution. Things that are tough to do can be made easier if you have a positive process like an EAP in place,” Peterson points out.

“A well-run EAP will return three dollars for every dollar spent on the program, at a minimum," Des Plaines says, “but it can’t happen without the commitment of the employer. This commitment means promotion of the program, education of the employees and managers, and elimination of stigma from the environment.”

There was a time when companies didn’t want to have an EAP because they were afraid the news would get out and the public would think that they had a problem, according to Garfield. “The walls are coming down now," he says.

EAPs are becoming more involved with managed care. “The EAP is the front end of a managed-care delivery system. You can build a lot of efficiencies into the combination,” Coult-Calendine explains.

The EAP won the numbers game at McDonnell Douglas, as it undoubtedly has at many other companies, but there are times management would like to be able to look beyond the bottom line. A well-designed EAP provides that opportunity. “The greatest impact of the EAP has been to show that you can care about people and still save money,” Beckman says. “It’s the caring way. It’s the face-to-face, hands-on service that has made the difference.”

Peggy Stuart is assistant editor for PERSONNEL JOURNAL.
Very Rough Draft

Chair, Administrative Staff Council

Responsibilities include:

1. Preside at monthly Council meetings and all Executive Committee meetings.

2. Prepare agenda for Council and Executive Committee meetings.

3. Attend Board of Trustees committee and full board meetings as representative for Administrative Staff Council.

4. Represent Administrative Staff Council and administrative staff at all appropriate meetings and with appropriate committees and administrators.

5. With Executive Committee appoint chairs of ASC Committees, establish committee membership and structure, coordinate the committees' work and activities, and create ad hoc committees as required.

6. Represent Administrative Staff Council and administrative staff as required with the media.

7. With Executive Committee prepare an annual summary of activities and accomplishments.

8. Appoint a liaison with Classified Staff Council and Faculty Senate.

9. With Chair-elect, submit annual budget request.

10. Coordinate and "preside" over the Fall Opening Reception and Winter Reception for all administrative staff.

11. Maintain records/files from year as Chair and transfer to Chair-elect.
1. Health Care Report--distribute --Read President's letter, no room for official reply, can discuss with Josh and Barb as rep on Task Force --ask Josh if he has any comments discuss with Josh and Barb as rep on Task Force --read President's letter, no room for official reply, can discuss --Health Care Report--distribute

2. In the middle of Board of Trustees meetings --Personnel and Facilities, Handbook, read the statement on Salary enhancements for promotions --personal and Facilities Handbook, read the statement

3. Met with Chris Stock and Allen White for coffee, discussed several issues, communicated well, and will meet again before the end of the school year, with the chair-elects and discussed several issues, communicated well, and will meet again before the end of the school year, with the chair-elects and discussed several issues, communicated well, and will meet again before the end of the school year, with the chair-elects and discussed several issues, communicated well, and will meet again before the end of the school year, with the chair-elects and discussed several issues, communicated well, and will meet again before the end of the school year, with the chair-elects and discussed several issues, communicated well, and will meet again before the end of the school year, with the chair-elects

4. Drag--discuss budget request

5. Committees have been working activity and I just want to commend them and their chairs.

Chair Report--April 1993
I. Call to Order

II. Approval of Minutes

III. Chair Report

IV. Chair-elect Report

V. Secretary Report

VI. Committee Reports
   --Personnel Welfare
   --Professional Development
   --Scholarship
   --Salary
   --Bylaws
   --Ferrari Award
   --Ad Hoc Committee on SRP
   --Ad Hoc Committee on External Affairs
   --Ad Hoc Committee on Internal Affairs

VII. Good of the Order
The Administrative Senate at Ohio University is designed to represent contract administrative staff and provide services and programs of special interest to administrators. The Administrative Senate is a unique organization for college administrators in that it promotes and enhances the profession of administration on campus. As stated in the Senate's Preamble, "The Administrative Senate is committed to providing a collective and independent voice to those who hold administrative responsibilities in the conduct of the educational mission of the University."

In 1970, the Administrative Senate was established on the Athens campus of Ohio University. The Senate was formed out of a need to provide representation for administrators and to provide a forum for administrators to be heard. It was during the same period when college campuses around the country were witnessing student political unrest and confrontation. Administrators at that time believed that policies should be developed to ensure reasonable protection of contract staff. The founding of the Administrative Senate provided a vehicle for formal and regular communication between administrators and University officials.

The Administrative Senate is composed of 33 elected representatives. These senators are elected to fill district positions and at-large seats. Three senators are elected to represent the regional campuses. The Senate represents a total of 778 contract administrators. The Executive Committee of the Senate includes the chair, vice chair, secretary and treasurer. The vice president for administration serves as the University liaison. The senators are responsible for communicating to their constituents and gathering feedback on pertinent issues and concerns. Administrative Senate meets monthly to formally address programs, services and policy recommendations.

Much of the work of the Senate is accomplished through the standing committees: Personnel/Policy, Compensation Committee, Professional Development, Outstanding Administrator, Elections, and an ad hoc Service Awards Committee. Committee membership includes interested senators and administrators unaffiliated with the Senate who are selected by the respective committee chairs through a formal application process. Also, Administrative Senate liaisons serve as the link between the faculty, graduate and student senates, and the Classified Staff Advisory Council. They report on the progress of the other senates and provide information on areas of common interest.
The Personnel/Policy Committee studies and recommends policies that impact the welfare of administrators and, at times, the greater university community, to the senior officers. Some examples of policy recommendations are compensation and benefits issues, a grievance policy for administrators, and professional development leaves of absence. The committee also coordinates and updates policies and procedures contained in the Administrator’s Handbook.

Benefits, such as health and medical insurance, and compensation matters are the responsibility of the Compensation Committee. The committee works closely with the University Personnel Office and provides recommendations on insurance and other benefits.

The Professional Development Committee plans and implements one-topic workshops such as supervision, AIDS in the workplace, pre-retirement planning, time management and health issues. Programs are open to all contract administrators and generally are free. The Committee also sponsors orientation sessions for new administrators and publishes the New Administrator’s Handbook.

Each year a maximum of three administrators are selected for excellence in performance by the Outstanding Administrator Award Committee. The committee coordinates the nomination and selection process, with the University president giving final approval of the candidates. The Outstanding Administrator Award recipients receive $1,000 to be applied to a professional development activity or resource of their choice.

The Service Awards Committee is responsible for honoring administrators who have longevity of service at the University. Awards are given for 25, 20, 15 and 10 years of service. The Outstanding Administrator Awards and Service Awards are presented together at an annual spring recognition reception.

The election of senators is coordinated by the Elections Committee each spring. A separate nominating committee presents a slate of executive officers for the senators to ratify in the spring.

There has been a Networking Committee established to work with other state University representatives to plan a gathering to discuss common issues.
Ohio University - Adm. Sente - 2 yr. app't chair
Susan

Wright State - 3 yr. term Chair
Vice Chair

Dale/Pickard - Kent State - no adm. group - free talk

Cleveland State - Prof. Staffing Chair
2 yr. positions - no free talk

The Ohio State - Combined Conf. - chair

Ohio - pay range/size for adm staff - Adm unit to change - involved

with the union in addition to health benefits - Faculty/Staff

Ohio - pay range/size for adm staff - Adm unit to change - involved

with the union in addition to health benefits - Faculty/Staff

Awards ceremony - 3-4% awarded - outstanding adm.

Chair, sitri - adv. to President (like our old Council)

All districts - geographical - no vote in regen

All reps. of part-time

2 reps from regional campuses -

(T-Square) 121 South Main
Bowling Green
Ohio 43402
(419) 352-8488

Jeff Rice's
quick print, inc.
111 South Main
Bowling Green
Ohio 43402
(419) 352-5762
Feb. 22, 1993

To: Ann Bowers, Chair of Administrative Staff Council
    Chris Stock, Chair of Classified Staff Council
    Allen White, Chair of Faculty Senate

Subject: A campus day care center

We are a group of concerned University employees who are deeply interested in seeing a leading edge day care center located on our campus. We recently participated in a seminar conducted by John Moore, executive director of personnel, on the topic of work and family conflicts. During our discussions it became evident that a common interest for the welfare of our children and children in general was a persistent concern. We realized while prioritizing the types of services the University could offer, that some of our greatest fears could be alleviated with the assurance that our children are being adequately cared for by professional practitioners in a nearby setting on campus. All of our futures depend upon the care a child receives in his or her infancy. All of our success as a working group is intricately involved in each individual's productivity and state of mind. We should not miss the opportunity to benefit all of ourselves so greatly.

We realize this is not a new subject to the campus. And we are aware of the fact that several studies have been conducted to determine if this is a feasible project. All of the constituent groups have debated the topic in the past, yet it has never been a priority item with either the administration nor other representative groups. It is an expensive, complex project requiring funds and a location. However, these temporary obstacles should not be viewed as factors that would disqualify such a project. To eliminate the pursuit of such a vital and realistic need of the workers of the Year 2000 is to ignore statistics and be blind to the urgency of our children's future. As our group contended, the University will never have a day care facility until Faculty Senate, Classified Staff Council and Administrative Staff Council combine their efforts, recognize the needs of the future and demand immediate action.

Since the executive administration has been adamant about not providing a facility to house a day care center, a more practical approach might be that the three constituency groups sponsor a fund drive. Now that we no longer have to finance our service awards, we could begin an endowed account for a day care building. This might sound like an uphill battle but if we were able to raise some money toward such a facility, the administration might see how serious we are about this matter. Also, such a combined project might foster better relations between the three constituency groups. We are much stronger when we work together on projects that would benefit all University employees.

An important statistic should be noted here. Seventeen percent of all working parents have children under the age of six and 25 percent care for an elderly relative. It is estimated that for these people, for approximately two working hours every day, their minds drift to home unless they are confident they have good day care provisions. Child care and elder care are growing concerns in the U.S. Companies and businesses need to address these concerns for their employees if they want to have good production and morale. We think this is an important issue and would like to see Bowling Green State University among the progressive institutions that realize providing such a facility makes BGSU a more attractive place to work. Initially it might be a tough, expensive endeavor but in the long run, we all win.

We have heard that the three constituency groups are considering examining the issue again, but we would like to see a serious commitment made toward this project that won't come and go with each passing academic year. We'd be happy to offer our help as a group or individuals and will be anxious to hear your views on this subject.

Melissa Peper Firestone
Public Relations

Jim McArthur
Architects Office

Becky Lentz
Student Activities and Orientation

Cheryl Carothers
Health and Human Services

Maria Jaso
Physical Plant

Ed O'Donnell
Food Operations

Amy O'Donnell
Career Planning and Placement

Roberta Boxley
Physical Plant

Debi Foster
Computer Services

Mary Beth Zachary
Library and Learning Resources

Deb Wells
Computer Services

Gaynelle Fedmore
Library and Learning Resources
PROPOSAL FOR BOWLING GREEN STATE UNIVERSITY
CHILD-CARE FACILITY

In creating this proposal, I have benefited from the final recommendations of the Faculty Senate ad hoc Child Care Committee as well as the current programs in place at Ohio State University, University of Toledo, Miami University, and Kent State University. Based on my research of these sources, I suggest the following:

I propose that the University build a child-care facility on the property across from the airport on Poe Road in order to allow for traffic congestion and a playground. The facility should be large enough to accommodate at least 100 children at any given time by meeting the requirements of 50 square feet per child. The BGSU facility should be available to university faculty, staff, and students as well as community members. 16 full-time and 9 part-time teachers should be viewed as employees of BGSU and receive appropriate benefits. Hours of operation could range from 7:30am to 5:30pm, with a trial semester of evening hours from 5:30pm to 9:30pm to determine need.

The price of care should follow a sliding scale, delineating fees for infants, toddlers, preschool, and schoolage children (see reverse for price list based on Ohio State University's weekly fees.) Those low-income parents who cannot afford the base price may seek additional funds from the Wood County Department of Human Services, from federal sources (such as Title 20), and/or from University stipend/support.

The University should provide housing, utilities, ground maintenance, insurance coverage, and subsidize up to 10% of the annual budget. This subsidy may be provided from student fees and, as at the University of Toledo, an automatic $5 donation from the faculty. (Child-care would be in addition to present University employee benefits and not supersede paid maternity leaves for parents.) Other funding options include Title 20 federal funds and food aid from the USDA and Ohio Adult and Child Care Food Program. The facility's fees should cover other expenses (salaries, equipment and food) of an approximate $200,000 annual budget.

Of utmost importance is the child-care facility's availability in a field work and research capacity to students in a variety of related majors.

Respectfully submitted,

Lisa D. Sawyer, Welfare Coordinator
Whereas; the need for convenient and affordable child-care for students, faculty and staff of Bowling Green State University has been firmly established and voiced in GSS Bill 1992 F:11 and USG Bill 9293-10; and

Whereas; the Faculty Senate created an ad hoc Child Care Facility Committee which presented its findings March 27, 1990 in support of a University-provided child-care facility; and

Whereas; the University's administration has taken no subsequent action in response to any of these recommendations; and

Whereas; accredited child-care would be considered a great asset in attracting faculty and non-traditional students; and

Whereas; Bowling Green State University is the only Category 1 (Doctoral specification) university in Ohio without an accredited child-care facility; and

Whereas; if the facility has an inclusive program for special needs children and includes a Family Service Center, the University's relationship with the community would benefit; and

Whereas; once the University provides land and maintenance, and a marginal subsidy of the facility's annual budget, the child-care fees should meet the remaining budgetary needs; and

Therefore Be It Resolved; that a new ad hoc child-care committee be established to synthesize the information presented in said GSS and USG bills and recommendations by the original Child
Therefore Be It
Further
Resolved;

Therefore Be It
Further
Resolved;

Therefore Be It
Finally
Resolved;

that, upon completion of the committee's findings, the Faculty Senate approve the committee's recommendations and forward them as an "action item" to the Board of Trustees; and

that the funding of the facility's construction be moved to a high priority on the next University budget; and

that a copy of this legislation and of Senator Sawyer's proposal be sent to Paul Olscamp, President of BGSU; Bob Martin, VP Operations; Bob Arrowsmith, VP Student Affairs; Besty Clarke, VP Academic Affairs; Chris Dalton, VP Finance; the Board of Trustees; Director of Early Childcare Ed Program in College of Ed.; the Faculty Senate; the Undergraduate Student Government; the Administrative Staff Council; and the Classified Staff Council.

Respectfully submitted;

Lisa D. Sawyer
Welfare Coordinator
Romance Languages Senator

Recognition:
Bernadette DeMoro
College of Technology Senator

Passed by GSS 4-16-93 22 for, 1 against, 1 abstention

Clarke Cummings, President
Phoebe: Structure Development

- Statistical Modeling
  - Use & Factors
  - Analyze together - all factors
  - Committee can change weighted mid values
- Develop of grades & ranges
  - How many points = grade range
  - Amenity analysis
  - Set mid point. Then decide how wide range will be
  - Review: refinement of policies & procedures - promotion, recruiting, etc.

- Review: refinement of policies & procedures - look at governance
  - Who makes decision of grade changes
  - Appeal process
  - Demotions

Factors:
- Education
- Knowledge
- Experience
- Mental capability
- Social contact - can't external
- Incentive to action - unit mission
- Leadership
- Freedom of action
- Input analysis
  - adj to position/salary range
  - rev shelf adj generally
  - plan communication to staff

- spread review

- find report

optional tasks - develop performance range + system

- installation of computerized salary range + system
Hi Council, see to John More

response to presentation - for ABC Ex Council

with comments from ABC Council
- how much cost?
- site review process - push in market act - so all accurate
- no position excepted

The price should be struck immediately

ABC Ex Council endorse at this point - with following correction:
- strike immediately
- no exceptions
- up front - costs
- I am willing to commit to at least 1/3 to work with
to present - but these people very busy -
we need early consensus to... action on the project - need feedback

H. W. ABC Council on this
Phase II - Job analysis, description, etc.

- Staff briefing + positive info questionnaire (PRIQ)

- Title review + need incumbent listing
  - this can be done at same level of change

- Job description development (codes of conduct act)

- Market analysis - selecting 30-60 test jobs - "tell you"
  (develop people set at current competitive salaries)

- Job evaluation - need rep. committee
  - need to handle - subject of research
  - focus on the project commit.
  - decide who grade & job goes to
  - save time of committee
  - bring in outside expertise

- Me job rep - certain period of time?
  - perform data?
  - what do you want - only neg. - etc.
  - not long enough time? 9-12 month
18th - CAC - need to clarify bylaws - PWC - Prof Den ball - Ex?

20th - CAC

Next Item

25th - rule

Fin.

---

Charles Scharrie - Proc Quarte

Scott Cost - Compensation Counsel

Andrew - Senior Counsel

William J. P. News, Inc.

Bob Brown - Head Writer

Paul Canini - Managing Editor

1580 Merehouse Town

Louisville, Ky

---

Project Planning Phase -

- Project planning v. e.g. - "kick off" of project
  - with new contract
  - data format for receiv.
  - start date transfer - new complete file for staff
  - Assemble - only - dept code - title -
  - gives us this job - it go with boss -
  - Performance data

- Job evaluation or analysis design
  - Project committee - bring in all facets of use +
    merge intg
  - Make sure ground "are" each instrument +
    make accordingly
  - All single dual instrument
    """""""""""""""""

Questionnaire - positive description - are no 2000 (still above)
ADMINISTRATIVE STAFF COUNCIL
AGENDA
April 1, 1993

I. Call to Order

II. Approval of Minutes

III. Chair Report

IV. Chair-elect Report

V. Secretary Report

VI. Committee Reports
   --Personnel Welfare
   --Professional Development
   --Scholarship
   --Salary
   --Bylaws
   --Ferrari Award
   --Ad Hoc Committee on SRP
   --Ad Hoc Committee on External Affairs
   --Ad Hoc Committee on Internal Affairs

VII. Good of the Order
ADMINISTRATIVE STAFF COUNCIL MINUTES
APRIL 1, 1993

Members Present

Members Absent
Who Sent Substitutes
Peg Bucksky for Judy Paschalis

Members Absent
Robert Carlisle, Jaci Clark, Pat Green, Gary Palmisano, Charles Schultz, Sid Sink, Jeanne Wright

Guests
Melissa Peper Firestone

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

The minutes for the March 4th meeting were approved as corrected. Corrections were: that the NCA representative was Mr. Runkel (not Yunkel), and that Greg Jordan is the official representative to the Assistant Personnel Director search committee. Moved by Greg Jordan and seconded by Teresa McLove.

Chair's Report
The most recent health care report (Dalton, Martin, Moore, Finn and Morris) was circulated. It has gone to the Health Care Task Force. ASC will not have an opportunity to comment again but Administrative Staff Council members can express concerns to Josh Kaplan or Barb Keeley, who are on the Health Care Task Force.

Josh Kaplan summarized the recommendations and discussed the three plans that employees will have to choose from.

Ann Bowers attended the Personnel and Facilities Meeting (Board of Trustees Committee). Among the topics discussed were the ASC changes for our handbook. Our wording for the raises and promotions policy was approved with one slight change (see March minutes for the wording) "salary enhancements will be considered" (the change is underlined) is the approved wording.

Chris Stock, Allen White and Ann Bowers met informally and talked about mutual concerns. Day care was one of the main topics. Ann Bowers also met with Jason Jackson (Undergraduate Student President), he also is determined to keep day care in the forefront. Bowers, White, Stock, Jackson and Cummings (Graduate Student President) will all meet again to plan future approaches. Chairs-elect will also meet before the year is over to assure that the groups will continue to meet next year.

Chair-Elect Report
Ann Bowers and Greg Jordan met with Bob Martin about the 93-94 budget. They are requesting that the funding go back to the 91-92 level. The budget has been cut twice. They also requested more professional development funding, as the fund is depleted.

The ASC scholarship committee can award $1200.00 this year.

Secretary's Report
Run-off elections are in progress. Ballots are due April 2nd.
Committee Reports

Professional Development

The committee is proposing cultural diversity training. The proposal was passed (see attached). All the professional development funds have been exhausted. The final award went to Dan Parratt who will attend an OSHA conference.

Scholarship Committee

The committee has narrowed the 170 applicants to 4 students. These students will be interviewed. The committee is asking if they could give one big award of $1000.00 and three smaller awards. The council supported (by a close margin) the motion to let the committee decide how to allocate the money.

Salary Committee

The specific salary recommendations were distributed (see attached). Bob Waddle moved and Joyce Kepke seconded that we accept this report. The question was raised as to why the 1.65% raise was included in the 93-94 fiscal year. Simply put: this year we received 6 paychecks with the raise included. During the 93-94 year, 12 paychecks will include the raise (which is a 1.65% increase from the 92-93 salary).


Concern was expressed about Recommendation Three in that a concrete dollar amount was not included. Discussion followed. Recommendation Three will be rewritten to reflect the concerns expressed.

Ferrari Award

Will meet soon.

External Affairs

The committee obtained Easter baskets from Wal-Mart. The Easter baskets have been given to First Step, a home for battered women and their children.

Internal Affairs

They are planning for future activities.

Respectfully submitted,

Barbara Keeley

4/93
CULTURAL DIVERSITY TRAINING

Topics to be covered - Three Modules Identified

1. Gender/Sexual Harassment and Discrimination
2. Race/Racial Harassment and Discrimination
3. Harassment and Discrimination on the basis of Disability, Age, Veterans status, Religion, or National origin.

Recommend 1 1/2 hour presentation per module.

Format: Define topic/provide definitions - The following topics must be covered in each presentation

- Discuss University policy as it pertains to each module
- Explain employee responsibilities/provide information on reporting
- Provide examples of inappropriate actions, language, etc. (overheads)
- Provide information on sanctions as well as benefits gained from maintaining an environment free of harassment/discrimination (handouts).

Potential audiences: Voluntary - open to anyone; come if you can.

We may wish to focus on certain groups of employees, and seek some inducement for them to attend from their superiors.

Trainers are needed. Anyone with training experience and an interest or background in any of these areas should contact Barbara Waddell at 2-9925. Training will be held for presenters in May. Classes will held in June, July and August and continue on a regular basis.

Diversity Endorsement

The ASC Professional Development Committee recommends that Administrative Staff Council endorses diversity education for BGSU staff. It is furthermore recommended that ASC lends full support for diversity programs coordinated by Personnel Services and Affirmative Action office.

approved by ASC Professional Development Committee 3/15/93
approved by ASC Executive Committee 3/23/93
MEMORANDUM

To: Ann Bowers, Chair  
Administrative Staff Council

From: Bob Waddle, Chair  
ASC Salary Committee

Re: 1993-94 Administrative Staff Salary Recommendations

March 30, 1993

The Salary Committee of Administrative Staff Council, as requested by the President and Vice President of Planning and Budgeting, has developed salary recommendations for the 1993-94 contract year. These recommendations are largely based on information obtained from the 1992-93 Ohio College and University Personnel Association (CUPA) salary survey. The CUPA survey is considered to be the best information available for purposes of staff salary comparisons. It is very important to note that BGSU did not submit an updated report to CUPA for this year. This is important as the salary committee was forced to take last year's submittal and adjust the salaries to reflect the mid-year increase. This also moved the committee closer to a role of being responsible for the comparative figures, rather than as an advisory group who would review and help tighten the comparisons. With that in mind, we feel that the council overall should be careful to keep all parties aware that there were changes made by the committee which represented our interpretation of some of the positions, as well as our best attempt to update the status of personnel whose positions were included in the CUPA comparisons.

While many of the concerns of the ASC Salary Committees for the past two years were addressed by the mid-year raises (particularly as shown by the gains reflected in the back up material, specifically Appendix B.1), there remain many advances that can still be made. Specifically with President Olscamp's pledged support to bring faculty salaries to the 60th percentile of Category-I Universities, it remains our goal to reach the status of 4th out of 11 Ohio comparable institutions considered in our analysis. BGSU currently ranks 8th out of 11 (Appendix B), even following some substantial gains on the four institutions ranked directly above us (Appendix B.1).

While this is a positive trend that we would like to see continued, we must still be aware of the concerns expressed by previous salary committees. These committees correctly pointed out the stress and workload increases which have fallen on the administrative personnel. Administrative Staff has also been asked to deal with these increases without the benefit of overtime or comp time, or even the compensation that a faculty member would get for an overload teaching schedule. While the current State budget situation has continued to hit all facets of higher education, it remains imperative that the administration continue to support the excellent staff of this campus by striving to make administrative staff salaries 4th out of 11 statewide. We must not let the quality of the applicants that we are able to draw diminish due to salaries that rank near the bottom of the list of our fellow Ohio institutions.

As we proceed with the recommendations, we have not gone into the extensive rationale provided by the past committees. We feel that the previous descriptions and rationale are adequate
and have been supported by the Council as a whole, and also the administration. However, please note that each version is fully described in the individual spreadsheet provided as backup. Also, please note that Modified Version 3.1 still remains the version that both the committee and Planning and Budgeting feel presents the most accurate comparison, and thus serves as the basis for our recommendations.

Recommendation One:

Salaries should increase 6% for the next year. This would include the 1.65% increase which is already reflected in our salary for the 93-94 fiscal year, leaving a needed increase of 4.35% for FY 93-94.

This recommendation is based upon our goal of reaching the 4th position in the State, and reflects a projected rate of inflation of 3.5% (Appendix C).

Recommendation Two:

If the 6% increase for one year is not attainable then salaries should increase at the rate of 5% for each of the next 2 years. This should include the 1.65% which is already reflected in our salary for the 93-94 fiscal year (this would reflect an additional 3.35% for FY 93-94 and the full 5% for FY 94-95)

Again, this recommendation is based upon our goal of reaching the 4th position in the State, and reflects a projected rate of inflation of 3.5% for 1993 and 4% for 1994 (Appendix D).

Recommendation Three:

A separate pool of money should be established, reviewed and maintained yearly to allow for market adjustments and salary differences by gender.

With more than one third of the 56 positions eligible in the MV 3.1 analysis more than 10% below the state average for that position, this remains a serious situation.

Recommendation Four:

Any salary pool less than 3.5% should be awarded entirely on an across the board basis, and any salary pool available greater than 3.5% should be distributed based on 60% across the board and 40% merit.

This recommendation is based upon the idea that every member of the administrative staff should have an opportunity to reach the projected Consumer Price Increase of 3.5%.

Recommendation Five:

Salary increases for merit should be announced as a dollar figure not a percentage increase. Also, merit should be distributed in a systematic and consistent manner University-wide.

Consistent with past recommendations, we feel that an announcement of a total percentage divided for across the board and merit creates a false expectation of the increase in individual salaries. Also, ASC remains deeply concerned with the inconsistency between vice presidential
area's in the manner in which merit is distributed. It is recommended that all administrative employees be informed in writing, prior to their contracts being issued, of their percentage across the board and their merit percentage.
ADMINISTRATIVE STAFF COUNCIL MINUTES
MAY 6, 1993

Members Present
Ann Bowers, Marilyn Braatz, Scot Bressler, Brad Browning, John Buckenmyer, Jill Carr, Susan Darrow, Judy Donald, Darlene Ehmke, Pat Green, Susan Hughes, Bill Jones, Greg Jordan, Josh Kaplan, Barb Keeley, Joyce Kepke, Teresa McLove, Joan Morgan, Amy O'Donnell, Ed O'Donnell, Judy Pachalis, Dan Parratt, Cindy Puffer, Diane Regan, Lori Schumacher, Beverly Stearns, Norma Stickler, Linda Swaisgood, Deb Vetter, Deb Wells, Jeanne Wright, Paul Yon, Mary Beth Zachary, Ron Zwierlein

Members Absent
Melissa Peper Firestone for Gardner McLean, Pat Kania for Charles Schultz, Sue Young for Dave Stanford, Mike Failor for Rich Zera

Members Absent
Robert Carlisle, Jaci Clark, Arlene Hazlett, Virnette House, Greg MacVarish, Gary Palmisano, Sid Sink, Christopher Smitherman, Bob Waddle, Allen Zink

Guests
Martha Rogers, Ron Stoner, Jim Hoy

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

The minutes were approved as distributed. Motion made by Paul Yon and seconded by Bill Jones

Chair's Report
Ann met with Allen White, Chris Stock, Jason Jackson, Lisa Sawyer and Bob Waddle to discuss providing Child Care on this campus. A working committee of the three groups will put a joint proposal together.

The Chairs and Chair-elect of the three groups also met to firm up plans for more collaboration next year.

The Executive Council met with the first candidate for the Assistant Personnel Director position.

On May 17th the Executive Council will meet with the Mercer Consulting group. They are likely to be commissioned to do a study of job classification and salaries of Administrative Staff personnel at BGSU.

Ann requested that all committee chairs have an annual report prepared for the June meeting.

Chair-Elect Report
The ASC operating budget is about $250.00 in the hole in spite of much belt-tightening this year.

Ann Bowers and Greg Jordan attended a meeting in Lancaster with other administrative staff professionals from across the state. Ohio University took the leadership to pull together this administrative staff meeting. Seven schools participated (BGSU, OU, KSU, CSU, CS, OSU and WSU). The group will continue to meet each semester.

Guest Speakers
Ron Stoner and Martha Rogers talked to the council about their efforts to bring collective bargaining to BGSU.

Secretary's Report
The election for Chair-elect, secretary, executive committee and AGFA is going on now.

The By Laws committee met and have recommended changes which were passed out. These will be voted on at the June meeting. Anyone with questions please call Barb Keeley (372-7774) or John Buckenmyer (372-2853).
Committee Reports

Personnel Welfare Committee

The committee is pleased that the Mercer Consultants will be looking at salary equity, job descriptions and other important issues related to administrative staff.

A subcommittee studied the issue of minimum administration staff salary and came to the conclusion that we should not now recommend a minimum salary.

Professional Development

The committee has studied succession planning for two years. They had a consultant come to talk to them. Their recommendation is to have an ad hoc succession planning committee be established. Dr. Olscamp has been informed of the group's work and is supportive of the direction that they have taken.

Scholarship Committee

Thomas Gary is this year's scholarship winner. He will receive $1000.00. The semi-finalists will also receive a nominal amount (depending on how much interest is earned by the time the money needs to be dispersed).

External Affairs

This committee is working on assisting the local food pantry in stocking its shelves for the summer.

Internal Affairs

Orientation packet will be ready for the 1993-94 member.

Deb Vetter met with John Moore about the insurance issue where both husband and wife work at BGSU. The concern is one person of the couple does not receive their full benefits from BGSU. Dr. Olscamp has received a letter outlining the concerns.

The meeting was adjourned at 3:00 p.m.

Respectfully submitted,

Barbara Keeley

5/93
ADMINISTRATIVE STAFF COUNCIL
AGENDA
May 6, 1993

I. Call to Order

II. Guest Speakers: Martha Rogers and Ron Stoner
   BGSU Faculty Association

III. Approval of Minutes

IV. Chair Report

V. Chair-elect Report

VI. Secretary Report

VII. Committee Reports
   -- Personnel Welfare
   -- Professional Development
   -- Scholarship
   -- Salary
   -- Bylaws
   -- Ferrari Award
   -- Ad Hoc Committee on SRP
   -- Ad Hoc Committee on External Affairs
   -- Ad Hoc Committee on Internal Affairs

VIII. Good of the Order

NOTE: Our guest speakers will be discussing collective bargaining for faculty and how collective bargaining may affect staff at BGSU. Please feel free to invite any interested administrative staff to this meeting.
ASC Committees
1992-1993

Salary Committee
Bob Waddle (ch)
Greg MacVarish
Josh Kaplan
Arlene Hazlett

Personnel Welfare
Norma Stickler (ch)
Judy Donald
Virnette House
Barb Keeley
Cindy Puffer
Deb Wells
Teresa McLove
Lori Schumacher
Linda Swaisgood
Beverly Stearns
Dennis Horan
Dan Parratt
Rich Zera
Mary Beth Zachary
Deb Vetter

Scholarship
Susan Darrow (ch)
Susan Hughes
Marilyn Braatz
Scott Bressler
Joan Morgan
Dan Parratt

Professional Development
Pat Green (ch)
Diane Regan
Joan Morgan
Beth Zink
Darlene Ehmke
Jeanne Wright

Bylaws
Barb Keeley (ch)
John Buckenmyer

Ferrari Award
Suzanne Crawford (ch)
Joyce Kepke
Norma Stickler
Allen Zink
Ed O'Donnell
Brad Browning
Lori Schumacher
Jill Carr
Penny Nemitz

Ad Hoc Committee on SRP
Paul Yon (ch)
Charles Schultz
Gregg DeCrane
Robert McGeein
John Martin
Suzanne Crawford
Jane Schimpf
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
INTEREST FORM FOR PARTICIPATION ON
ADMINISTRATIVE STAFF COUNCIL AND ON UNIVERSITY COMMITTEES
1993 - 1994

1. _____ If you are nominated for Administrative Staff Council and do not want your name on the election ballot, please check here. Be sure to sign your name below.

2. Administrative staff members serve on a number of University committees. Listed below are the committees for which ASC needs to elect members next year. Please check in the appropriate blank if you would like to have your name on the ballot for that committee. You do not have to be elected to ASC to represent administrative staff on committees.

_____ Equal Opportunity Compliance Committee (3 years)
_____ Insurance (3 years, 2 seats)
_____ Human Subjects Review Board (3 years)
_____ Parking Appeals (3 years)

NAME (please print) ____________________________________________

DEPARTMENT/AREA ____________________________________________

Please return to Barb Keeley, College of Health & Human Services, 102 Health Center, by 5:00 p.m., February 8, 1993.
ADMINISTRATIVE STAFF COUNCIL
AGENDA
June 3, 1993

I. Call to Order
   - Welcome to new members of ASC

II. Guest Speaker: Trustee Thomas Noe

III. Approval of Minutes

IV. Chair Report

V. Chair-elect Report

VI. Secretary Report

VII. Committee Reports
    -- Personnel Welfare
    -- Professional Development
    -- Scholarship
    -- Salary
    -- Bylaws
    -- Ferrari Award
    -- Ad Hoc Committee on SRP
    -- Ad Hoc Committee on External Affairs
    -- Ad Hoc Committee on Internal Affairs

VIII. Passing of the Gavel and Congratulations to outgoing members of ASC

IX. Good of the Order
ADMINISTRATIVE STAFF COUNCIL MINUTES
JUNE 3, 1993

Members Present

Members Absent
Melissa Peper Firestone for Linda Swaisgood, Jim Hoy for Deb Wells, Denise Kisabeth for Judy Paschalis, Lewis Johnson for Dan Parratt, Duane Whitmire for Rich Zera, Dave Crooks for Ed O'Donnell

Who Sent Substitutes
O'Donnell

Members Absent
Robert Carlisle, Brad Browning, Jaci Clark, Virnette House, Bill Jones, Greg MacVarish, Gary Palmisano, Lori Schumacher, Sid Sink, Christopher Smitherman

Guests
Gregory T. Ross, Judy Hartley, Tonya Stewart, Lauren Mangili, Barry Piersol, Bryan Benner, Wayne Colvin, Pat Koehler

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

The minutes were approved as distributed. Motion made by Josh Kaplan and seconded by Charles Schulz to approve.

Guest Speaker:
The guest speaker was Tom Noe. Mr. Noe discussed how he viewed his role as a trustee. He identified his two major concerns in relation to higher education which were funding and academic quality.

Chair Report:
The Executive Committee met with the five candidates for Assistant Director of Personnel Services and then made their recommendations to the Search Committee.

The Executive Committee met with a consulting agency, The Mercer Group, and heard a presentation as to how a study would be conducted of all administrative staff at BGSU to hopefully standardize our job titles and salary ranges. At this point in time, they have been asked to provide a cost estimate; once that is known, John Moore will inform us and discuss how this project may proceed. We sent to John, as well as Ad Council our thoughts; overall we were supportive of such a project, although we might want to obtain some other cost estimates from other consulting groups.

We recommended that all administrative staff be included, that a budget and possibly a graduate assistant be assigned to the project as the committee (which we asked to appoint but probably will be appointed by the president) will be pretty busy with the project. Again, we will keep you informed as we know more.

We have been busy also with transitioning, Greg has been busy working on next year's Council. At this time, I would like to just highlight for you a few accomplishments over the past year which I am in the process of putting together for our annual report to the President.

1. Ferrari Award now out of internal endowment and at $1,000.
2. We now have all five groups on campus with representatives working on putting forward a specific plan for dependent care at BGSU.
3. We provided input into the health care package changes and are now awaiting the President’s recommendations.
4. We distributed our professional development funds and worked on the concept of succession planning, and this will not end as I believe Greg and the new executive committee will have an ad hoc committee working on this issue.
5. We had a strategic planning workshop and developed long term goals and objectives and out of which were created two committees, external and internal, both of which have been operating extremely well.
6. We celebrated ten years of accomplishments.
7. We provided input and responded to sections of the NCA report.
8. We worked with the administration to develop special leave internal search policies to assist with the difficulties with the budget reductions and lay-offs.
9. We now have a common sense snow emergency policy.
10. We hosted two excellent professional development luncheons and the Personnel Services continue to offer many similar workshops.
11. Worked with Faculty Senate and Classified Staff Council on Managing for the Future Task Force Report response and also re-established periodic meetings among the chairs to discuss issues of mutual concern.
12. Put forward policies via the PWC to try to protect administrative staff from increased work loads reflective of job changes which should be noted by job title changes and appropriate salary adjustments. Wherever we could we stated that workloads were a problem and should not be forgotten. PWC also completed a revision of the entire handbook with grammar, typographical and policy revisions for the next time the handbook is completed revised.

13. We awarded a $1,000 scholarship.

14. We were in on the beginning stages of what will be a network for administrative staff at colleges and universities in Ohio.

Chair - Elect Report:
The new and old executive committee will meet at Firelands on June 8th. No July and August ASC meetings will be held, unless something comes up.

Greg met with Core Source who is proposing a Primary Care Network for BGSU.

The ASC budget is in the negative, but the endowment is in great shape (almost $27,000!).

Secretaries Report:
A copy of next year's Administrative Staff Council was distributed (See Attached).

General By-Laws Changes were suggested (See Attached).

The changes suggested for Article 2: Committees: Jill Carr moved and Charles Schultz seconded a motion to approve these changes.

Pat Green offered an amendment and Teresa McLove seconded her amendment to leave Section 2: B. as it is currently written. Discussion followed. The amendment was passed. The original motion was passed unanimously, omitting the Section 2: B changes.

Article 6: Jill Carr and Charles Schultz seconded a motion to approve. This passed unanimously.

Article 7: Ron Zweirlein moved and Charles Schultz seconded a motion to approve. This passed unanimously.

Committee Reports:

Personnel Welfare Committee- Norma Stickler
Issues Addressed; Recommendations Forwarded:

Health Care Task Force. PWC reviewed the recommendations from the Health Care Task Force and, after consultations with administrative staff, ASC, and the Executive Committee, composed the ASC response to the Task Force.

Handbook. A subcommittee made a thorough review of the Administrative Staff Handbook for policy changes and updates and for editorial changes. These changes were forwarded for approval by the Board of Trustees.

Salaries. Several issues relative to salaries, potential salary inequities, titles, and job descriptions were discussed. Initially our suggestion was that PWC would work with the new assistant director of personnel to conduct a thorough study. Areas to be included were salaries commensurate with the position, salary equity based on sex, minimum salaries, market adjustment data, and salary compression with classified staff. After consultation with John Moore, PWC changed its recommendation to one that called for an external agency to conduct such a survey. As of May 1993, contacts have been made with an external agency to do the survey.

Vacation Policy. A change in the vacation policy was suggested by the Central Administration to delete reference which excludes medical doctors, residence hall directors, unit directors, and employees whose contract period is for less than twelve months. PWC reviewed that suggestion and recommended that the exclusion remain. This recommendation was accepted. PWC further recommended that staff members be allowed to take vacation during their first year. Although a change in the written policy was not accepted on this point, the vice presidents did assure ASC that in practice they allow vacation in the first year. ASC then followed up with John Moore regarding areas where it has not, in fact, been allowed.

Grant/Externally Funded Staff. PWC made a recommendation that there be a separate category of administrative staff who have the designation “Grant/Externally Funded Administrative Staff.”

Leave Without Pay. PWC recommended a policy on special leave without pay and combined the then-existing handbook policy on long term leaves with a policy on short-term leaves without pay. A form was also developed for use in requesting either type of leave.
Day Care. A recommendation was made to the Executive committee that ASC initiate discussions with the other employee and student constituent groups to join forces on pursuing day care.

Data Base/Profile of Administrative Staff. A recommendation was made to the Personnel Office via Executive committee that the Personnel Services Office begin maintaining a confidential data base of administrative staff information to assist ASC, Personnel, and the Vice Presidents in compiling aggregate data about the staff.

Internal Searches During Periods of Layoffs. Based on the ad hoc policy put in place during the budget cutback time, PWC composed a policy to be used to assist internal candidates in seeking employment within the University during times of reductions due to budget problems.

Salary Adjustments for Promotions. A recommendation was forwarded that salary enhancements be made to administrative staff when they are promoted.

Minimum Salary. A subcommittee studied the question of whether ASC should at this time recommend a minimum salary for administrative staff. There was a determination that a minimum not be recommended at this time. The question should be considered again when the overall study of administrative staff salaries and positions is done.

Professional Development Committee-Pat Green
The committee spent a considerable time looking at the issue of succession planning. An ad hoc committee will be formed to continue this work.

Two professional development programs were held and both had good attendance.

All professional development money was awarded. There were more requests for funding than there was funding. The committee passed a resolution to support diversity training. Five individuals have volunteered to be trainers.

Recommendations for next year: 1. Focus on programming 2. Recognize Administrative Staff achievements

Scholarship Committee-Susan Darrow
The committee received 180 applications. Thomas Garey was chosen for the $1000 award. Three smaller book scholarships will be given to the three semifinalists (Jodi Aurand, Lori Hamilton, and Ann Williams). A fund raising campaign will be held in the fall to add to the level of funding.

Ferrari Award - Jill Carr
Each administrative staff member should have received a nomination form. Phone Jill Carr if you need one.

SRP Committee-Paul Yon
The committee regrets the termination of this benefit and hopes to look for an opportunity to reintroduce this program.

External Affairs Committee-Melissa Firestone
The committee worked on ideas to get Administrative Staff involved in the community. They donated Easter Baskets to a local battered women shelter.

Their next project is a Food for Families campaign. Everyone is asked to donate one item (peanut butter, tuna fish, or baby food and formula). The donations will be collected on June 23rd. This project is in collaboration with CSC.

Future projects include working on the image of administrative staff.

Internal Affairs Committee-Amy O'Donnell
The committee has put together a new ASC orientation handbook which was passed out to the new members present. A formal mentee-mentor program is also being developed. A sign-up sheet was circulated.

Certificates were given to those members who are going off council.

Respectfully Submitted,

[Signature]

6/93
### ACADEMIC AFFAIRS

- **Ann Bowers** (1994) Past Chair
- Joyce Kepke (1994)
- **Beverly Stearns** (1994) Secretary
- Norma Stickler (1994) *
- Diane Regan (1995)
- Dave Stanford (1995)
- Judy Donald (1995)
- Susan Hughes (1995)
- **Pat Green** (1995) Chair-Elect
- Barry Piersol (1996)
- Cindy Colvin (1996) *
- Gail McRoberts (1996)
- Judy Hartley (1996)

### FIRELANDS

- Arlene Hazlett (1994)
- Robert Carlisle (1995)

### OPERATIONS

- Darlene Ehmke (1994)
- Bob Waddle (1994) *
- Dan Parratt (1995)
- Bryan Benner (1996)

### PLANNING AND BUDGETING

- Teresa McLove (1994) *
- Deb Wells (1995)
- Patricia Kania (1996)
- Duane Whitmire (1996)

### PRESIDENT'S AREA

- Scot Bressler (1994) *
- Brad Browning (1995)
- Denise Van de Walle (1996)
- Steve Barr (1996)
- Ken Kavanagh (1996)

### STUDENT AFFAIRS

- Greg Jordan (1995) Chair
- Amy O'Donnell (1995) *
- Christopher Smitherman (1995)
- Jeanne Wright (1995)
- Jill Carr (1995)
- Greg Ross (1996)
- Wayne Colvin (1996)
- Lauren Mangel (1996)
- Tonia Stewart (1996)

### UNIVERSITY RELATIONS

- Denise Kisabeth (1994)
- Allen Zink (1995)
- Judy Pascalis (1995)
- Patricia Koehler (1996) *
- Marcia S. Latta (1996)

*indicated area representative to executive committee

5/93

mjh
Suggested By Laws Changes

Article 2: Committees
Section 2: ASC Standing Committees
Pg. 10 A. Elections Committee - change wording from:

A. Elections Committee - This committee shall be composed of the ASC secretary, who shall be its chair, and other council members as needed. The committee shall assist the secretary in initiating, conducting, tabulating and announcing the results of nominations and elections for both ASC and appropriate university standing committees and in maintaining election eligibility and voting records.

to: "This committee shall be composed of the ASC secretary, who shall be its chair, the Chair-Elect, and other council members as needed...."

Pg. 11 B. Professional Development Committee - change wording from:

B. Professional Development Committee - This committee is charged with aiding and encouraging the professional growth and development of administrative staff. It shall study and recommend action with regard to professional leaves, continuing education and recognition of professional achievement.

to: This committee is charged with aiding and encouraging the professional growth and development of administrative staff. It shall study and recommend action with regard to professional leaves, continuing education and recognition of professional achievement. The chair of PWC shall be on the Executive Committee.
C. Personnel/Welfare - This committee shall annually review the administrative staff handbook. The committee shall also review, study and recommend council action on matters involving salary, benefits, performance, evaluation and policies and procedures which affect the functioning of administrative staff in their positions.

to: This committee shall annually review the administrative staff handbook. The committee shall include at least one member from each vice presidential area and the president's area. The committee shall also review, study and recommend council action or matters involving general salary policies, benefits, performance, evaluation and policies and procedures which affect the functioning of administrative staff in their positions. The chair of PWC shall be on the Executive Committee.

D. Finance - This committee of two members, one of whom will be the Chair-Elect, shall prepare annually the ASC budget and submit it to the ASC for approval prior to its submission to the university budget committee.

to: The Chair-Elect shall prepare annually the ASC budget and submit it to the ASC for approval prior to its submission to the university budget committee.
G. Ferrari Award - This committee shall handle all responsibilities associated with the advertisement, selection, and presentation of the annual Ferrari Award.

to: This committee shall handle all responsibilities associated with the advertisement, selection, and presentation of the annual Ferrari Award. One member from each vice presidential area and the president's area should be on the committee.

Article 6: Finance

A committee consisting of at least two ASC members, chaired by the Chair-Elect, shall have the responsibility for the budgeting and control of funds designated for the Administrative Staff Council as follows:

to: The Chair-Elect shall have the responsibility for the budgeting and control of funds designated for the Administrative Staff Council as follows:

Article 7: Official Liaison

The chair of the Administrative Staff Council Executive Committee will appoint a member of the Council to serve as liaison with the Bowling Green State University Faculty Senate. This liaison will attend meetings of the Senate and will serve as a communications link between the two groups.

to: The Chair of the Administrative Staff Council Executive Committee will appoint a member of the Council to serve as liaison with the Bowling Green State University Faculty Senate. This liaison will attend meetings of the Senate as necessary and will serve as a communications link between the two groups.
Pg. 17  Section 4: Classified Staff Council - change wording from:

The Chair of the Administrative Staff Council Executive Committee will appoint a member of the Council to serve as liaison with the Bowling Green State University Classified Staff Council. This liaison will attend meetings of the CSC and will serve as a communications link between the two groups.

to: The Chair of the Administrative Staff Council Executive Committee will appoint a member of the Council to serve as liaison with the Bowling Green State University Classified Staff Council. This liaison will attend meetings of the CSC as necessary and will serve as a communications link between the two groups.

4/93-1
THE 1993 MICHAEL R. FERRARI AWARD

I. Nominee:
   Name: __________________________________________________
   Title: __________________________________________________
   Campus Address: __________________________________________

II. Nominator:
   Name: __________________________________________________
   Title: __________________________________________________
   Campus Address: __________________________ Phone: __________
   Adm. Staff  Faculty  Student  Classified

III. Please include additional letters of reference from three other individuals for your nominee.

IV. A letter of support must accompany this nomination form. Resumes are not necessary. On
    an additional piece of paper(s) please describe how long and in what capacity you have
    known the nominee and, after referring to the criteria sheet, describe the qualities the
    nominee possesses on the human dimension and at least one of the listed three criteria.
    Please keep in mind that the SELECTION OF THE AWARD RECIPIENT WILL BE
    MADE ON THE BASIS OF THE INFORMATION SUPPLIED. The nomination form
    must be received in the office listed below no later than July 15, 1993. Late submissions
    will not be considered. Be sure that all additional pages are attached to the nomination
    form.

   Jill Carr, Chair
   On-Campus Housing
   by July 15, 1993
THE MICHAEL R. FERRARI AWARD

Criteria

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

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

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

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

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

NOTE: The prominence of the University position held by the nominee should not be considered in the selection process.
MEMORANDUM

TO: Dr. Paul Olscamp
   President

FROM: Ann Bowers
       Past-Chair, ASC

RE: ASC Annual Report

The Administrative Staff Council's annual report for 1992/93 as attached provides an accounting of the progress made toward reaching the established year's goals. The report basically speaks for itself, yet I would like to take this opportunity to highlight one area of continuing concern for administrative staff at BGSU.

Work loads for all staff, especially as we realize this next year the effects of the early retirements, is a critical issue. Administrative staff in some areas are working under stress daily as reductions in staff, increases in responsibilities and in some offices the extra, although temporary, burdens created as a result of Project 90, are resulting in highly stressful working conditions. The information I have collected throughout the year is largely anecdotal, therefore your establishment of the Non-Academic Function Review Committee and the planning for a detailed study of administrative staff job titles, responsibilities and salaries, hopefully with the assistance of a consultant, are excellent solutions to this on-going problem. We thank you for the action you have taken so far and offer our support in carrying-out these projects.

Please let me know if you have any questions or comments on this report. I will be pleased to elaborate on any of the goals and issues discussed.
Goals Continued From 1991-92

1. Pursue with the Development Office matching funds from the foundation for the Ferrari Award.
   The Board of Trustees approved the funding of the Ferrari Award from the internal endowment at the August 14, 1992 meeting. Monies raised to date then transferred by ASC resolution to the Administrative Staff Scholarship Fund.

2. Establish child/dependent care as a high institutional priority. The issue was not dropped, although no gains were made. A small working committee comprised of representatives from ASC, CSC, FS, UGS and GSS (with a liaison from Firelands) are working this summer and next year to develop a specific plan for the administration.

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.
   The salary request was made and a presentation was given before the University and Faculty Senate Budget Committees. A mid-year salary adjustment was given in January to all staff and a salary increase for 1993/94 is anticipated.

4. Due to lay-offs and vacated positions, continue to address the issues of excessive workloads and the consistent application of existing workload policies.
   Through Personnel Welfare Committee, a policy on Promotions and Adjustments to Salary for Promotions was approved by ASC and approved with revisions by Ad Council. We have addressed workloads with members of the Board of Trustees and it is a continuing agenda item when the chairs of the three constituent groups meet. The Non-Academic Function Review Committee appointed by the President and the anticipated study of all administrative staff job titles, responsibilities and salaries to be conducted in 1993/94 should address these workload problems.

5. Seek university approval and implementation of succession planning.
   The Professional Development Committee continued to work on succession planning during the year. A summary letter was sent to the President in April. An ad hoc committee on succession planning will be created for 1993/94.
ASC Goals and Accomplishments
1992-1993
Page two


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. The changes were reviewed by the Personnel Welfare Committee and by all administrative staff members via the Council through the summer of 1992. Recommendations were sent to President Olscamp.

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. SRP for administrative staff was eliminated by the Board of Trustees in December 1992. A report by the ad hoc committee on SRP recommended that SRP be considered again possibly as a way to offer temporary labor to those offices experiencing downsizing because of budget restrictions, early retirements, and resignations. A pool of retirees could be managed by an eligible SRP individual who could match the needs of university offices with those of the retirees.

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. Worked with Personnel Services in developing special leave and internal search policies.

4. Improve awareness among administrative staff of the availability of professional development funds, review the application procedure and generate additional funds. The Professional Development Committee distributed $2200 to five applicants, leaving a balance of zero, and a total of nine applicants sent requests totalling $4224. The application form and guidelines were revised and information about the fund was disseminated frequently through the Monitor. A request for additional funds was sent to Vice President for Operations, Bob Martin.

5. Provide professional development programs that address the issues of morale and the work environment. Two luncheon workshops were sponsored by the Professional Development Committee, one of which addressed the above issues.

6. Recommend a budget increase for the Administrative Staff Council’s operations account. A request to fund ASC’s operations at its former level of $1500 was sent to Vice President for Operations, Bob Martin.
ASC GOALS AND ACCOMPLISHMENTS
1992-1993
Page three

7. Work with the Personnel Office in developing an Administrative Staff Database Profile.
   The Personnel Welfare Committee forwarded a suggested list of information to be included in such a profile, pending obtaining a computer query package.

Other Accomplishments

1. Responded to requested change of title; that of grant/externally-funded administrative staff positions to "unclassified," by rejecting the use of the term on all administrative staff contracts.

2. Responded to sections of the NCA Report pertaining to administrative staff. Met with member of the Evaluation Team during site visit.

3. Assisted in revising the snow emergency policy to have only one type of closure.


5. Held strategic planning meeting which formulated long term goals and objectives for ASC and also created two ad hoc committees, External Affairs and Internal Affairs.

6. External Affairs Committee distributed Easter baskets to First Shelter, a battered women's shelter in Fostoria and is working now with Classified Staff Council in sponsoring a one day food drop for BG Food Pantry.

7. Internal Affairs Committee developed an orientation manual for new members to Council and distributed them in notebooks to all incoming Council members at the June meeting.


9. Executive Committee interviewed all candidates for the Assistant Director of Personnel Services position and provided Personnel Services with recommendations on the candidates.

10. Executive Committee met with the Mercer Group, a consulting agency, to discuss a potential project of studying all administrative staff job titles, functions and salary ranges, and responded to Ad Council with recommendations.
ASC GOALS AND ACCOMPLISHMENTS
1992-1993
Page four

11. ASC Chair and Chair-elect met with Chairs and Chairs-elect of Faculty Senate and Classified Staff Council to discuss issues of mutual concern.

12. ASC Chair and Chair-elect met with administrative staff from other state universities at Lancaster, Ohio to discuss issues of mutual concern and the establishment of a network.

13. October ASC meeting with President Olscamp as guest speaker was televised and linked to Firelands.

14. Other guest speakers included Jason Jackson, USG President; Allen White, Faculty Senate Chair; Chris Stock, Classified Staff Council Chair; Martha Rogers and Ron Stoner, representatives from BGFA; and Tom Noe, member of the Board of Trustees.
To: Ann Bowers, Chair of Administrative Staff Council

From: Melissa Peper Firestone, Chair of the External Affairs Ad Hoc Committee

Re: Committee's End of the Year Report

Committee Members: Melissa Peper Firestone (chair), Bob McGeein, Monica Smith-Scott, Virnette House, Bonita Sanders, Jan Peterson and Joe Luthman

The External Affairs Ad Hoc Committee has been charged with developing ideas for and assisting in organizing community involvement projects for Administrative Staff Council. In addition, the committee to develop ways to improve opening day activities for administrative staff and to work on public relations with other groups on campus and off campus.

For community projects, the committee donated 17 Easter baskets to the children staying with their mothers at First Step, a shelter for area battered women located in Fostoria. We were able to obtain the baskets free of charge from Wal-Mart. We publicized the goodwill event with a picture in the Monitor.

We have developed another community project for the summer where we will be collecting food items (specifically peanut butter, cans of tuna and baby food/formula) to donate to the local Food Pantry. We talked to the food pantry director who said high protein foods are especially needed in the summer when children are home and no longer receiving school meals. In an effort to promote University community relations, we are working on the project with Classified Staff Council (Meagon Shaffer and her Special Events Committee) which has graciously provided the funds needed to pay for the paperwork needed to properly publicize the event. We hope to publicize this both in the Monitor and perhaps the Sentinel-Tribune. If all goes according to plan, the food drive will take place June 23.

In our meetings, we have discussed how best to promote the image of administrative staff on campus and have concluded it is a difficult task aside from promoting various administrative staff in features in campus publications. We would like to open it up to discussion at a future Administrative Staff Council meeting.

In other business, we plan to discuss ways to improve opening day activities at our next meeting and discuss future community events.
ATTENTION STAFF!

Help feed local families in need by bringing a food item to work June 23

Administrative Staff Council and Classified Staff Council are sponsoring a campus food drive to benefit the local food pantry.

All University staff members are being asked to bring one of the following items to work on Wednesday, June 23:

- a can of tuna,
- a jar of peanut butter,
- baby food or baby formula.

All food will then be donated to the First Christian Food Pantry in Bowling Green. The pantry especially needs its shelves stocked in the summer when children of needy families are no longer receiving school meals, but still have empty tummies.

Notices will be posted on the doors of most campus buildings June 23 informing staff members where the food collection box is located. If your building does not have a collection site, please contact Melissa Peper Firestone at 372-2716 or Meagon Shaffer at 372-2891 for the location nearest you.
Memorandum

To: Ann Bowers
Chair, ASC

From: Pat Green
Chair, ASC Professional Development

Re: Annual Report

The Professional Development Committee has been very busy this year in several areas:

Succession Planning
This year’s committee carried on the work of the previous year’s committee in an exhaustive study of succession planning. Most of the efforts of the committee were in this area to the detriment of other areas of responsibility. Rather than move forward with the development of the succession plan as stated in our goal for the year, the committee thought it was best to slow down and study the issues a bit more carefully. The committee:
- Met with Jim Severs, a human resource consultant, and an expert in organizational review processes
- Met with Chris Dalton to discuss Total Quality Management and Succession Planning
- Explored current concepts of Succession Planning, Total Quality Management, Continuous Quality Improvement, and organizational review processes by conducting extensive literature searches

It was the opinion of the committee that a succession plan would have little chance of implementation at Bowling Green. At the request of the ASC Executive Committee, however, the idea of succession planning should be pursued. A memo was sent to President Olscamp indicating the steps taken in the past two years in the development of succession planning with the development and approval of the plan as the next steps. The response from the President was favorable. It is, therefore, recommended that an ad hoc committee be established to develop the plan for approval by ASC and the Administrative Council next year. This will be a large undertaking and needs the focused attention of a committee established only for this purpose. This committee should work very closely with John Moore.

Professional Development Programs
Unfortunately, this was the area that suffered most due to our concentration on succession planning. We had a goal for the year of providing professional development programs that addressed the issues of morale and the work environment. There was a luncheon in November that was successful. About 35 people came for an informal, healthy and inexpensive lunch and heard a presentation from John Moore on "How to Keep Your Head, When Others are Losing Theirs." In January a luncheon was held in the library to hear a presentation about New Technologies in the Library by Janet Welch. Another healthy inexpensive luncheon was held. About 15 people attended this presentation, which was held on a day of very inclement weather. Jean Wright and Joan Morgan spent a great deal of time putting these programs together. Darlene Ehmke was a tremendous help in arranging the food from the Union at a great price. The persons who attended the informal luncheons really enjoyed them.
Planning and putting together programs does take a lot of work. It is the recommendation of the committee that the next professional development committee focus on programming and plan them on a regular basis.

Professional Development Grants
The committee met its goal of improving awareness of professional development funds, reviewing the application process and requesting additional funds.

- Nine persons applied for grants totaling $4224 this past year.
- Five requests were funded totaling $2200, the entire amount in the grant budget. See attached.
- At least five others called to apply for grants after all the money had been disbursed.
- This is an important function of the committee and hopefully ASC will receive additional funding for the coming year.
- Announcements were put into the Monitor on a regular basis.
- The application and guidelines were revised. A written report one month after an event takes place is required.
- The approval process was revised also. Due to timely nature of some requests, it was not always expedient to wait until the next ASC Executive Committee meeting. Approval for funding came from the Chair-elect. I called Greg Jordan after the committee had recommended funding and he gave the final approval.
- A survey was distributed to the top two levels of administration to determine if areas were willing to consider applications for matching funds after ASC granted some money. This is compiled and should be distributed to persons who receive professional development funds.

Other Activities
Wellnet
The committee worked with Wellnet in the initial planning of "Plant a Seed for Wellness Day." Diane Regan attended the planning meetings. The Professional Development Committee presented a resolution to council to endorse the day.

Cultural Diversity
The committee presented a resolution to council to endorse diversity training for all staff on campus. This is being coordinated by Personnel Services and Affirmative Action. Five administrative staff have volunteered so far to be trainers for these sessions.

The committee has worked very hard and done a great job. I want to thank Diane Regan, Joan Morgan, Jean Wright and Darlene Ehmke for the wonderful job they have done and sticking with all the business of the committee!

I recommend that the new committee concentrate on programs and the description of the committee as described in the bylaws. One other area that may be developed is recognition of professional achievement. There are many administrative staff members who are elected to professional organizations, receive awards etc. and this committee could make sure we recognize our own and keep the achievements of administrative staff very public.

cc: Professional Development Committee
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Total

Ending 1994:

Beginning 94-95:

Beginning 95-96:

TOTALS

Beginning 97-98:

Beginning 98-99:

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Beginning 39-40:

Beginning 40-41:

Beginning 41-42:

Beginning 42-43:

 Beginning 43-44:

Beginning 44-45:

Beginning 45-46:
Potential Grant Resources for ASC Matching Funds

The following persons have agreed to consider matching fund requests from Administrative Staff Council members who have received some professional development funds from ASC. Those persons who request funds from outside their areas should do so only if the event will benefit that area or the university as a whole.

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Area</th>
<th>Requests from Area Only</th>
<th>Requests from Any Area</th>
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<tr>
<td>Betsy Clark</td>
<td>Academic Affairs</td>
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<td>Jim Corbett</td>
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<td>Lou Katzner</td>
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<td>Joann Kroll</td>
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<td>Ronald Russell</td>
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<td>Clyde Willis</td>
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<tr>
<td>Ron Zwerlein</td>
<td>Recreational Sports</td>
<td></td>
<td>x</td>
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</table>

ASC Professional Development Committee 6/93
TO: Ann Bowers, Chair, Administrative Staff Council

FROM: Amy O'Donnell, Chair, Ad Hoc Internal Affairs Committee

Committee Members: Pat Green, Beverly Stearns, Deb Wells, Christopher Smitherman, and Robert Carlisle

RE: Annual Report

June 2, 1993

Two of the most visible results of ASC's long range planning meeting in November 1992 were the development of two ad hoc committees focusing on internal and external affairs. As chair of the Internal Affairs Committee I am pleased to say the group is committed to meeting the charge it has been assigned with enthusiasm and creativity. I project meeting all of the objectives the committee has identified and many more within the next two years. In reality, this is clearly a committee which could evolve into a regular standing committee.

Charge

Upon accepting this committee assignment, members were informed of a few responsibilities they should address:

- Developing an orientation program/packet for new employees about ASC and for new ASC members, which included a brief history of ASC.
- Awards for administrative staff, and the potential of developing a reward system for recognizing the efforts of administrators on campus.
- Improving or reconfiguring ASC meetings.
- Creating or revitalizing opportunities for social interaction outside of ASC meetings.

Projects

The Internal Affairs Committee has met as a whole, three times. Robert Carlisle of Firelands Campus indicated it would be difficult for him to come to campus to meet, therefore, he has not attended any meetings. I question whether it is appropriate for him to accept this assignment.
At the first meeting, we attempted to prioritize our responsibilities. As relatively new members to ASC (each of us is in our first term) it was evident to us that some type of orientation to ASC would be of great benefit to new members. Likewise, each of us agreed that creation of a Mentor/Mentee program would assist new Council members with the transition from daily BGSU administrator to ASC representative. Because we wanted to create an orientation packet and develop a Mentor/Mentee program by the time new Council members began their terms in June, we resolved that we would pursue these programs aggressively. Upon their completion, we will move on to additional responsibilities.

The Committee established a laundry list of sections deemed appropriate for inclusion in the orientation packet. Each member accepted responsibility for contributing information focusing on: an historical review of ASC; goals and accomplishments; committee functions (for ASC, ad hoc, and university-wide committees); elections; the ASC mission statement; ASC by-laws; materials the secretary distributes to new representatives; expectations of ASC members; roles of ASC officers; structure of meetings; demographics of ASC members; and a description of the Mentor/Mentee program. All but the materials the secretary distributes were pursued, as well as a list of current ASC members and their telephone numbers. Most members accepted two or more writing assignments. The task of editing the materials was accepted by Beverly Stearns; Pat Green was responsible for laying-out the document.

As of this writing, the Orientation to Administrative Staff Council has been written and placed in a binders which will be distributed to new Council members. These binders and the orientation materials will rotate as new members come onto Council. Within three years, we should have enough binders for everyone in ASC to collect their materials for a three-year term. In addition, a format for the Mentor/Mentee program has been established. I will solicit current ASC members to serve as mentors and provide them with ideas for acquainting new ASC members with the formal/informal structure of ASC.

Goals
The Committee has not yet prioritized its next tasks. It is safe to assume that assigning mentors to mentees will be the first point of order. I also believe it is appropriate for the Committee to develop a mission statement. Following that, we will need to examine the suggested responsibilities given to us by the chair prior to our first meeting as well as consider new projects which will promote further the internal affairs of the Administrative Staff Council.
May 26, 1993

MEMORANDUM

TO: Ann Bowers, Chair
    Administrative Staff Council

FROM: Judy Donald

SUBJ: Year-End Evaluation of Parking Committee

Enclosed is my year-end evaluation of the Parking Committee that I served on this past year. I enjoyed being on this committee as it provided me an opportunity to be involved in another aspect of the campus.

I hope that my comments are helpful to you in your annual report. If you have any questions, please feel free to contact me.

Thank you.
Parking Committee Report  
Judy Donald  
May 25, 1993

The University Parking Committee began meeting at the end of September for the 1992-93 year with scheduled meetings held bi-weekly during the fall and spring semesters.

Our year began by reviewing the implementation of the Master Parking Plan that was submitted by the committee last year. The recommendation to move all on-campus parking to the stadium lots was partially implemented with sophomores having to park out there along with the freshman. The movement of the rest of the on-campus students will be reviewed at a later time after evaluation of the effect of this change are reviewed.

Another recommendation was the addition of an Express Shuttle service from the Stadium to the center of campus (Student Union). Due to budget constraints, the purchase of another shuttle was not feasible. Instead, it was suggested to survey the riders to see if having a reverse shuttle would be popular. After the survey was tallied, it was decided to have one shuttle go the normal route and the other shuttle would do a reverse route. This was implemented with the beginning of the spring semester. Also, included in this change was a stop at the Field House and the Airport.

Due to recommendations of the committee changes in the Parking Lots beginning Spring Semester were as follows:

1. Field House parking will be designated as commuter to be evaluated at the end of spring semester as to the individuals utilizing this parking lot.

2. Approximately 200 spaces on the west end of on-campus parking lot 12 will be converted to commuter parking.

3. Parking lot 19 will become part of on-campus parking lot 6. The current lot 20 (designated for visitor and commuter parking) will become the area south of the football stadium.

Due to a request from Christine Stock, Chair, Classified Staff Council, the committee modified her request and recommended that effective Fall 1993, Parking & Traffic allocate one designated space in the Faculty/Staff lot of their preference for each of the following: the Outstanding Employee Award recipient ( Classified Staff); the Ferrari Award recipient (Administrative Staff); and either the Master Teacher Award recipient or the Distinguished Faculty Service Award recipient (with Faculty Senate designating which award would be most appropriate). The Committee would also welcome proposals for one similar award from both Undergraduate Student Government and the Graduate Student Senate (with the reserved parking space for these recipients to be in the appropriate student lot).

Also, reviewed and approved a revised "Non-meter Parking Fines" proposal to become effective Fall 1993.
MEMORANDUM

To: Ann Bowers, Chair
   ASC

From: Paul D. Yon, Chair
       SRP-Ad Hoc Committee

Re: Annual Report

Date: 2 June 1993

As per your instructions I convened the SRP-Ad Hoc Committee on 27 August 1992 for the expressed reason to evaluate ASC's position on SRP and to recommend to ASC our findings. Greg DeCrane, Charles Schultz, Bob McGeein, John Martin, Susan Crawford, and myself met for approximately two and one-half hours. Our findings were as follows:

1. Under the present system the University is not taking full advantage of the expertise of those Administrative Staff who have chosen SRP. Individuals are not assigned important or relevant tasks, morale subsequently is low, and the results of their work are not recognized.

2. The Administration will recommend to the Board of Trustees that the SRP be withdrawn for Administrative Staff citing economic reasons. (The Board did pass a motion to withdraw SRP for Administrative Staff on December 11, 1992.)

3. After considerable discussion the Committee did agree that SRP was not, at this time, fiscally beneficial to the University.

4. The Committee recommended that the University reconsider withdrawing SRP because it could, if properly administered, afford the University a temporary alternative to assist those areas that are experiencing layoffs, resignations, and retirements because of downsizing and budget reductions.

5. The Committee also suggested that a pool of retirees be managed by an eligible SRP individual who would match the needs of prospective University applicants, both on and off campus, with those of the retiree.

6. The Committee does recognize that SRP was a loss of benefit for Administrative Staff and would encourage the Administration to reconsider implementing an improved SRP program should staffing levels continue to decrease.

PDY:swf
November 20, 1992

MEMORANDUM

TO: Robert L. Martin
   Vice President for Operations

FROM: John C. Moore, Executive Director
       Personnel Services

SUBJECT: Supplemental Retirement Plan (SRP) Policy for Administrative Staff

The following is a recommendation regarding the supplemental retirement plan for administrative staff:

- The existing plan will end on December 31, 1992. Administrative staff who are presently on the plan will be permitted to continue through to the end of their five-year period.

- Administrative staff still interested in the plan must apply no later than December 1, 1992, in accordance with the present plan.

- Administrative staff who apply must meet the following requirements:
  - Must not be participating in the present early retirement incentive plan.
  - Must meet Public Employees Retirement System (PERS) eligibility requirements to retire.
  - Must retire no later than June 30, 1993.
  - Must have at least ten years of full-time service at Bowling Green State University immediately prior to retirement. Full-time service is defined as a forty-hour workweek on a regular schedule lasting at least nine consecutive months in a fiscal year.
  - The duration of employment will not exceed fifty-nine workdays per contract year.
  - The calculation of salary, life insurance, and method of payment will remain the same as the current plan.
  - The contents of the attached plan must be separated to distinguish those items that apply to administrative staff.

Attachment
MEMORANDUM

TO: Ann Bowers
FROM: Norma J. Stickler

I appreciated receiving your notes of thanks for chairing PWC and serving on the Executive Committee. I have always found it to be easy to chair administrative staff council committees because everyone pitches in to help--and I've become more adept at delegating! Have you seen the mug that Wally and Sue gave me some years ago that says "Real Women Delegate"?

Although there may have been one person who forgot temporarily who was chair of ASC this year, "those of us who matter" did not forget. You did a first class job and will serve as a model for those who follow. Congratulations on a superb job. (I heard your recent sigh of relief all the way over here in McFall.)

xc: Greg Jordan
June 22, 1993

Greg Jordan
Student Recreation Center

Dear Greg:

Congratulations on your appointment to your new duties as Chair of Administrative Staff Council for 1993-94. As liaison between the President's Office/Board of Trustees and the constituent groups on campus, I look forward to working with you during the coming fiscal year. Please feel free to contact me any time you have questions or need clarification or assistance in a matter.

Sincerely,

Les Barber
Executive Assistant
to the President

dmm
June 22, 1993

MEMORANDUM

TO: Shannon Tackett
University Union/Space Assignments

RE: Application for Use of Facilities

FROM: Beverly Stearns, Secretary
Administrative Staff Council

This is to follow up on my request by phone today for use of the Community Suite on Thursday, January 6, 1994 from 2:30-5:30 p.m.

The event is the Administrative Staff Council Winter Reception and estimated attendance is 150-175. You will be provided with set up in accordance with University Union requirements--at least three weeks prior to the event.

Please send the application form to my attention in the Library Dean's Office, 204 Jerome Library. Thanks for your help in scheduling this event.

c: G. Jordan, Chair ASC
June 14, 1993

Dear Pat,

On behalf of the Administrative Staff Council I would like to take this opportunity to congratulate you on your appointment as the new Assistant Director of Personnel Services! Welcome to the Bowling Green State University family!

As a member of the search committee, I cannot tell you how pleased I am that you were offered the position and accepted this opportunity. I also know that the ASC Executive Committee shares that feeling. I am confident that you will enjoy your new found challenge.

While you undertake the transition in moving into your new position, I would like to offer you any assistance you need, both in a professional sense, as well as a personal one. After you get situated, I would like to invite you to meet with our Executive Committee for the purpose of getting better aquatinted.

Again, congratulations and welcome to BGSU. I am looking forward to the opportunity to work with you this upcoming year. Please feel free to contact me if you need any help. I will contact you after you arrive on campus. Good luck in your move!!

Sincerely,

[Signature]

Greg Jordan
Chair
June 8, 1993

Mr. Greg Jordan
Recreational Sports

Dear Greg:

Thank you for volunteering your time and efforts as a member of the Search Committee for the Assistant Director of Employment and Training position in Personnel Services.

Ms. Patricia Patton has been offered and has accepted our position. We are very pleased to have her as a member of our Personnel staff. Her first day on the job will be July 12.

The Search Committee was made up of very competent, and capable individuals who worked together to accomplish the selection of a well-qualified individual.

Your involvement in the Search Committee is very much appreciated.

Sincerely,

John C. Moore, Executive Director
Personnel Services

 mh
May 12, 1993

Greg Jordan
Chair, Administrative Staff Council
Student Recreation Center
Bowling Green State University
Bowling green, OH 43403

Dear Mr. Jordan:

The first meeting of the Communication Networking Task Force took place April 30, in Lancaster Ohio. The meeting was well attended, a list of participants is enclosed, and the topics of discussion were varied and interesting. It was the consensus of the group to definitely meet again and try to determine specific topics of interest for discussion, such as administrative pay plans.

The next meeting of the Networking Task Force will take place June 29, 1993 at 1:30 pm, Ohio University Library, 5th Floor, Ryan Room. This meeting will be part of a conference, The 1993 Third Annual Statewide Classified Staff Conference. The brochure for the conference will be mailed to you. Administrators who will be attending this conference may meet with us.

The participants at the April 30 meeting were enthusiastic about the possibility of ongoing dialogue between administrators at state institutions. The conversations we had were informative and very helpful. The sharing of information gives all of us new ideas, creative solutions, and the hope of new possibilities.

I encourage each of you to attend the June 29th meeting. If you have any questions, please feel free to call me at 1-800-444-2420.

Sincerely,

[Signature]

Muriel L. Ballou, Assistant Director
Adult Learning Services

MB:sa
List of Networking Task Force Participants
April 30, 1993

Donald L. Fugate
Director, Information Systems
Central State University
Administration Building Room 10
Wilberforce, Ohio 45384
513-376-6239 Phone
513-376-6530 Fax

Nancee Bailey
Director of Off Campus Programs
Ohio University-Lancaster
1570 Granville Pike
Lancaster, Ohio 43130
614-654-6711 ext. 216

Brian Phillips
Ohio University College of Osteopathic Medicine
Athens, Ohio 45701
614-593-2170 Phone

Gretchen Stephens
Office of Public Occasions
Ohio University
Athens, Ohio 45701
614-593-1762 Phone
614-593-2124 Fax

Barbara Pheiffer
357 Grosvenor
College of Osteopathic Medicine
Ohio University
Athens, Ohio 45701
614-593-2266 Phone

Gary Hunt
Ohio University Library
Athens, Ohio 45701
614-593-2710 Phone
614-593-2959 Fax

Kevin Watson
Wright State University
247 Allyn Hall
Dayton, Ohio 45435
513-873-2917 Phone
513-873-3711 Fax

Dale Richards
Human Resources
Kent State University
Kent, Ohio 44242
216-672-2419 Phone
216-672-2190 Fax
Sheryl Smith
Professional Staff Organization
Cleveland State University
Fenn Tower, Room 1004
1983 E. 24th St.
Cleveland, Ohio 44115
216-523-7235  Phone

Aliene S. Linwood
Managing Director Osteopathic Medical Center
330 Parks Hall
Ohio University
Athens, Ohio 45701
614-593-0364  Phone

Greg Jordan
Chair, Administrative Staff Council
Student Recreation Center
Bowling Green State University
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419-372-2711  Phone
419-372-8454  Fax

Ann Bowers
Center for Archive Collections
Bowling Green State University
Bowling Green, Ohio 43404
419-372-2411  Phone
419-372-8454  Fax

Cathy Lamb
Property Administrator
The Ohio State University Research
1960 Kenny Rd.
Columbus, Ohio 43210
614-292-6871  Phone
614-292-6870  Fax

Cheryl Yeack
Computer and Information Science
223B Bolz Hall
1036 Neil Ave.
The Ohio State University
Columbus, Ohio 43210
614-292-1900  Phone
614-292-2911  Fax

Muriel L. Ballou
Adult Learning Services
Ohio University
Athens, Ohio 45701
1-800-444-2420  Phone
614-593-0452  Fax
Ohio University Administrative Senate

The Administrative Senate at Ohio University is designed to represent contract administrative staff and provide services and programs of special interest to administrators. The Administrative Senate is a unique organization for college administrators in that it promotes and enhances the profession of administration on campus. As stated in the Senate’s Preamble, "The Administrative Senate is committed to providing a collective and independent voice to those who hold administrative responsibilities in the conduct of the educational mission of the University."

In 1970, the Administrative Senate was established on the Athens campus of Ohio University. The Senate was formed out of a need to provide representation for administrators and to provide a forum for administrators to be heard. It was during the same period when college campuses around the country were witnessing student political unrest and confrontation. Administrators at that time believed that policies should be developed to ensure reasonable protection of contract staff. The founding of the Administrative Senate provided a vehicle for formal and regular communication between administrators and University officials.

The Administrative Senate is composed of 33 elected representatives. These senators are elected to fill district positions and at-large seats. Three senators are elected to represent the regional campuses. The Senate represents a total of 778 contract administrators. The Executive Committee of the Senate includes the chair, vice chair, secretary, and treasurer. The vice president for administration serves as the University liaison. The senators are responsible for communicating to their constituents and gathering feedback on pertinent issues and concerns. Administrative Senate meets monthly to formally address programs, services and policy recommendations.

Much of the work of the Senate is accomplished through the standing committees: Personnel/Policy, Compensation Committee, Professional Development, Outstanding Administrator, Elections, and an ad hoc Service Awards Committee. Committee membership includes interested senators and administrators unaffiliated with the Senate who are selected by the respective committee chairs through a formal application process. Also, Administrative Senate liaisons serve as the link between the faculty, graduate and student senates, and the Classified Staff Advisory Council. They report on the progress of the other senates and provide information on areas of common interest.
The Personnel/Policy Committee studies and recommends policies that impact the welfare of administrators and, at times, the greater university community, to the senior officers. Some examples of policy recommendations are compensation and benefits issues, a grievance policy for administrators, and professional development leaves of absence. The committee also coordinates and updates policies and procedures contained in the Administrator's Handbook.

Benefits, such as health and medical insurance, and compensation matters are the responsibility of the Compensation Committee. The committee works closely with the University Personnel Office and provides recommendations on insurance and other benefits.

The Professional Development Committee plans and implements one-topic workshops such as supervision, AIDS in the workplace, pre-retirement planning, time management and health issues. Programs are open to all contract administrators and generally are free. The Committee also sponsors orientation sessions for new administrators and publishes the New Administrator's Handbook.

Each year a maximum of three administrators are selected for excellence in performance by the Outstanding Administrator Award Committee. The committee coordinates the nomination and selection process, with the University president giving final approval of the candidates. The Outstanding Administrator Award recipients receive $1,000 to be applied to a professional development activity or resource of their choice.

The Service Awards Committee is responsible for honoring administrators who have longevity of service at the University. Awards are given for 25, 20, 15 and 10 years of service. The Outstanding Administrator Awards and Service Awards are presented together at an annual spring recognition reception.

The election of senators is coordinated by the Elections Committee each spring. A separate nominating committee presents a slate of executive officers for the senators to ratify in the spring.

There has been a Networking Committee established to work with other state University representatives to plan a gathering to discuss common issues.
PLEASE CHECK SESSIONS YOU WOULD LIKE TO ATTEND:

(All schools should have at least one representative attend each session.)

- Leave Policies (e.g., leave, sick leave, personal leave, vacation)
- Sexual & Radical Harassment
- Budget Related Issues
- Administrative Contract Issues
- Issues Affecting Two-Year Schools
- House Bill 309 - Where we are now - Are we Better Off?
- State Legislative Issues (higher education cuts, fee waivers, state insurance plan)
- Working Out in the Grove Center Fitness Center
- Lounging in Voigt Hall Lounge
- Swimming at the Aquatic Center
- Shopping at the University Mall
- Free (if not always)
- Reunite in Voigt Hall Lounge
- Ornament Shopping at the University Mall
- Ohio Valley Summer Theater Production "Stepping Out"
- Admission Charge
- "Court Street Shuffle"
- Shopping at the University Mall
- Free (if not always)
- Lounging in Voigt Hall Lounge
- Swimming at the Aquatic Center
- Working Out in the Grove Center Fitness Center
- Lounging in Voigt Hall Lounge
- Ornament Shopping at the University Mall
- Free (if not always)
- Tour of the Campus

PLEASE CHECK LEISURE ACTIVITIES YOU MAY BE INTERESTED IN:

- Walking Tour of the Campus
- "Court Street Shuffle"
- Admissions Charge
- "Court Street Shuffle"
- Ornament Shopping at the University Mall
- Free (if not always)

Other Suggestions?

Team Building (communication among councils)
Employee Evaluations
Health & Wellness (alcohol/drug/smoking ban)
Insurance Plan
State Legislative Issues (higher education cuts, fee waivers, state
House Bill 309 - Where we are now - Are we Better Off?
Budget Related Issues
Administrative Contract Issues
Issues Affecting Two-Year Schools
Sexual & Radical Harassment
Leave Policies (e.g., leave, sick leave, personal leave, vacation)

Please check sessions you would like to attend:

Athens, OHIO
Ohio University

Conference
Classified Staff
Third Annual Statewide
1993

Tuesday, June 29
Wednesday, June 30
Ohio University
Athens, Ohio
REGISTRATION FEE

Housing - $20 Parking - $8 per car

Meals - $20 (include only if driving)

All conference charges are included in the registration fee of $40 (or $48, depending on parking needs). All participants must complete a registration form (feel free to photocopy as needed). Mail the registration form with your check (made payable to Ohio University) by May 17th to:

Kathy Cooper
Department of History
108 Bentley Hall
Ohio University
Athens, OH 45701-2979
(614) 593-4334

Registration and check-in will be held in the lobby of Voigt Hall, beginning at 8 a.m., with the first conference session starting at 1 p.m. Lunch is on your own.

REGISTRATION

Name ______________________________________________

University __________________________________________

Department/Address _____________________________________________________________________

Phone ( ) ______  Fax ( ) ______

Housing Preference: 0 Single Room 0 Double Room

Individual Sharing Room: 0 Single Room 0 Double Room

Special Meal Accommodations: 0

Special Room Accommodations: 0

Special Meal Accommodations: 0

ACCOMMODATIONS

REGISTRATION FEE

Name ____________________________

University _________________________

Department/Address _____________________________

Phone ( ) ______  Fax ( ) ______

Registration and check-in will be held in the lobby of Voigt Hall, beginning at 8 a.m., with the first conference session starting at 1 p.m. Lunch is on your own.

REGISTRATION FEE

Name ____________________________

University _________________________

Department/Address _____________________________

Phone ( ) ______  Fax ( ) ______

 hugua: 0 Single Room 0 Double Room

Individual Sharing Room: 0 Single Room 0 Double Room

Special Meal Accommodations: 0

Special Room Accommodations: 0

Special Meal Accommodations: 0

ACCOMMODATIONS

REGISTRATION FEE

Name ____________________________

University _________________________

Department/Address _____________________________

Phone ( ) ______  Fax ( ) ______

Registration and check-in will be held in the lobby of Voigt Hall, beginning at 8 a.m., with the first conference session starting at 1 p.m. Lunch is on your own.

REGISTRATION FEE

Name ____________________________

University _________________________

Department/Address _____________________________

Phone ( ) ______  Fax ( ) ______

 hugua: 0 Single Room 0 Double Room

Individual Sharing Room: 0 Single Room 0 Double Room

Special Meal Accommodations: 0

Special Room Accommodations: 0

Special Meal Accommodations: 0

ACCOMMODATIONS

REGISTRATION FEE

Name ____________________________

University _________________________

Department/Address _____________________________

Phone ( ) ______  Fax ( ) ______

Registration and check-in will be held in the lobby of Voigt Hall, beginning at 8 a.m., with the first conference session starting at 1 p.m. Lunch is on your own.

REGISTRATION FEE

Name ____________________________

University _________________________

Department/Address _____________________________

Phone ( ) ______  Fax ( ) ______

 hugua: 0 Single Room 0 Double Room

Individual Sharing Room: 0 Single Room 0 Double Room

Special Meal Accommodations: 0

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ACCOMMODATIONS

REGISTRATION
Evening Activities

*Ohio Valley Summer Theater presents "Stepping Out"

*Quilt National, Dairy Barn, Dairy Lane

*Aquatic Center

*Voigt Hall Lounge

*Grover Center, Fitness Center

ACKNOWLEDGEMENTS

Vendors, Speakers, Dr. Lee, Dr. North, Workshops, Housing - Betty Simon, Alpine Pottery, Committee Members, Baker Center, Terry Conry, President Ping, Dr. Geiger

Hosted by

Ohio University
Classified Staff
Advisory Council
Athens, Ohio

June 29 - 30, 1993
Tuesday, June 29, 1993

9:00 a.m. - 1:00 p.m. - Section Thrice
of Voigt Hall
7:00 a.m. - 8:30 a.m. - Continental Breakfast in the Lobby

Wednesday, June 30, 1993

10:00 a.m. - 1:30 p.m. - Section Thrice
of Voigt Hall
1:00 p.m. - 3:00 p.m. - Section One
for Administration, Alden Library, Room 318
10:00 a.m. - 12:45 p.m. - Registration, Lobby, Voigt Hall
MEMORANDUM

TO:       Dr. Paul Olscamp
          President

FROM: Ann Bowers
       Past-Chair, ASC

RE:      ASC Annual Report

June 30, 1993

The Administrative Staff Council's annual report for 1992/93 as attached provides an accounting of the progress made toward reaching the established year's goals. The report basically speaks for itself, yet I would like to take this opportunity to highlight one area of continuing concern for administrative staff at BGSU.

Work loads for all staff, especially as we realize this next year the effects of the early retirements, is a critical issue. Administrative staff in some areas are working under stress daily as reductions in staff, increases in responsibilities and in some offices the extra, although temporary, burdens created as a result of Project 90, are resulting in highly stressful working conditions. The information I have collected throughout the year is largely anecdotal, therefore your establishment of the Non-Academic Function Review Committee and the planning for a detailed study of administrative staff job titles, responsibilities and salaries, hopefully with the assistance of a consultant, are excellent solutions to this on-going problem. We thank you for the action you have taken so far and offer our support in carrying-out these projects.

Please let me know if you have any questions or comments on this report. I will be pleased to elaborate on any of the goals and issues discussed.
ADMINISTRATIVE STAFF COUNCIL GOALS AND
ACCOMPLISHMENTS FOR 1992-1993

Goals Continued From 1991-92

1. Pursue with the Development Office matching funds from the foundation for the Ferrari Award.
   The Board of Trustees approved the funding of the Ferrari Award from the internal endowment at the August 14, 1992 meeting. Monies raised to date then transferred by ASC resolution to the Administrative Staff Scholarship Fund.

2. Establish child/dependent care as a high institutional priority.
   The issue was not dropped, although no gains were made.
   A small working committee comprised of representatives from ASC, CSC, FS, UGS and CSS (with a liaison from Firelands) are working this summer and next year to develop a specific plan for the administration.

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.
   The salary request was made and a presentation was given before the University and Faculty Senate Budget Committees.
   A mid-year salary adjustment was given in January to all staff and a salary increase for 1993/94 is anticipated.

4. Due to lay-offs and vacated positions, continue to address the issues of excessive workloads and the consistent application of existing workload policies.
   Through Personnel Welfare Committee, a policy on Promotions and Adjustments to Salary for Promotions was approved by ASC and approved with revisions by Ad Council. We have addressed workloads with members of the Board of Trustees and it is a continuing agenda item when the chairs of the three constituent groups meet. The Non-Academic Function Review Committee appointed by the President and the anticipated study of all administrative staff job titles, responsibilities and salaries to be conducted in 1993/94 should address these workload problems.

5. Seek university approval and implementation of succession planning.
   The Professional Development Committee continued to work on succession planning during the year. A summary letter was sent to the President in April. An ad hoc committee on succession planning will be created for 1993/94.
ASC Goals and Accomplishments
1992-1993
Page two


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. The changes were reviewed by the Personnel Welfare Committee and by all administrative staff members via the Council through the summer of 1992. Recommendations were sent to President Olscamp.

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.
   SRP for administrative staff was eliminated by the Board of Trustees in December 1992. A report by the ad hoc committee on SRP recommended that SRP be considered again possibly as a way to offer temporary labor to those offices experiencing downsizing because of budget restrictions, early retirements, and resignations. A pool of retirees could be managed by an eligible SRP individual who could match the needs of university offices with those of the retirees.

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.
   Worked with Personnel Services in developing special leave and internal search policies.

4. Improve awareness among administrative staff of the availability of professional development funds, review the application procedure and generate additional funds.
   The Professional Development Committee distributed $2200 to five applicants, leaving a balance of zero, and a total of nine applicants sent requests totalling $4224. The application form and guidelines were revised and information about the fund was disseminated frequently through the Monitor. A request for additional funds was sent to Vice President for Operations, Bob Martin.

5. Provide professional development programs that address the issues of morale and the work environment.
   Two luncheon workshops were sponsored by the Professional Development Committee, one of which addressed the above issues.

6. Recommend a budget increase for the Administrative Staff Council’s operations account.
   A request to fund ASC’s operations at its former level of $1500 was sent to Vice President for Operations, Bob Martin.
7. Work with the Personnel Office in developing an Administrative Staff Database Profile. The Personnel Welfare Committee forwarded a suggested list of information to be included in such a profile, pending obtaining a computer query package.

Other Accomplishments

1. Responded to requested change of title; that of grant/externally-funded administrative staff positions to "unclassified," by rejecting the use of the term on all administrative staff contracts.

2. Responded to sections of the NCA Report pertaining to administrative staff. Met with member of the Evaluation Team during site visit.

3. Assisted in revising the snow emergency policy to have only one type of closure.


5. Held strategic planning meeting which formulated long term goals and objectives for ASC and also created two ad hoc committees, External Affairs and Internal Affairs.

6. External Affairs Committee distributed Easter baskets to First Shelter, a battered women's shelter in Fostoria and is working now with Classified Staff Council in sponsoring a one day food drop for BG Food Pantry.

7. Internal Affairs Committee developed an orientation manual for new members to Council and distributed them in notebooks to all incoming Council members at the June meeting.


9. Executive Committee interviewed all candidates for the Assistant Director of Personnel Services position and provided Personnel Services with recommendations on the candidates.

10. Executive Committee met with the Mercer Group, a consulting agency, to discuss a potential project of studying all administrative staff job titles, functions and salary ranges, and responded to Ad Council with recommendations.
ASC GOALS AND ACCOMPLISHMENTS
1992-1993
Page four

11. ASC Chair and Chair-elect met with Chairs and Chairs-elect of Faculty Senate and Classified Staff Council to discuss issues of mutual concern.

12. ASC Chair and Chair-elect met with administrative staff from other state universities at Lancaster, Ohio to discuss issues of mutual concern and the establishment of a network.

13. October ASC meeting with President Olscamp as guest speaker was televised and linked to Firelands.

14. Other guest speakers included Jason Jackson, USG President; Allen White, Faculty Senate Chair; Chris Stock, Classified Staff Council Chair; Martha Rogers and Ron Stoner, representatives from BGFA; and Tom Noe, member of the Board of Trustees.
SEVERE WEATHER POLICY AND PROCEDURE

1. On occasion weather conditions develop which may cause employees to experience difficulty in getting to work on time. Extreme weather conditions may also cause the University to be closed. Even though situations as this may occur, many essential functions at Bowling Green State University must continue to operate. These include the preparation and serving of meals to the students, the provision of lighting and heating to University buildings, law enforcement and public safety, maintenance of certain services at the University Health Center, snow removal from parking areas and sidewalks, and other activities.

2. In the event of severe weather, any decision to close the University will be communicated by the Office of Public Relations, which will notify the University Fact Line (372-2445), WBGU-FA (88.1), WFAL-AM (680), WFOB, WOHO, WCWA, WLQR-FM, WRON-FM, WFIN, AND WGTE. In addition, WBGU-TV (Channel 27) and three Toledo television stations (Channels 11, 13, and 24) will also be notified.

3. Every effort will be made to notify these media by 7:00 a.m. on the day of closing.

4. The University CLOSES ONLY IN TIMES OF EMERGENCY. If any emergency is declared necessitating a closing of the University, only essential employees are expected to report to work or remain at their jobs. Essential employees are those individuals who have been issued ID cards identifying them as such. Classified staff, specifically advised in advance or called in specifically for the emergency, will be paid two-and-one-half (2-1/2) times their hourly rate of pay for all hours worked during the emergency. Administrative Staff will receive time off at the rate of 2 hours off for each hour worked.

5. During periods of severe weather when no emergency is declared, employees who report to work at a reasonable time during their work day will be compensated for the entire day. For example, an employee who normally works from 8:00 a.m. to 5:00 p.m. and reports to work at 10:00 a.m. will be paid for the entire workday. An employee who reports to work at 1:00 p.m. will be paid for half the workday. Those employees unable to report to work may use accrued but unused vacation, compensatory time, or personal leave for that day to complete a full 40-hour workweek, or the day may be accounted for as leave without pay.

6. If an emergency is declared during regular work hours, such as tornadoes, severe snow storms, disruptions, power failures, explosions, etc., employees may be dismissed only after an announcement by each area Vice President or his/her designee. Individual areas or departments cannot dismiss employees without authorization.
7. If an early release announcement by the area VP/designee is made during the working day, University employees on the job released from work will be paid for the remainder of the work shift. Employees who desire to leave work before an early release announcement is made may request to do so to their immediate supervisor. If approved, these employees may use accrued but unused vacation, compensatory time, personal leave, or leave without pay to complete the working day.

8. Employees who are required to work beyond their normal shift during an emergency will be paid accordingly. Time spent in non-duty status, such as sleep, will not be compensated.

9. A summary of attendance pay policies in severe weather situations is included as part of this policy and procedure.