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## Monitor Newsletter July 22, 1991

Bowling Green State University

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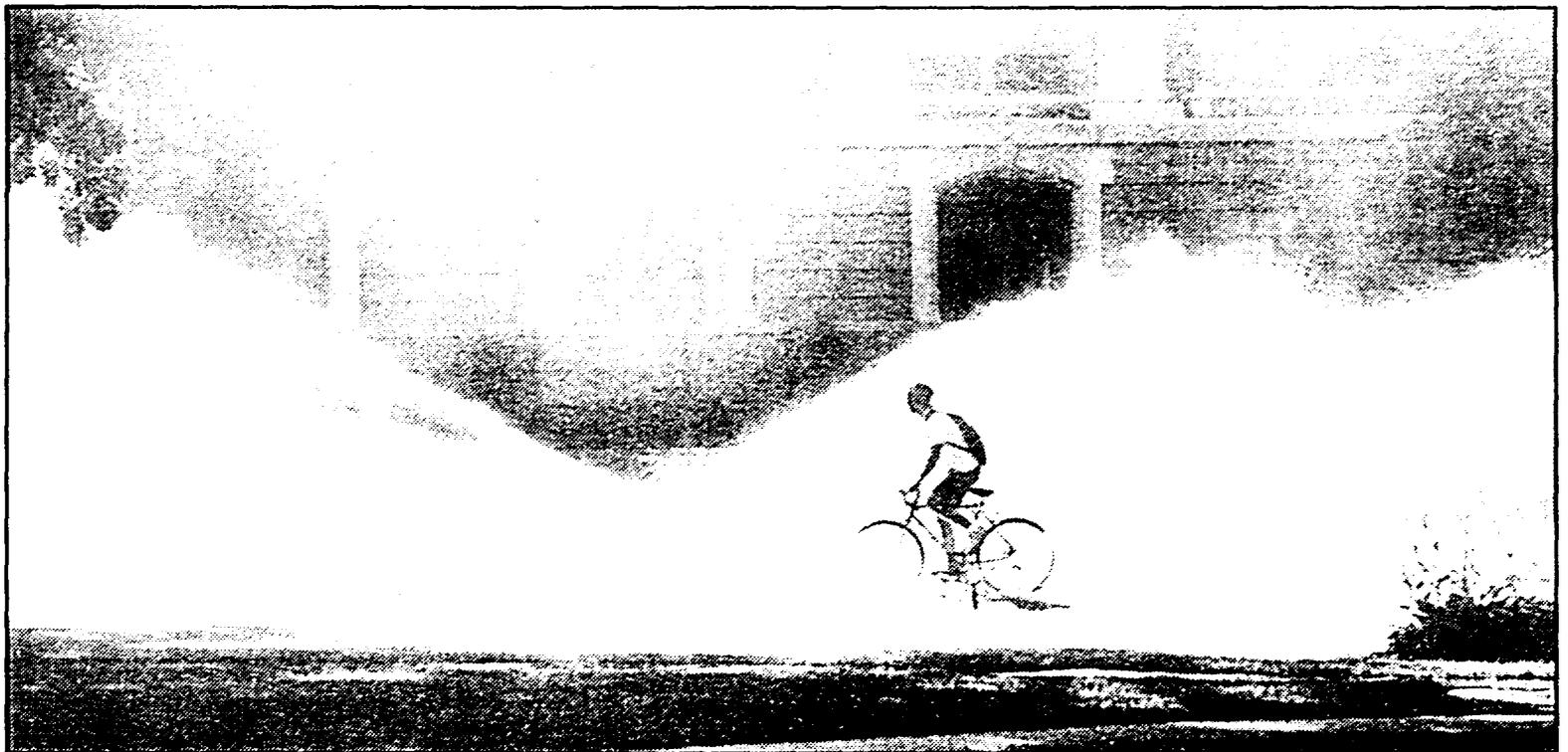
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# Monitor

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Bowling Green State University

July 22, 1991



*Dodging through sprinklers is a common sight on campus during the summer months when grounds crews try to keep the grass green. Above, a University student skirts the water jets of the sprinkling system while bicycling in front of University Hall. Grounds crews have been using the sprinklers daily because of recent dry weather, but normally use them every three to four days in the summer. Numerous campus watering systems use sulphur wells instead of city water supplies.*

## CSC discusses Firelands survey

Classified Staff Council opened its July 16 meeting at the Firelands campus with comments from Dr. Robert DeBard, Firelands dean.

DeBard said the Firelands campus is reviewing classified staff concerns about organizational development. He said in this decade higher education will be held more accountable than ever before for total quality management, a theory that involves every member of an organization in the decision-making process and emphasizes customer service.

He said higher education will be asked to do more with less funding over the decade and one way this can be achieved is by involving employees in the management process and striving for continuous improvement.

DeBard also gave the results of a survey evaluating Firelands employees' opinions on a variety of subjects, including respect, contentment and appreciation. The study was administered by John Moore, executive director of personnel services.

The survey indicated there is a lack of understanding for each other's roles and responsibilities, lack of trust, general respect and effective communication, he said.

DeBard said a consultant will be brought in to discuss team building strategies, and the survey will be re-administered in the spring to determine any improvement.

Past council chair Kathy Eninger said all University employees must work together to ensure fair and equitable distribution of available funds to help defray insurance costs.

In other business, the council took the following action:

- Presented Eninger with a plaque for her service as 1990-1991 council chair.
- Presented Melissa Firestone, *Monitor* editor, with a certificate of appreciation for her support of the council.
- Heard Bob Kreienkamp, chair of the salary compensation committee, report that the

*Continued on back*

## New hiring policy effective Sept. 1

Personnel services will implement a new policy on Sept. 1 that will streamline and centralize administrative staff hiring procedures.

According to Sam Ramirez, personnel services, an ad hoc committee comprising representatives from each vice presidential area on campus began meeting in November 1990 to draft procedures for centralizing the hiring of administrative staff. Prior to the new policy, administrative staff hiring could be handled by the hiring department or personnel services could conduct the search. Under the new policy, personnel services will conduct all administrative searches and be responsible for doing much of the legwork and affirmative action recordkeeping, Ramirez said.

He added that personnel services will not be responsible for hiring, promoting or firing employees. Rather, the office will assist departments by facilitating the search and re-

crutment process; developing job descriptions, recruiting a diverse pool of qualified applicants and following up inquiries and interviews with correspondence.

By reviewing the entire process, personnel services has been able to standardize the initial steps of the hiring process so that the additional workload to that office can be handled, Ramirez said. The process for gathering credentials has been simplified to requesting a resume, cover letter and references, he said. Beyond these general credentials, departments can specify that additional materials supporting the candidate be submitted later in the process.

Ad hoc committee member Diane Regan, arts and sciences, said moving to a centralized system will allow better monitoring of affirma-

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## Makay named new IPCO chair

Dr. John J. Makay, chair of the speech communication department at the State University of New York at Geneseo for the past four years, has been named chair of the interpersonal and public communication department at Bowling Green. Makay is returning to the department in which he was assistant to the chair 21 years ago.



John Makay

His appointment became effective July 1, and he succeeds two-year interim chair Dr. Michael Marsden.

In addition to teaching at Bowling Green from 1968-1970, he has also held positions at Kent State, Purdue, Ohio State and the University of Maryland.

He received a bachelor's degree from Adrian College in 1960, a master's degree from Kent

State University in 1964 and a doctoral degree from Purdue University in 1969.

He currently has a book in press, *Public Speaking*, and has written or collaborated on seven other books during the past 20 years. He has also published several articles, workbooks and book reviews. Makay has presented papers and programs at numerous national, state and regional conferences.

He is a member of the Speech Communication Association, United University Professors and several other professional organizations.

Makay is an editor for *The Speech Communication Annual*, the journal of the New York State Speech Communication Association and a member of the NYSSCA Legislative Council. He also sits on the editorial boards of the *Free Speech Yearbook* and *Communication Quarterly* and is the executive secretary for the Eastern Communication Association.

Throughout his career, Makay has been a communications consultant with various firms, including General Motors and Monsanto Research.

## New book examines clothing in pop culture

Clothing styles change with the seasons, and clothes are more than just something to wear. They reflect the attitude of society and serve as a barometer for popular culture.

Always visible and always changing, clothing reflects the time in which we live, said Dr. Patricia A. Cunningham and Dr. Susan Voso Lab, both of applied human ecology. The pair have compiled a new book on the subject, *Dress and Popular Culture*.

Published by the Bowling Green Popular Press, the 163-page book is a collection of 10 essays by 12 contributors. It is intended for use as supplementary reading in apparel classes such as the one Cunningham teaches on dress in American culture.

"People need to have a greater understanding of how clothing reflects us. For the most part they don't realize how clothing communicates in daily life. Clothing shows the group to which we belong, individually and as part of the American culture," Cunningham said.

"Too often we just think of the history of clothing," added Lab. "We're hoping this book will show how clothing communicates and will illustrate the connection between clothing and popular culture."

The book covers a period of 300 years and a range of topics. One essay examines clothes as a rite of passage while another discusses how musicians create a persona through clothing. Still another is devoted to how clothing affects the image of women, in this case, witches. In her essay "Witches Weeds," contributor Pat Trautman of the University of Connecticut attempts to explain how the stereotyped image of witches is influenced by dress. *Dress and Popular Culture* also features a section about paper clothing. Paper apparel, introduced to a mass market in the late sixties, is an illustration of the influence of technology and the epitome of a throw-away culture, Cunningham said.



Dr. Susan Voso Lab, left, and Dr. Patricia A. Cunningham, both of applied human ecology, have compiled *Dress and Popular Culture*, a collection of essays that reflect the role of clothing in society.

The first paper dresses, manufactured as part of a promotion by Scott Paper Company and sold for \$1 plus 25 cents postage, were fashionably decorated with op art or paisley designs.

"By wearing a paper dress you could be in and could be noticed and not at great expense," Lab pointed out.

"Yet even then," she continued, "there was a group who looked down on people who wore paper clothing that would never be used again."

Although today rarely seen on the street, paper clothing is still being worn regularly by hospital workers for hygienic purposes, the professors

pointed out.

In collecting materials for their book, Cunningham and Lab uncovered so much they found interesting that they now are working on another volume. Their next book will be dedicated to the subject of clothing and the American culture.

"We want to look at the American experience and how people from different ethnic backgrounds adapted their clothing and created distinctively American dress," Cunningham said. "We will be looking at how Americans adjusted to pioneer life and how survival affected apparel. We also will examine how clothing reflected republican ideals in the early days of America."

## Obituary

### Robert Austin

Dr. Robert Austin died July 12 at his home in Bowling Green. He retired in June 1977, ending a 30-year career at the University. While at the University, the industrial education and technology professor served on Faculty Senate from 1961-1963 and 1966-1968. Prior to teaching at Bowling Green, he taught in Hartford City and Montezuma public school systems in Indiana.

## New catalogs arrive

Departments needing 1991-1993 undergraduate catalogs can request them from the public relations office. Contact Diane Whitmire at 2-2716.

## Submit fee waivers

It may be summer, but the bursar's office is preparing for fall. University staff should complete and submit employee and dependent waivers to the bursar's office for fall semester 1991.

## CSC scholarship available

Application forms for the annual Classified Staff Council Scholarship are now available to classified employees and their dependents. The scholarships are awarded at the annual classified staff convocation held in the fall.

For more information about scholarship criteria or to obtain an application, contact Nancy White Lee at 372-8914.

## CSC from the front

University has lost ground in comparison to market rates of pay.

— Moved that the Sept. 17 meeting be moved to Sept. 16 to accommodate speaker state representative Randy Gardner and the Oct. 15 meeting be moved to Oct. 17 to accommodate speaker University Trustee Judge C. Ellen Connally.

— Moved that the council should be actively involved in the approval and writing of the University compensation policy.

DeBard presented Debbie Bennett, Firelands, with a 15-year service award.

## University reduces cost of CICS installation

For all CICS ports installed after July 1, 1991, the price will decrease from \$625 to \$500. The University has recently purchased new equipment which permits the lower costs.

Last fall, as part of changes to its mainframe line, IBM announced new 3270 connection equipment options which allow a greater number of devices to be served by each 3270 control unit. These devices also take up less floor space and need less power and air conditioning.

## Hiring policy from the front

ive action and equal opportunity compliance guidelines in the hiring process.

She said the process had become fragmented under the current system which permits areas to conduct their own searches.

"If we are going to control or monitor this process, we need to have it centralized," Regan said. She added that a representative from affirmative action needs to be involved in the early stages of the hiring process.

"Maybe we have to sacrifice a little autonomy at the department level to meet federal guidelines (in hiring practices)," Regan said.

Under the prior system, Marshall Rose, affirmative action director, and John Moore, executive director of personnel services, were not a part of the hiring process until the final candidate was recommended, which was too late to be effective, Regan said.

"The new process will make hiring more simplified and in accordance with federal guidelines because of the universality of centralized hiring," she said.

Rose said he thinks the new policy will do something very important from an affirmative action standpoint.

He said the affirmative action office would like to raise questions, if any, earlier in the process, preferably before the interviewing step, to assure breadth of recruiting and to meet the goals of the applicant pool. Under the current process, the only resume or vita Rose might see is that of the person recommended for the position. The new process will enhance the opportunity for women and minorities to be hired because attention will be given to those groups in the initial stages of the search process, Rose said.

Another aspect of centralizing administrative staff hiring is that it will provide greater assurance that the University is an EOC employer and meets its legal hiring obligations, Rose said.

The new procedure may add a day to the hiring process, but it will be worth it because of increased AA and EOC ability, Rose said.

In addition, personnel services will be providing to all departments professional hiring services, something that until now was on a request basis. Regan said there is a mutual benefit to the new hiring practice; personnel services will be able to keep centralized records and be assured the hiring is conducted in a uniform manner and departments will receive assistance conducting searches and compiling credentials.

Departments will still be responsible for scheduling interviews and deciding on the final candidates, making initial contact to set up the interviews, assisting with travel expenses, developing interview itineraries and giving final recommendations.

Under the new policy the following procedures will be used to fill positions:

— Develop a timeline and recruitment strategy; hiring departments and personnel services write job description and ad copy.

— Departments process a Position Opening Request and Authorization form, which details recruitment specifications.

— Affirmative action approves the PORA form.

— Job opening can be posted and recruitment can begin, including advertising.

— Personnel services collects and records incoming credentials and forwards copies to the search committee.

— Departments conduct interviews.

— Affirmative action approves final applicant.

— Department or personnel services makes employment offer.

— Personnel services provides general orientation and payroll/personnel/insurance sign-up for new employee.

A hiring procedures manual specifically outlining the policy is currently being developed and will soon be distributed.

"This procedure is the result of teamwork on behalf of all hiring departments," Ramirez said. He added that after one year, personnel services will evaluate the process and refine it.