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Monitor Newsletter August 05, 1991

Bowling Green State University

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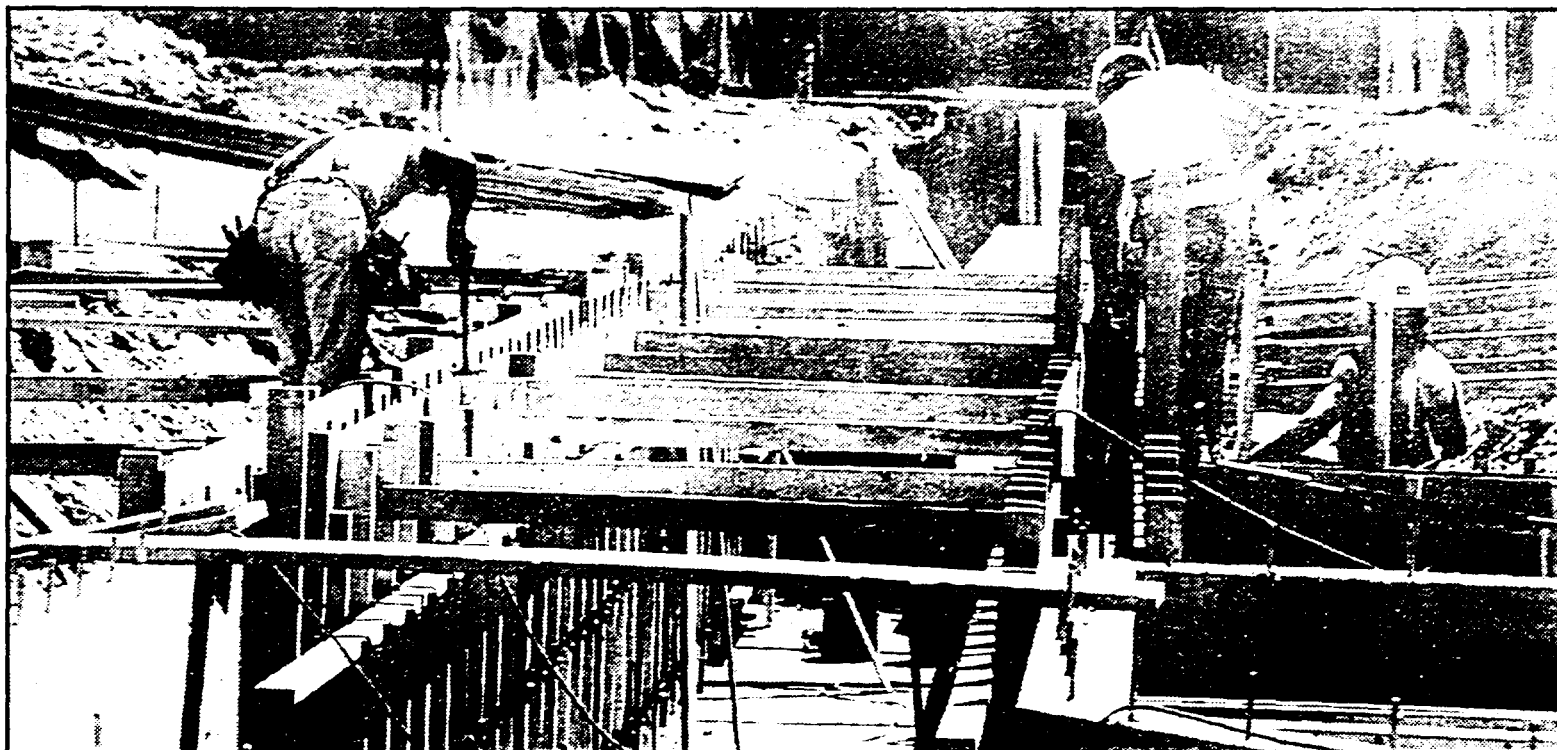
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Monitor

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Bowling Green State University

Aug. 5, 1991



Construction on the new Art Annex is going well and remains on schedule, according to Lance Teaman, University associate architect. He said all foundations, piping and utilities are in place and the steel framing is up on two sections. Two goals of the project are to have the outer shell completed before winter weather arrives and to complete the east wing of the existing building before the beginning of spring semester. Teaman said the project is on schedule for completion in the summer of 1992.

Administrative, classified staff affected by new policy

Ability to convert sick leave begins January 1992

Administrative and classified staff will be able to convert sick leave to personal leave beginning January 1992, when a trustee-approved time conversion plan takes effect.

Full-time and permanent part-time administrative and classified staff can convert sick leave into a maximum of 24 hours of personal leave during the calendar year on a prorated basis (see chart).

Zwierlein named interim director

Dr. Ron Zwierlein, Student Recreation Center, has been named interim director of the soon-to-be constructed fieldhouse and will be responsible for managing administrative issues that arise with the project. Groundbreaking is expected to begin in September, according to Zwierlein.



Zwierlein

He will maintain his duties as associate director of the Student Recreation Center while serving as fieldhouse interim director.

A national search for the director position is anticipated when the facility becomes operational in January 1993, a date projected by Lance Teaman, University associate architect.

Zwierlein has been the associate director of the Student Recreation Center since 1984, and was the head coach for the men's and women's swimming/diving programs from 1981-1984. Since 1981 he has also been an assistant professor in the School of Health, Physical Education and Recreation.

Eligibility to use personal leave will be done on an on-going basis with available computerized sick leave records used to determine accrued balances.

Employees whose records do not show the required sick leave balance will be ineligible to use personal leave until the particular sick leave record confirms the balance. Sick leave balances are reported twice each month, producing a lag time before the balance is registered on the payroll records.

Personal leave can be charged in minimum units of two hours and can only be used for the time an employee would have been scheduled to work; this does not include scheduled overtime.

Personal leave may be used for unusual personal or family obligations; mandatory court appearances where the employee is a party to the matter or whose presence is required for other than jury duty; legal or business matters; family emergencies; weddings or religious holidays which fall on normally scheduled workdays and other matters of personal nature.

However, personal leave may not be used in conjunction with vacation, for vacation purposes, to cover an unexcused absence or to make up time. Personal leave also may not

be used to extend an employee's active pay status for the purpose of accruing overtime or compensatory time. It may not be used to extend an employee's resignation or retirement date.

Requests for use of personal leave must be made in advance, giving reasonable notice to supervisors.

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

The payroll department will maintain records of accruals, usage and balances for classified staff.

Instructions detailing the conversion plan will be issued in the fall.

Sick leave conversion table

Accrued sick leave hours	Eligible personal leave conversion hours
0-80.0 hours	0 hours
80.1-300.0 hours	8 hours
300.1-600.0 hours	12 hours
600.1-900.0 hours	16 hours
900.1-1200.0 hours	20 hours
1200.1 or more hours	24 hours

Black wins exercise video award

Dolores Black, HPER, received a first place award for her exercise tape in a national video contest. She picked up the honor at the national convention of the American Alliance of Health, Physical Education, Recreation and Dance (AAHPERD) held in San Francisco.

Black entered her videotape, "Let's Move: A Movement Videotape for Persons with Limited Range of Motion," in the Fourth Annual National Video Contest for members of AAHPERD.

Judges evaluated entries on concept/creativity, script quality, and audio/video quality. "Let's Move" received first place in the

Workout Tape-Special Populations category.

The 28-minute tape was designed to meet the exercise needs of the elderly and disabled and is particularly suited for persons who may have a special physical condition such as arthritis or an injury that limits their ability to perform complicated or difficult movements.

The video, which features such diverse movements as arm circles, scissor kicks, hand flutters and stretches, was inspired by a friend's mother whose doctor wanted her to exercise more to maintain her physical capa-

Continued on back

CUFS classes slated in August

The Project 90 office has released a schedule of the remaining CUFS training classes to be offered in August.

RC/RT (receiving procedures/requisition tracking) will be offered from 1:30-3:30 p.m. Aug. 7 and 8:30-10:30 a.m. Aug. 8. RX is a prerequisite for this training session.

BI (budget inquiries) will be offered at 8:30-10 a.m. Aug. 15 and 10:30 a.m.-noon Aug. 15. Prerequisites for the session are RX and RT.

SR (stock requisitions) training is being offered from 8:30-10 a.m. Aug. 12 and 10:30 a.m.-noon Aug. 20. RX and RT are also required before the SR session can be taken.

DP (departmental purchases) is scheduled from 1:30-3 p.m. Aug. 13 and 10:30 a.m.-noon Aug. 19. RX and RT are prerequisites for DP training.

AR (advanced requisition processing) is being offered from 8:30-10 a.m. Aug. 22 and 10:30 a.m.-noon Aug. 22. Prerequisites for AR training are RX, SR and DP training.

CUFS training session participants should complete a yellow security form and return it to personnel services at least three business days before attending the RX class. Employees participating in August training sessions are encouraged to bring actual requisitions, stock requisitions, departmental purchase orders and payment orders.

Class descriptions were printed in *Monitor* on April 22 and additional copies of the descriptions are available in the Project 90 office (2-9090).

To sign up for any class, contact Karol Heckman, 2-2225, or Ruth Milliron, 2-2237.

Personnel/payroll will continue to use budget/cost numbers

Personnel services has announced that budget/cost numbers will continue to be used for personnel/payroll purposes and to complete the following forms: personnel requisitions, action forms, time sheets, position opening and request authorization, employment activity records, supplemental pay, letters of appointment and similar forms. When the HRS payroll/personnel system is on-line in December, departments may begin using area/org numbers instead of budget/cost.

Classified Employment Opportunities

New vacancies

Posting expiration date: 10:30 a.m., Friday, Aug. 9.

8-9-1 **Typist 2**
Pay Range 4
College of Arts & Sciences

Faculty/Staff positions

The following administrative positions are available:

Firelands College: Director of campus activities. Contact the dean, Firelands College (832-223). Deadline: Aug. 16.

Intercollegiate athletics: Assistant coach, men's and women's swimming. Contact chair, search and screening committee (2-2401). Deadline: Aug. 23.

Intercollegiate athletics: Assistant volleyball coach. Contact Denise Van De Walle (2-7067). Deadline: Aug. 23.

The following faculty positions are available:

Chemistry/Physics: Assistant professor in materials science (two positions). Contact director, Center for Photochemical Sciences (2-2033). Deadline: Aug. 15 or until suitable candidate is found.

Mathematics and statistics: Eugene Lukacs visiting professor (terminal, full-time). Contact chair, Department of Mathematics and Statistics. Deadline: Dec 2 or until suitable candidate is found.

Technology Systems: Assistant professor of manufacturing technology (full-time, tenure track). Contact Anthony Palumbo (2-2439). Deadline: Aug. 19 or until filled.

CUFS information

People with questions regarding operation of the CUFS system should contact the following appropriate area.

If you need help with...

Chart of Accounts
Departmental Purchase Orders
Monthly Budget Reports
Payment Orders (PO1)
Receiving Documents (RC)
Requisitions (RX)
Security Access
Stock Requisitions
from Central Stores (SR)
Stock Requisitions
from Office Services (SR)

Call	Phone
Business Office	2-2311
Purchasing	2-8411
Business Office	2-2311
Business Office	2-2311
Purchasing	2-8411
Purchasing	2-8411
Personnel Services	2-2558
Central Stores	2-2121
Office Services	2-2135

Personnel will offer interviewing workshop

One of the most critical duties a manager faces is the staffing function. Managers using the selection interview to hire staff members should be aware that asking the wrong questions may lead to a poor hiring decision, which will not only hurt the department's or program's effectiveness, but may result in litigation.

Members of personnel services and the psychology department have developed an integrated workshop designed to teach both new and experienced managers how to prepare for and conduct an effective and legal selection/recruitment interview. The workshop will be conducted in four short sessions scheduled during the fall semester. Participants will also complete brief reading and writing assignments outside of the workshop sessions. Finally, participants will be videotaped conducting short practice interviews for individual review and critique, providing a unique opportunity to improve upon successful completion of the workshop.

The series is scheduled to begin in mid-September with pre-workshop assignments distributed during late August. Individuals interested in enhancing their proficiency in selection techniques and able to participate in the four-part workshop are strongly encouraged to register; enrollment is limited. Persons interested in learning more about the content of the workshop may call Sam Ramirez, personnel services, or Dr. Bill Balzer, psychology. To register or obtain information about scheduling, please contact Ruth Milliron or Laura Gazarek at 372-8421.

New Firelands board president named

Arnold Milefchik of Port Clinton has been elected president of the Firelands Advisory Board. Milefchik, who was appointed to the board in 1987, succeeds Gary Bauer of Norwalk. He will serve a one-year term.

Milefchik is retired from Delco Morain NDH where he was the general superintendent of manufacturing.

Other officers include vice-president Dr. Joseph Darr, Port Clinton; treasurer Larry Bettcher, Huron; and members-at-large Daniel Keller and Rufus Sanders, both of Sandusky.

Director of college relations Holly Hilborn Kepple, Huron, will continue to serve as secretary to the board.

Journalism Hall of Fame inducts Walton

Thomas Walton, editor of *The (Toledo) Blade*, has been inducted into the Journalism Hall of Fame in the School of Mass Communication.

Walton, who served as an adjunct professor at the University during the spring 1991 semester, is a 1965 graduate. He became editor of *The Blade* in 1988 after working for 13 years at *The Monterey (Calif.) Herald*, which is owned by The Blade Publishing Co. His editorials were cited twice as the best in the state by the California Newspaper Publishers Association.

The Journalism Hall of Fame is administered by the local chapter of the national journalism honorary, Kappa Tau Alpha, and Walton is the 14th inductee.

Graduation is Saturday

Dr. Michael J. Ferrari, president of Drake University in Des Moines, Iowa, will be the speaker at the University's summer commencement on Saturday (Aug. 10).

Commencement exercises will begin at 9:30 a.m. on the lawn west of University Hall. President Olscamp will preside.

During the ceremonies Ferrari, who was interim president at BGSU in 1981-1982, will receive an honorary doctor of public service degree.

Safety classes continue

The environmental health and safety department has scheduled a number of training programs for University staff throughout the summer and fall. All of the free classes will be held in Room 1 of College Park Office Building.

Persons interested in participating are asked to register at least two days in advance by calling 372-2171. There is a maximum class size of 24.

Classes being held are "Occupational Noise Exposure," 11 a.m.-noon Aug. 6; "Basic Radiation Safety," 10:30 a.m.-noon Sept. 5; "Radiation Dosimetry," 1:30-2:30 p.m. Sept. 5; "Asbestos Hazard Awareness," 9-10 a.m. Sept. 10; and "Completing University Accident Reports," 8-8:45 a.m. Oct. 2.

Computers for sale

Computer services has the following surplus items for sale: seven Apple II+ single drive monochrome computer systems and one Apple IIe dual drive monochrome computer system. Contact Charles Schultz, University computer services, 2-2911, for further information.

Black from the front

bilities, Black said.

"No one wants to exercise by themselves," Black said. "We live in a visual world. 'Let's Move' allows the viewer to see appropriate movements demonstrated and receive encouragement from the movement leader."

Black, who directs the Saturday Morning Recreation Program for Youth with Disabilities at the University, is co-author of the book *Movement and Fundamental Motor Skills for Sensory Deprived Children* and a film titled "Show Me." Her award-winning video was co-produced by Denise Kisabeth, director at WBGU-TV, and Tammy Griffey, student co-producer.

Copies of the video are available from the station for \$35. For information on purchasing a copy, call the station at 372-2700.