

1985

## Executive Committee Minutes July 1982-August 1985

Bowling Green State University. Administrative Staff Council

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### *Notes*

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Bowling Green State University

Office of Campus Housing  
Bowling Green, Ohio 43403  
(419) 372-2011  
Cable: BGSUOH

STEERING COMMITTEE FOR THE  
ADMINISTRATIVE STAFF COUNCIL

July 15, 1982  
Minutes

Becky McComber opened the meeting by announcing the names of the newly elected committee members. They are:

Cary Brewer - Office of Registration and Records  
Zola Buford - Office of Registration and Records  
Suzanne Crawford - Equal Opportunity Compliance  
Jim Litwin - Institutional Studies  
Jill Carr - Housing Office  
Joe Martini - Office of the Bursar  
Tom Glick - Office of Admissions  
Russ Meister - Insurance Office  
Norma Stickler - Academic Affairs

Becky indicated that approximately 170 ballots were returned. She and Judi Poller were responsible for tabulating the votes.

The meeting was then turned over to Jim Litwin. Jim agreed to chair the first meeting.

Jim expressed his and the committee's thanks to Becky McComber and Judi Poller for their help in coordinating the election process.

Jim then explained that the committee had met informally the previous evening and had decided on 3 agenda items for the first meeting:

1. approve a name for the group
2. gather ideas for organizational structure
3. elect a chairperson and secretary

The first agenda item was discussed. The committee recommended the title: Administration Staff Council. It was stated that this title would not become official until a constitution or charter is approved. No discussion took place. A motion was made and seconded. The vote was taken. The results were 25 in favor, 1 abstention.

The discussion then moved to agenda item # 2, ideas for organizational structure. Four basic areas need to be considered:

1. general membership
2. general representation
3. regularity and type of meetings
4. statement of purpose

Judi Roller suggested that alternatives to familiar set ups be considered. This could aid in gaining the greatest amount of participation. Her specific suggestions included: rotating terms for elected members, more than one person serving as the liaison with all administrative staff members, and maximizing participation and leadership roles.

Further discussion of these suggestions followed. The consensus of the group seems to be that we need one person to look to as the council's leader. This will enhance stability, continuity, and information dissemination.

It was then decided that we need to find out how many and who are administrative staff members. Membership should be open to all who are not represented by Faculty Senate or the Personnel Steering Committee.

Council members decided to look at administrative governance models at other institutions: Within 2 weeks council members will be contacting the following institutions:

- Miami and Ohio State - Russ Meister
- Northwestern and University of Georgia - Cary Brewer
- Minnesota and SUNY @ Buffalo - Sue Crawford
- Indiana University and Ohio Wesleyan - Zola Buford
- Ball State and Illinois - Norma Stukler
- Princeton and SUNY @ Genesio - Jill Carr
- Ohio University, Kent State and Youngstown - Joe Martini
- Michigan and Antioch - Jim Litwin

Other items of discussion included:

- viewing the re-writing of the charter as an advantage for us
- use our expertise and technology to poll, ballot, gather input from all administrative staff members.
- plan meeting times when most people can attend
- submit an article to the Monitor advertising the newly elected council members
- the statement of purpose - should it be a general statement or more specific

Several concerns were mentioned. These included:

- the contract staff handbook
- professional development leaves with pay
- lack of communication among administrative members
- faculty senate speaking for administrative staff
- contract staff study
- financial exigency plan

Questions were raised regarding contact with Mick Ferrari, Dick Edwards, and Paul Olscamp. Dr. Ferrari felt that it was not his position to comment on our statement or letter. Mr. Edwards expressed that we should not send the letter to Olscamp and that he feels we are all looked after by high ranking administrative staff.

Dr. Olscamp has not formally responded to our letter. However, it was reported that, on an informal basis, he felt this was a good idea.

Our final decision was the election of a chairperson and secretary. Cary Brewer and Jim Litwin were nominated. Jim declined the nomination. Cary Brewer is the chairperson. Joe Martini will serve as secretary.

The council will meet again on July 21 at 7:30 a.m. at the Clock Restaurant.

Respectfully Submitted,

Jill Carr

Steering Committee for the Administrative Staff Council

Minutes

July 21, 1982

Present: Cary Brewer, Zola Buford, Suzanne Crawford, Tom Gliick, Jill Carr, Russ Meister, Joe Martini

Absent: Norma Strickler

Cary Brewer, Chairman, suggested the following agenda items for this meeting: the purpose of the Steering Committee; future meeting dates; the article, "The Forgotten Man..."; method of communication; and similar groups at other universities.

Purpose of the Steering Committee

The main purpose of this group is the preparation of a statement of purpose, the definition of membership, an election process for an executive committee, meeting schedules, and so on to be presented to all members of the Administrative Staff Council for approval on/or around September 15.

Future Meetings

Meetings of this small group should be scheduled with the idea of two open meetings of the entire membership of the Administrative Staff Council. Tentative dates include the week of August 24 and a day near or around September 15. Cary Brewer asked Suzanne Crawford for help in communicating to all members the date and information for a meeting during the week of August 24. Suzanne agreed to help.

To meet this August 24 schedule, it was suggested that "work" could be divided among the nine members of the Steering Committee with a second meeting of the full Steering Committee to be scheduled in the Union at 7:30 a.m., Tuesday, July 27. This meeting is particularly important to formalize the activity for the next six to seven weeks, especially considering the vacation schedules of the group.

"The Forgotten Man"

Cary Brewer explained the article entitled "The Forgotten Man..." and noted it is an excellent summary of a study on the participation of administrative staffs at other educational institutions.

Communication

In the area of communication, several members stressed the importance of keeping the entire membership informed. To this end, Jill Carr presented a rough draft of an article to be included in The Monitor. Jill

ed that suggested changes be given to her in the next day or so.

Administrative Staffs at other universities

Although time was limited, there was some discussion concerning similar administrative staff groups at other institutions.

Kent State and Miami University have no such groups. Ohio State has no similar group. However, there are various levels of administrative staff. Ohio University does have three senates--Administrative, Faculty, and Student. The Administrative Senate is composed of 16 senators, mostly organized by buildings, and four at-large delegates, with an elected chairperson with released time. The Vice President of Development is an ex officio member through which the Administrative Senate works. No special space is provided for this group. Four or five members compose the executive committee who are elected by 20 senators. There are no open meetings.

Next Meeting

The next meeting is schedule at 7:30 a.m. on Tuesday, July 27, 1982, in the University Union.

The meeting was adjourned at 8:45 a.m.

Submitted,

Joe Martini

6.  
JOE MARTINI

RE: Rules and Procedures  
Personnel Steering Committee

Although not necessarily applicable, I thought  
you might be interested in reading the attached  
information.

  
Joe Martini



*Cary Swann*  
*Richard Meester*  
*Suzanne Crawford*  
*Tom Gluck*

**PERSONNEL STEERING COMMITTEE**  
**RULES AND PROCEDURES**

*John ...*  
*Norma ...*  
*Gola ...*  
*Bill ...*  
7/2/79  
7

As stated in the March 6, 1979 (first meeting), the Personnel Steering Committee has been created to provide for direct channels of communication between classified employees and the Personnel Support Services area. The committee will:

- 1) serve as a sounding board for the discussion of policies, procedures, benefits, and services affecting classified staff;
- 2) provide an avenue of input from classified staff to the Director of Personnel Support Services involving matters of concern related to their employment at BGSU;
- 3) provide University officials with an effective method for soliciting and disseminating information about plans, policies, and concerns affecting classified staff employees;
- 4) follow through on the charge of the committee as a working group providing Personnel and University officials with assistance in addressing matters of concern or of interest to classified employees.

Membership

1. Membership in the Personnel Steering Committee is designed to represent, to the greatest extent possible, a cross-section of classified employees at Bowling Green State University. The committee consists of 13\* full-time employees representing the various organizational areas of the University in the following proportions:

- a. Members from Operations Area - 6, including at least one from custodial and one from food service.
- b. Members from Academic Area - 5.
- c. Member from Development and Alumni Affairs - 1.
- d. Member from Public Relations and President's Office - 1.

Advisory members will include the Director of Personnel Support Services, the Personnel Planning Manager, and the Employee Relations Advisor. They will be non-voting members.

2. All permanent, full-time classified employees (EMPLOYED AT THE UNIVERSITY BEYOND THE INITIAL PROBATIONARY PERIOD) are eligible for election to membership on the PSC.

3. Replacement of members will be by nomination to the Personnel Steering Committee. Vacancies will be announced to all classified employees and nominations accepted according to the membership structure described above. REPLACEMENT ANNOUNCEMENTS WILL INCLUDE A LIST OF CONTINUING MEMBERS, THEIR WORK AREAS, AND THE MEMBERSHIP GUIDELINES. Each employee wishing to be considered for a position on the PSC will submit in writing or verbally to the chair, his/her reasons for wanting to become a member. Using that information, the PSC members will select its replacements. If no nominations are received for the vacant positions on the committee, the following procedures will be used:

1. A member whose term is ending may renominate himself/herself; or

ional members may be appointed according to #1) under Membership.

2. The PSC will ask the appropriate Vice President to recommend three employees from the area for each of the vacancies; the Vice President will also be asked to give reasons for his/her recommendations; the PSC will then select the new member(s) from the recommendations.

4. Members of the original committee (those appointed to the PSC in March 1979) will serve on the PSC through September 1981. The newer members (those selected between March 1979 and April 1981) will serve on the PSC until September 1982. Replacements will be appointed according to the membership structure and replacement process outlined above.

5. The term of office for all new members will be two years.

6. Vacancies occurring during the term of office of employee members of the PSC will be filled by the employee from the same organizational area (Operations, Academic, Alumni and Development, or Public Relations/President's Office) named as second choice by the PSC in its most recent replacement appointment for that vacancy.

7. PSC appointments will normally be made in May.

8. Terms of service on the PSC will begin in September.

9. Transfer of an employee from one area to another will not affect his/her unexpired term on the PSC.

10. An employee's membership on the PSC will be automatically terminated after three consecutive absences from regular PSC meetings, except in unusual circumstances (e.g., leave of absence, excused illness, conflict with work schedule).

11. All members shall have full and equal participatory rights on the committee including but not limited to: the right to vote on all matters presented to the committee.

12. If, as a result of the process outlined above, for membership appointment, a representative cross-section of classified employees is not selected, the Director of Personnel Support Services will appoint additional members to provide for that representation subject to PSC endorsement. Criteria to be used in determining a representative cross-section will be: race, sex, and classification.

13. There will be no alternates for members on the committee.

#### Committee Officers

1. The Personnel Steering Committee officers will consist of a chair, vice chair, and RECORDING secretary. THESE OFFICERS AND THE PERSONNEL PLANNING MANAGER WILL COMPRISE A PLANNING COMMITTEE.

2. The chair, vice-chair, AND RECORDING SECRETARY will normally serve a one-year term in these offices.

3. The chair will perform duties normally associated with that office including, but not limited to: conducting meetings of the Personnel Steering Committee, representing the Personnel Steering Committee whenever necessary or appropriate, and forwarding recommendations of the PSC to the Director of Personnel Support Services.
4. The vice-chair will assist the chair as necessary and conduct meetings in the chair's absence.
5. The vice-chair automatically becomes the chair whenever that office is vacated or after the chair completes his/her term of office.
6. The vice-chair AND RECORDING SECRETARY will be elected by the members in OCTOBER OR NOVEMBER of each year. The vice-chair will be a member in his/her first year of the committee.
7. An advisory member from Personnel Support Services (PERSONNEL PLANNING MANAGER) will serve as a secretary of the PSC. The secretary will gather information for the agenda; prepare and distribute the agenda; prepare and distribute minutes for each business meeting; and provide assistance to the chair and the committee as requested. THE RECORDING SECRETARY WILL ASSIST THE PERSONNEL PLANNING MANAGER IN PREPARING AND DISTRIBUTING THE MINUTES OF EACH MEETING.

#### Meetings and Procedures

1. The Personnel Steering Committee will meet in regular session once a month. A regular meeting date and time will be established each year in September taking into consideration the schedules of all members.
2. Members who are unable to attend a regularly scheduled meeting should notify the CHAIR OF THE PERSONNEL STEERING COMMITTEE at least two days before the meeting, EXCEPT IN UNUSUAL CIRCUMSTANCES.
3. Members should submit agenda items to the CHAIR OF THE PERSONNEL STEERING COMMITTEE AT LEAST ONE WEEK IN ADVANCE OF THE REGULARLY SCHEDULED MEETING. THE CHAIR, IN CONJUNCTION WITH THE PLANNING COMMITTEE, WILL GATHER INFORMATION FOR THE AGENDA, AND WILL ASSIST THE PERSONNEL PLANNING MANAGER IN THE PREPARATION AND DISTRIBUTION OF THE AGENDA.
4. Meetings will be open FOR ONE OF THE TWO REGULARLY SCHEDULED HOURS, THE PERSONNEL STEERING COMMITTEE WILL MEET IN CLOSED SESSION THE FIRST HOUR AND CONDUCT OPEN MEETINGS THE SECOND HOUR. GUESTS MAY BE INVITED TO DISCUSS A SPECIFIC TOPIC.
5. A quorum for holding a meeting and conducting business shall be 2/3 of the voting membership (9 of 13).
6. Matters requiring a vote will be carried by majority rule (except amendments to the Rules and Procedures, see #10.) Voting by committee membership will be by voice except when voting by ballot is deemed necessary by the chair.
7. Sub-committees may be appointed when necessary to facilitate the business of the committee. Sub-committees shall report to the whole committee at the business meetings prior to taking any official action. At the end of each monthly meeting, the chair

will review the accomplishments of the meeting and appoint sub-committees to take care of any unfinished business, if appropriate. STANDING SUB-COMMITTEES WILL NORMALLY BE APPOINTED AT THE OCTOBER OR NOVEMBER MEETING FOR THE DURATION OF SUB-COMMITTEE WORK.

8. Minutes and agendas will be sent each month to all members, advisors, the Vice President for Operations, the Center for Archival Collections, THE PRESIDENT, AND THE EXECUTIVE VICE PRESIDENT OF THE UNIVERSITY.

9. Action taken by the committee will be in the form of a recommendation to the Director of Personnel Support Services.

10. Amendments to the Rules and Procedures of the Personnel Steering Committee will be made only at a regular or special meeting of the PSC and with concurrence by three-fourths of the membership (10).

APPROVED BY PERSONNEL STEERING COMMITTEE, April 10, 1981

REVISED BY PERSONNEL STEERING COMMITTEE, November 19, 1981

Steering Committee for the Administrative Staff Council

Minutes

July 27, 1982

Present: Cary Brewer, Zola Buford, Susanne Crawford, Tom Glick,  
Russ Meister, Norma Stickler, Joe Martini

Absent: Jill Carr

Cary Brewer suggested the following agenda for this meeting:

1. Minutes
2. Old Business
  - a. general
  - b. future meetings
    - 1) weekly-each Tuesday-August 3, 10, 17 & 24 @ 7:30
    - 2) discussion-location-Union?
3. New Business
  - a. division of subgroups
    - 1) document preparation
    - 2) future meetings, communications, and ballot/voting
    - 3) review of literature and assimilation of information received
  - b. discussion, questions
4. Group preparation of document-Jim Litwin
5. Discussion of Group Meeting of ACS
  - a. presentation
  - b. mailing and information

Minutes

The minutes from the July 21 meeting were read and approved as prepared.

Old Business

1. Zola Buford mentioned that she had received feedback concerning the title used by the group. It was felt that this title may seem not to include those in the technical or science areas. A suggestion was made that this whole area of membership be included in a written document to be submitted to the entire membership.

2. Future meetings for the Steering Committee are scheduled every Tuesday at 7:30 a.m.-August 3, 10, 17, 24. Use of the Faculty Senate Office was discussed as a possible meeting location. Cary Brewer checked with

Dr. Ron Stoner after the meeting and was given approval to use the Faculty Senate Office for the August meetings.

3. Norma Stickler would check with Dr. Richard Eakin about a small expense budget for Xeroxing and related communication costs.

4. Jill Carr had submitted information to Linda Swaigood for an article in the next Monitor. A copy of that article is attached.

New Business

Cary Brewer suggested that the committee divide into subgroups:

Preparation of written document-Jill Carr, Tom Glick, Norma Stickler \*

Meetings (in particular, those of the full membership)-Sue Crawford, Russ Meister

Review of literature-Jim Litwin, Zola Buford

\* A suggestion was made that the final document be reviewed by an attorney .

ASC Worksheet

Jim Litwin suggested that a few minutes completing the attached worksheet would be an excellent beginning in the preparation of a written working document. After spending some time on this worksheet, the members of the Steering Committee discussed the various topics listed in the outline. The completed forms were given to Norma Stickler.

The meeting was adjourned at 8:45 a.m.

Steering Committee of the Administrative Staff Council

Minutes

August 3, 1982

Present: Cary Brewer, Jill Carr, Jim Litwin, Norma Stickler, Sue Crawford, Joe Martini

Absent: Zola Buford, Tom Glick, Russ Meister

Minutes

The minutes from the July 27, 1982 meeting were read and accepted as read.

Ferrari Award

Cary Brewer explained that Dr. Ron Stoner, Chair, Faculty Senate, has asked that the newly-formed Administrative Staff Council take on the task of outlining the criteria for this new award. The members present agreed this was an appropriate task for this new committee. A brief discussion took place with no final recommendation about the way in which to proceed.

This matter will be considered at another meeting.

Dr. Ron Stoner, Chair, Faculty Senate

Cary Brewer mentioned that Dr. Ron Stoner offered the use of the Faculty Senate offices for our meetings. He suggested that Dr. Stoner be invited to meet with the "Steering Committee". All agreed that he should be included in a future meeting of this group.

That date is to be determined as the work of the Steering Committee progresses.

Draft of the Charter

Norma Stickler distributed an initial "rough" draft of items to be included in a charter for the Administrative Staff Council.

Most of the discussion on this proposal centered around "Section III-Membership"...i.e. defining who is included under the title of Administrative Staff and determining the exact wording of this section.

Norma Stickler mentioned that there was a listing (prepared in mid-April) of those considered as Administrative Staff. Although four months old, a total of 263 persons are listed as follows:

|      |                     |
|------|---------------------|
| 104* | Academic Affairs    |
| 51   | Business Operations |
| 37   | Public Relations    |
| 71   | Student Affairs     |

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263

\*This figure does not include those in Computational Services who have recently changed to contract from classified.

There was also some discussion about the number of representatives from each area (elected and at-large).

Jim Litwin mentioned that he had obtained copies of various "charters" of other organizational groups. He indicated that these materials might be useful in the preparation of our final document.

Finally, Cary Brewer suggested that the topic of the charter for the Administrative Staff Council be considered at the next meeting on August 10.

The meeting was adjourned at 9 a.m.



Steering Committee for the Administrative Staff Council

Minutes

August 10, 1982

Present: Norma Stickler, Jill Carr, Cary Brewer, Joe Martini, Sue Crawford

Absent: Zola Euford, Russ Meister, Jim Litwin, Tom Glick

Previous Meeting

The minutes from the August 3, 1982, meeting were read and approved as written.

Agenda

1. Minutes
2. Old Business
  - a. general
  - b. budget
3. New Business
4. Group Status Reports
5. Ron Stoner-invitation to attend August 24
6. Ferrari Award
  - a. representative group
  - b. Greg DeCrane
7. Charter Discussion
8. Next meeting-August 17; everyone is scheduled to be in attendance

Old Business

Norma Stickler indicated a request for a small operating budget for this group had been made to Dr. Richard Eakin. At this time, no decision had been made.

It was also noted that an article about the formation of this group had appeared in the Monitor dated August 2, 1982.

General Meeting

Due to the hectic schedule of the next few weeks, it was felt that this general meeting might be best held in the last week in September. Earlier, it was hoped that a meeting could be scheduled for mid-September.

Agenda items for the late September meeting could include the "charter", the nomination and officer selection process, survey to gather ideas for the future, and other similar documents.

Dr. Ron Stoner, Chair, Faculty Senate

August 24, 1982, was suggested as a possible date for Dr. Stoner's visit with the Steering Committee to provide his observations about the committee, its possible interaction with the Faculty Senate, overlapping membership, the revision of the academic charter, and the financial exigency report.

Ferrari Award

A suggestion was made that Cary Brewer contact Greg DeCrane about establishing a representative committee to develop the criteria for this award. Cary Brewer agreed to contact Greg.

Insurance Program

Paul Nusser explained in some detail the insurance package for the contract staff. His comments at this meeting with the Steering Committee are well summarized in the August 16, 1982, Monitor. A copy of that article is attached.

The "Charter"

Norma Stickler and Jill Carr gave each of those present a copy of the "second draft". In addition, an alternate proposal by Jim Litwin to "Section III - Membership" was distributed by Jill Carr in Jim Litwin's absence.

Due to the time constraints, all were asked to review this document for further discussion at the next meeting on Tuesday, August 24, 1982.

Adjournment

The meeting was adjourned at 9:15 a.m.

Sincerely,

Joe Martini, Secretary

*New faculty/staff benefits effective Sept. 1*

# University enrolls in innovative insurance program

The dental and vision insurance coverage for faculty and contract staff approved by the Board of Trustees at its July 23 meeting will become effective on Sept. 1.

Paul Nusser, treasurer, said information concerning the program will be mailed to each eligible employee sometime before Sept. 1, adding that in the interim, specific questions can be addressed to the insurance office (372-2112).

The plan will be identical to that currently provided for classified employees and their families, but the University will pay the premium only for employees in the faculty/contract staff group.

A survey to assess interest in optional family vision and dental coverage, at the employees' expense, is to be distributed to faculty and contract staff about Sept. 1.

Nusser noted that 75 percent of the employees eligible for family benefits must elect to enroll in the optional program before it can be provided. The cost of the family vision/dental package will be \$19.22 per month.

Classified employees will continue to receive full family health care insurance benefits, including the vision and dental program, at no expense to them.

Effective Sept. 1, however, the University, in an attempt to keep insurance costs at a minimum, is moving to a self-funded health care program to be administered by Benefit Plans Risk Management, Inc. of Findlay.

Prior insurance contracts will be terminated, but there will be no change in the benefits provided to employees.

Nusser said all expenses covered under previous plans will continue to be paid under the new agreement. New identification cards and brochures explaining the health care package will be

issued to faculty, classified and contract staff about Sept. 1.

Nusser said the change in the insurance program will save the University and its employees about \$188,700 during the coming year. That savings is reflected in lower premium rates than would have been experienced if existing coverage had been continued.

Despite the savings, however, premium rates will be increased, effective in September, for both the University and those faculty and staff who have optional family coverage.

The University will continue to pay for hospitalization coverage for faculty and contract staff, in addition to providing the new vision/dental package. Major medical insurance, which has been deducted from faculty/contract staff paychecks along with the life insurance premium paid by that group of employees, will be raised from \$7.09 to \$12.32 per month, effective with the Sept. 20 paycheck.

The deduction for optional family hospitalization coverage will be increased \$6.70 per month, from \$38.11 to \$44.81 (excluding the optional \$19.22 vision/dental package described earlier).

Nusser said the total rate increases

would have been eight percent higher if the University had not changed its approach to administering the insurance program.

He added that the University's decision to enroll in the new program is innovative in higher education in the state and that its degree of success will depend largely upon employee cooperation in helping keep health care costs down.

Through the new program, the University will pay directly for health care services required by employees until costs exceed a certain pre-determined rate, at which time an insurance stop-loss carrier will begin to pay. The stop-loss insurance guarantees that the University will not sustain charges beyond its budgeted level.

"We have confidence that our employees will use only those services they need and thereby help control our health care costs," Nusser said, adding that wise use of the health care program could pay off for both the University and its employees through decreased rates, or lesser degrees of increase, in future years.

He stressed, however, that there will be no change in previous coverage or the ways in which insurance claims are handled, regardless of patterns of use.

## Pretzer named chair of romance languages

Dr. Diane G. Pretzer, romance languages, has been appointed to a four-year term as chair of that department.

Pretzer, who joined the faculty in 1962, received a bachelor's degree from Knox College, her master's degree from the University of Iowa and a doctoral degree from Indiana University.

A former chair of both the college section of the Ohio Modern Language

Teachers Association and the Spanish American literature section of the Midwest Modern Language Association, Pretzer's research interests are in the areas of Spanish American prose fiction, linguistics and foreign language teaching methodology.

Pretzer succeeds Dr. Richard Hebein as chair of romance languages.



Bowling Green State University

Office of the Bursar  
Bowling Green, Ohio 43403  
Cable: BCSUOH

August 16, 1982

MEMORANDUM

TO: Norma Stickler  
Tom Glick  
Zola Buford  
Suzanne Crawford  
Russ Meister  
Cary Brewer  
Jim Litwin ✓  
Jill Carr

FROM: Joe Martini

RE: Steering Committee for the Administrative Staff Council

One of the agenda items for the next meeting at 8:00 AM, Tuesday, August 17, 1982 in the Faculty Senate Office is the attached draft of the "charter". In addition, to a full draft, another draft of the "membership" area is also enclosed for your consideration.

A copy of the minutes of the August 3, 1982 meeting is enclosed for those who were not able to be at the August 10, 1982 meeting.

kaw

*studies reported / faculty classified / proposal submitted [submitted] / C&D advice*

Steering Committee for the Administrative Staff Council

Minutes

August 17, 1982

Present: Thomas Glick, Norma Stickler, Jill Carr, Jim Litwin, Cary Brewer, Joe Martini

Absent: Suzanne Crawford, Zola Buford, Russ Meister

Minutes of the August 10, 1982 meeting

These minutes were distributed, read, and approved.

Ferrari Award

Cary Brewer announced that Greg DeCrane had agreed to chair a representative group to establish the criteria for this award. Norma Stickler and Cary Brewer will serve this committee as representatives from the Steering Committee.

University Image Task Force

Richard Edwards, Vice President of University Relations, requested the appointment of an Administrative Staff person to this committee. Thomas Glick and Judi Roller were nominated with Thomas Glick being selected as the representative to this group. Cary Brewer will inform Richard Edwards of this selection.

General Meeting

It was announced that Sue Crawford has tentatively set September 30, 1982, 12 noon to 1:30 p.m., in the Alumni Room of the University Union for the General Meeting. Agenda items could include the "charter", by-laws, the process for the selection of the members of Administrative Staff Council, and so on.

Dr. Ron Stoner

Cary Brewer has invited Dr. Ron Stoner, Chair, Faculty Senate, to visit with the Steering Committee at its next meeting at 8 a.m., Tuesday, August 24, 1982.

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## Second Draft of the "Charter"

Much of the discussion centered around "III Membership". In particular was the definition of those included under the title of "Administrative Staff". It was mentioned that the Administrative Staff contract itself has three sub-categories: Technical, Administrative, Research. The committee felt these should be a part of the charter.

In addition to the preceding, Jim Litwin made other suggestions for consideration. One of those was that the chair of the Administrative Staff Council would be the representative to the Board of Trustees. He suggested other ideas, a listing of which he would prepare and distribute at a future meeting.

Since it is important that all members of the Steering Committee be present for the finalization of the charter, an additional meeting was set for Friday, August 27, 1982 at 8:15 a.m. in the Chart Room, McFall Center.

### Presentation to the Board of Trustees

At the August 17, 1982 meeting, it was mentioned that the final document, once approved by the Administrative Staff, be reviewed with Dr. P. Olscamp and then presented to the Board of Trustees at its October 17, 1982, meeting.

### Adjournment

The meeting was adjourned at 9:15 a.m. with the next meeting scheduled for 8:a.m., August 24, 1982.



Bowling Green State University

Center for Environmental Programs  
Bowling Green, Ohio 43403  
(419) 372-0207  
Cable: BGSUOH

August 18, 1982

# INSTITUTIONAL STUDIES

Mr. Jim Litwin  
Institutional Services

AUG 20 1982

Dear Jim:

\* Since I voted for you to be a member of the contract staff committee, let me lay a bitter complaint on you which you can either worry about or ignore.

Working half-time is a very bum trip. I know I should be happy to be working at all, but in the long run I would be better working as a custodian for minimum wage. Consider.

The University will retire me when I reach 70. It would be possible for me to receive social security which would give me some independence. But social security is collected on the income earned in the last three working years. Not much for a part-time person! I could be paying more into the retirement fund and earning credits there as well.

Insurance, free classes, the good things, I am missing.

I fully realize that it is to the University's advantage to hire part-time people to evade the benefits. But that is an attitude that I associate with Penney's, A & P and Sears which hire hourly employees.

Could the University help place those few of us who would like to work full time? Thanks for listening.

Sincerely,

*Justine*  
Justine Magsig  
Academic Advisor

*a separate issue,  
but important  
one the Council  
is formed*

(ec)

To: ad hoc A.S.C. Emergency Committee Members

I don't know all of the contractual ins-and-outs of part-time people, but I think we need to keep in mind the interests of all contract staff people.

*Jim*

Steering Committee for the Administrative Staff Council

Minutes

August 24, 1982

Present: Cary Brewer, Zola Buford, Sue Crawford, Jim Litwin,  
Thomas Glick, Jill Carr, Norma Stickler, Joe Martini

Absent: Russ Meister

Dr. Ron Stoner, Chair, Faculty Senate

Dr. Ron Stoner spent the meeting answering questions and/or making observations related to this new group:

- 1) Revision to the Academic Charter - the President has expressed an interest in revising this "charter". However, at this time, nothing specific is happening. Hopefully, Administrative Staff will be active participants when and if an actual review begins. An informal group has been formed under the leadership of the Academic Vice Presidents and Deans.
- 2) Financial Emergency Report - This document took much time and energy on the part of a number of the Faculty Senate Executive Committee. Tenure is a definite issue in this report. This report was specifically directed to the concerns of the Faculty with a note made that the Administrative Staff should prepare a similar document. This report has now been given to a redrafting committee chaired by Betty Van Der Smissen.
- 3) To the question about being included on all standing committees on the Faculty Senate, Dr. Stoner responded that administrative staff (even though ex officio) are already included on many Faculty Senate committees. If there are any others on which the group feel it should be included, he would be pleased to have this placed before the appropriate committee for consideration.
- 4) Student Involvement - Students are included now on most Faculty Senate committees; they are excluded from the Welfare and Tenure Committees. Attendance is usually about 30% depending upon schedule and interest of students. Student involvement is a possible question for the Steering Committee of ASC to address at a later time.



- 5) Representation - All eligible faculty members included on initial ballot with the eventual result that 60 representatives are elected; every department not directly represented; rotation encouraged, but governed by college or group and also by the willingness of persons to serve.
- 6) Suggestions for ASC Charter - Present the charter as a completed draft rather than as a final document; distribute ahead of any meeting to avoid surprised reaction and also to allow an open atmosphere for change; suggest high visibility to make politically acceptable with the idea that administrative staff representation be an eventual part of a revised Academic Charter. Be thorough, but do not rush it through! Depending on our readiness, Dr. Stoner also thought it might be helpful if the charter could be read and explained to the appropriate Faculty Senate committee; he would explore this possibility with Cary Brewer.

Final Note

Jim Litwin thanked Dr. Stoner for his public recognition of the ASC group through his suggestion that the ASC establish the criteria for the Ferrari Award and for his willingness to help us in the "start-up" process.

Cary Brewer likewise thanked Dr. Stoner for his willingness and openness with the Steering Committee on this Tuesday.

The meeting was adjourned at 9:15 a.m. with the next meeting scheduled at 8:15 a.m., Friday, August 27, 1982.

Steering Committee for the Administrative Staff Council

Minutes

August 27, 1982

Present: Cary Brewer, Sue Crawford, Jill Carr, Norma Stickler, Zola Ruford, Tom Glick, Joe Martini

Absent: Russ Meister, Jim Litwin

The Charter

Draft #3 and a list of "suggestions for charter draft revisions" were given to the committee members.

Each section was discussed with changes in wording made with the consensus and approval of those present.

Norma Stickler agreed to prepare draft #4 and distribute to all of the committee members for review on September 7, 1982.

Related Activity

Additional discussion about the charter dealt with:

- the question of review by a lawyer
- the review by the group
- the possibility of a meeting with or a brief letter with a "final" copy of the "charter" to Dr. Paul Olscamp

Future Meetings

These were set as follows:

- 8 a.m. September 7, 1982
- 8 a.m. September 17, 1982
- 8 a.m. September 24, 1982

23

The above meetings are to be held in the Faculty Senate Offices.

12 to 1:30 September 30, 1982 (Alumni Room Union)

Cary Brewer agreed to arrange to use the Faculty Senate conference office.

Steering Committee for the Administrative Staff Council

Minutes

September 7, 1982

Present: Jim Litwin, Sue Crawford, Jill Carr, Norma Stickler, Zola Buford, Tom Glick, Cary Brewer, Joe Martini

Absent: Russ Meister

Charter - Draft #4

Feedback received by the committee members concerning the draft varied: the grammar; too general; too specific; inclusion of the staff in the President's office, and others.

As a result, a decision was made to obtain as much feedback and comments verbally and in writing, forward them to Norma Stickler who, in turn, would meet with Tom Glick and Jill Carr to consolidate and present at the next meeting on September 17, 1982, at 8:00 a.m.

Additional contacts to be made for comments include Richard Conrad, Athletic Department staff, Don Ragusa, Ron Stoner, John Hartung, and Richard Edwards.

Legality

Cary Brewer mentioned that he had checked the wording and content with Lynn Ward and Bob Holmes. Although not experts with this kind of document, they saw no major problems.

Future Meetings

September 17, 1982 - finalise the "charter"

September 23, 1982 - review outline for the General Meeting on September 30, 1982

September 30, 1982 - 12 noon to 1:30 p.m. - open meeting for all administrative staff

Cary Brewer and Norma Stickler would attempt to work up a question/answer document which would define and/or provide clarification of the charter. A comment was also made that an initial draft of by-laws might be helpful for the September 30 meeting.

The meeting was adjourned at 9:15 a.m.

# Steering Committee for the Administrative Staff Council

## Minutes

September 17, 1982

Present: Gary Brewer, John Crawford, Norma Tiechler,  
Jill Carr, Sue Crawford, Jim Stora, Gus Nicotri

Absent: Tom Flick, Russ Nicotri

### Suggested Revisions to the 4<sup>th</sup> draft of the Charter

The committee reviewed the "suggested" changes to the Charter of the Administrative Staff Council prepared by Norma Tiechler, Tom Flick and Jill Carr.

The wording of each section was discussed, amended and then approved. Then the entire Charter was reviewed and changed. Norma Tiechler agreed to prepare draft #5.

### Future meetings schedule

- 8 AM 9/23/82 Faculty Senate Office
- 10 AM 9/23/82 Faculty Senate Office with Dr. Escamp
- 3:30 PM 9/23/82 Faculty Senate Office with SEC
- 12:00 Noon to 1:30 PM 9/30/82 Alumni Room, Lincoln, with all Administrative Staff to review proposed

"Charter" information (re the Charter) will be forwarded prior to the meeting

Follow-up meeting of the Steering Committee to finalize the "Charter" will be scheduled at the 8am 9/23/88 meeting

Lucy Crawford said she would contact Linda Swaingood to place an article about the "9/30/meeting" in the "Monitor"

The September 30, 1988 General Meeting

There was a brief discussion concerning the agenda:

- 1) Each section to be read and presented by different members of the Steering Committee
- 2) Gary Brewer could present background & lead in
- 3) discussions and questions by group
- 4) Suggested changes noted in writing by members to allow future review by the Steering Committee

Copies of the final draft of the Charter with a ballot for approval, disapproval and nomination <sup>to be</sup> distributed shortly after the 9/30 General Meeting.

General Comments about the Charter

The Committee members felt the "Charter" is an excellent beginning. However, there was agreement that <sup>the more</sup> sensitive issues be noted and passed on to the newly elected representatives and their officers:

the definition of membership and those Administrators with Faculty contracts

The charter - too general; too specific!

the need for by-laws?

Meeting frequency with worthwhile agenda (Section V)

The necessity to keep the Charter current

If needed, this kind of information and/or comments could be prepared for the incoming group once the "charter" is finalized & approved.

P. Martin

November 12, 1982

MEMORANDUM

TO: George Postich  
Vice President for Operations

FROM: Cary Brewer, Chair  
Administrative Staff Council Steering Committee

RE: Classified Contract Policy Proposal.

After reviewing the draft Proposal of Policy for Transfer of Employees Between Contract and Classified Status with the Administrative Staff Council Steering Committee, I would offer the following comments:

First, it is our desire to eliminate the use of the term contract whenever possible in regard to Administrative Staff. So in line four of the policy statement we suggest the term "contract" be changed to administrative or Administrative, Technical or Research. The latter being the exact language of the contract.

Next, we would suggest that condition one:-

1. It must enhance the administrative and/or operational effectiveness of the unit concerned

either be explained in detail or be removed from the proposed policy. It is entirely too vague as it is now written.

On the second page under the heading procedures, we would suggest that procedure one -

1. Requests for transfer will be directed to the appropriate Vice President through the Office of Personnel Support Services (for technical review, comment and recommendation)

may be appropriate for classified staff who wish to be reviewed for an administrative position, but inappropriate for administrative staff wishing to become classified.

In regards to procedure two, it does not appear that a review or appeal process is included. We suggest that final approval rest with the President after being forwarded by the appropriate Vice President. It might also be appropriate that a panel be formed to review such transfers or be available as an appeal board.

Finally, there are at least two issues which we find omitted from the policy that we feel should be included. First, who can initiate the request (employee, supervisor, either) and how is this request to be made. Second, how will salary be calculated should an employee be moved from classified to administrative staff or visa versa. This seems important to clarify because of the difference in insurance coverage, vacation, etc.

We hope these changes will be considered and incorporated within the revised policy statement. Since you have asked us to participate in the review of this policy, we would hope you would continue to involve us until the policy statement is final.

If we may be of any further assistance in this matter, do not hesitate to call on us.

rsa

cc: Zola Buford  
Jill Carr  
Suzanne Crawford  
Tom Glick  
Jim Litwin  
Joe Martini  
Russ Meister  
Norma Stickler



DRAFT  
PROPOSED POLICY

TRANSFER OF EMPLOYEES BETWEEN  
CONTRACT AND CLASSIFIED STATUS

Policy.

In keeping with the provisions of the Ohio Revised Code and the guidelines established by the Board of Trustees, this policy statement establishes a basis for the transfer of employees between <sup>ALS</sup> Contract and Civil Service status, hereafter referred to as "Unclassified" and "Classified" employees respectively.

The Ohio Revised Code and the Trustees guidelines generally authorize Unclassified appointments only to staff members broadly engaged in professional, executive or managerial level responsibilities.

A transfer between the Classified and Unclassified service must satisfy all the following conditions:

1. It must enhance the administrative and/or operational effectiveness of the unit concerned.
2. It must be based upon a substantive and demonstrable change in duties and responsibilities.
3. It cannot be justified solely upon the basis of factors related to compensation.
4. In the case of a proposed movement to the Unclassified service, it must be demonstrated that there is no suitable classification in the Classified service that would be more appropriate.

*vague!*  
*Arbitrary*  
*Should be removed*

Procedures.

The procedures for requesting a transfer from one service to the other will be as follows:

1. Requests for transfer will be directed to the appropriate Vice President through the Office of Personnel Support Services (for technical review, comment and recommendation).
2. Final approval for a transfer between the Classified and Unclassified service rests with the appropriate Vice President, consistent with University Policy.

*Personnel doesn't know what we do*

President  
*review process should include two reviews*

Scope.

This policy applies to all positions at the University, including the Firelands Campus and other Bowling Green State University off-campus sites.

*who initiates request - both*

*How is new salary calculated*

**INSTITUTIONAL STUDIES**  
**DEC 8 1982**

December 6, 1982

MEMORANDUM

TO: George Postich  
 Vice President for Business Operations

FROM: Cary Brewer, Chair  
 Administrative Staff Council Steering Committee

RE: Classified Contract Policy Proposal

After reviewing the draft Proposal of Policy for Transfer of Employees Between Contract and Classified Status with the Administrative Staff Council Steering Committee, I would offer the following comments.

First, it is our desire to eliminate the use of the term "contract staff" whenever possible in reference to Administrative Staff. Therefore, we suggest the term "contract" be changed to Administrative in line four of the policy statement.

Next, we would suggest that condition one -

1. It must enhance the administrative and/or operational effectiveness of the unit concerned.

either be explained in detail or be removed from the proposed policy. It is entirely too vague as it is now written.

Under procedures, specifically procedure two, it does not appear that an appeal process is included. It would seem to be appropriate that a panel be formed to review such transfers to be available as an appeal board. Possibly the Equal Employment Office should be responsible for this committee.

Finally there are three issues which we find omitted from the policy that we feel should be included. First, who can initiate the request (employee, supervisor, either) and how is this request to be made. Next, a standard procedure or formula needs to be established and published to identify how salary will be calculated when an employee moves from classified to administrative staff or visa versa. These issues need to be further clarified because of the difference in insurance coverage, vacation, etc.

We hope these changes will be considered and incorporated within the revised policy statement. Since you have asked us to participate in the review of this policy, we would hope you would continue to involve us until the policy statement is in final form.

If we may be of any further assistance in this matter, do not hesitate to call on us.

rsm

cc: Zola Buford  
Jill Carr  
Suzanne Crawford  
Tom Glick  
✓ Jim Litwin  
Joe Martini  
Norma Stickler



Bowling Green State University

December 15, 1982

 Office of Campus Housing  
 Bowling Green, Ohio 43403  
 (419) 372-2011  
 Cable: BGSUOH

## MEMORANDUM

INSTITUTIONAL STUDIES

DEC 17 1982

TO: Administrative Staff Council Steering Committee Members

FROM: Jill Carr and Norma Stickler *J.C. N.A.*

RE: Suggested Changes - Academic Charter Article II

Section 1

Change "administration" to "central administration". Definition of "central administration" would be the President and Vice Presidents.

Section 3 The Central Administration

For the purposes of University governance as specified in this Charter, the Central Administration of the University Community shall consist of the President and the Vice Presidents. The holding of faculty rank shall not alter or in any way affect this definition of the central administration. It is understood that, when appropriate, these members of the central administration shall serve as the representatives of all those persons, both academic and non-academic, whose activity is supportive of and a pre-condition to the general activity of the University.

Section 4 The Faculty (omit "University) preceding "faculty" in all instances in this section.

For the purposes of this Charter, the faculty shall be composed of all persons who hold faculty rank and sign a faculty contract, irrespective of present duties. The only exception shall be those members of the faculty who are defined, by this charter, as central administration.

Delete sub-sections 1 and 2.

Section 5 Administrative Staff

For the purpose of this Charter, all persons signing an administrative staff contract, irrespective of present duties, are members of the administrative staff. The members of the administrative staff shall have the authority to establish an elective representative body known as the Administrative Staff Council in accordance with the Administrative Staff Charter (see Appendix ?). The Administrative Staff shall have the opportunity to participate and assist in various aspects of University governance in accordance with the provisions set forth in the various articles of this Charter.

Section 7 Shared Responsibilities

Add a new (a) providing opportunities for participation in governance and policy issues. Leave all remaining lettered items intact.

Suggested Changes - Academic Charter Article II  
Page 2

Section 8      Faculty Meetings

Question the need for this entire section in this article. It would seem to be more appropriate in the article or section pertaining to the Faculty Senate.

jm



Bowling Green State University

Office of the President  
Bowling Green, Ohio 43403  
Cable: BGSTOH

January 14, 1983

MEMORANDUM

TO: Steering Committee for Administrative Staff Councils

FROM: Cary Brewer and Joe Martini

RE: Changes to Academic Charter

Article I

- E. There must be opportunity within the organizational framework of the University for participation by faculty, administrative staff and students when deemed appropriate.
- F. Faculty, administrative staff and student participation in the process of screening and evaluating.

Article ~~XVII~~

Charter - Administrative Staff Council (See attached)

ARTICLE I: BASIC PRINCIPLES

The following are guiding principles upon which this Academic Charter is based:

- A. Full freedom for the expression of differing opinions and the acceptance of the spirit of criticism are essential to the atmosphere of a university.
- B. Academic freedom--the freedom to teach, to learn and to conduct inquiry--is indispensable to the University. The freedom of the individual teacher-researcher-scholar and the individual student-researcher-scholar carries with it unmistakable acceptance of responsibilities with regard to the good of the academic community, the University and of society.
- C. Government in the University as in a state or a nation is best based upon principles rather than upon people.
- D. The primary responsibility for the maintenance and development of the curriculum belongs to the faculty.
- E. There must be opportunity within the organizational framework of the University for faculty participation, for student participation when deemed appropriate and for discussion of problems and policies at all levels within the University. The term "policy" in this Academic Charter shall refer to statements, decisions, or other documents which by law or custom are acted upon specifically by the Board of Trustees.
- F. Faculty and student participation in the process of screening and evaluating key administrative personnel is fundamental to good faculty-student-administration relations in a mature university.
- G. It is recognized that students, faculty members, administrators and trustees have legitimate concerns about all aspects of the University. It is also recognized that the primary concern of students is with learning and pursuing their courses of study; the primary concern of members of the faculty is with effective teaching and scholarly research or creative work; and the primary concern of administrators is to provide service and support to the students and the faculty, to protect the legal interests of the University and to assure the implementation of the policies and procedures prescribed by the governing councils and agencies of the University.





Bowling Green State University

December 15, 1982

 Office of Campus Housing  
 Bowling Green, Ohio 43403  
 (419) 372-2011  
 Cable: BGSUOH
MEMORANDUM

TO: Administrative Staff Council Steering Committee Members

FROM: Jill Carr and Norma Stickler *J.C. N.S.*

RE: Suggested Changes - Academic Charter Article II

Section 1

Change "administration" to "central administration". Definition of "central administration" would be the President and Vice Presidents.

Section 3 - The Central Administration

For the purposes of University governance as specified in this Charter, the Central Administration of the University Community shall consist of the President and the Vice Presidents. The holding of faculty rank shall not alter or in any way affect this definition of the central administration. It is understood that, when appropriate, these members of the central administration shall serve as the representatives of all those persons, both academic and non-academic, whose activity is supportive of and a pre-condition to the general activity of the University.

*delete Appendix A*

Section 4 - The Faculty (omit "University") preceding "faculty" in all instances in this section.

For the purposes of this Charter, the faculty shall be composed of all persons who hold faculty rank and sign a faculty contract, irrespective of present duties. The only exception shall be those members of the faculty who are defined, by this charter, as central administration.

Delete sub-sections 1 and 2.

Section 5 Administrative Staff

For the purpose of this Charter, all persons signing an administrative staff contract, irrespective of present duties, are members of the administrative staff. The members of the administrative staff shall have the authority to establish an elective representative body known as the Administrative Staff Council in accordance with the Administrative Staff Charter (see Appendix 3). The Administrative Staff shall have the opportunity to participate and assist in various aspects of University governance in accordance with the provisions set forth in the various articles of this Charter.

Section 7 Shared Responsibilities

Add a new (a) providing opportunities for participation in governance and policy issues. Leave all remaining lettered items intact.

Suggested Changes - Academic Charter Article II  
Page 2

Section 8      Faculty Meetings

Question the need for this entire section in this article. It would seem to be more appropriate in the article or section pertaining to the Faculty Senate.

jm



December 22, 1982

MEMORANDUM

TO: Administrative Staff Council Steering Committee  
FROM: Zola Buford, Suzanne Crawford, Jim Litwin *Jim*  
SUBJECT: Academic Charter Revisions: Article III and Article VI

1. Article III, page 1, Section 2: The President's Panel

line 6: . . .and up to two other administrators as shall be designated by the President; the Chair, VICE CHAIR, AND SECRETARY OF the Faculty Senate; the Chair and Chair-elect of the Administrative Staff Council; . . .

Section 3, page 3, line 5: . . .TO THE ENTIRE FACULTY AND ADMINISTRATIVE STAFF BY MAIL.

2. Article VI, Section 1, line 7: . . . President of the University. The Committee on Committees shall be composed of members of the faculty and administrative staff. . . .

page 2, line 4: . . .SEC and administrative staff, . . .

page 4, Section 7, line 3: . . .of the Faculty Senate, the Secretary of the Administrative Staff Council, . . .

JLL/mt

For Discussion Purposes Only

TO: Other Administrative Staff Steering Committee Members  
FROM: Jim Litwin  
SUBJECT: Academic Charter Discussion

President Olscamp's interest in streamlining the Academic Charter is laudable. It is a cumbersome document and often confuses governance and employment issues. However, there are some suggested revisions I believe we should consider, and eventually bring them into the dialogue on the Charter. Here are some I would like to introduce.

- 1. The development of two groups of administrators raises many questions. I am not sure the separation is either necessary or beneficial.

If giving "administrative staff" a separate category is intended to give them a separate identity in order to help the new organization, the change is based on a misreading of the intent of the administrative staff. The proposed Council is not a governing unit. It was not developed with that intent, nor is there any indication such a function is desired by the group.

By treating administrative staff as a separate group, the document adds to, rather than subtracts from, the confusion regarding governance and employment issues. I would personally prefer to see Administration include administrative staff.

- 2. Although procedures for the Faculty Handbook are mentioned in the cover letter, similar procedures for the Administrative Staff Handbook are not discussed.

- 3. Appendix A defines the University Administration. In my experience, this is a curious set. Both historically and today, such key offices as the Registrar, the Bursar, and Admissions would be included. I do not wish to quarrel with someone's right to design a list, but I would be interested in the criteria. If the administrative staff distinction continues, would those people listed be excluded from participation in the Council? I hope they would not.

- 4. If administrative staff becomes a separate group for governing purposes, it should be introduced at other times in the document, e.g., representation on the President's Panel. Mention of committee involvement is made in Article VI, but it strikes me as a very ambiguous statement.

It is possible that one reply to my critique would be: "Isn't that what you wanted?" We will have to think about that assertion, but I don't find any evidence for it in our objectives as written in the Administrative Staff Charter. In either case, these viewpoints need to be reconciled.

I am certain there are other ways to construe the suggested revisions. They may provide more advantages and opportunities than I imagine. One's everyday life may not change much one way or the other. However, I believe it would be wise for us to discuss these matters.

JLL/mt

Should we separate out?

ADMINISTRATION

The Administration shall be composed of the President and the Vice Presidents.

FACULTY

Irrespective of present duties, the Faculty shall be composed of all persons who hold faculty rank and sign a faculty contract.

ADMINISTRATIVE STAFF

Irrespective of present duties, the Administrative Staff shall be composed of all persons who sign an administrative staff contract.

EXECUTIVE COMMITTEE OF ADMINISTRATIVE STAFF COUNCIL  
February 8, 1983

PRESENT: Brewer, Caldwell, DeCrane, Martini, ScottBey, Stickler, Weiss

1. Future Meeting Times

Agreement to hold Executive Committee meetings on the second and fourth Tuesdays at noon. In the future, fewer meetings may be needed. Full Council meetings will be on the first Thursday of each month from 1:00 to 2:30.

2. Committees

Ferrari Award: Gregg DeCrane will reconvene the original committee that developed the criteria and procedures for the Ferrari Award. The committee will handle the implementation of these procedures for an award in 1983. Other administrative staff members will be asked to participate in the final stages of the process. Cary Brewer has already discussed funding arrangements with Richard Eakin and has met with Maurice Sevigny concerning the piece of art to be given as the award.

Classification Study: Susan Caldwell reported that the study is complete and has been submitted to the President. The Committee will not be making any comment until the President has reviewed the study and has responded.

Handbook Committee: A subcommittee composed of Harold Smith, Norma Stickler, Cary Brewer, Joe Martini, Gregg DeCrane and Deborah Weiser reviewed the Handbook draft and made a few additional changes. The book will be sent back to President Olscamp within two weeks.

Committees to be established:

Cary Brewer will ask for volunteers for each of the following committees at the next full Council meeting: Merit Committee (Sue Caldwell volunteered to be member); By Laws (Larry Weiss and Joe Martini will assist); Welfare Committee; Part-Time Staff; Exigency Statement. Council members may also wish to have additional committees established.

3. Liaison with Classified Staff and with Faculty Senate

Agreed that Sue Caldwell will coordinate communication with Classified Staff Advisory Committee and that the chair elect and the secretary will work with Faculty Senate regarding appointment of administrative staff members to various committees. It was suggested that at least one member of ASC visit each of the Faculty Senate meetings for informational purposes.

4. Liaison with President's Office

Phil Mason will provide liaison between the Administrative Staff Council and the President's Office. He will attend a meeting of the Executive Committee in the near future.

5. Academic Charter

The Steering Committee of ASC has sent reactions to the proposed Charter changes to the Faculty Senate Charter Revision Committee.


*Norma Stickler*

EXECUTIVE COMMITTEE OF ADMINISTRATIVE STAFF COUNCIL  
February 22, 1983

PRESENT: Brewer, Buford, Caldwell, DeCrane, Martini, ScottBay, Stickler, Weiss  
GUEST: Philip Mason

1. Agenda for March 3 Council meeting  
Discussion of items to include on agenda, such as establishment of several committees and general discussion of other issues
2. Minutes  
Minutes of Executive Committee and of the full Council are being sent to Council members and to the Monitor. The Monitor will serve as the information base for the full administrative staff.
3. ACGFA Representative  
Judi Roller will be ASC appointee to this year's Advisory Committee on General Fee Allocations.
4. Proposed Budget Planning Process  
General review of the proposed plan. Suggestions that there may be need to define "non-academic" more clearly and to include reference to unit involvement below the vice presidential level for the "non-academic" areas.
5. Philip Mason visited the meeting. He will serve as communication liaison between the ASC and the President. Questions were directed to him on several issues. In response he stated that Faculty Senate has agreed that the 80/20 across the board/merit split be retained for the 1983-84 salary determinations. He will respond later regarding whether this same split will apply to administrative staff for 1983-84. By July 1 President Olscamp hopes to have in place revisions to the Academic Charter, a new merit allocation system, two new vice presidents, and revised handbooks for the faculty, administrative staff, and the classified staff. If ASC wishes to present proposal for a merit evaluation system for administrative staff, the president would consider it. Discussion of reporting base for ASC--to whom will the group "report" for purposes of administrative support, budget building, professional development programs, etc. General feeling of the Executive Committee was that the Vice President for Academic Affairs might be a logical base for the group because all administrative staff personnel files are now maintained by that office. Mr. Mason raised the idea of being based in the present personnel office or in a new personnel office operating only for administrative staff.

Mr. Mason will be meeting in the near future with subcommittees of ASC regarding the Handbook and revisions to the Academic Charter.

  
Norma Stickler, Secretary of ASC

Notes on Meeting of Executive Committee  
of Administrative Staff Council  
March 8, 1983

PRESENT: Cary Brewer, Zola Buford, Gregg DeCrane, Joe Martini, Jan ScottBay,  
Norma Stickler, Larry Weiss

Academic Charter Revisions

Betty van der Smitsen, chair of the revision committee, will meet with the  
ASC Executive Committee on March 25. Hearings are being held during the  
next month on various parts of the Charter. The meeting times have been  
listed in the March 7 Monitor. Members of the Administrative Staff  
Council may wish to attend.

Status Reports were given on the Ferrari Award process and on the revision to  
the Administrative Staff Handbook.

The April 7 agenda will include a motion on The Report on the Status of Women  
and Minorities.

Discussion of the procedures for the regular monthly meetings of full  
council. When at all possible, materials relevant to the agenda will be sent  
to members prior to the meetings.

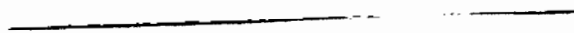
*Norma J. Stickler*  
Norma J. Stickler, Secretary of ASC

*Next Meeting:*

*March 25*

*Noon*

*Canal Room*





Notes on Meeting of Executive Committee  
of Administrative Staff Council  
March 25, 1983

PRESENT: Cary Brewer, Zola Buford, Sue Caldwell, Gregg DeCrane, Joe Martini,  
Jan ScottBay, Norma Stickler, Larry Weiss  
GUEST: Betty van der Smissen

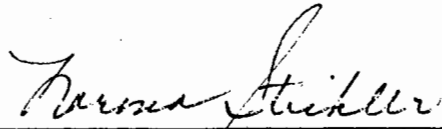
Academic Charter Revisions

Betty van der Smissen, chair of the revision committee, attended the meeting and gave an update on the progress of Charter revision. A final vote on the Charter is expected April 12.

There was discussion of the current draft, in particular the sections dealing with definitions of the various constituent groups of the University community. The definition of "administrator" in the draft did not seem to provide a consistent distinction between "administrator" and "administrative staff." Administrators with faculty rank are not a part of Faculty Senate nor of Administrative Staff Council. There was agreement that Appendix A in the President's draft did not provide a usable definition of administrators. Suggestions were made for changes in the draft to include administrative staff (and classified staff) in more of the references to the constituent groups (or to refer instead to the "university community"), to include administrative staff members on some Faculty Senate committees and on some university committees.

Because the final vote on the Charter is in early April, a discussion was held regarding potential membership of administrative staff on Senate committees. The Executive Committee requested regular membership on the Welfare Committee and the Finance and Budget Committee and requested a consultant member on the Academic Affairs Committee, the Undergraduate Council, and Graduate Council.

Membership on the 33 university committees is not established until fall; therefore, it was agreed that Betty van der Smissen will send a list of the university committees to Cary Brewer, and he will ask Administrative Staff Council for decisions regarding its desire for membership on each.

  
\_\_\_\_\_  
Norma Stickler  
Secretary of Administrative Staff  
Council

NEXT MEETING OF EXECUTIVE COMMITTEE: Tuesday, April 12

Notes on Meeting of Executive Committee  
of Administrative Staff Council  
April 12, 1983

PRESENT: Cary Brewer, Zola Buford, Sue Caldwell, Gregg DeCrane, Joe Martini,  
Jan ScottBey, Norma Stickler

Brief updated reports were given on the status of the Ferrari Award and the Administrative Staff Handbook. A budget amount for the Ferrari Award has been approved by Richard Eakin. The recipient will be notified by May 1; the actual award will be presented at a later date. Cary Brewer has met with Phil Mason to make final revisions to the Handbook before submitting it again to the President.

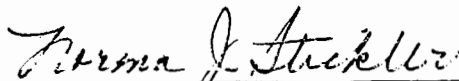
There was discussion of whether the full Council should meet twice a month. It was the general opinion that once a month was probably often enough, given the fact that members will begin to become more involved in Committees of the Council. It may be necessary, however, to call special meetings as needed for urgent business.

Suggestions were made for future Council agendas:

"Annual Report" to the Council indicating the year's accomplishments.

Invitations to representatives of campus constituencies and members of the administration to meet with the Council.

Discussion of membership on university committees.



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Norma J. Stickler, Secretary  
of Administrative Staff Council

Notes on Meeting of Executive Committee  
of Administrative Staff Council  
April 25, 1983

PRESENT: Cary Brewer, Zola Buford, Gregg DeCrane, Joe Martini, Jan ScottBey,  
Norma Stickler, Larry Weiss

1. Discussion of Future Agenda Topics

- a. President Olscamp has asked for time on the May 5 agenda.
- b. Goals and objectives of ASC for 1983-84 should be discussed during the summer. Executive committee members will draft a preliminary list at their next meeting.
- c. Invitations to representatives of other campus constituencies to talk to ASC.

2. Review of Faculty Senate action on the Academic Charter. On April 12 Faculty Senate voted against having members of the administrative staff as consulting members on the welfare committee, the budget committee, or on University committees. On April 19, the status of administrative staff on University committees was restored to its current standing, i.e., ex-officio and/or consulting on certain committees.


3. The Administrative Staff Handbook has been revised per President Olscamp's request and has been submitted to Philip Mason for action.

4. The University Insurance Committee surveyed all University employees concerning three recommendations that were being proposed by the Committee. The results of that survey are as follows:

Recommendation #1: The University not pick up the cost of the family hospitalization program for faculty and administrative staff members. Agree: 398 Disagree: 273

Recommendation #2: The University not pick up the cost of the family dental and vision insurances for the faculty and administrative staff. Agree: 392 Disagree: 279

Recommendation #3: The University add as a benefit the cost (up to \$125.00) of an annual physical examination for all full-time employees. Agree: 532 Disagree: 128

  
Norma J. Stickler, Secretary of  
Administrative Staff Council

NEXT MEETINGS OF THE EXECUTIVE COMMITTEE - May 24 and June 14

Notes on Meeting of Executive Committee  
of Administrative Staff Council  
May 23, 1983

PRESENT: Cary Brewer, Sue Caldwell, Gregg DeCrane, Jan ScottBay, Norma Stickler

1. Goals and Objectives for 1983-84

Several objectives for next year were discussed--among them:

- Increase public relations and visibility (assessment necessary of how to achieve and whom to work with
- Develop a merit statement with some common elements for all administrative staff
- Follow-up on classification study
- Establish professional development activities
- Develop a professional leave proposal
- Study fringe benefits for administrative staff.

Cary Brewer will combine lists from members of the executive committee and distribute to Council.

2. Administrative Reorganization

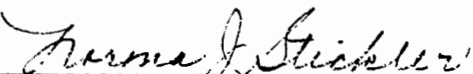
The recent administrative changes have created an imbalance in the ten percent ratio of representation from each vice presidential area. The situation will be brought to the attention of the full Council. It was the consensus of the Executive Committee, however, that the Council membership not be altered until the regular time for the next elections. Reasons: some present Council members on one one-year terms would lose their Council seats; Council members have demonstrated a concern that deals primarily with the Administrative Staff and not just their respective areas; usual practice should be to retain membership until the end of the elected term--this year is unusual in having terms of over one year; it would be disruptive to have new elections at this time; and the full extent of the reorganization may not be complete.

3. Opening Day

Plans will be pursued to have a full staff meeting on Opening Day, followed by a social meeting if possible.

4. Sue Caldwell has been chosen as director of administrative staff personnel services. In this capacity she hopes to coordinate record keeping, professional development activities, hiring procedures, advising, etc. for administrative staff.

5. Suggestion was made that a reception be sponsored by the administrative staff for Michael Ferrari before he leaves the campus. Cary Brewer will check with Faculty Senate, and Sue Caldwell will check with the Classified Staff Advisory Committee to determine if those groups might also wish to co-sponsor such a reception.
6. Agenda for June 2 meeting  
Because of the absence of staff members who would be presenting agenda items, it was decided that the June 2 meeting should be cancelled.

  
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Norma J. Stiekler, Secretary of  
Administrative Staff Council

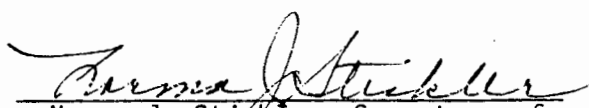
Notes on Meeting of Executive Committee  
of Administrative Staff Council  
June 15, 1983

PRESENT: Zola Buford, Cary Brewer, Gregg DeCrane, Joe Martini, Jan ScottBay,  
Norma Stickler

- 1. The Administrative Staff Handbook is to be on the agenda of the June 17 Board of Trustees meeting. Joe Martini will attend the Trustee Personnel Committee meeting and the Board meeting as a substitute for Cary Brewer.
- 2. Discussion of agenda items for upcoming meeting of the Administrative Staff Council--Report on Status of Women and Minorities, Goals and Objectives for the coming year; information on collective bargaining legislation; information on Sue Caldwell's new office.
- 3. Filling vacated positions on the Council and the Executive Committee. It was agreed that due to the resignation of Marian Ronan, the one-year term of Joan Morgan should be extended to fill out Ms. Ronan's term. Ann Bowers, who was next in line for a one year term in the Academic Area, will be asked to join the Council.

Joe Martini will handle arrangements with Business Operations to have a representative from that area on the Executive Committee.

- 4. Seminar for New Faculty and Administrative Staff--Norma Stickler and Sue Caldwell are coordinating a seminar for August 25 for new members of the faculty and administrative staff. Executive Committee members were invited to offer suggestions on the contents of the administrative staff portion.
- 5. Discussion of plans for a beginning-of-the-year meeting for all administrative staff.
- 6. Next meeting of the Executive Committee - July 19, 12 noon in Faculty Senate Meeting Room.

  
 \_\_\_\_\_  
 Norma J. Stickler, Secretary of  
 Administrative Staff Council

NEXT MEETING OF ADMINISTRATIVE STAFF COUNCIL - JULY 7 1:00 p.m. in the First Floor meeting area of the Alumni Center.



Bowling Green State University

Administrative Staff Council  
Bowling Green, Ohio 43403

**VICE PRESIDENT**

**AUG 5 1983**

**STUDENT AFFAIRS**

August 2, 1983

MEMORANDUM

TO: Bob Arrowsmith  
Associate Dean of Students

FROM: Cary Brewer, Chair *Cary*  
Administrative Staff Council

RE: 5/31/83 Memorandum

Excuse my lateness in replying to your memorandum. After receiving, I did meet and discuss it with Joe Martini and Norma Stickler. Later it was discussed at the Administrative Staff Council meeting.

After this discussion, I learned that your dissertation and personal interest involve collective bargaining issues. It is with this in mind that I would ask that you share your workshop idea with the executive committee of ASC. We plan to meet on August 16, 1983, if this date is acceptable, we would like you to meet with us and share ideas.

Please advise me if you are unable to attend this meeting.

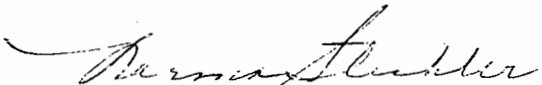
rsm

cc: Joe Martini  
Norma Stickler

Notes on Meeting of Executive Committee  
of Administrative Staff Council  
August 16, 1983

PRESENT: Cary Brewer, James Corbitt, Gregg DeCrane, Joe Martini, Jan ScottBay,  
Norma Stickler, Larry Weiss  
GUEST: Bob Arrowsmith

1. A representative from Administrative Staff is to be elected to serve on the Equal Opportunity Compliance Committee and the Long Range Planning Committee. Brewer, Martini, and Stickler will meet to handle details.
2. Collective Bargaining  
The Ohio Revised Code (Section 4117) has been changed to permit collective bargaining by public employees. Because of the potential implications of the law on the administrative staff members and the staff they supervise, Dr. Arrowsmith was asked to provide information on the new legislation. The legislation details how the law will be implemented, who the eligible employees will be, how each type of employee might be defined, the role and composition of the State Employee Relations Board, the election process, determination of exclusive bargaining representative, dues (and "fair share" contributions for those who might choose not to be members of the bargaining unit), and impasse procedures. The law becomes fully effective in April, 1984, and it is probable that the University's employees will be approached by groups hoping to establish a bargaining unit. The legislation provides for statewide assistance in presenting workshops to inform employers and employees of the law and its ramifications. There may also be some interest by on-campus constituencies in sponsoring information sessions about the new law, and ASC may wish to participate with other groups in coordinating such workshops.

  
Norma Stickler, Secretary of ASC

NEXT MEETING OF THE EXECUTIVE COMMITTEE - Tuesday, September 13, Noon.





Bowling Green State University

Administrative Staff Council  
Bowling Green, Ohio 43403

August 18, 1983

MEMORANDUM

TO: ASC Executive Committee

FROM: Norma Stickler *Norma*

Until such time as either our personal budgets or our diets determine that we should desist, I have scheduled our meetings for luncheons in the Canal Room as indicated below. As before, if you will not be able to attend, please let me know by the Friday before the meeting. Otherwise I will order lunch for you.

September 13  
September 27

October 11  
October 25

November 8  
November 22

December 13

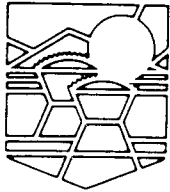
January 10--Chart Room, McFall--"Brown Bag"  
January 24

February 7  
February 21

March 13  
March 27

April 10  
April 24

May 8



Bowling Green State University

Administrative Staff Council  
Bowling Green, Ohio 43403

September 7, 1983

MEMORANDUM

TO: Jim Corbitt

FROM: Norma Stickler *Norma Stickler*  
Secretary of Administrative Staff Council

As you are probably aware, Susan Caldwell has resigned from the Administrative Staff Council. She was concerned that it might appear to be a conflict of interest for her to stay. We have, therefore, "moved up" some of the other representatives from the Operations area. This results in your term being changed to end in 1986 instead of 1985. The new member of Council from the Operations area is Don Passmore.

Congratulations on your extra year!

✓ cc: Executive Committee

Notes on Meeting of Executive Committee  
of Administrative Staff Council  
October 11, 1983

PRESENT: Cary Brewer, James Corbitt, Gregg DeCrane, Joe Martini, Jan ScottBey,  
Norma Stickler

1. Issues 2 and 3

President Olscamp will be sending a letter to all employees this week. N. Stickler will check with Vice President Eakin regarding any additional data that can be distributed for informational purposes.

2. Committees

Election is complete for Equal Opportunity Committee and Long Range Planning Committee. Bill Bess and Deb Heineman have been elected to three-year terms on EOC, and Susan Caldwell was elected to a three-year term on the Long Range Planning Committee.

Membership on several committees was discussed. It was agreed that in the absence of approved bylaws and in the spirit of the proposed bylaws, the Executive Committee make temporary appointments to committees as requests are received. The appointments will be made, when possible, from the interest lists submitted by administrative staff members. The temporary appointments will extend until elections are held. In the spring of 1984, a complete list of committees will be compiled, and elections will be held for all University standing and administrative staff committees. The new Academic Charter and the newness of the Administrative Staff Council have made it difficult to know in advance which committees will have an administrative staff representative. It was not believed feasible to hold a full election for all committees vacancies that occur between now and the spring elections.

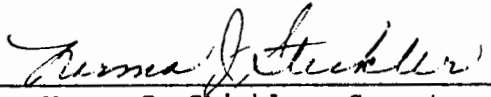
Elections were then held for temporary appointments on the Telecommunications Committee, Monitor Editorial Advisory Committee, Computing Council, and Insurance Committee. Cary Brewer will contact the person selected. Zola Buford will convene the special ad-hoc committee regarding plans if Issues 2 and 3 pass.

  
Norma J. Stickler

Notes on Meeting of Executive Committee  
of Administrative Staff Council  
November 8, 1983

PRESENT: Cary Brewer, Zola Buford, James Corbitt, Gregg DeCrane, Joe Martini,  
Jan ScottBey, Norma Stickler

1. Discussion of timetable and plans for 1984 Ferrari Award. A representative committee will be set up by January. Administrative staff members interested in serving should contact Cary Brewer or another member of the Executive Committee.
2. Zola Buford reported on the discussions and recommendations of the financial emergency committee.
3. Various committees were discussed. Brewer, Martini, and Stickler will meet with Susan Caldwell regarding data background for administrative staff salary studies.
4. Cary Brewer will prepare the Administrative Staff Council budget request for 1984.

  
 \_\_\_\_\_  
 Norma J. Stickler, Secretary of  
 Administrative Staff Council



Bowling Green State University

Administrative Staff Council  
Bowling Green, Ohio 43403

October 19, 1983

MEMORANDUM

TO: Richard R. Eakin  
Vice President for  
Planning and Budgeting

FROM: Cary R. Brewer, Chair *Cary Brewer*  
Administrative Staff Council

RE: Computing Council

The appointee from the Administrative Staff Council to the Computing Council is Mr. Don Passmore.

If you have any questions, please contact me.

rsm

cc: ✓ASC Executive Committee



Bowling Green State University

Administrative Staff Council  
Bowling Green, Ohio 43403

October 19, 1983

MEMORANDUM

TO: Don Passmore  
Internal Auditing

FROM: Cary R. Brewer, Chair *Cary*  
Administrative Staff Council

RE: Committee Appointment

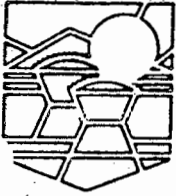
On behalf of the Administrative Staff Council, let me express our appreciation for your willingness to serve as our representative to the Computing Council.

We expect your participation will be beneficial to all Administrative Staff at the University and to you personally.

Good luck in this position.

rsm

cc: ASC Executive Committee



Bowling Green State University

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Administrative Staff Council  
Bowling Green, Ohio 43403

October 19, 1983

MEMORANDUM

TO: Pat Fitzgerald  
Channel 57

FROM: Cary R. Brewer, Chair *Cary*  
Administrative Staff Council

RE: Committee Appointment

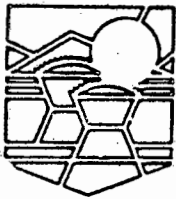
On behalf of the Administrative Staff Council, let me express our appreciation for your willingness to serve as our representative to the Insurance Committee.

We expect your participation will be beneficial to all Administrative Staff at the University and to you personally.

Good luck in this position.

rsm

cc: *✓* ASC Executive Committee



Bowling Green State University

62  
Administrative Staff Council  
Bowling Green, Ohio 43403

October 18, 1983

MEMORANDUM

TO: Kathy Hart  
English Department

FROM: Cary Brewer, *CWB* Chair  
Administrative Staff Council

RE: Committee Appointment

On behalf of the Administrative Staff Council, let me express our appreciation for your willingness to serve as our representative to the Monitor Advisory Committee.

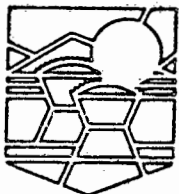
We expect your participation will be beneficial to all Administrative Staff at the University and to you personally.

Good luck in this position.

rsm

cc: *ASC* Executive Committee





Bowling Green State University

Administrative Staff Council  
Bowling Green, Ohio 43403

October 18, 1983

MEMORANDUM

TO: Deb Weiser McLaughlin  
Public Relations

FROM: Cary R. Brewer, *Cary* Chair  
Administrative Staff Council

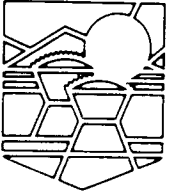
RE: Monitor Advisory Committee

In place of Mr. Tom Glick, please be advised of the appointment of Ms. Kathy Hart as the Administrative Staff Council representative to the committee.

If you have any questions, please contact me.

rsm

cc: ASC Executive Committee



Bowling Green State University

Administrative Staff Council  
Bowling Green, Ohio 43403

November 28, 1983

MEMORANDUM

TO: Executive Committee of ASC  
FROM: Norma Stickle *Stickle*

In order for the Executive Committee to have lunch with each of the vice presidents prior to their visits with the whole Council, we have scheduled lunches at the times listed below. Each lunch will begin at 12:30, and the regular full Council meeting will follow at 1:30.

- Thursday, December 1, 1983 -- 12:30 Canal Room, Dr. Clark
- Thursday, February 2, 1984 -- 12:30 Canal Room, Dr. Vogt
- Thursday, March 1, 1984 -- 12:30 Canal Room, Dr. Eakin
- Thursday, April 5, 1984 -- 12:30 Canal Room

~~See~~ Jan 19 - Next

Notes on Meeting of ASC Executive Committee  
December 13, 1983

PRESENT: Brewer, Buford, Corbitt, DeCrane, Martini, Stickler

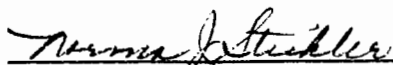
1. Committees:

Appointments were made to two committees--Jane Wood to the Operations Advisory Committee, and Ann Bowers to the Library Advisory Committee. Cary Brewer will contact each person.

G. DeCrane will coordinate initiation of a merit subcommittee

The Executive Committee will compile a list of potential members for the Ferrari Award Committee, beginning with the interest sheets that were submitted by administrative staff members.

- 2. A question was raised concerning whether the Executive Committee would favor one university-wide grievance committee instead of separate committees in each vice presidential area. It was the consensus of the Committee that the staff members should have grievances heard first by colleagues in the same area and that the procedure should remain as in the Administrative Staff Handbook.
- 3. The questionnaire on evaluation of staff was reviewed. Questions were raised about the purpose of some of the components. Wayne Colvin will be invited to attend the next Executive Committee meeting to discuss the questionnaire in greater detail.
- 4. The Bylaws will be given final consideration at the January 12 meeting.

  
 \_\_\_\_\_  
 Norma J. Stickler  
 Secretary of ASC

Notes on Meeting of ASC Executive Committee  
January 12, 1984

PRESENT: Brewer, Buford, DeCrane, Martini, ScottBay, Stickler

1. Academic Charters will be distributed by the Executive Committee to all members of Administrative Staff within the next two weeks.
2. Wayne Colvin and Charles Schultz attended the meeting to discuss the questionnaire on evaluation which their committee has drafted. Several questions were asked by the Executive Committee regarding rationale for asking certain questions, and agreement was reached on revisions to the cover memorandum and to the questionnaire. The questionnaire will be brought before the Administrative Staff Council for review and will then be distributed to all administrative staff for responses. It is hoped that responses can be collected, tabulated, and analyzed by May. The final recommendations will then be forwarded to the President and the Vice Presidents.

*Norma J. Stickler*  
 \_\_\_\_\_  
 Norma J. Stickler  
 Secretary of ASC

Notes on Meeting of ASC Executive Committee  
January 24, 1984

PRESENT: Brewer, Buford, DeCrane, Martini, ScottBey, Stickler


1. Cary Brewer announced that Larry Weiss has resigned from the Executive Committee, due to pressing commitments in Alumni Affairs.
2. Ferrari Awards Committee was discussed. Agreement that the former recipient should be asked to serve in an ex-officio role. Twelve names were selected, 2 for each VP, Pres. area. These twelve will be sent a letter asking them to serve on this year's committee.
3. Norma Stickler reported on the elections committee meeting and the procedures that will be followed in collecting nominations, electing Council members, officers, and members to standing committees. The final ASC membership list will be distributed to all administrative staff.
4. Agreement that Sue Caldwell should be asked to attend an executive committee meeting in the near future.
5. Joe Martini is handling distribution of Academic Charters to all members of the administrative staff. The ASC Charter and Bylaws will be included.
6. The Chair of each ASC standing committee will be asked to pass on information and files to the incoming committee chair.
7. Members of the Executive Committee reported on the Computer Workshops held in the past few weeks. Attendance was very good.

  
 \_\_\_\_\_  
 Norma J. Stickler

Notes on Meeting of ASC Executive Committee  
February 8, 1984

PRESENT: Buford, Corbitt, Martini, ScottBey, Stickler

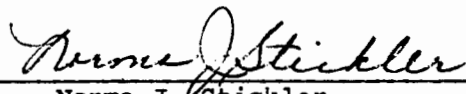
1. Vacation and Professional Development Policies  
Gregg DeCrane had collected data from other Ohio institutions regarding vacation and professional leave policies. These were reviewed and discussed to determine whether changes should be sought in the vacation policy. It was the consensus of opinion that ASC should retain the present vacation policy and focus instead on a professional development policy that would include provisions for professional growth--opportunities to take part in exchanges--on and off campus, workshops, seminars, special courses, etc. Such a policy should include a stipulation that such activities would not require the use of vacation time. Gregg DeCrane and Sue Caldwell will be working on a draft.
2. Ferrari Award Committee membership is nearly complete.
3. Retirement  
PERS members are not presently covered by the new buy-out system which is being investigated for faculty. Changes to the supplemental retirement program as it applies to Administrative Staff are now being drafted.
4. Election process is now under way. Nomination ballots will be tabulated on February 9 and election ballots will be sent with a return date of February 24.

  
Norma J. Stickler

Notes on Meeting of ASC Executive Committee  
March 27, 1984

PRESENT: Brewer, Buford, DeCrane, Martini, Stickler

1. Discussion of agenda items for Council meeting of April 5: Mary Edmonds; update on handbook revisions; proposal to revise the supplemental retirement program; proposed statement on professional development activities.
2. ASC members have been asked to attend meeting on March 30 regarding Cost Containment program being presented by Benefit Plans Risk Management. Cary Brewer will check on whether changes are also being proposed in term life insurance benefits.
3. A question had been raised regarding whether a separate representative should be allocated for the Firelands Campus. There was discussion of the question and agreement that representation should remain as it now is, namely, a part of the Academic Affairs area.
4. Gregg DeCrane reported that the 1983-84 Ferrari Committee will be convening within the next week.
5. Nominees for chair-elect of Council for 1984-85 will be Gregg DeCrane and Judi Roller. Nominees for secretary are Bob Arrowsmith and Jill Carr.



Norma J. Stickler  
Secretary of ASC

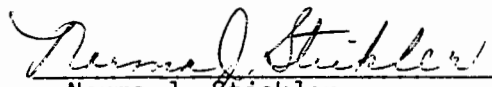
Administrative Staff Council Executive Committee  
May 22, 1984

PRESENT: Brewer, Buford, Corbitt, DeCrane, Martini, ScottBay, Stickler

The agenda for the June 14 meeting was discussed and agreed upon. New members will also be invited. It may be necessary to hold the September meeting during the second week instead of the first week of September. There will be a meeting of the full administrative staff on Monday, August 27 in the Alumni Room of the Union. The Ferrari Award will be presented at the August 27 meeting.

Agenda items for the 1984-85 year were briefly discussed, with agreement that President Olscamp should be invited to a meeting early in the year and that Susan Caldwell should be invited to a meeting. Work should continue on a professional leave policy.

The Administrative Staff Handbook was approved at the May Board of Trustees meeting. Among the revisions was one which changes the procedure for paying fiscal year employees who retire and work in the Supplemental Retirement Program. Henceforth the fiscal year salary will not be converted to an academic year rate in the calculation of salary during the supplemental retirement employment. Administrative staff retirees who work 59 days will now receive one-fourth of their fiscal year rate instead of the former one-fourth of an academic year rate.

  
\_\_\_\_\_  
Norma J. Stickler  
Secretary of Administrative  
Staff Council



Goals and Objectives

Items for consideration submitted at 6/14/84 Meeting.

- development of an administrative staff professional leave policy
- evaluation and merit
- direct representation to the Board of Trustees
- guest speakers - *Shedden, Knight, Shaw*
- increase communication among AS members
- relationship of ASC to the role and mission statement
- develop a policy for involvement in changes in health care benefits
- expand ASC representation on University committees
- *Scholarship*
- *Workshops*
- *Exchanges with Fac Senate & SSC.*
- *Input into various policies*
- *Welfare Comm.*

85-86

*PESS Retirement*

*Review of committees - Space Util., Athletic Comm., Long Range Planning, Bookstore, Advisory Comm.,*  
*- others*

Administrative Staff Council  
Executive Committee  
August 14, 1984

AGENDA

- Opening Session-August 27
- New Administrative Staff Members
- Agenda Items for September 6 Meeting
- Goals & Objectives for 1984-85
- Committee Structure Review ;

Alphabetical Membership Roster  
1984-85

|                    |                                              |
|--------------------|----------------------------------------------|
| Bob Arrowsmith     | Office of Vice President for Student Affairs |
| Cary Brewer        | Office of Registration and Records           |
| Zola Buford        | Office of Registration and Records           |
| Jill Carr          | Housing                                      |
| Wayne Colvin       | Greek Life                                   |
| Jim Corbitt        | Auxiliary Services                           |
| Susan Darrow       | Center for Educational Options               |
| Gregg DeCrane      | Student Activities                           |
| Derek Dickinson    | Standards and Procedures                     |
| Nan Edgerton       | Research Services                            |
| Patrick Fitzgerald | Channel 57                                   |
| Ruth Friend        | Management Support Services                  |
| Jack Gregory       | Athletic Department                          |
| Jim Harris         | Athletic Department                          |
| Kathy Hart         | General Studies Writing                      |
| Bob Hayward        | Physical Plan                                |
| Deb Heineman       | Financial Aid and Student Employment         |
| Carole Huston      | Athletic Department                          |
| Patricia Koehler   | Channel 57                                   |
| Jim Litwin         | Institutional Studies                        |
| Joe Martini        | Bursar                                       |
| Joan Morgan        | University Division                          |
| Judi Roller        | Office of Registration and Records           |
| Marshall Rose      | Placement                                    |
| Jan Scottbey       | EOC                                          |
| Jim Sharp          | University Union                             |
| Deb Weiser         | Publications                                 |
| Larry Weiss        | Alumni & Development                         |
| Jane Wood          | College of Education                         |
| Paul Yon           | Library                                      |
| Ron Zwierlein      | Recreation Center                            |

Administrative Staff Council Membership  
1984-85

Academic Affairs

- ✓ Susan Darrow, 1987 -
- ✓ Nan Edgerton, 1987 -
- Kathy Hart, 1985 -
- Joyce Kapke, 1985 -
- Jim Litwin, 1986 -
- Joan Morgan, 1985 -
- Norma Stickler, 1986 -
- Jane Wood, 1987 -
- ✓ Paul Yon, 1987 -

Operations:

- Jim Corbitt, 1986 -
- ✓ Ruth Friend, 1987 -
- Bob Hayward, 1985 -
- Jim Sharp, 1987 -

Planning and Budgeting

- Cary Brewer, 1986 -
- Zola Buford, 1986 -
- Joe Martini, 1986 -
- Judi Roller, 1985 -

President's Area

- ✓ Jack Gregory, 1987 -
  - ✓ Jim Harris, 1987 -
  - ✓ Carole Huston, 1987 -
  - Jan Scott Bay, 1986 -
  - ✓ Ron Zierlein, 1987 -
- Zierlein*

Student Affairs

- Bob Arrowsmith, 1985 -
- ✓ Jill Carr, 1987 -
- Wayne Colvin, 1985 -
- Gregg DeCrane, 1986 -
- Derek Dickinson, 1986 -
- ✓ Deb Heineman, 1987 -
- ✓ Marshall Rose, 1987 -

University Relations

- Pat Fitzgerald, 1986 -
- ✓ Patricia Koehler, 1987 -
- Larry Weiss, 1985 -
- Deb Weiser, 1985 -

1984-85 Administrative Staff Council  
Executive Committee

Joe Martini - Chairperson  
Gregg DeCrane - Vice-Chairperson  
Jill Carr - Secretary  
Joyce Kepke - Academic Affairs Representative  
Jim Sharp - Operations Representative  
Zola Buford - Planning and Budgeting Representative  
Jack Gregory - President's Office Representative  
Deb Heineman - Student Affairs Representative  
Deb Weiser - University Relations Representative

1984-85 Administrative Staff Council  
Meeting Schedule

Full Administrative Staff Council

1 p.m. - 3:30 p.m.

- Thursday, September 6, 1984 - Taft Room
- Thursday, October 4, 1984 - Taft Room
- Thursday, November 1, 1984 - Alumni Room
- Thursday, December 6, 1984 - Taft Room
- Thursday, January 10, 1985 - Taft Room
- Thursday, February 7, 1985 - Taft Room
- Thursday, March 7, 1985 - Taft Room
- Thursday, April 4, 1985 - Taft Room
- Thursday, May 2, 1985 - Taft Room
- Thursday, June 6, 1985 - Taft Room

Executive Committee Meetings

Noon - 1:30 p.m. Lunch will be served.

All in Canal Room

- |                    |                   |                |
|--------------------|-------------------|----------------|
| August 28, 1984    | December 11, 1984 | April 9, 1985  |
| September 11, 1984 | January 8, 1985   | April 23, 1985 |
| September 25, 1984 | January 22, 1985  | May 14, 1985   |
| October 9, 1984    | February 12, 1985 | May 28, 1985   |
| October 23, 1984   | February 26, 1985 | June 11, 1985  |
| November 13, 1984  | March 12, 1985    |                |
| November 27, 1984  | March 26, 1985    |                |

## 1984-85 Committees

Elected Committee Representation

|                                    |   |                  |
|------------------------------------|---|------------------|
| Monitor Advisory Committee         | - | Joan Gordon      |
| Insurance Committee                | - | Suzanne Crawford |
| Library Advisory Committee         | - | Ann Bowers       |
| Telecommunications                 | - | Pat Fitzgerald   |
| Computing Council                  | - | Joe Martini      |
| Parking Services Appeals Committee | - | John Buckenmeyer |
| *Human Relations Commission        | - |                  |

\*needs to be filled

Internal ASC Committees Needing Members

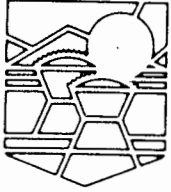
Administrative Staff Handbook  
 By-laws  
 Elections  
 Professional Development  
 Ferrari Award  
 Evaluation

Goals and Objectives

Items for consideration submitted at 6/14/84 Meeting.

- development of an administrative staff professional leave policy
- evaluation and merit
- direct representation to the Board of Trustees
- guest speakers
- increase communication among AS members
- relationship of ASC to the role and mission statement
- develop a policy for involvement in changes in health care benefits
- expand ASC representation on University committees
- *scholarship*
- *Fac Senate bylaw changes*
- *Handbook updates*
- *Education, Assessment,*





Bowling Green State University

Administrative Staff Council  
Bowling Green, Ohio 43403

August 23, 1984

MEMORANDUM

TO: Administrative Staff Council Executive Committee Members  
FROM: Jill Carr, ASC Secretary J.C.

We have been invited to attend a meeting on September 12, 1984 at 3:30 regarding the possibility of an insurance rate raise. Paul Nusser and Russ Meister will present all pertinent information regarding this issue. The meeting will be held in the McFall Center Assembly Room. Members of the Faculty Senate Welfare Committee will also be in attendance.

Please contact me if you cannot attend.

Thank you.

JC/jm

Administrative Staff Council  
Executive Committee  
August 14, 1984

Minutes

Members Present: Gregg DeCrane, Jim Sharp, Deb Heineman, Jill Carr, Deb Weiser, Joe Martini

Members Absent: Jack Gregory, Zola Buford, Joyce Kepke

The Annual "All Administrative Staff" Meeting was planned. This meeting will be held on August 27, 1984 from 3 p.m. - 6 p.m. in the Alumni Room of the University Union. Invitations will be sent to all administrative staff members. Special notes will be sent to new members of the administrative staff extending our welcome.

At 4 p.m. the following agenda will occur:

- 1. Welcome by Joe Martini
- 2. Introduction of new administrative staff members
- 3. Presentation of the Ferrari Award by Gregg DeCrane
- 4. Resolutions for Cary Brewer and Norma Stickler read by Bob Arrowsmith
- 5. Response from Cary Brewer and Norma Stickler

Wine and cheese will be served. A \$1.00 donation will be requested. A table will be set up at the door with name tags, membership rosters, a list of the 1983-84 accomplishments, and the donation box.

Jill Carr will send letters of invitation to the President, Vice Presidents, Art Neal, and Susan Caldwell.

A tentative agenda was established for the September 6 full council meeting. Items will include:

- 1. 1984-85 Goals and Objectives
- 2. Filling of Committee Vacancies
- 3. Meeting Format
- 4. Communication with constituents

This agenda will be finalized at our 8/28 meeting.

The next meeting of the ASC Executive Committee will be on 8/29/84 at noon in the Canal Room.

Respectfully submitted,



Jill Carr  
ASC Secretary

Administrative Staff Council  
Executive Committee

Minutes  
August 25, 1984

Members Present: Joe Martini, Gregg DeCrane, Jill Carr, Joyce Kepke, Jim Sharp, Zola Buford, Jack Gregroy, Deb Heineman, Deb Weiser-McLaughlin

Joe Martini announced that Zola Buford is this year's recipient of the Ferrari Award. Congratulations were extended to Zola. Joe also commented that our opening reception went well. He extended thanks to Jim Sharp and Jill Carr for setting up the reception.

All full council meetings will begin at 1:30 p.m. not 1 p.m.

Agenda items for the 9/6 full council meeting were planned. Reminder memos will be sent to all council members.

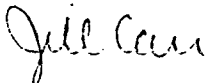
Discussion took place regarding the possible re-establishment of a committee to investigate child care services on campus. Deb Heineman explained that the EOC committee will be conducting a needs analysis survey regarding child care this fall. We will wait for the results of this survey.

A replacement for Jim Harris needs to be found. The person with the next highest amount of votes from the President's area to be contacted.

Jill Carr will contact Susan Caldwell to obtain an alphabetical listing of all administrative staff.

The Executive Committee will meet again on September 11 at noon in the Canal Room.

Respectfully submitted,



Jill Carr  
Secretary

ADMINISTRATIVE STAFF COUNCIL

EXECUTIVE COMMITTEE

September 11, 1984

- 1) Election for a replacement for Judi Roller
- 2) Committee Assignments - call 1
- 3) Communication Network - Da
- 4) Parlimentary Procedure - Jugg, ~~EP~~ Chair dist.
- 5) Guest Speakers to Administrative Staff Council
- 6) For the good of the order

*Lee Olscamp*  
*Susan Caldwell* > me call  
*at Neal*

4  
 Oct 4 or Nov 1  
 1:30 Toff

By-Law Committee - Bob Arrowsmith, Norma Stickler

Election Committee - Jill Carr (Chair)

Evaluation/Merit Committee - Wayne Colvin, Nan Edgerton, Joan Morgan, Marshall Rose

*WJ*  
*WJ's list sheet*

Ferrari Award - Joyce Kepke (Chair)

Handbook Committee - Susan Darrow, Pat Fitzgerald

Human Relations Committee - <sup>ision</sup>James Corbitt + Joan Morgan

Insurance Committee - Suzanne Crawford

President's Panel - Cary Brewer

Professional Development Committee - Kathy Hart, James Litwin,  
Jane Wood

Scholarship Committee - Bob Arrowsmith, Zola Buford, Deb Heineman,  
Jane Wood

# Administrative Staff Council

|                               | # Staff<br>in Unit | Representation<br>Assignment |
|-------------------------------|--------------------|------------------------------|
| <u>Operations</u>             |                    |                              |
| Plant Operations              | 12                 | Bob Hayward                  |
| Auxiliary Support             | 7                  | Jim Corbett                  |
| Public Safety                 | 2                  | Jim Corbett                  |
| Management Support - Division | 8                  | Jim Sharp                    |
| Management Support - Other    | 6                  | Paul Freund                  |
| Personnel Support             | 3                  | Paul Freund                  |
| W/B - Office                  | 2                  | Paul Freund                  |

## University Relations

|                    |    |                                 |
|--------------------|----|---------------------------------|
| Public Relations   | 10 | Art Hoover                      |
| Alumni Development | 7  | Gary Davis                      |
| W/Bolt - TV        | 10 | Walt Fitzgerald<br>(Pat Kehler) |

## Planning & Budgeting

|                             |    |             |
|-----------------------------|----|-------------|
| W/B Office                  | 2  | John Gubay  |
| Administration              | 6  | John Gubay  |
| Treasurer, Survey Services  | 9  | Joe Martini |
| Computer Services           | 10 | Gary Bruce  |
| Registrar's Office          | 4  | John Roller |
| Administrative Staff Person | 2  | John Roller |
| Capital Planning            | 1  | John Roller |

# Staff in Office

Representation Assignment

President's Area

|                         | # Staff in Office | Representation Assignment |
|-------------------------|-------------------|---------------------------|
| President's Office      | 2                 | Jim Beckley               |
| Administrative Services | 2                 | Jim Beckley               |
| Student Services, Inc.  | 1                 | Jim Harris                |
| " Financial Affairs     | 2                 | Jim Harris                |
| " Recruitment           | 2                 | Jim Harris                |
| " Promotions            | 1                 | Jim Harris                |
| Football                | 9                 | Jack Gregory              |
| Baseball                | 3                 | Jack Gregory              |
| Tennis                  | 3                 | Jack Gregory              |
| Other sports            | 12                | Jack Gregory              |
| Boys                    | 2                 | Paul Zwickler             |
| Sports Information      | 2                 | Paul Zwickler             |
| Student Services        | 3                 | Paul Zwickler             |
| See above               | 3                 | Paul Zwickler             |

Karen McHugh

# Staff  
in Area

Representation  
Assignment

Student Affairs

Financial Aid 6 Bob Freeman

Counseling 1 Bob Freeman

Placement 4 Marshall Rose

Rec Center 3 Marshall Rose

Rec Assistant's Office 1 Bob Freeman

Yield's Center 13 Bob Freeman

Student Activities 5 Craig Mc Crane

Student Development 6 Craig Mc Crane

Housing

Residence Hall Area, small apart housing, or both off-campus housing 15 Wayne Cohen

Providence Dept Area 2 Jill Carr

Continental Development 13 Kevin Robinson

Student Activities 1 Curtis Robinson



# Staff  
on base

Representation  
Assignment

Academic Affairs

|                      |    |                |
|----------------------|----|----------------|
| VP's Office          | 2  | Norma Stickler |
| Guilford             | 10 | Norma Stickler |
| Inst. Studies        | 1  | Jim Lickin     |
| Health & Comm. Serv. | 2  | Jim Lickin     |
| Music                | 3  | Jim Lickin     |
| Technology           | 1  | Jim Lickin     |
| CEO                  | 3  | Joan Morgan    |
| Co-operative Ed.     | 1  | Joan Morgan    |
| Environmental Prog.  | 1  | Joan Morgan    |
| International Prog.  | 1  | Joan Morgan    |
| Spence Program       | 1  | Susan Harwood  |
| Instructional Media  | 10 | Susan Harwood  |
| Continuing Ed.       | 5  | Joan Kirk      |
| Library & C.A.C.     | 1  | Faith Jones    |
| Student Services     | 7  | Don Edgerton   |
| Arts & Sciences      | 13 | Barry Ford     |
| Education            | 6  | Joan Kirk      |
| Business Ad.         | 5  | Joan Kirk      |

PLANNING & BUDGETING

|                                                                       |             |
|-----------------------------------------------------------------------|-------------|
| Linda Hamilton<br>Asst to the Vice President for Planning & Budgeting | Zola Buford |
| Susan Caldwell<br>Director<br>Administrative Staff Personnel Services | Cary Brewer |
| Shirley Colaner<br>Coordinator<br>Contract Personnel Information      | Cary Brewer |
| Robert J. McGeein<br>Director<br>Capital Planning                     | Cary Brewer |
| Donald B. Passmore, Jr.<br>Director, Internal Auditing                | Zola Buford |

ADMISSIONS

|                                                 |             |
|-------------------------------------------------|-------------|
| John Martin<br>Director                         | Zola Buford |
| Thomas L. Glick<br>Executive Associate Director | Zola Buford |
| Daniel R. Shelley<br>Associate Director         | Zola Buford |
| Cheryl A. Krockner<br>Assistant Director        | Zola Buford |
| Lisa C. Cahvers<br>Admissions Counselor         | Zola Buford |
| Kerry L. Foldenauer<br>Admissions Counselor     | Zola Buford |

REGISTRATION & RECORDS

|                                                           |               |
|-----------------------------------------------------------|---------------|
| Cary Brewer<br>Registrar                                  | Cary Brewer   |
| Zola Buford<br>Associate Registrar<br>Director of Records | Zola Buford   |
| To Be Elected<br>Director, Registration                   | To-Be Elected |

REGISTRATION & RECORDS (cont'd)

Duane E. Whitmire  
Director, Scheduling

Zola Buford

Rebecca K. McOmber  
Assistant Registrar

Cary Brewer

COMPUTER SERVICES

Richard Conrad  
Director

Cary Brewer

Elaine Badik  
Systems Analyst

Cary Brewer

Susan Cerney  
Systems Analysis Consultant

To Be Elected

William Gerwin  
Manager, Major Systems Development

To Be Elected

John S. Gruber  
Director  
Technical Computer Services

Cary Brewer

Susan Gruber  
Systems Analyst

To Be Elected

Steven J. Herber  
Senior Systems Programmer

To Be Elected

James P. Hoy  
Systems Programmer Supervisor

To Be Elected

Joseph Luthman  
Systems Programmer

To Be Elected

Dale Schroeder  
Director, Academic Computer Services

Cary Brewer

Charles L. Schultz  
Assistant to the Director

Cary Brewer

Connie Stein-Shelley  
Systems Analyst

To Be Elected

Kent Strickland  
Senior Systems Programmer

To Be Elected

Debra A. Wells  
Jr. Systems Programmer

To Be Elected

## COMPUTER SERVICES (cont'd)

Richard Zera  
Director, Administrative Computer Services

Joe Martini

## TREASURER/BUSINESS OFFICE/BURSAR

Paul R. Nusser  
Treasurer

Joe Martini

Ilse Thomas  
Investment Manager

Joe Martini

Beryl D. Smith  
Assistant to the Treasurer

Joe Martini

David Hoehner  
Staff Accountant

Joe Martini

Clarence Lane  
Director, Restricted Fund Accounting

Joe Martini

Carl A. Lipp, Jr.  
Director, Financial Accounting

Joe Martini

John G. Schroeder  
Chief Accountant

Joe Martini

Lori-C. Schumacher  
Coordinator, Payroll Accounting

Joe Martini

Joseph E. Martini  
Bursar

Joe Martini

Administrative Staff Council  
Executive Committee  
September 11, 1984  
Minutes

Members Present: Joe Martini, Zola Buford, Gregg DeCrane, Joyce Kepke, Deb Heineman, Jill Carr, Jack Gregory

J. Martini reviewed the motion approved at the 9/10 emergency meeting. It was decided to contact the insurance committee and Sus Crawford regarding our recommendation.

An election will be held in the Planning and Budgeting area to find a replacement for Judi Roller. This person will finish out Judi's term and will be eligible for election to a 3 year term. J. Carr will handle the nomination and election process.

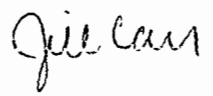
J. Martini presented a plan to improve our communication network. This will be finalized at our 10/4 meeting.

D. DeCrane will serve as parliamentarian at future meetings.

G. DeCrane agreed to contact Susan Caldwell and Dr. Paul Olscamp for guest appearances at meetings this semester.

Our next meeting is scheduled for 9/25/84 at noon.

Respectfully submitted,



Jill Carr  
ASC Secretary

Administrative Staff Council  
Executive Committee  
September 25, 1984  
Minutes

Members Present: Gregg DeCrane, Deb Weiser-McLaughlin, Joe Martini, Deb Heineman,  
Jill Carr

1. The following guest speakers have been confirmed:

Susan Caldwell - October 4  
Dr. Paul Olscamp - November 1

Suggestions for future speakers are:

December meeting - Dr. Mary Edmonds - topic: Student Code  
February meeting - Dr. Art Neal - Chair, Faculty Senate  
March meeting - Sharon Stuart - Chair, Classified Staff Advisory  
Committee  
May meeting - Don Boren - Chair-elect, Faculty Senate

2. The proposal for the communication network will be presented to the full council on 10/4. A list of each council member and the constituents they will represent will be handed out.
3. The ASC scholarship committee has met with Jim Hodge and Larry Weiss. Our idea was very well received. Several suggestions were offered. A list of possible selection criteria and a memo indicating our desire to establish this account will be presented at our 10/4 meeting.
4. Committee assignments were reviewed and will be presented again at the 10/4 meeting.
5. The distribution of our minutes to Faculty Senate and CSAC was discussed. Joe Martini will contact Jo Mahoney about the numbers needed for SEC. We will also recommend that they send enough copies for our executive committee only, not the full council.
6. The election for Judi Roller's replacement is in progress. The new person will be on board by 10/4.
7. The issue of the vice-presidential area grievance committees and the fact that these committees cannot deal with a termination issue was brought up. This policy is not stated in the Administrative Staff Handbook. It is recommended that the handbook review committee consider this issue.
8. The discussion of our goals was tabled until our next executive board meeting.

Our next meeting is scheduled for October 9 at noon in the Canal Room.

Respectfully submitted,



Jill Carr  
ASC Secretary

Executive Committee  
Administrative Staff Council  
September 25, 1984

- 1) Guest speakers at future meetings

Sue Caldwell - October 4, 1984 - *Toft* - *Call*  
 Dr. Paul Olscamp - November 1, 1984 - *Alumni*

- 2) Communication Network

*General Comments*  
*features*

- 3) Update on ASC Scholarship

- 4) Committee Assignments

- 5) Contract Staff Study - *working from base*

*Dec - Mary Edwards - Student Cook*

- 6) Agenda for October 4, 1984

*Jan-Feb - Art Neal*

- A) Sue Caldwell
- B) Update on Scholarship
- C) Communication Network
- D) Professional Development
- E) Evaluation/Merit
- F) *Other Committee Assign*

*Mar - Sharon Stewart - Clerk A.C.*

*May - Don Brown*

- 7) Distribution of copies of minutes

- 8) Election of representative from Planning and Budgeting

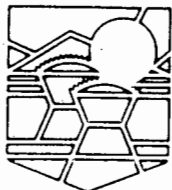
- 9) Goals

AGENDA

Executive Committee  
Administrative Staff Council  
Tuesday, October 9, 1984

- 1. ASC Scholarship
- 2. Attendance Reminder
- 3. Guest Speakers
- 4. Handbook Committee, Topics *< Grievance Proc.  
Adm. Leave*
- 5. Grievance Committee
- 6. Solicitation Policy - *Lead - Col. J.R.*
- 7. Representative to the 75th Anniversary Committee





Bowling Green State University

October 9, 1984

Administrative Staff Council  
Bowling Green, Ohio 43403

MEMORANDUM

TO: Dave Malley, Chairperson, Classified Staff Advisory Committee

FROM: Jill Carr, Secretary, Administrative Staff Council *Jill Carr*

RE: Exchange of Minutes

At a recent meeting of the Administrative Staff Council Executive Committee, a discussion took place regarding the exchange of minutes of our two organizations. We feel that communication between the classified staff and the administrative staff could be enhanced if we exchange the minutes from our official meetings.

I will plan to send you enough copies for the full committee or for your executive committee, whichever you prefer. Please let me know the number you will need.

For your information, our full council has 33 members. Our executive committee has 9 members. Should you decide to share your minutes with us, please send the copies directly to me for distribution.

It is our hope that we can begin this communication network very soon. If you have any questions, please do not hesitate to contact me.

Thank you and I will look forward to hearing from you soon.

JC/jm

cc: Joe Martini  
Gregg DeCrane ✓

BOB ARROWSMITH

Administrative Staff Council  
Executive Committee  
Minutes  
October 9, 1984

|                  |               |                       |
|------------------|---------------|-----------------------|
| Members Present: | Zola Buford   | Deb Weiser-McLaughlin |
|                  | Joe Martini   | Jill Carr             |
|                  | Joyce Kepke   | Deb Heineman          |
|                  | Gregg DeCrane | Bob Arrowsmith        |

Members Absent: Jim Sharp  
Jack Gregory

**VICE PRESIDENT**  
**OCT 10 1984**  
**STUDENT AFFAIRS**

- Jill Carr will replace Joan Gordon as the ASC representative to the Monitor Advisory Committee
- ASC needs to appoint an official representative to the 75th Anniversary Committee
- Bob Arrowsmith presented further information on the Administrative Staff Scholarship. It has been decided that the committee will come back to the full council with a proposal based on input from the full administrative staff. A survey will be developed and given to all ASC members. Each council members should then collect input from their constituents.

It was suggested that council and non-council members be involved with the selection of scholarship recipients. Also, a by-law should be added stating that this selection committee be established each year.

- Joe Martini agreed to draft a letter to all ASC members regarding attendance at meetings. Executive committee members will review this letter before it goes out.
- The issue of guest speakers at full council meetings was discussed. It was decided to continue to plan on Dr. Olscamp at the November meeting and Dr. Mary Edmonds at the December meeting. Other speakers will be invited if issues come up or the need arises.
- The Handbook Committee will be asked to specifically look at the:
  1. grievance policy
  2. vacation policy
  3. administrative leave policy

In addition, general editing of the handbook needs to take place. This task needs to be completed by March 1, 1985. The Board of Trustees will review our recommendations at their April meeting.

Joe Martini will meet with Phil Mason on 10/10 to discuss the solicitation policy.

The Executive Committee will meet again at noon on October 23, 1984 in the Canal Room.

Respectfully submitted,

*Jill Carr*  
Jill Carr  
ASC Secretary

AGENDA

Executive Committee  
Administrative Staff Council  
Tuesday, October 23, 1984

- ~~1.~~ Communication Network.
- ~~2.~~ Solicitation Policy - letter to Philip Mason.
3. 1984-85 Administrative Staff Handbook.
4. Change the wording of the "Professional Development" policy.
5. Scholarship survey.
6. Representative to 75th Anniversary Committee.

Administrative Staff Council  
Executive Committee  
October 23, 1984  
Minutes

Members Present: Jill Carr Joyce Kepke  
Deb Weiser-McLaughlin Joe Martini  
Jim Litwin Jim Sharp  
Gregg DeCrane Zola Buford  
Jack Gregory Deb Heineman

- J. Martini presented the completed communication network. Copies will be sent to all ASC members for review prior to the 11/1 meeting. The network will be finalized at the 11/1 meeting and published to all administrative staff.
- The Executive Committee reviewed the memo to be sent to Phil Mason regarding the solicitation policy. Several changes were suggested and subsequently made. The final copy will be typed and sent to Phil Mason, Art Neal, David Roller and all ASC members.
- Discussion took place regarding the professional development policy. Susan Caldwell spoke with Dick Eakin regarding the approval portion of this policy. Dick Eakin clarified that Administrative Council did clearly state that the appropriate area Vice President must approve attendance at a workshop held on campus. After much discussion it was decided that we need to know the rationale behind this statement. Each area representative should speak with his/her vice-president regarding this issue. Further discussion will occur at the 11/1 meeting.
- J. Kepke brought up an issue for the Handbook Review Committee to look at. This refers to the policy regarding part-time administrative staff members.
- One final suggestion was made regarding our executive committee lunch meetings. It was suggested that the business agenda be started while we are eating to aid us in covering all agenda items before 1:30.

The meeting was adjourned at 1:40 p.m. Our next meeting is November 6 at noon in the Canal Room.

Respectfully submitted,

*Jill Carr*  
Jill Carr  
ASC Secretary

GREGG DECRANE

Administrative Staff Council  
Executive Committee  
November 13, 1934

AGENDA

- 1. Follow-up on Olscamp Presentation
- 2. Professional Development Workshop Policy Discussion
- 3. Scholarship Survey Update - *improved return end of the month*  
*Dec. meeting*
- 4. By-Laws and Absenteeism
- 5. Handbook Update - *hand for editorial changes*
- 6. Severe Weather Policy for Staff

Administrative Staff Council  
Executive Committee  
November 13, 1984

Minutes

|                  |               |                       |
|------------------|---------------|-----------------------|
| Members Present: | Zola Buford   | Joyce Kepke           |
|                  | Jill Carr     | Joe Martini           |
|                  | Gregg DeCrane | Jim Sharp             |
|                  | Jack Gregory  | Del Weiser-McLaughlin |
|                  | Deb Heineman  |                       |

Comments have been positive regarding Dr. Olscamp's question and answer session with the Council. A thank-you note has been sent.

Discussion of the Professional Development Committee workshop policy took place. It seems that most vice-presidents feel that their approval is requested in order to insure that administrative staff members do have the opportunity to attend on campus professional development workshops. This information will be passed on to the committee with a request that the committee present a formal proposal on this issue at our December meeting.

Many more scholarship surveys have been submitted. At the December meeting the proposed requirements will be presented.

The by-laws regarding absenteeism were reviewed. A letter will be sent to Marshall Rose to inform him that a vote will occur at our next full council meeting regarding his status as a member. An attendance reminder letter will also be sent to Derek Dickinson and Larry Weiss.

If any by-laws need to be updated or changed members should contact Norma Stickler.

The Handbook Review committee will meet with Susan Caldwell on Friday. Any editorial changes should be sent to Susan.

A suggestion was made to review the severe weather policy in relation to administrative and classified staff. The policy has been revised in relation to commuter students, however no clear cut policy exists for staff. A committee to be chaired by Deb Weiser-McLaughlin will be set up to review this policy. Sharon Stuart, chair of CSAC, will be asked to sit on this committee.

A memo will be sent to all Council members to request that they review the proposed racial harassment policy. Specific attention should be paid to the "definitions" and "regulations" sections. Feedback should be sent directly to Suzanne Crawford.

Joe Martini agreed to appoint an ASC liaison to the Faculty Senate and to the Classified Staff Advisory Committee.

A report from the Exigency Committee was handed out for Executive Committee review.

The meeting was adjourned at 1:30 p.m. The Executive Committee will meet again on Tuesday, November 27, 1984 at noon in the Canal Room.

Respectfully submitted,

*Jill Carr*  
Jill Carr  
ASC Secretary



Bowling Green State University

November 19, 1984

Administrative Staff Council  
Bowling Green, Ohio 43403

MEMORANDUM

|     |                |                       |
|-----|----------------|-----------------------|
| TO: | Bob Arrowsmith | Deb Heineman          |
|     | Zola Buford    | Joyce Kepke           |
|     | Susan Darrow   | Joe Martini           |
|     | Gregg DeCrane  | Jim Sharp             |
|     | Pat Fitzgerald | Deb Weiser-McLaughlin |
|     | Jack Gregory   | Paul Yon              |

FROM: Jill Carr, ASC Secretary *Jill Carr*

RE: November 27th Executive Committee Meeting

The Administrative Staff Council Executive Committee will meet at noon on November 27, 1984 in the Campus Room of the University Union. Our location has been changed due to the increased size of our group. Agenda items will include:

- report from the Scholarship Committee
- report from the Handbook Committee

Lunch will be served at this meeting. If you cannot attend, please contact me by noon on Monday, November 26, 1984.

Thank you.

JC/jm

ASC EXECUTIVE COMMITTEE  
NOV. 27, 1984

1. REPORT FROM SCHOLARSHIP COMMITTEE
2. REPORT FROM HANDBOOK COMMITTEE
3. BUDGET REQUEST
4. ABSENTEEISM



Administrative Staff Council  
Executive Committee  
Minutes  
November 27, 1984

Members Present: Pat Fitzgerald, Deb Weiser-McLaughlin, Deb Heineman, Jill Carr,  
Gregg DeCrane, Jim Sharp, Paul Von, Bob Arrowsmith, Joe Martini,  
Joyce Kepke

Members Absent: Jack Gregory, Zola Buford

- Scholarship committee report was submitted. Copy on file.  
Discussion took place regarding GPA vs. class standing. It was decided that the top 10% of each undergraduate college will be eligible to apply. The criteria used for a Guaranteed Student Loan will be used to determine financial need.  
Only upperclass students will be eligible including part time students. Applicants will be able to write a paragraph describing special circumstances. Retired administrative staff will be included in the fund raising drive for this scholarship.  
This information will be presented to the full council on 12/6.
- Pat Fitzgerald and Paul Von presented the report from the Handbook Review Committee. P. Von is the chair.  
It was suggested that the name of the committee be changed to the Personnel Welfare Committee. This will help to resolve some difficulties and give the committee some status. One additional member is needed. Committee members need to be elected and terms should be staggered to provide continuity. The committee will remain ad hoc for this year. It was suggested that committees be established in accordance with the by-laws.  
One major issue to be investigated by this committee is the grievance procedure. Currently dismissal and contract non-renewal are not grievable. This issue needs further clarification and revision.
- Gregg DeCrane presented the budget request for 1985-86. Copy on file.

The meeting was adjourned at 1:30 p.m.

Next meeting is 12/11 at noon in the Canal Room.

Respectfully submitted,

*Jill Carr*  
Jill Carr  
ASC  
Secretary

ADMINISTRATIVE STAFF COUNCIL  
Dec. 11, 1984  
EXECUTIVE COMMITTEE

AGENDA

- ~~1.~~ Ferrari Award Plaque — *order plaque*
- ~~2.~~ Replacement for Marshall Rose — *names out of hat* *Prize Changed*
- ~~3.~~ Scholarship
- ~~4.~~ Personnel Welfare Committee — Nan Edgerton
- ~~5.~~ By-laws — *Mama & Bob*
- ~~6.~~ Elections — Officer Nominations
- ~~7.~~ Ferrari Award Committee
- ~~8.~~ Insurance
- ~~9.~~ Jan. Meeting Date Change

17

*I have sent a thank you to Tracy*

Administrative Staff Council  
Executive Committee  
December 12, 1984

Minutes

Members Present: Jill Carr, Joe Martini, Jack Gregory, Gregg DeCrane, Jim Sharp, Deb Weiser-McLaughlin

Member Absent: Joyce Kepke, Deb Heineman

G. DeCrane will order a plaque to be hung in the Administrative Staff Personnel Services Office which will serve as the University's permanent recognition of all Ferrari Award winners. G. DeCrane has also turned over all Ferrari Award files to J. Kepke. Selection process should begin after the 1st of the year.

A four way tie exists for Marshall Ross's replacement. All 4 names were placed in a "hat" ( it was really an ashtray). The following order will be used:

- 1. Peace Champion
- 2. Stephanie Piechowiak
- 3. Joanne Navin
- 4. Bill Lanning

The Administrative Staff Scholarship was discussed. Bob Arrowsmith and Deb Heineman will prepare a proposal for Jim Hodge regarding the collection of pledge cards, standardizing the giving plan, and our goal for our first drive. We should also request response report so we know who has given and how much.

J. Martini will speak with N. Edgerton about joining the Personnel Welfare Committee.

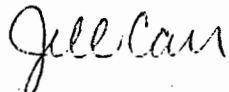
Bob Arrowsmith and Norma Stickler will be invited to the 1/8 Executive Committee meeting to review by-law changes.

J. Carr will set up a timetable for elections and officer nominations.

J. Martini requested that questions and comments regarding our insurance package be sent to J. Carr. A final compilation of questions and comments will be sent to S. Crawford.

The January meeting date has been changed to 1/17 at 1:30 p.m. in the Taft Room.

Respectfully submitted:



Jill Carr  
Secretary  
ASC



Bowling Green State University

*x.c. HSC Education  
Committee  
any thoughts on this  
m  
J. Martini*

Office of the President  
Bowling Green, Ohio 43403  
Cable: BGSUOH

January 4, 1985

MEMORANDUM

TO: Dr. Mary Edmonds, Vice President for Student Affairs  
Troy Lindsey, Chair, Black Student Union  
David Maley, Chair, Classified Staff Advisory Committee  
Joe Martini, Chair, Administrative Staff Council  
Art Neal, Chair, Faculty Senate  
Patricia Remington, Chair, Equal Opportunity Committee  
John Scott, Chair, Minority Caucus  
Robert Torres, Latin Student Union

FROM: Paul J. Olscamp  
President

One of the recommendations of the Minority Affairs Committee B was that the President organize an advocacy council which would report to the President and work through the vice presidential areas to affect changes for minorities in a multi-cultural environment. Annually, such a committee would report to a university committee the results of its work, it would monitor the climate of racial relations on campus, review curricular changes in consideration of the consequences those changes might have on minority students, and would review the commitment to increase minority faculty and staff.

In my response to this particular recommendation, I indicated that I was not sure of its wisdom. A number of things concern me. It would not be possible for such a committee to report directly to the President of the University, because the work load of this office simply does not permit it. There are too many committees with whom the President must work already. Furthermore, the weight of responsibility already carried by such people as Chair of the Faculty Senate, and of the Administrative Staff Council are of such magnitude that they have little enough time left for their other duties.

However, I did agree to ask the advice of all of the offices which were recommended for membership on the committee before reaching a final decision. Therefore, I would like to ask for your individual thoughts on the matter, in writing, and I would appreciate it if you would send me your advice no later than February 1, 1985.

I appreciate your consideration.

PJO:mg

Schlauging Bess Account

RE-2CC

Administrative Staff Council  
Executive Committee  
January 8, 1985  
Agenda

- 1. University Committees - Non fac. chairs
- 2. CCAC Minutes - there will be a change
- 3. Microcomputer Workshop - ✓
- 4. Agenda Planning for 1/17 - { Welfare Com.  
Wage C-report  
Schlauging  
Electronics Com. Minutes.
- 5. Scholarship
- 6. Insurance Input
- 7. Part-time administrative staff vacation and fee waiver policies
- 8. Salary equity pool
- 9. By-laws - 1/22 - Bring By-laws

What about S.A. Grievance Com.?

Check with Comm Met to see if they are working

Administrative Staff Council  
Executive Committee  
January 8, 1985

Minutes

Members Present: Deb Heineman, Jill Carr, Zola Buford, Deb Weiser-McLaughlin, Jim Sharp, Joyce Kepke, Gregg DeCrane, Joe Martini

Members Absent: Jack Gregory

J. Martini will contact Art Neal regarding the suggested charter revision in which only faculty members would be eligible to chair University standing committees.

The Classified Staff Advisory Committee has agreed to share minutes with us.

The announcement regarding the Microcomputer Workshops is out. Administrative Staff should seek permission to attend these workshops from their area vice-presidents. This part of the workshop policy is being enforced within the Student Affairs area. Other area representatives were asked to check on enforcement in their departments.

The agenda for the 1/17 meeting will be:

- 1. Report from Merit & Evaluation Committee
- 2. Report from Scholarship Committee
- 3. Report from Personnel Welfare Committee
- 4. Election Committee - members needed
- 5. Insurance issue
- 6. Report from the Exigency Committee

Deb Heineman, Zola Buford, and Jane Wood will continue to operate as the Scholarship Committee.

Art Neal has indicated that he is supportive of having an ASC representative on the CAP committee.

The memo from Susan Caldwell regarding part time administrative staff vacation and fee waiver benefits will be sent to ASC members with the 1/17 agenda memo.

The creation of a salary equity pool for Administrative Staff was discussed. It was decided that further clarification and information is needed before we can proceed any further.

Norma Stickler and Bob Arrowsmith will attend our 1/22 meeting to discuss by-law revisions.

Our next meeting will be on 1/22/85 at noon in the Canal Room.

Respectfully submitted,



Jill Carr  
Secretary  
ASC

Administrative Staff Council  
Executive Committee  
February 1, 1985

Agenda

- 1. By-laws Review
- 2. Scholarship Update
- 3. Maternity Leave Policy
- 4. Olscamp Letter
- 5. Ferrari Award Committee
- 6. Elections
- 7. Agenda Planning

Next meeting is 2/12/85 in the Canal Room.

*Judy Biggs*  
*Tom Misuraca*  
*Tonya Stewart*  
*Ellen Kasper*

Administrative Staff Council  
Executive Committee  
February 1, 1985

Members Present: Deb Heineman, Gregg DeCrane, Deb Weiser-McLaughlin, Norma Stickler, Joe Martini, Jim Sharp, Joyce Kepke, Bob Arrowsmith, Jill Carr

Members Absent: Jack Gregory

N. Stickler and B. Arrowsmith presented the proposed by-law revisions. Members received copies of the proposal.

Suggestions made by the Executive Committee are:

1. In the event that there is a tie in the number of votes for the persons receiving the next highest number of votes, the vacancy shall be filled by lot conducted by the Executive Committee (Section 2, OTHER vacancies)
2. The Scholarship Committee needs to be added to the list of standing committees and will have 3 members (Article 2, COMMITTEES)

Proposed changes will be sent to Council members with the 2/7 meeting agenda. Twenty days must be given for review and discussion, therefore the final vote cannot be taken until the March meeting. A request will be made at the 2/7 meeting to accept this as a working document.

D. Heineman presented the update on the scholarship. Members received copies of the time line and drafts of letters to be sent to all administrative staff. Pledge cards have been printed and are now ready for distribution. The Executive Committee will be the first group to submit pledges. Completed cards should be returned to Deb Heineman. If you do not wish to have anyone view your pledge card, submit it in a sealed envelope.

The form recently designed for Administrative Staff maternity leave was discussed. Evidence of strong opposition to this form and the way it came about was expressed. It was also pointed out that the Administrative Staff Handbook must be changed if this policy goes into effect.

D. Weiser-McLaughlin will write a suggested revision to this form for presentation to the full council.

J. Martini will forward our response letter regarding the creation of a Minority Advocacy Council to Dr. Olscamp. Copies were distributed to committee members.

J. Kepke requested suggestions of names for Ferrari Award Committee members. Each vice-presidential area representative submitted 4 names to Joyce. The committee will consist of 2 representatives from each vice presidential area plus Joyce Kepke and Zola Buford.



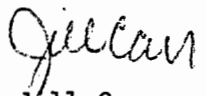
Administrative Staff Council  
Executive Committee  
Minutes  
Page 2

Agenda items for the 2/7 full council meeting will include:

- 1. Report from Jim Hodge
- 2. By-Law Revisions
- 3. Handbook Revisions
- 4. Election Timetable

The meeting was adjourned at 1:45 p.m. Our next meeting is scheduled for 2/12/85 at noon in the Canal Room.

Respectfully submitted,



Jill Carr  
Secretary  
ASC

Administrative Staff Council  
Executive Committee  
February 7, 1985

Members Present: Deb Heineman, Gregg DeCrane, Deb Weiser-McLaughlin, Norma Stickler, Joe Martini, Jim Sharp, Joyce Kepke, Bob Arrowsmith, Jill Carr

Members Absent: Jack Gregory

N. Stickler and B. Arrowsmith presented the proposed by-law revisions. Members received copies of the proposal.

Suggestions made by the Executive Committee are:

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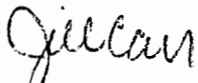
Administrative Staff Council  
Executive Committee  
Minutes  
Page 2

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Respectfully submitted,



Jill Carr  
Secretary  
ASC

Administrative Staff Council  
Executive Committee  
February 12, 1985

Minutes

Members Present: Zola Buford, Deb Weiser-McLaughlin, Jill Carr, Joe Martini, Gregg DeCrane, Jim Sharp, Paul Yon.

Members Absent: Deb Heineman, Jack Gregory, Joyce Kepke

P. Yon was present to discuss issues relevant to the revision of the Administrative Staff Handbook. The three policy issues discussed were:

- 1. maternity/paternity/adoption leave policy
- 2. smoking/no smoking area policy
- 3. severe weather policy

The following decisions were made regarding these policies:

- 1. P. Yon will convene the Personnel Welfare Committee to draft a response to S. Caldwell's most recent memo regarding maternity/paternity leave. The Executive Committee shared their opinions with Paul and will meet to review the recommendations to be made by the Personnel Welfare Committee. There is a definite need to have this policy revised this year.
- 2. Some changes are being requested to the smoking area policy, particularly the exclusion of restrooms in academic and office buildings. Also, the clause currently referring to residence halls will be changed to dining halls.
- 3. It will be suggested that the entire second paragraph of the severe weather policy be stricken.

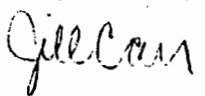
Attendance at full council meetings was discussed. Two members will be notified regarding their excessive absences at meetings.

J. Martini has spoken with Art Neal regarding the proposed charter amendment to allow only faculty members to chair University committees. A. Neal suggested that we submit a letter requesting a change to this.

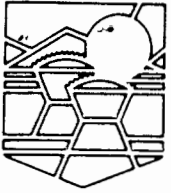
It was suggested that perhaps ACC should look into the inconsistencies which have been occurring in relation to hiring and promotion practices. S. Crawford will be requested to respond to specific instances and to share any written policies and procedures regarding the filling of positions.

Our next meeting is 2/26/85 at noon in the Canal Room.

Respectfully submitted.



Jill Carr  
Secretary



Bowling Green State University

Administrative Staff Council  
Bowling Green, Ohio 43403

February 20, 1985

MEMORANDUM

TO: Administrative Staff Council Executive Committee Members

FROM: Jill Carr, Secretary, ASC *Jill Carr*

RE: Meeting Change

Due to a scheduling conflict in the Union, our Executive Committee meeting for February 26, 1985 will be held in the Housing Office conference room in the Student Services Bldg. (Room 440). Please bring your own lunch. We will begin at noon as usual.

Agenda items will include:

1. review of maternity leave, severe weather, & no smoking policies
2. certificates of appreciation
3. election review
4. Ferrari Award update

If you cannot attend this meeting, please give me a call.

Thank you.



Bowling Green State University

Office of the President  
Bowling Green, Ohio 43403  
Cable: BGSUOH

*Paul*  
*xc to all AEC*  
*members*  
*Paul*

February 12, 1985

MEMORANDUM

TO: Joe Martini, Chair, Administrative Staff Council  
FROM: Paul J. Olscamp  
President *Paul J. Olscamp*

As you recall, I requested that you respond to a recommendation made by Committee B of the President's Task Force that an Advocacy Council be established to effect changes for minorities in a multicultural environment. You may recall that I was not totally persuaded that a Council was entirely appropriate. However, after considering all of the responses, I have decided to request that the Office of Minority Affairs create such a body as a permanent advisory council. Should you be asked to participate I hope you will agree.

PJO:mg

Administrative Staff Council  
Executive Committee  
February 26, 1985

Minutes

Members Present: D. Heineman, J. Carr, J. Sharp, J. Martini, Z. Buford, J. Gregory

Members Absent: D. McLaughlin, J. Kepke

The maternity/paternity/adoption policy will be discussed at the 3/7 meeting. Copies of the proposed revisions will be sent to all council members. Also, suggested revisions of the severe weather and smoking/no smoking policies will be mailed.

Corrections have been made on the numbers of council members to be elected. Nomination ballots will be mailed by the end of this week. Completed ballots are due 3/8.

A rough draft of the Certificate of Appreciation was presented. All committee members agreed that the draft was excellent. Final copies will now be printed.

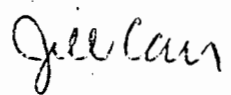
D. Heineman reported that to date \$2315.00 in pledges have been received from Council memers. This represents a 79.8% response with an average pledge of \$89.04. Pledge cards for the full staff will be distributed at the 3/7 meeting.

The T.I.R.E.S proposal was discussed. More information is needed, therefore further discussion will take place at our next meeting.

The agenda for the 3/7 full council meeting was planned.

Our next meeting will be 3/19/85.

Respectfully submitted,



Jill Carr  
Secretary



Bowling Green State University

Administrative Staff Council  
Bowling Green, Ohio 43403

March 14, 1985

MEMORANDUM

TO: Administrative Staff Council Executive Committee Members  
FROM: Jill Carr, ASC Secretary *J.C.*  
RE: Meeting - March 19, 1985

The ASC Executive Committee will meet at noon on Tuesday, March 19, 1985. We will meet in the Housing Office Conference Room. The Union is unavailable on this date. Please bring your own lunch.

If you cannot attend this meeting, please contact me.

Thank you.

JC/jm



ADMINISTRATIVE STAFF COUNCIL  
EXECUTIVE COMMITTEE  
MARCH 19, 1985

*Check with Council Com  
Julie*

AGENDA

*Assess 2-3 yrs  
Parking Permits 2-3 yrs.*

- 1. Update on Elections - *Council members going out next week*
- 2. Key Policy and Computer Policy
- 3. Scholarship Update - Council Members not submitting a card *\$2565 33 per*  
*Members on the Council members.*
- 4. Update on Ferrari Award
- 5. Hospice Program

*Financial Comm for S.A.*

ADMINISTRATIVE STAFF COUNCIL  
EXECUTIVE COMMITTEE  
March 19, 1985

MINUTES

Members Present: Joe Martini, Joyce Kepke, Jack Gregory, Deb McLaughlin,  
Gregg DeCrane, Deb Heineman, Jill Carr

Members Absent: Jim Sharp, Zola Buford

It was suggested that next year's council consider a by-law change to allow committee appointments to extend beyond one year. This is particularly important for the Insurance Committee and the Parking Appeals Committee. This change must not conflict with Faculty Senate regulations and any other Academic Charter revisions.

The Key Replacement policy was discussed. The question of why a student policy needs to be included in the Administrative Staff Handbook was raised. J. Martini will seek further clarification on this and will also find out what "attachment 3 item 6 # 5" is.

The Computer policy was also discussed. With some wording changes, the policy will be appropriate for our handbook. This has been approved by the Executive Committee and by the Personnel Welfare Committee.

D. Heineman presented the scholarship update. As of this date (3/19) 32 pledge cards totaling \$2,565.00 have been received. A reminder memo will be sent to Council members to get pledge cards in by 3/27.

J. Kepke announced that letters are out regarding the Ferrari Award. The BG News and Monitor will run an announcement. Nomination Forms are available in the Bookstore, Union, S. Caldwell's Office, and 300 McFall Center.

Points of Information

1. University will be charged \$4.50 next year for each city phone book.
2. Grievance Committees have met to review handbook policies. One group has already developed specific procedures. Each group must work out their own guidelines and file them with Susan Caldwell.
3. The Faculty Welfare Committee has approved the inclusion of hospice care with insurance coverage retroactive. S. Crawford needs to provide further clarification on this.

Agenda for 4/4 full Council meeting will include:

1. Insurance Update by Sue Crawford
2. Scholarship Update
3. Ferrari Award Report
4. Merit/Evaluation Committee Report

The Executive Committee will meet again at noon on 4/9 in the Canal Room. The meeting was adjourned at 1:30 p.m.

Respectfully submitted,

*Jill Carr*  
Jill Carr  
Secretary



Bowling Green State University

GREGG DECRANE  
STUDENT ACTIVITIES

March 22, 1985

Administrative Staff Council  
Bowling Green, Ohio 43403

MEMORANDUM

TO: Administrative Staff Council Executive Committee Members  
FROM: Jill Carr, Secretary, ASC *Jill Carr*  
RE: Meeting Update

The Executive Committee meeting scheduled for noon on 3/26/85 has been cancelled. Please update your calendars accordingly.

The Executive Committee will meet again on Tuesday, April 9, 1985 at noon in the Canal Room.

If you have any questions, please give me a call.

Thank you.

JC/jm

Administrative Staff Council  
April 9, 1985  
Executive Committee

- 1. Scholarship - Follow Up?  
Thank You Letter -  
Matching Grant

117

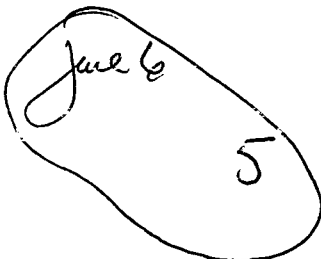
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- 2. T.I.R.E.S. - *Not endorse*

- 3. Resignation - *David / Joanne D'Amico*

- 4. May Agenda

*Cent. of Organization*



*May - Pat Golinay in charge of Spine*

ADMINISTRATIVE STAFF COUNCIL  
EXECUTIVE COMMITTEE  
April 9, 1985

MINUTES

Members Present: Deb Heineman, Deb McLaughlin, Jill Carr, Gregg DeCrane, Tola Buford, Joe Martini, Joyce Kepke, Jim Sharp

Members Absent: Jack Gregory

J. Kepke reported that 17 nominations have been received for the Ferrari Award.

D. Heineman reported that as of 4/9 a total of \$4,746.00 in pledges has been received for the scholarship. A thank-you letter from the ASC will be sent to each contributor. A follow-up will be done through individual council members.

The possibility exists that the Foundation Board will give a matching grant to our scholarship fund. Retired staff will also be contacted.

J. Martini clarified the T.I.R.E.S. issue. This option can be used now by BGSU employees. Karl Vogt must approve the publicity for this program. The Executive Committee has decided to support the availability of this program, however we are not endorsing it. J. Martini will write a letter to R. Rehmer. The Executive Committee will review this letter at our next meeting.

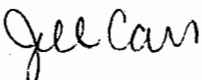
Election ballots are out and are due by 4/17. The Executive Committee needs to prepare a slate for chair-elect and secretary.

Certificates of Appreciation will be presented to people who went off the council last year and to those who will go off this year.

The June 6 meeting needs to be re-scheduled for June 5. Many conflicts are occurring on 6/6 for Council members. J. Carr will work out the details.

The Executive Committee will meet again on 4/23 at noon in the Canal Room.

Respectfully submitted,

  
Jill Carr  
Secretary

Administrative Staff Council  
Executive Committee  
April 23, 1985

AGENDA

1. Discussion of memo regarding Instruction on Cultural Diversity
2. Scholarship ←
  - a. letter to Jim Hodge - mailed
  - b. thank you letter - *nothing yet*
  - c. retirees - *draft to you then mailed in May*
  - d. follow up letter to council reps -
3. Election Report - *see pgs. in today's directory 26*
4. Committee Elections
5. T.I.R.E.S
6. Agenda Planning

*Hold off on announcement*

ADMINISTRATIVE STAFF COUNCIL  
EXECUTIVE COMMITTEE

May 14

AGENDA

1. Election Update - *going out soon results by June 5*
2. Scholarship Update - *over 5,000 - increase*
3. Insurance Issue - *alternate*
4. End of Year Celebration - *Tuesday 4pm*
5. End of Year Report and Goals for Next Year - *for next year*
6. Plans for 8/26/85 - *4:06*
7. PERS - ad hoc committee

4:30 *Fellow Award*

*Invitations*

*Letter to Board V.P.*

*of Bureau*  
*Deb H.*

*Fellow - 350*

*No person without 2500 per cap.*

ADMINISTRATIVE STAFF COUNCIL  
EXECUTIVE COMMITTEE  
MAY 14, 1985  
MINUTES

MEMBERS PRESENT: J. Carr, D. Heineman, J. Sharp, J. Martini, G. DeCrane, J. Kepke, D. McLaughlin, Z. Buford

J. Carr presented an election update. The last part of the election process will be under way shortly. This will include ballots for chair-elect and secretary, area representatives to the Executive Committee, and representatives to standing University committees. All election results will be available at the June 5 meeting of the full council.

To date, \$5,048.00 has been pledged to the ASC Scholarship. D. Heineman reported that an announcement will be published about this as soon as possible. The possibility also exists that the EGSU Alumni Foundation will contribute a matching gift to our scholarship. Details will be worked out with Jim Hodge.

The Insurance issue was discussed. Suzanne Crawford cannot attend our 6/5 meeting. Another way of getting this information needs to be worked out.

The ASC Executive Committee will have an end of year celebration on 5/28/85 at 4pm at Sundance. "Be there, or be Square".

J. Martini will present an end of year report to the full council on 6/5. Upon approval by the council, the report will be published and distributed to the full staff.

Plans for the opening event for the 1985-86 year will remain the same as last year. Room reservations will be made by J. Carr.

It was suggested that a formal request be made to R. Rehmer to keep G. DeCrane advised on a monthly basis of any major changes regarding PERS legislation. At the beginning of the next academic year, G. DeCrane will appoint a committee to study this issue.

The Executive Committee will meet again on 5/28/85 at noon in the Canal Room.

Respectfully submitted:

*Jill Carr*  
Jill Carr  
Secretary





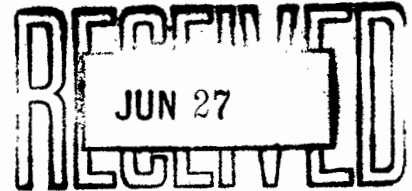
Bowling Green State University

Office of the Bursar  
Bowling Green, Ohio 43403  
Cable: BGSUOH

June 25, 1985

MEMORANDUM

TO: Gregg DeCrane  
FROM: Joe Martin *JM*  
RE: Some Thoughts for 85/86



- 1) Continue to develop a close working relationship with Susan Caldwell.
- 2) With Susan Caldwell's help, update and distribute communication network.
- 3) Strongly suggest the chairs of the Ferrari Award Committee and Scholarship Committee be selected from the ASC Executive Committee to be made no later than October 1, 1985 to allow for 85/86 planning.
- 4) Suggest you continue to provide Susan Caldwell with copies of the Academic Charters to new staff employees through budget 187400. I usually obtained these from Jo Mahoney in the Faculty Senate Office in McFall. Susan Caldwell will tell you when she needs these . . . or you will eventually need to have updated charters printed if you wish to continue to provide this item to new employees.
- 5) Special schedules: Sue Crawford's review of insurance program; Fall Reception - August 26 in the Alumni Room; Executive Committee and ASC monthly meeting schedule.
- 6) Review of committees - University Committees and internal committees. In particular, you need to consider the following:
  - ASC Representatives to President's Panel (Betty Moon will need this information) . . . in fact, you are the representative unless you choose to appoint a designee.
  - Representative to Faculty Senate, etc.
- 7) With the loss of two members (Cola Buford and Harold Smith), you need to revitalise this group . . . also participation in CAP via Don Boren.

*Financial Expenditure*

Gregg DeCrane  
 Page Two  
 June 25, 1985

- 8) Possible speakers for next year: Don Eoren, Chair, Faculty Senate; new VP of Alumni Relations; Dr. Paul Olecamp.
- 9) PEPS Retirement Legislation - Work with Dick Fehmer and/or Philip Mason to obtain a copy of the legislation. To date, Dick Fehmer has agreed to get us copies as soon as he is aware of actual legislation.
- 10) AGFA Committee - suggest you talk with Bob Arrowsmith to see whether and just how we can select an official representative of ASC for a 2 or 3 year span of time.
- 11) Establish a by-law review committee - this should be a yearly procedure.
- 12) Develop and publish accomplishments for 1984/85 and objectives for 1985/86.
- 13) Official financial report to ASC at October/November meeting.
- 14) Continue to develop evaluation program within the Presidential/Vice Presidential areas. Think Susan Caldwell can readily assist you.
- 15) Complete 84/85 scholarship cycle - copy of memo to Deb Heineman has or will be sent to you. This follow-up should include a check with Carl Paschel to make sure we have accumulated \$2500 by then at which time the \$2500 matching grant is added . . . the ASC scholarship is officially endowed.

Don't mean to intrude . . . information really meant to help you begin a busy year.

sal

Agenda  
ASC Executive Committee  
July 3, 1985

1. Welcome of new members
2. Establishment of meetings
  - A. Handout of ASC schedule
  - B. Development of ASC executive schedule *2 x 4 Tues*
3. Agenda for 7/11/85 meeting
  - A. Insurance Update
  - B. Goals for 1985-86
  - C. August 26 activities
  - D. Others
4. August 26 meeting
  - A. Agenda
    - 1) Ferrari Award *Meeting notes for ASC*
    - 2) Joe & Jill presentation
    - 3) Distribution of goals
  - B. Coordination
    - 1) Catering - 60 *Paul*
    - 2) Wine - *Red + white for 60* *money - distribution*
    - 3) Invitations - *Letters to V.P. Pres. Products, CSSC.*
5. Goals - handout
6. Replacements
  - A. Nan Edgerton
  - B. Other
7. Communications Network - re-do

Administrative Staff Council  
Executive Committee  
July 3, 1985

Minutes

Members Present: Jill Carr  
Jim Corbitt  
Gregg DeCrane  
Pat Fitzgerald  
Deb Heineman  
Jim Sharp  
Paul Yon

Members Absent: Dick Conrad, Jack Gregory

G. DeCrane advised that Sue Crawford, ASC representative to the University Insurance Committee, and Chair of that Committee will present an update and information regarding that Committee's on-going evaluation of the total insurance package. This information will be presented at the ASC meeting July 11, 1985.

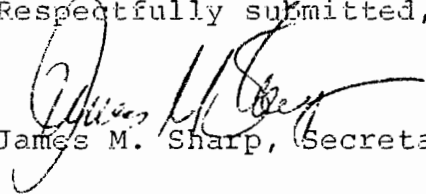
Goals for 85-86 were reviewed, and will be included with minutes from the July 11 meeting, as no doubt more goals will be added.

The August 26 Welcome Back reception was briefly discussed, with Paul Yon volunteering to spearhead that function. The time will be 3-6 p.m., and DeCrane will issue invitations to the President and Vice Presidents.

Regarding the Communication Network, DeCrane suggested, with approval from all present, that the Network be updated on a semi-annual basis, as opposed to more frequent updates. A revised Network was distributed and reviewed.

The meeting adjourned at 1:10 p.m.

Respectfully submitted,

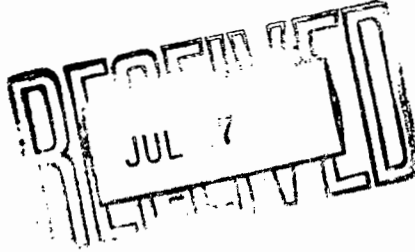
  
James M. Sharp, Secretary



**Bowling Green State University**


Office of the Bursar  
Bowling Green, Ohio 43403  
Cable: BGSUOH

July 15, 1985



MEMORANDUM

TO: Gregg DeCrane, Chair  
Administrative Staff Council

FROM: Joe Martin 

RE: ASC Goals for 85/86

Additional suggestions:

- 1) Complete the development of the area evaluation forms . . . currently waiting feedback from Sue Caldwell through Dr. Richard Eakin.
- 2) Develop approach on "PERS Retirement" . . . you need to call Dick Rehmer to see if he has heard anything yet.

Thanks for listening.

sal

xc: James Sharp



Bowling Green State University

University Union  
Bowling Green, Ohio 43403-0350  
(419) 372-2241  
Cable: BGSUOH

RECEIVED  
AUG 8

August 6, 1985

MEMORANDUM

TO: Administrative Staff Council  
Executive Committee

FROM: Jim Sharp, Secretary

RE: Agenda for August 13 Meeting

Please be reminded that our next meeting will be Tuesday, August 13, at noon in the Capitol Room of the Union. Lunch will be served.

Agenda items will include:

- ~~A.~~ Report from FWC on fee waiver policy (enclosed)
- ~~B.~~ United Way - *ok*
- ~~C.~~ Current committee membership
- ~~D.~~ August 26 meeting planning update
- ~~E.~~ Merit issue - *who can get it and when*
- ~~F.~~ Insurance update/report. *Need a policy for secretary*

See you on the 13th.

*change to assistant above*

*[Signature]*  
Jim Sharp

*Outlets counseling*

JS:tt  
Enclosure

Administrative Staff Council  
Executive Committee  
August 12, 1985

SEP 16 1985

Minutes

Members Present: Jill Carr  
Gregg DeCrane  
Patrick Fitzgerald  
Deb Heineman

Members Absent: Dick Conrad, Jim Corbitt, Jack Gregory, Jim Sharp,  
Paul Yon

The report on fee waivers from the Personnel Welfare Committee had been reviewed. Only the structure has changed. There is no need to take to Council since no policy change was made.

Dale Schroeder requested to attend the September 5th meeting to give a five minute presentation on United Way. Permission was granted for the presentation.

D. Heineman will compile a list of all administrative staff members serving on committees. Council will need to decide what consideration is to be given to an administrative staff member on a committee in an ex-officio capacity. A 1985-86 member to the Bookstore Advisory Committee will have to be appointed and a 1986-87 member elected. Scholarship thank you's are in the mail. Carole Huston had 100% participation from her area. A press release will go out after the goal is reached.

Invitations for the Fall Welcome Back reception have been sent. J. Sharp is to ask P. Yon if invitation letters to executive staff have been sent. A membership list of the Council, a list of last year's accomplishments, and a list of this year's goals were to be handed out at the reception, but the Executive Committee decided to mail the information to be sure everyone receives a copy. The reception is from 3:30-6:00 with the program starting at 4:15. There will be a box at the front door for the donation. One Executive Committee member should always be at the door to greet guests.

D. Heineman brought up the issue of how merit is determined for someone who starts halfway through the year. It was found that according to Administrative Staff Personnel Service no merit is given, but a final decision is made by the Vice President. The Executive Committee feels the policy should be in written form.

University policy will cover counseling for alcohol but not drug abuse. DeCrane suggested having the policy changed to read counseling for substance abuse. Carr suggested having the Council seek endorsement to have the Administrative Staff Personnel Services offer a referral service for counseling.

Administrative Staff Council  
Executive Committee  
Minutes  
Page 2

The Council's attendance policy should be reviewed at the first meeting.

The first Council meeting is September 5th. The next Executive meeting is September 10th.

Respectfully submitted,

*Tina Tampurages*

Tina Tampurages (for Jim Sharp)