Monitor Newsletter July 01, 1996

Bowling Green State University

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University hosts education camp

High school students visiting the University July 10-14 might be the teachers of the next century. Approximately 100 seniors from schools around the state will be participating in a five-day summer camp designed to provide early experience in teaching as a career.

"Camp Attracting Prospective Educators" (CAPE) is an annual program funded by major grants from the Ohio Department of Education, the Ohio Minority Recruitment Consortium, Phi Delta Kappa International and the Martha Holden Jennings Foundation.

Participants are recommended by their guidance counselors on the basis of academic record, activities, honors and an expressed interest in teaching as a career.

Minorities and males were particularly encouraged to apply in an effort to encourage diversity in the teaching population, according to Steve Russell and Ellen Williams, Bowling Green professors of special education planning CAPE '96.

CAPE participants will be learning teaching skills, practicing leading a class and taking part in mock interviews, among other activities. The students are even referred to as "faculty" during the week.

CAPE participants will also hear what it takes to be a teacher from one of the best - Sylvia Washburn, a Toledo public school teacher who was named Disney Teacher of the Year. Washburn will address the students at 7:30 p.m. Wednesday (July 10).

In addition to education-related activities, the camp participants will be given a chance to tour the campus, use the resources and facilities and socialize with their peers - providing a taste of college life, Russell said.

This is the first time that Bowling Green is hosting the annual camp. Since its inception in 1992, CAPE has been held at Ashland University, Miami University, Baldwin-Wallace College and jointly hosted by Ohio State and Capital universities.

University closed for Independence Day

The University will be closed Thursday (July 4). The following dining services will be open on Friday, July 5: the Falcon's Nest from 10 a.m.-4 p.m. and the Commons from 7-10:30 a.m. (breakfast), 11 a.m.-1 p.m. (lunch) and 4:30-6 p.m. (dinner).

Monitor will not be published next week. The deadline for the issue of July 15 will be 5 p.m. Tuesday, July 9.

New forms to be used to request unpaid leave

Beginning with the pay period that includes July 1, use of the newly revised Unpaid Leave Request Form for classified staff will go into effect.

This form will no longer be available to supervisors and cannot be duplicated. It is the employee's responsibility to request the form and pick it up at the Office of Human Resources from the records staff.

The employee must obtain the supervisor's signature and see that the form is returned to the Office of Human Resources by the date indicated at the bottom of the form.

This new procedure will ensure that employee records are kept up to date and processed in the proper time frame for payroll and insurance functions.

For further information, contact the Office of Human Resources records department at 2-4824.

Training and development of staff will be managed with new position

A new staff member has joined the Office of Human Resources to work full time on training and development activities for University staff.

Tom Stewart, a former training facilitator and instructor with Owens Community College, was named manager of training and development for Bowling Green.

Since his duties began last month, Stewart has been spending some of his time in his office in the College Park Office Building making preliminary plans. But much of his work has been out of the office - meeting people, learning about Bowling Green and assessing the training and development needs of the various campus constituents.

The assessment aspect of his job is the main priority at this point, Stewart said. "It will take some time to sort out what kind of training is needed and to whom it should be provided." To help identify those needs, he has developed a survey that will be sent to faculty and administrative and classified staff. He also encourages people to call him (2-9340) or send e-mail (thomasa@bgsu.edu) if they have any suggestions or questions.

A full-time manager of training and development at Bowling Green is a newly created position.

Previously, training and development duties were handled only as a small part of the overall duties of employment manager Pat Patton.

"We needed someone working full time on training and development," said John Moore, interim vice president for University relations, who was involved in Stewart's selection.

Suggestions to increase training programs and facilities at the University have also been included in several internal studies of University operations, including the final report of the Committee for the Study of Non-Academic Functions released in 1994 and the final report of the Building Community Task Force released in May.

President Sidney Ribeau has voiced his support for ongoing training and development of employees since joining the University last year. "I think it is essential to provide in-service training to allow people to grow professionally and to help maintain a vital, productive life for our campus," Ribeau said.

Once he has determined the campus needs, Stewart will work at developing the programs, using internal experts or speakers from outside campuses. He also hopes to be conducting some of the sessions himself, drawing from more than 10 years of experience in the field.

In addition to his work at Owens, Stewart served as a research assistant with the Consortium for Educational Development at the University of Toledo. He has also worked as a consultant with various Ohio firms in the areas of training, education and personal development. He was employed from 1984-1994 as the training facilitator for the retail operations area of The Andersons and also worked for TRINOV A Corporation.

Stewart has a master's degree in educational technology and a bachelor's degree in communication, both from the University of Toledo. He has also completed coursework for a doctorate in curriculum and instruction at Toledo, where he focused on training and human resource development.

"Tom has an excellent background in working both on the college front and in private industry," Moore said. "He has developed a strong network of professional trainers and is also a technology guru. He has a good rapport with people and is a hard worker. We welcome him to Bowling Green."
Administrative staff compensation plan update

The following letter from President Sidney Ribue and the University vice presidents was sent last week to all administrative staff members regarding the administrative staff compensation plan and is being reprinted in Monitor to inform the rest of the campus community.

THE APPEALS PROCESS

The vice presidents group has completed its review of the approximately 140 appeals submitted. Job factor ratings and grade levels have been determined in each of the 111 cases reviewed. The results will now be sent to the Office of Human Resources and subsequently to the individual administrative staff members and their supervisors. This process has taken a long time, but our goals are to be fair and to achieve fairness required participation by administrative staff and extensive review. The appeals committee, composed of representatives from administrative staff members, did its work in a thoughtful, careful manner. The vice presidents group accepted the appropriateness of the committee's recommendations regarding the staff of these grades. In many instances, however, adjustments of the factor ratings and grade levels were made, either upward or downward, with the goal being equity across the organiza-
tional spectrum of the University.

THE JUNE BOARD OF TRUSTEES MEETING

A detailed report on the compensation plan—its theoretical basis and background history, our progress to date, as well as key issues for the future—will be made at the June 27 meeting of the board. It has been the board's desire that important issues, especially critical and complex ones, be brought to them in two steps: for information at one meeting and for action at a subsequent meeting. That is what we plan to do in this case. The presentation on June 27 will be informational only. The first 1996-97 meeting in the fall will be the appropriate time to request Trustees input on the plan.

A second reason why we think it prudent to delay a request for trustee action until the fall is that we have not yet reached closure on several issues where office salaries and other components of compensation are critical. It will be best to complete all the essential, broad policy components of our plan before submitting it for official review and action. The next section of this letter will address a critical policy component which is not yet complete.

SALARY SCALE MINIMUMS, MAXIMUMS AND CURRENT EMPLOYEES

An effective compensation plan must have both minimum and maximum salaries for each grade. Moreover, in order for the plan to effectively maintain equity across the divisional lines of the University, minimum and maximum salary levels must be appropriately enforced. The current range of salaries for each grade was developed by way of maximum salaries. Salaries of current employees which fall below the minimum in their grades will be moved to the minimum. Even though formal action to change the plan will not occur until the fall, we are still fully committed to recommending that all staff members who completed job analysis forms when the process was initiated in 1994-95 and whose salaries are below the minimum be re-rated. This will be done in a way which will have their salaries raised to the minimum, retroactive to January 1, 1996. Once these individuals' salaries have been raised to the minimum, their '1996-97 salary increments — across-the-board and merit together — will be recalculated using the new, higher base salary. Also, new employees will not be hired at salaries below the minimum, absent extraordinary circumstances. It is the question of enforcing the minimum salaries, however, which presents us with a much more complex situation.

From the very beginning, continuing employees whose current salaries fall outside their salary range have presented a special challenge to us. The committee has had to redefine our present implementation of our plan. Closure has been reached on a method for handling those employees below the minimums, as indicated above. At an earlier stage of our deliberations, we had certainty that changes to the plan of freedom to act we indicated that we were committed to an approach which would have no impact on future salary increases for individuals above the minimums. We stated our intention in good faith at the time, but circumstances now dictate that we re-consider this position.

No decisions of any sort have been made, except the one to begin talking about the subject again. Many options are open to us, but in examining the various mechanisms which may be available for enforcing minimum salaries, we must consider the possibility, among other things, of having temporary staff, which we have already provided several options which we will consider. At one end of the spectrum is the possibility of refusing to implement caps of any type. At the other extreme would be absolute caps on salaries above the maximum. There are several options between these extremes, such as awarding bonuses to employees above the maximum while leaving salary base unchanged. We expect to examine all reasonable options in the coming weeks. Off the record so, we will always have as our goal the creation of the most equitable possible system for our administrative staff, consistent with principles of sound personnel and financial management. The University's compensation plan will be best to complete that base salary. In addition, we also plan, as part of our consideration of this matter, to investigate the possibility that some of those currently above the maximum hold positions which are affected by market factors which do not impact on other positions in the same salary grade. If that proves to be the case, consideration will be given to liberalizing those positions from current maximum limitations. Finally, we are also considering whether to provide some supplemental appeal opportunities should it ultimately be decided that limitations of some sort must be placed on salary growth for those above the grade maximums. At the very least, once the compensation plan has been adopted by the Board of Trustees, employees will have the opportunity to file griev-

ances, using the process in the Administrative Staff Handbook.

A key reason why this issue of maximums must be confronted openly and investigated in this time involves the future of the University. The compensation plan will face from the Office of Federal Contract Compliance Programs (OFCCP). In 1986, the University signed a letter of commit-
tment to OFCCP pledging to adopt a compensation plan for administra-
tive staff. This commitment, which has gone unfulfilled for 10 years, must now be completed. It is also worth remembering that the leadership of administrative staff has advocated the implementation of a compensation plan for many years. The University's progress on the development of a specific plan is under considerable and constant scrutiny by OFCCP. The fact that we have studied the issue of maximum salaries more carefully, and with an eye toward OFCCP's possible posture, it has become apparent to us that a compensation plan which enforces the appropriate mechanism to appropriately enforce maximum salary levels may not pass muster. As you might imagine, this presents us with a compelling reason to re-consider our position on this issue very carefully. We are in active consultation with legal counsel experienced in these matters and their advice will guide us as we come to a decision on this important policy issue.

We very much regret to have to make this decision on the matter of maximum salaries. We understand that some staff will have sharp feelings in reaction to our decision, but for the reasons stated above, we feel that our only responsible course of action is to revisit the issue of "caps" at this time.

CONCLUSION

As soon as we recognize the need to re-examine the issue of above-

maximum salaries, and thus decided that such decisions must have to be conducted publicly as well as internally within the administra-
tion of the University. And, we further decided that we simply must be up front with our constituents by announcing our decision to you directly and as soon as possible.

We met with Administrative Staff Council's executive committee on June 12 to give them members an update on our current status. It has been decided that direct and immediate communication with administrative staff members was crucial. This letter is the result of that decision. We will be in regular touch with Administrative Staff Council throughout this process, and we thoroughly expect to receive advice and suggestions from that group and from the executive committee. We pledge to keep you informed of all important steps in the discussion process. And, as always, we hope for your understanding about our decision and for your patience.

President Sidney Ribue and University vice presidents

Contact the Office of Human Resources (2-8421) for information regarding the following listings:

CLASSIFIED STAFF:

ADMINISTRATIVE STAFF:
3. Art technician (M-061) - School of Art. Deadline: July 15.
5. Assistant director of recreational sports for programs, promotions and student events (M-069) - recreational sports/ division of student affairs. Deadline: July 16.
6. Assistant director of student housing and residence programs (M-063) - residence life. Deadline: July 28.
7. Assistant women's soccer coach (M-054) - intercollegiate athletics. Deadline: July 24.
8. Director of public events and development (M-055) - must be done. Deadline: July 28.
9. Director of recreational sports (M-057) - Division of student affairs. Deadline: Sept. 1.
11. Director - dining services (V-062) - Auxiliary services. Deadline: July 19.