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Monitor Newsletter May 26, 1997

Bowling Green State University

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MAY 26, 1997



Seeing the Light

In the fall, the newly named Chapman College, part of Harshman Quadrangle, will house a living-learning community where freshmen will live, attend classes, gather and interact with faculty. Joel St. John of Falcon Painting is preparing for opening day.

Advising to take on new service role

Jack Taylor is ready to take on his new assignment.

As the recently appointed coordinator of undergraduate advising initiatives, Taylor is looking forward to providing leadership and direction to the area of student advising.

"I think it is a fantastic opportunity to assist the University in its efforts to meet the students' academic career goals," Taylor said.

Taylor was formerly the assistant vice president for student affairs and director of multicultural institutional services. He came to the University in 1978.

In improving student advising, the ultimate goal is to enhance retention and student satisfaction with the University experience, Taylor said.

He plans to work with Charles Middleton, provost and vice president for academic affairs, to develop a campus advising model and implement advising as a University priority.

The recommendation for the position came out of the task force on student advising, chaired by Joe Cranny, dean of the College of Arts and Sciences.

Taylor said the key to his new position is identifying the 'best advising practices' already taking place on campus in order to reproduce those results throughout the University.

"I will develop collaborative relationships with key advising personnel in the

colleges, schools and academic and administrative departments and replicate them," Taylor said.

In addition, Taylor will focus on personal counseling and career assistance.

Sallye McKee, assistant to the provost for enrollment and retention, will work with Taylor to reach the advising goals and improve enrollment and retention figures.

"He's like a liaison," McKee said. "We're really lucky to have someone who has been with the University for so long to take over."

She explained the ideas for improving advising as well as enrollment and retention are already in place, they just need to be worked out and implemented.

"We don't need to reinvent the wheel here; we need to reinvent the cogs that make the wheel turn," McKee said. "[It will] improve customer service."

Taylor explained that 'customer service' should be carried out by everyone at the University. He said that can be done by allowing each employee to be an adviser to students, whether formally or informally.

"Through that we create a package—that's all part of advising," Taylor said. "To make this work, everyone needs to get involved."

Advising, according to Taylor, influences all student learning and practices.

"All of the research indicates the levels of satisfaction with the University experience, as well as satisfaction with learning, is correlated with the type of relationship students have had with the staff and faculty," Taylor said. "We're trying to create a culture here for that."

Taylor has developed several goals for the 1997-98 academic year:

- Convene an Advisers' Summit to begin developing a University advising model.
 - Pilot exit interviews during the summer for non-returning students and implement every semester thereafter.
 - Compile grade point average requirements by major and evaluate their impact on student retention and matriculation rates.
 - Develop a draft policy statement on undergraduate advising.
 - Analyze data collected by the Office of Institutional Research pertinent to student retention particularly as it suggests implications for advising. Identify and disseminate "Best Advising Practices."
 - Establish an advising web page.
- By Darla Warnock

Successful fund raiser named new development director

A Toledo native and former teacher in the Toledo public school system is returning to northwest Ohio to become the University's director of development.

J. Douglas Smith, who for the past three years has been senior vice president for fund raising and chapter development for the Leukemia Society of America in New York City, will begin his duties on June 9.

In his new position, Smith will be responsible for directing and coordinating all of the University's fund-raising activities. He will be supervising a staff of nine.

"I am excited about coming to Bowling Green. The University has an excellent reputation and President Sidney Ribeau's philosophy and plans for building community and continued excellence provides a strong foundation for our development efforts," Smith said.

He added that his first job will be to listen. "I want to talk to and listen very carefully to the Bowling Green 'fam-

ily'—faculty, staff, alumni and especially volunteers and donors," he said.



J. Douglas Smith

"There is no more important mission than higher education," he said, adding that it is time for state-assisted institutions to "step up to the plate" and become much more active in private-sector development.

This past year with the Leukemia Society, Smith supervised a staff of 17, worked with more than 50 local and regional chapters in developing activities and fund-raising events, and developed and directed all special events and direct-marketing campaigns at the national level.

The society raised more than \$50

million last year from both corporate sponsors and chapter activities.

In announcing Smith's appointment, John Moore, interim vice president for University advancement, said, "Doug Smith has a solid background in fund-raising activities in organizations which are similar to higher education. He has been successful at working with both volunteer groups and corporate leaders in developing fund-raising campaigns and soliciting major gifts.

"We are delighted to have someone with his level of expertise to head our already successful development team."

Smith earned his bachelor's and master's degrees from the University of Toledo in 1967 and 1972, respectively.

Previously, he was a teacher and evaluation specialist for the Toledo public schools, and has held state and national leadership positions with the Multiple Sclerosis Society.

Smith will reside in Perrysburg with his wife, Connie.

memos

Performance appraisal: Learn the process

Six training sessions remain to help administrative staff and their supervisors learn the new evaluation process.

The four-hour sessions will be held in the Student Union, as follows:

- May 28; May 29; Tuesday, June 3; Monday, June 9; Tuesday, June 10 (8 a.m. - noon, Alumni Room);
- Thursday, June 5 (1-5 p.m., Campus Room)

Through the training, staff will become familiar with the new appraisal form and learn how to set SMART goals that are **Specific, Measurable, Attainable, Relevant and Timely**. The new process incorporates feedback discussions and a mid-year review, in addition to the annual review. It involves setting expectations collaboratively and aligning departmental objectives with overall University priorities.

Call **Marcia Buckenmyer**, human resources, 2-2558, to confirm a spot in the training.

Fee waiver forms due

University employees are reminded to complete and submit employee and dependent fee waivers for summer 1997 classes to the Office of Human Resources.

Waiver forms may be picked up in any departmental office. Once completed, forms must be signed by the departmental budget administrator.

Conference explores public policy

Prohibition ... the Vietnam War ... affirmative action. How do public policies ultimately affect people and society? Explore "The Unintended Consequences of Policy Decisions" during the University's first national policy history conference June 5-7 in Olscamp Hall.



Paul Simon

"Public policy decisions are made with the intention of dealing with problems but so often they take on a life of their own and lead to unforeseen consequences," says **Donald Neiman**, history. "We're bringing in people with various political perspectives to explore ideas and look at policy decisions and the results of those decisions."

Former U.S. Senator Paul Simon, who now teaches political science and

Retiring early? Applications are due

Faculty members who plan to retire in 1998 under the Early Retirement Incentive Program must apply by June 30, no matter how many years of Bowling Green service they have accumulated.

In early June, all applications will be prioritized based on years of BGSU service. Faculty members who took their names off the 1997 ERIP list and wish to retire in 1998 must also apply again by June 30. These faculty will be prioritized along with all other applicants.

Also, faculty members who retire and want to return to teach for up to three years must submit an Application for the Supplemental Retirement Program by June 30.

Call **Norma Stickler**, academic affairs, 2-2915, for application materials and information.

Computer equipment for sale

The following equipment is for sale to University departments or offices:

- Macintosh LC III computers with 8 mb memory, 538 mb hard drive, 14" Apple Basic Color Display, Ethernet card, keyboard and mouse (eight available) \$350/each.
- External CD-ROM drives (two available) \$50/each.

Contact: **Cindy Fuller**, clinical and computer laboratories, 2-7392, or e-mail: cfuller@edap.bgsu.edu.

journalism at Southern Illinois University, will keynote the conference at 8:15 p.m. June 6 in 101 Olscamp Hall. His address is open to the public free of charge.

Simon heads a public policy institute named for him. He has written 16 books, most recently coauthoring *The Dollar Crisis* with Ross Perot. In the 104th Congress, he served on the budget, labor and human resources, judiciary and Indian affairs committees as well as on the foreign relations committee.

Sponsored by the history department's policy history graduate program, the conference begins at 7 p.m. June 5 with a session on the unintended consequences of Medicare. Other sessions will focus on a wide range of domestic and foreign policy issues—social welfare, energy and the environment, gender, national security, international relations, urban-related, agriculture, ethnicity and war.

The conference costs \$15 for students and \$30 for all others. To register, contact continuing education at 2-8181.



Faces of Excellence

They represent the diversity of skills needed to keep a campus thriving, but these four people have one thing in common: all were nominated for the Classified Staff 1996 Outstanding Service Award. From left, **Dale Furbee**, recreational sports; **Kelly Birr**, economics; **Cyndi Patterson**, mathematics and statistics, and **Denny Ehlers**, police.

Classified council discusses work schedules, grievance issues

Wide-ranging discussions at the May 20 Classified Staff Council meeting covered summer hours, grievance procedures, the outstanding service award ceremony and use of the list-serve.

Several council members heard from classified staff who expressed dissatisfaction with revised policies requiring offices to remain open on Friday afternoons. Members agreed that a consistent policy is necessary and the council will ask for clarification.

The council also plan to review apparent discrepancies in work and lunch schedules for some classified staff. Some staff work a straight eight hours, eating lunch at the worksite, while others are allowed to take a one-hour lunch break as part of an eight-hour day.

On another issue, council was alerted to possible conflicts of interest and procedural "holes" in the grievance process. As a result, the CSC's executive committee plans to draft recommendations for changes in three areas:

- Filing a copy of a resolved grievance document in the respondent's, as well as the grievant's, personnel file;
- Providing an internal appeals mechanism for a grievance if and when the director of human services determines an incident is "not grievable;"
- Determining procedures to follow when the director or Office of Human Resources is involved in a grievance as a respondent.

Draft recommendations will be discussed at the council's next meeting,

scheduled for 9 a.m.-noon June 17 in the Taft Room of the Student Union.

Regarding the council's awards ceremony, discussion focused on the desire for input from the entire council. Incoming chair **Faith Olson**, education, said plans for next year's ceremony call for focusing on recognizing classified staff as well as retirees.

In other news, chair **Pat Kitchen**, public safety, announced that an anonymous donor added \$500 to the council's scholarship fund. This will be doubled by a matching contribution from the Alumni Foundation. Four scholarships are awarded annually, two to classified staff and two to dependents of classified staff.

The council also discussed making the best use of its list-serve to distribute information. Ideas for setting guidelines and a policy will be welcome at the council's June 17 meeting. Some suggestions include establishing chat rooms and informing staff through the council's home page on the World Wide Web, which is now being developed.

Elections: The following begin new terms on CSC July 1: academic affairs: **Nancy Lee** and **Susan Frost**; auxiliary support services (food): **Susan Sadoff**; Firelands: **Lori Peugeot**; part-time: **Karen Weber**; physical plant: **Billy H. Harding**, **Steve Lashaway** and **James L. Lein**. Two self-nominated slots are available for interested classified staff, one in food services and one in physical plant. For more information, contact Lein at 2-7984.



MONITOR

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University Vision Statement:

Bowling Green State University aspires to be the premier learning community in Ohio and one of the best in the nation. Through the interdependence of teaching, learning, scholarship and service we will create an academic environment grounded in intellectual discovery and guided by rational discourse and civility.

obituary

FRED E. WILLIAMS

Fred E. Williams, 70, died May 6 in Florida. The professor emeritus of educational curriculum and instruction joined the faculty in 1959 to establish the University audio-visual center. He retired in 1985.

DOROTHY E. BRESSLER

Dorothy E. Bressler, 76, died May 10 in Bowling Green. She retired from custodial services in 1983.

briefs

Student enrichment efforts honored

For enhancing learning and enriching students' lives, six outstanding faculty and one department were honored at the College of Arts and Sciences reception May 7. The following received awards from the Dean's Discretionary Fund established by the Board of Trustees to reward faculty initiatives:

- **Roger Thibault**, biological sciences, for devotion to students and outstanding service to the University and interdisciplinary programs. In his first year as director of environmental programs, Thibault worked to elevate the status and increase the visibility of these programs throughout the state.

- **Fuji Kawashima**, history, for exemplary qualities as a teacher and scholar. With an international reputation for his work in Korean history and culture, Kawashima brings a global perspective to his students' learning experiences. He directs the Asian studies program and advises undergraduates.

- **Steven Seubert**, mathematics and statistics, for leadership in mathematics education and student achievement. Instrumental in designing the learning outcomes and assessment tools to be used to measure student achievement, Seubert also resurrected the successful Putnam Mathematics Competition Team.

- **Curtis Peet**, political science, for outstanding contributions to the lives of students and the success of the Model UN Program. Peet accompanies 15 students to New York City each year for the four-day General Assembly of the United Nations, providing a unique opportunity for experiential learning.

- **Angela Nelson**, popular culture, for outstanding contributions to the well-being of students and colleagues. Always seeking ways to create relevant, involving learning experiences, Nelson has also shared her knowledge of teaching portfolios with colleagues preparing for tenure and promotion.

- **Russell Veitch**, psychology, for unfailing and special attention to students. An academic adviser to hundreds of students each year, Veitch has led the effort to bring state-of-the-art computer equipment to the psychology building. His personal contributions have supported scholarships and research opportunities for students.

In addition, the first Certificate of Achievement in Building Community Diversity was awarded to the theatre department. The award comes with a one-time, \$1,000 increase in the department's operating budget. The department, under the leadership of **Ron Shields**, was lauded for recruiting and retaining faculty and graduate students from under-represented groups. The department has also supported and developed innovative, culturally diverse programming, student productions and curricula.

"Breakfast in BG:" partnering for success

Do business and community go together like bacon and eggs? Join Richard Iott for breakfast as he discusses partnering and community involvement as paths to success.

In 1966, Iott began working at the Maumee-based Seaway Food Town Inc. as a bagger-carryout clerk. Today, he is the company's president and chief executive officer. But he is also president of the Easter Seal Society of Northwest Ohio, and he serves on numerous foundations and boards.

Iott's presentation, "Bringing Good Things Home," will be the main course as the "Breakfast in BG" speaker series continues Friday (May 30). The event costs \$7 and begins with a breakfast buffet at 7 a.m. in the Lenhart Grand Ballroom of the Student Union. For reservations, call **Kathy De Bouver**, development, 2-2424 by May 28.

Catalog offers philosophy by mail

The Philosophy Documentation Center scored a coup last October when it purchased the mail-order catalog, *Books in Philosophy*. The acquisition makes the Bowling Green center the largest mail-order supplier of books on philosophy and related subjects in the world, according to director **George Leaman**.

With more than 14,000 works listed, the catalog comprises about 90 percent of works published in English, plus many international volumes. The center's goal is to expand its offerings to list everything published in the field, Leaman and marketing director **Lori Fells** said. Already, videos, software, audio tapes and other multimedia offerings have been added to the catalog.

Although the center processes book orders, the publishers hold the actual stock, so there is no storage problem. Approximately 150 publishers represented give the center the 40 percent bookseller's discount, and the center offers buyers a 10-30 percent discount.

The center is producing an electronic version of the entire catalog so that it may be searched by author, subject, publisher and term. As early as this fall, customers will be able to access the catalog free on the Internet and place orders online.

Who uses the catalog? The market includes philosophers (there are 15,000 in the United States and Canada alone) and libraries.

Experience Korea in your own home

A business development program offers you and your family an opportunity to share your American culture and learn more about life in Korea. From May 12 to July 18, 20 Korean employees of the Samsung Corporation will be on campus studying American business practices and English.

The businessmen are all participants in the Samsung Purchasing Executive Development Program, which the University has been hosting for three years. Sponsored by the College of Business Administration, the program allows participants to work toward a certificate of purchasing management. Several business faculty, as well as the larger Bowling Green community, are involved.

Visiting an American home will give the Korean businessmen an opportunity to broaden their learning experience, according to **Lori Fenneken**, English. Volunteers are needed to host a group of two to six participants for a weekend lunch or dinner.

Meal hosts do not need to speak Korean or have prior knowledge of Korean culture, and will be reimbursed for the cost of the meal. Contact Fenneken at 2-2746 or 353-2291, or via email at lfennek@bgnnet.bgsu.edu.

Awards recognize outstanding service

When students visit the counseling center, health service or Perry Field House, or live in student housing, they encounter professionals who are making a difference by making service a top priority. During an April 29 ceremony, student affairs staff from these four areas were recognized for outstanding service.

- **Craig Vickio** received the Vice President for Student Affairs Service Award. A clinical psychologist, Vickio is one of the counseling center's most requested counselors. He conducts workshops and training programs in addition to teaching courses, and is one of the founding members of the Coalition Against Sexual Offenses (CASO).

- **Barbara Hoffman** (administrative staff) combines a health education position with that of nurse practitioner at the health service. She served as co-chair for CASO.

- **Jodi Laubis** (classified staff) manages the office at the field house. She assists students, staff and coworkers, and has proven to be a significant asset to the recreational sports team.

- **Katy Lowe** (graduate staff) is a house director who served as an adviser for the Dance Marathon, a record-setting fund raiser for the Children's Miracle Network involving more than 800 volunteers.

Arts Unlimited teacher named director

As Arts Unlimited expands into Head Start and even more area schools, **Susan Loehrke Bolanis** of Toledo will lead the way. As of July 1, Bolanis becomes the second director of this award-winning



Susan Bolanis

arts education outreach program. She succeeds **Michael Moore**, who retired last December.

Some 300 teachers from preschool through high school in northern Ohio and southern Michigan involve their

students in Arts Unlimited annually.

Housed in the Office of Continuing Education, International and Summer Programs, Arts Unlimited trains teachers in aesthetic perception; sends artists in music, theatre, dance and visual art into

classrooms; and provides opportunities for students to attend performances and exhibits.

Bolanis previously participated in Arts Unlimited as both a teacher and a workshop leader. She has been a music specialist with the Toledo Public Schools, where she has also served as coordinator of the Arts Education Project. Her accomplishments also include directing the children's ensemble for Kenny Rogers' "Christmas From the Heart" concert in Toledo in 1995, and serving as a curriculum writer on the Ohio Department of Education's Committee for Comprehensive Arts Education during 1994.

A graduate of the University of Toledo, Bolanis earned a master's degree in music at Northwestern University in 1974 and a specialist of music degree at the University of Michigan in 1987. She completed her doctorate at Northwestern in 1996.

New name reflects lifelong education

A new vision ... a new mission statement ... a new name. The former College of Education and Allied Professions is now the College of Education and Human Development.

Approved by **President Sidney Ribeau** May 7, the name change was first proposed in January, after several months of discussion and study that also resulted in new vision and mission statements for the collegiate unit. Work is continuing on a proposal to reorganize the college structure.

According to **Dean Les Sternberg**, the new name more appropriately represents the diversity of programs offered by the college, and promotes a sense of interdisciplinarity and interconnectedness.

"Our vision is to promote a dynamic community of lifelong learners and leaders, a community that provides educational opportunities across the lifespan," he said. "The previous name seemed divisive. Programs were considered to be either a part of education or a part of the allied professions."

The new name implies that the entire college is focused on both education and human development.

Sternberg also noted that the new name and mission focus on the education of professionals who will positively impact the development of individuals, families, communities, schools and other societal institutions.

The former College of Education added the words "and Allied Professions" to its name in 1985 to recognize the diversity of programs it offered.

The college still houses the original teacher education programs offered by the University, but has significantly broadened its program offerings. These now include child and family development, child and family community services, college student personnel, dance, educational administration and supervision, elementary education, health education, health promotion, higher education administration, reading, recreation and tourism, secondary education, special education and sport management.



Catch the Summer Spirit!
May Spirit Day Celebration

Friday, May 30 • 9:30 -11 a.m.
West Terrace, Jerome Library*

- Free beverages and coffecake
- Raffle prizes (T-shirts, cookbooks, pins)
- Come see the glory of Jerome Library

Sponsor: Libraries and Learning Resources
(*or 2nd floor browsing area if weather is not in the spirit)

Calendar

Monday, May 26

Memorial Day Holiday

Wednesday, May 28

Dissertation Defense. "The Impact of a Multicultural-Racial Awareness Intervention on Selected Preservice Teachers' Cultural Perceptions of African-Americans and Other Selected Traditionally Underrepresented Populations," by Judith Jackson May, educational administration and supervision, 9-11 a.m., 444 Education Building.

Friday, May 30

"Breakfast in BG" buffet breakfast/presentation, "Bringing Good Things Home," with Richard Iott, president and chief executive officer, Seaway Food Town Inc., 7 a.m., Lenhart Grand Ballroom, Student Union. Cost: \$7. Reservations (by May 28) to: Kathy De Bouver, 2-2424.

May Spirit Day Celebration. Featuring beverages and coffeecake, prize raffles (T-shirts, cookbooks and pins). Sponsor: Libraries and Learning Resources. 9:30-11 a.m., West Terrace (weather permitting) or 2nd floor browsing area, Jerome Library. Free.

Board of Trustees meeting. 10 a.m., Assembly Room, McFall Center.

Dissertation Defense. "Case Studies of College and University Judicial Affairs Administrators," by Michael R. Gillilan, higher education and student affairs, 1 p.m., 333 Education Building.

Tuesday, June 3

Satellite teleconference. "Maximizing Your E-rate." Provided by WBGU-TV 27, the teleconference will explain proposed legislation that could save schools and other nonprofit organizations 20 percent to 90 percent on internal wiring, video, voice and data, Internet and other telecommunication services. 1 - 2:30 p.m., 105 Olscamp Hall.

Thursday, June 5

Administrative Staff Council Meeting. 1:30 p.m., Alumni Room, Student Union

Friday, June 6

Keynote presentation. Former U.S. Senator Paul Simon. See "National Policy History Conference" under Continuing Events; 8:15 p.m., 101 Olscamp Hall. Free.

Conferences and Continuing Events

May 29-31 (Student Union)

Contemporary American Holidays Popular Culture Conference. Explores holidays, rituals, festivals, celebrations and public displays. Sponsors: Center for Popular Culture and Department of Popular Culture. Cost: \$50 advance/\$60 on-site; Students: \$40 advance/\$50 on-site. Contact: Jack Santino, 2-2983. Registration: continuing education, 2-8181.

June 5-7 (Olscamp Hall)

National Policy History Conference. The Unintended Consequences of Policy Decisions. For anyone interested in the policy-making process. Sponsor: history department, Graduate Program in Policy History. Cost: \$30/\$15 student; June 6 banquet: \$15/person. Contact: continuing education, 2-8181.

June 7-15

Buckeye Boys State. About 1,500 high-school students will participate in this hands-on learning experience, exploring Ohio government and the democratic process. Sponsor: American Legion, Ohio Department. Contact: conference services, 2-2941.

Year in Review:



Under Joan Morgan's leadership, the Administrative Staff Council worked hard on significant issues: compensation, performance evaluation and merit.

Administrative staff advocate cites 'good progress' toward '96-'97 goals

It's been a very good year, albeit a busy one, said **Joan Morgan**, adademic enhancement, as her term as chair of Administrative Staff Council nears its end. This year, the council has made great strides toward several issues of importance to administrative staff and the University as a whole, she said.

The University employs approximately 450 administrative staff members. "I hope I've represented administrative staff well. I've tried to get the pulse of our constituents, the various committees and the representatives and bring concerns back to council," she said. As a long-time employee of the Office of Academic Enhancement, she brings the benefit of her experience to the task of chairing ASC.

The number one goal of ASC this year has been "to continue to be an advocate for administrative staff concerning the position analysis and compensation study."

Earlier in the year, members of the ASC Appeals Committee were busy completing the last of the appeals arising from the Mercer Report on position analysis and compensation. The entire Mercer process was extremely time-consuming for all administrative staff, Morgan noted.

The second goal was to continue to participate in the development of a performance-evaluation procedure which provides an equitable assessment of performance for all administrative staff members.

"We've made good progress," Morgan said. "We're continuing to be an advocate. We've come a long way on the performance evaluation and the definition of merit." A subcommittee of the Personnel Welfare Committee composed of Morgan, chair-elect **Duane Whitmire**, computer services, and **Joe Luthman**, computer services, has worked long and hard to develop a document outlining a process for merit pay. This document was presented to the Board of Trustees April 25.

A major goal of the plan is to help employees move through their salary ranges. "Many people who have been here many years are still in the first quartile of their salary ranges," Morgan said, calling this an unacceptable situation.

ASC has achieved a resounding success with its goal of increasing scholarship funding. At a recent meeting, **Larry Weiss**, director of alumni affairs and associate vice president for University advancement, told council the Alumni Board would provide up to \$5,000 in matching funds for scholarship money raised by ASC.

Another successful ASC effort benefiting students is the BG Effect program, through which staff mentor new students. "We now have plenty of volunteers," Morgan said. BG Effect offers an orientation program in the weeks between the University-wide Orientation and Registration and the first few weeks of the semester. The relationships formed are open-ended and can continue as long as the students and mentors like. It ties in to the new First Year Experience umbrella organization headed by ASC secretary **Jodi Webb**, student housing, which encompasses many efforts to help first-year students. ASC has now extended an offer to faculty to join the BG Effect program, Morgan said.

As chair, Morgan has enjoyed the opportunity to "see a different side of the University," she said. Communication and collaboration among members of the campus's various constituent groups has increased dramatically in the past two years, and Morgan has been able to work with others on issues affecting the University as a whole. "I'm really excited about the Constituent Caucus," she said, which brings together ASC, Classified Staff Council and Faculty Senate in a monthly, informal meeting. "It's an excellent group and it's wonderful to have the leadership of all these groups collaborating" on solving

Employment

FACULTY

Instructor - EDFI. One-year terminal position. Call 2-7338.

Instructor or visiting professor - music education. Temporary position. Call 2-2181. Deadline: June 1.

Instructor or visiting professor - music performance. Temporary position. Call 2-2181. Deadline: June 1.

Please contact human resources, 2-8421, for information regarding the following listings:

CLASSIFIED

Posting expiration date for employees to apply: 10:30 a.m. Monday, June 2.

Administrative secretary (6-2-1) - continuing education, international and summer programs. Pay grade 8.

Student services counselor (6-2-2 and 6-2-3) - registration and records. Pay grade 7. (Two positions.)

ADMINISTRATIVE

Health promotion coordinator (M-029) - Center for Wellness and Prevention/student health services. Deadline: May 30.

Residence hall director 2 (Freshman Living Learning Community Residence Hall Director.) - SHARP. Call: Linda Newman, 2-2011

Residence hall director 2 (Two positions.) - SHARP. Call: Judy Nemitz, 2-2011

problems and developing initiatives.

ASC also extended its reach by expanding its Internal Affairs Committee to include members-at-large. "A side effect of this is you meet people in other areas," Morgan said.

In addition, the council has improved communication among administrative staff, she added. "We've really tried to get ASC representatives to communicate with their constituents. We've combined technology with the usual 'hard copies,'" she said. In addition to getting more administrative staff on the e-mail system and using it to convey minutes of meetings and information updates, the ASC list-serve now provides members access to a wider range of communications. **Deb Wells**, computer services, maintains the list-serve.

In addition, the Internal Affairs Committee has written an excellent manual for new administrative staff members concerning the council's role at the University, Morgan said.

The council will continue to work toward other goals that were not met this year, including securing a salary and benefits package that would place BGSU's administrative salaries fourth among public universities in Ohio. Another continuing priority area involves expanding professional development opportunities for administrative staff, in addition to the Professional Development Institute and existing programs for University employees in general.

Morgan will continue her involvement with council next year in her role as past chair. She said **Whitmire** also has many years' experience at BGSU which will serve him well when he takes over the reins as chair next year.

Correction

Victor U. Odufe, mathematics, was omitted from the list of Firelands College council members-at-large. Also, **Cynthia Miglietti** is a lecturer in accounting and finance, not mathematics, as stated in the May 26 Monitor.