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## Monitor Newsletter August 28, 2000

Bowling Green State University

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# MONITOR

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CSC chair Laurel Zawodny (left) and vice chair Anne Tracy (right) discuss council's plans for the upcoming year.

## CSC sets year's agenda

Classified Staff Council chair Laurel Zawodny and vice chair Anne Tracy recently discussed council's goals for the coming academic year, as well as their personal hopes for council.

Both said an overall goal is for council to remain a positive voice for interaction and dialogue.

"Communication is so important. If we can keep the lines open, everyone on campus will benefit," Tracy said.

Zawodny added that she would like to heighten awareness on campus of the role council plays in the University's affairs and to encourage more collaboration with other groups and committees who share mutual interests.

In order to facilitate dialogue, the two plan to have more guests at council meetings. Already scheduled are President Sidney Ribeau, Provost John Folkins and Executive Vice President Linda Dobb.

The first goal of council is an ongoing effort to provide health insurance to part-time employees. The difficulty has been

finding a carrier willing to provide coverage. The committee looking into the matter has some new leads to follow, Zawodny said, including a similar plan at the University of Iowa, where Provost John Folkins last worked.

A high-priority goal is to provide training to both supervisors and staff members in the use of the new performance appraisal form, which will also be used to determine merit pay. This is particularly important this year, Zawodny said, because the University has entered phase two of the three-year plan, in which the criteria for merit eligibility moves up to "fully meets" expectations, or "successful performance," as it is referred to on the new form.

This means employees should already be seeking feedback from supervisors on their performance, she said, and supervisors should be actively assisting employees to meet their job goals.

A pilot training program, coordinated by the Office of Human Resources and the Per-

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## Classified Staff Council elects new officers

In an unexpected development, Classified Staff Council had to elect a new chair and vice chair at its Aug. 16 meeting. The 2000-01 chair, Harold Williams, printing services, informed council that he has taken a job in California and will leave Bowling Green at the end of the month.

Laurel Zawodny, registration and records, who had been elected vice chair, was approved by council to move into the chair position, and Anne Tracy, libraries and learning resources,

was elected vice chair.

Other officers for the new year are Cyndi Patterson, mathematics and statistics, treasurer, and Flo Klopfenstein, dining services, and Barb Garay, libraries and learning resources, co-secretaries.

Also at the meeting, a subcommittee that had been researching classified employee benefits reported on its findings. The committee looked at BGSU's plan as compared to other schools in the Mid American

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## New tenure-track faculty are introduced to campus

Bowling Green welcomed more than 60 new, tenure-track faculty to campus Aug. 22 with an introductory breakfast meeting. "Diverse" perhaps best describes the group, as they have lived and worked on every continent except Antarctica and have a very broad range of expertise and interests.

Provost John Folkins had some words of advice for the group, focusing on four key areas.

First, he told them, the University is a "bubbling cauldron of ideas, a hotbed of good ideas and a wonderful group of colleagues with whom to share them." He urged the new faculty to nurture their intellects by sharing their creative thoughts with others.

Second, he said, the University is a "garden of learning." He encouraged faculty to address teaching and learning in the same way they think of research, that is, to consider the challenges and problems it presents. "What don't we know" is a question we should be asking ourselves, Folkins said.

The adjunct to that is to "be public about your problems and successes—share your experiences with one another and think together," he said, in order to develop excellent teaching skills.

Third, he said, it is important that faculty tell stories about their accomplishments and those of their students to build

tradition and pride. Storytelling is an important component of University life, he said.

And last, he said, is the importance of the individual in building his or her career.

"A bit of selfishness is needed. Don't let anything get in the way," Folkins advised. Just as an athlete preparing for competition envisions him- or herself successfully going through the movements of the sport, so should scholars envision the path of their careers and then use that as a guide.

Also at the breakfast meeting, Vice President for Student Affairs Ed Whipple stressed the importance of faculty making a connection with students outside the classroom.

"Students spend about 80 percent of their waking hours outside the classroom, so we need faculty to make that connection wherever they can." He encouraged faculty to become familiar with the services offered by the Office of Student Affairs and to make use of them whenever possible.

In introducing the new faculty and detailing their research interests and backgrounds, it became clear that there are many areas of overlapping expertise and many possibilities for interaction between departments and colleges. Mark Gromko, vice provost for academic programs, encouraged the group to develop connections and alliances for interdisciplinary collaboration.

## Tech repairs get easier

The Informational Technology Systems Hardware Support Department has moved from the basement of Hayes Hall up to the first floor, right next to the help desk in Room 101.

The move is designed to enable hardware support personnel to consult more easily with help-desk staff to solve clients' problems, said Tom Folk, hardware support supervisor.

The department can work on any equipment and welcomes walk-in clients. All that is needed is a bursar account for billing, according to Folk.

Sue Houtz, ITS, will staff the desk for pick-up and drop-off of equipment. The normal turnaround time is one to two days depending on the amount of

work at any time, Folk said.

Rates for repairs are:

**Diagnostic/Evaluation:** A \$25 minimum charge covers the evaluation only of equipment and applies in the event a customer refuses repair or the staff is unable to make the repair. If the customer authorizes further work, this charge is dropped and the following charges apply.

**Memory Upgrade:** A \$30 fee covers the installation and testing of new memory installed in both Intel-compatible and Mac desktop systems. Some laptop systems may be charged an hourly rate of \$75.

**Hard Drive Installation:** A \$45 fee covers the installation and formatting of a hard drive in

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## CSC agenda (Continued)

formance Appraisal Committee, is under way. There are two key elements: providing a framework for a more thorough appraisal that will promote better communication between supervisors and staff, and creating an atmosphere for clarification of job responsibilities and employee/supervisor expectations. Tracy said a wide range of employees at BGSU Firelands and on main campus is participating in the pilot training to ensure it works well in all situations.

Because the evaluation form will be online, the sessions have been conducted in computer labs in small groups. However, with more than 1,000 employees and supervisors to be trained, the group is also exploring other formats that might accommodate larger numbers of trainees.

Participants in the pilot training will provide feedback on the instruction they have received.

Another goal this year is to review the council's by-laws, which have not been updated in several years.

Council would also like to increase its scholarship monies, an ongoing goal. Members will continue to explore ideas for additional fundraising opportunities.

Providing professional development opportunities for classified staff members has been an objective of council for some time, Zawodny said. Past chair Scott Blackwood, dining services, is chairing a committee to develop funding possibilities for the initiative and needs committee members. Zawodny and Tracy encourage classified staff members to participate in this effort.

The last goal, an examination of employee benefits, was largely accomplished this summer by a committee that compared BGSU's benefits with those of other institutions. (See related story this page.)

Both women said they strongly urge all classified staff members to get involved with CSC and elsewhere on campus and be active members of the campus community.

## New officers (Continued)

Conference as well as other state universities and colleges in Ohio. The purpose was to explore if benefits such as vacation time, sick leave and floating holidays could be expanded. What it found was that in state universities, classified employee benefits are mandated by the Ohio Revised Code and many cannot be changed by individual universities.

The full results of the survey will be available in the meeting minutes, which are sent to all classified staff via email. Rebecca Ferguson, director of human resources, will attend the group's next meeting. Zawodny

and Tracy asked council members and constituents to study the results and present any questions or comments at that time.

Council also discussed the ice cream social to be held Oct. 5 during Spirit Week. This event is jointly sponsored by the Classified Staff Council, Faculty Senate, Administrative Staff Council, Undergraduate Student Senate and Graduate Student Senate and will be held in front of the Education Building. Contributions and volunteers are still needed to make the day a success, Zawodny said.

## Counseling Center earns highest rating

The BGSU Counseling Center has received full accreditation by the University and College Counseling Centers Board of Accreditation. The announcement was recently made by the International Association of Counseling Services.

The center underwent a lengthy and thorough review process beginning last spring that involved both written reports and an on-site visit from a team of evaluators.

In granting accreditation, the review board was complimentary of the Counseling Center's highly committed professional staff, the quality of services to students and the high regard in which the center is held by campus members in general.

"This demonstrates to the campus and the community that fundamentally we are maintaining very high standards," said Barbara Kalman, director of the center.

## in memory

Emma Mahoney, 78, died Aug. 19 in Toledo.

She was a secretary for the BGSU Faculty Senate, retiring in 1986.

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## campus calendar.....

Monday, Aug. 28

Classes begin.

Thursday, Aug. 31

Dissertation defense, "A Long-Term Follow-Up of Serious Female Offenders," by Allen Lowery, sociology, 1 p.m., Tomch Library, Williams Hall.

Monday, Sept. 4

Labor Day, no classes, offices closed campus-wide.

Continuing events

Through Aug. 30

Art exhibit, "Summer Work," a juried exhibition of work by BGSU students in summer workshops, classes, studios and seminars. Dorothy Uber Bryan Gallery, Fine Arts Center. Gallery hours are 10 a.m. to 4 p.m. Tuesday through Saturday and 1-4 p.m. on Sunday.

Aug. 29-Sept. 24

Art exhibit, "Possible Futures: Science Fiction Art from the Frank Collection," rarely seen paintings used to illustrate the covers of science fiction books and magazines, spanning a period from the 1940s and '50s to contemporary painters such as James Warhola and John Berkey. Willard Wankelman Gallery, Fine Arts Center. Gallery hours are 10 a.m. to 4 p.m. Tuesday through Saturday and 1-4 p.m. on Sunday.

## job postings.....

FACULTY

History. Chair of department, tenured. Contact Ed Danziger, 2-2196. Deadline: Nov. 15.

Legal Studies/International Business. Associate/full professor, tenured. Contact Dan Boren, 2-8023. Deadline: Nov. 10.

Contact Human Resources at 372-8421 for information regarding the following:

CLASSIFIED

(For convenience and to minimize waiting, employees wishing to apply for this position may call ahead to request the "Request for Transfer" form.)

Administrative Assistant I (C-120-Va)—University Honors Program. Pay grade 8.

ADMINISTRATIVE

Assistant Director of Student Publications (S-097)—Intercollegiate Athletics (search extended). Deadline: Sept. 15.

## Hardware

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all platforms. Data transfer can be provided by ITS for an additional \$30.

General Repair: \$75 per hour with a minimum charge of \$40. Labor is billed in half-hour increments. Parts are billed out at cost.

[www.bgsu.edu/faculty\\_staff/](http://www.bgsu.edu/faculty_staff/)

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