5-10-1991

Board of Trustees Meeting Minutes 1991-05-10

Bowling Green State University

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Proceedings, Trustees Bowling Green State University

May 10, 1991

Bowling Green State University
May 10, 1991

Notice having been given in accordance with the Board of Trustees Bylaws, the following members met in the Assembly Room of McFall Center, Bowling Green Campus on May 10, 1991: Richard A. Nowlove, Chairman; Nick J. Mielti, Vice Chairman; Kevin J. Coughlin; John A. Laskey; John C. Mahaney, Jr.; G. Ray Medlin, Jr.; G. O. Herbert Moorehead, Jr.; Virginia S. Platt; Ann L. Russell; Christine M. Senack. C. Ellen Connally was not present.

Also present were President Paul J. Olscamp; Lester E. Barber, Executive Assistant to the President and Secretary to the Board; Harold Lunde, Chair, Faculty Senate, and Faculty Representative to the Board; Wayne Berman, 1990-91 Graduate Student Representative to the Board; Michael Sears, 1991-92 Undergraduate Student Representative and Professor Allen White, Theatre, is the new Vice-Chair/Chair-Elect for 1991-92. Professor Evron Collins, Library, was re-elected Secretary of the Senate. Michael Sears is the new President of the Undergraduate Student Government and Dave Harper, Psychology, is the new President of the Graduate Student Senate.

PRESIDENT'S REPORT

Introductions
Professor Leigh Charelott, College of Education and Allied Professions, is the new Chair of the Faculty Senate. Professor Allen White, Theatre, is the new Vice-Chair/Chair-Elect for 1991-92. Professor Evron Collins, Library, was re-elected Secretary of the Senate. Michael Sears is the new President of the Graduate Student Senate.

Fall Semester Update
To date, we have received 8,550 applications from freshmen seeking admission to the 1991 Fall Semester. This represents a decrease of 563 or -6.18% from the comparable time last year. Transfer applications currently number 810, which reflects a decrease of 18 or -2.17%. All comparisons are made with application statistics from the previous year for the same general time period.

Graduate College
A total of 3,284 new graduate applications were received for the reporting period July 1, 1990 through March 31, 1991. This represents an increase of 316 or 10.1% compared to the reporting period in 1990. Within the two major graduate application categories, a total of 2,567 applications were received for graduate degree programs. This indicates an increase of 136 or 5.5% while applications for non-degree programs (717) increased by 36 or 5.3%.

Summer 1991 Registration Update
As of May 3, 1991, 4,838 registrations have been received for the Main Campus for the Summer Term, 1991. Compared to the April 25, 1990 figure of 4,470, this is a decrease of 135. The Firelands Campus had 180 registrations for Summer Term 1991 compared to 175 registrations for Summer 1990, representing an increase of 5.

Legislative Affairs
Lobbying efforts continue in Columbus with the hope of winning some relief from the budget crisis by increasing instructional subsidy and/or receiving some flexibility in the tuition cap. The focus of our efforts during the past few months has been the House of Representatives which presently is reviewing the effects of the proposed budget on Bowling Green State University. During a two-day period, we met with twelve of the leading members of the House Finance Committee and leadership of both parties in the Ohio Senate. Just this past week Speaker of the House Vern Riffe and Finance Chairman Patrick Sweeney were successful in adding $45 million to the Instructional subsidy line item and $3 million for the Ohio Eminent Scholar Program over the biennium. I am encouraged by Speaker Riffe's and Chairman Sweeney's state budget proposal that calls for increased funding for higher education. Bowling Green is facing a reduction of $5.5 million from its 1990-91 appropriation; a possible reduction that will severely impact the University's educational offering. Even if enacted, the House budget plan will not solve all our fiscal problems, but Speaker Riffe's proposed budget would lower our potential reductions to $2.5 to $3 million range, and give Bowling Green reason for some hope that an improved budget is possible.

Our lobbying focus will now switch to the members of the Senate during the next several weeks. I will meet with key members of the Senate Finance Committee and the leadership of both parties in the Ohio Senate. Next week a reception will be held for all State House Falcons, graduates of the University who serve as elected officials or in other capacities in the Ohio government. State House Falcon members will be asked to inform themselves of the impact of the proposed budget on Bowling Green State University and help us in our efforts to increase funding for higher education.
As you no doubt are aware, the central administration has spent much of the last month discussing with many groups options for increasing employee contributions for health care coverage. Increasing employee health care contributions is necessary because of the continued rapid escalation of BGSU employee health care costs which are projected to increase $1.3 million next year. They have in recent years increased at an average annual rate in excess of 15%. Recent major reductions in state allocations coupled with limitations on our ability to raise student fees have removed the flexibility to use increased subsidy and fee income to cover such increases in employee health care benefit costs.

In an attempt to address these concerns, we have over the past month consulted with the Insurance Committee of the Faculty Senate, the Administrative Staff Council, the Classified Staff Council, and various employee focus groups. We have received recommendations and comments from the Faculty Senate, the Administrative Staff Council, the Classified Staff Council, and dozens of individual faculty and staff members who have expressed their concerns. The advice from groups and individuals, as well as the input from Administrative Council, the Health Care Benefits Project Team, and representatives from CostEffex, our health care consultants, has been carefully studied. In the final analysis, given the lack of agreement among the various constituent groups on how best to allocate the necessary increases in employee contributions as well as the upcoming comprehensive review of the health care benefits plan which will take place next year, I have decided that the most reasonable approach to cover the increase in health care costs for 1991-92 is to increment the 1990-91 employee contributions by an amount equivalent to the projected 16% increase in health care costs. Because for single coverage, the health care benefits are the same for all employee groups, I have recommended to the Board the same contribution for single coverage for 1991-92 for both classified and contract employees.

I recognize that these changes will result in a reduction in the take-home pay of all employees who participate in the BGSU health care plan. That reduction will be somewhat mitigated by the introduction of a 125K plan which enables the payment of health care premiums from pretax dollars. In addition, I will recommend to the Board that if the final budget from the Ohio General Assembly enables us to do it, a one-time adjustment of $315 to the base salary for all BGSU full-time faculty and staff to help lessen the impact of the higher employee contributions for health care coverage. If this adjustment is possible, it will have a higher priority than a general salary increment; if it is not possible next year, it will be the first demand as soon as funds become available.

The students were chosen on the basis of excellence in one of five categories: creative and performing arts; social, service, religious and campus government activities; scholarship; athletics; or Journalism, speech and mass media. Mr. Newlove also received Bowling Green's Community Development Foundation Award. He was honored for his role in establishing the French Film Theater. He has been recognized for his teaching excellence and for his dedication and leadership in organizing and establishing the Foundation.

Class Visit Program

The Office of Admissions has implemented a new Class Visit Program for prospective students and their parents which became effective April 1991. Anyone interested in visiting a class can do so without making prior arrangements, thanks to the assistance and cooperation of all faculty in all the colleges and various department representatives. Mr. Newlove also received Bowling Green's Community Development Foundation Award. He was honored for his dedication and leadership in organizing and establishing the Foundation.

Dr. Ralph Wolfe, Professor of English and Film Studies, has been named the 1991 "Alum of the Year" by the College of Education and Allied Professions. The award was instituted by the College in 1980 to recognize college alumni who have displayed outstanding professional performance or public service. Dr. Wolfe was recognized for his teaching excellence and for his role in establishing the Film Theater. He has been the curator of the Film Theater since 1984 and was appointed the first Film Professor of Film Studies in 1989. Congratulations, Ralph, on a well-deserved honor.

Dr. Richard James, Associate Professor of Music Composition and History, has received the 1990-91 Distinguished Teacher Award from the Phi Mu Alpha Sinfonia music honor society.

Dr. W. Jeffrey Welsh, Associate Professor of History at Firelands College, received the Distinguished Teacher Award at the Firelands College recognition banquet on April 26. This award recognizes commitment and excellence in teaching. Dr. Welsh has been a member of the Firelands faculty since 1980. Also receiving recognition was the banquet's Trustee Ann Russell award, which will be awarded to an individual or organization from the community who has participated in the growth, development and promotion of the college.

Trustee Richard Newlove, president of the Bowling Green State University Board of Trustees, and JoAnn Kroll, director of University Placement Services, were tapped for membership in the University's chapter of Omicron Delta Kappa national leadership honor society. In addition, 10 students were selected for membership. The students were chosen on the basis of excellence in one of five categories: creative and performing arts; social, service, religious and campus government activities; scholarship; athletics; or Journalism, speech and mass media. Mr. Newlove also received Bowling Green's Community Development Foundation Award. He was honored for his role in establishing the French Film Theater. He has been recognized for his teaching excellence and for his dedication and leadership in organizing and establishing the Foundation.
Proceedings, Trustees Bowling Green State University

May 10, 1991

PRESIDENT'S REPORT (Continued)

Congratulations to the Bowling Green State University jazz ensembles for earning numerous individual and group awards at the 1991 Elmhurst College Jazz Festival - one of the most prestigious festivals in the country. This year the Jazz Lab Band competed against 26 bands from 18 universities and earned the outstanding big band award. This award is given only to two bands and Bowling Green has captured the award three times in the last five years.

Also, the Black Swamp Saxophone Quartet of Bowling Green has won first place in the senior wind division of the Fischoff National Chamber Music Competition. The quartet of Brian Thomas, Kevin Heldbreder, Susan Cook and Wesley Miller performed a 25-minute program selected by judges at the contest and brought back $2,000 for the first-place winners. Sixty-three chamber ensembles from across the country entered the competition. Congratulations students and faculty.

Betsy Bunner, the College of Health and Human Services' AIDS Education Project Director, has won an Ohio Department of Health AIDS Service Award for 1991. Ms. Bunner has been developing a statewide AIDS education course for college students. The project is being funded by a $98,700 grant received by Dr. Clyde Williams, dean of the College of Health and Human Services.

Ingrid Gomez, a junior ethnic studies major from Elyria, will become the first BGSU student selected to participate in the 1991 Washington Center's Minority Leaders Fellowship Program in Washington, D.C. this summer. She will be interning at the National Council of La Raza, an organization dedicated to the needs and issue of Hispanics. The University Presidents Club has awarded Ms. Gomez a $1,250 grant which will help meet her expenses while participating in the program.

Recyclable Vs. Landfill

As we know, the environment is becoming more and more a sensitive issue and probably will be the issue facing the nation in the 21st century. Since January, the University Union employees have put many disposables in their places, including most paper materials, aluminum, certain plastics, glass and food cans. In addition to separating disposables, they also recycle aluminum scrap. That includes foil that covers containers to prepare foods and foil pie pans and trays.

Last August, the Union requested diners to bus their own dishes in order to provide more staff time for the processing of china and silverware and preparing materials to be recycled. In an effort to reduce the use of Styrofoam materials, the Union has resorted to using more paper products. Styrofoam is now used only for take-out orders.

The recycling efforts go beyond the food service areas. The student recycling staff (3 in number) collected over 30,000 lbs. of newspaper, white, and greenbar paper for recycling. The students hope to continue the wastepaper recycling program next year. Their program officially ceased for the summer on May 4. I am told that they saved $560 in landfill costs.

I am delighted to report that the University's recycling program is considered to be one of the best in Ohio. I would like to take this opportunity to thank the staff and students who have gone above and beyond to make this important effort a success.

Events on Campus

Bowling Green honored 254 of its employees who have worked at the University five or more years. On April 10, 98 employees who attained 15, 20, 25, 30 or more years of service were honored at the annual Staff Awards Banquet. Margaret Carr, food service worker for food operations, headed the list of honorees with 35 years of service. Monna Pugh, assistant director of food operations, and Mary Chambers, secretary in mathematics and statistics, each received awards for 30 years of service. Our congratulations and thanks to all our dedicated employees.

Breakfast in BG

The second "Breakfast in BG" was held on April 26 with nearly 100 people in attendance. The purpose of the event was to bring people from all over northwest Ohio to campus, people who otherwise might be considered infrequent visitors. The speakers were Imam A.M. Khattab, director of the Greater Toledo Islamic Center, and Dr. John Merril, professor of political science at BGSU. The final breakfast in the spring series will be held on May 31. Mike Cicak, president of Glasstech, Inc., will speak on "How to do Business in the Soviet Union."

Grants and Contracts Awarded

The comparative numbers for grants and contracts for July 1 through April 30, fiscal year to date are as follows:

Total special grants and contracts for 1989-90 = $6,830,983.32 and for 1990-91 = $7,626,676.90.
Total of all grants and contracts for 1989-90 = $12,998,393.32 and for 1990-91 = $14,099,088.74.

Microcomputer Grant

Personnel Services and the Office of Affirmative Action and Handicapped Services are joint recipients of a University Local Area Network Microcomputer Grant totaling $25,662. This is the first time that this grant has been given to administrative areas. The grant is given through the Computer Services. The program gives units alternative ways to fund unit-level microcomputer networks. The award is granted on the basis of financial need and a sound utilization plan. Because the Personnel and Affirmative Action offices work closely on most University hiring even though their locations on campus are distant from one another, this award should have a major impact on the efficiency and order of our equal opportunity and affirmative action efforts at BGSU.

Alumni Chapter Scholarships

The alumni chapter scholarship competition process has been completed. More than 270 students applied for the 30 available scholarships, which represents a significant increase in the number of applications received last year.
PRESIDENT'S REPORT (Continued)

Minority Alumni Programming

A program entitled ASAP (Alumni Sharing African-American Paths) was held on April 17. The program was designed to provide a variety of information to all African-American students involved in the career decision making process from choosing a major to entering the job market. Seven alumni served as guest panelists and shared their experiences in choosing a major, helpful courses they had taken, college activities, career paths, and other suggestions or opportunities for African-American students to take advantage of throughout their college experience. Among the alumni panelists was our own Trustee Herb Moorehead.

Commencement

Spring Commencement will be held tomorrow, May 11 at 10 a.m. in Doyt Perry Stadium. Willie Mays, Jr., a Hall of Fame baseball player, will give the address to the graduates. Robert E. Brown ('52) recently appointed by President Bush as a member of the Presidents Committee on Mental Retardation will receive an honorary Doctor of Public Service Degree. Ruth Otte ('71), President and Chief Operating Officer of cable TV's The Discovery Channel, will be the recipient of the Distinguished Alumnus Award.

Mr. Chairman, this concludes my report.

ELECTION OF OFFICERS - 1991-92

Dr. Barber announced the results of the balloting. Mr. Richard A. Newlove was re-elected President, Mr. Nick J. Metl re-elected Vice President, and Dr. Lester E. Barber re-elected Secretary for 1991-92.

PERSONNEL/FACILITIES COMMITTEE

Mr. Moorehead reported that the Personnel/Facilities Committee met on Thursday afternoon and reviewed six action items and four discussion items.

PERSONNEL CHANGES Since April 12, 1991, Meeting

No. 42-91 Mr. Moorehead moved and Mr. Mahaney seconded that approval be given to the Personnel Changes since the April 12, 1991, meeting. The motion was approved with no negative votes.

PERSONNEL CHANGES

ADMINISTRATIVE STAFF

PLANNING & BUDGETING

Name
Title
Effective Date
Salary

Russell Burton
Manager of Systems Support Services, Admissions Office
3-13-91/6-30-91
$35,000 yr

Leaves of Absence
Debra Wells, Systems Programmer, University Computer Services, effective 4-15-91/6-30-91, leave without pay.

STUDENT AFFAIRS

Resignations
Candlce Moser
Assistant Director, Financial Aid and Student Employment
5-31-91
Personal reasons

Leaves of Absence
Amy Kose, Nurse Clinician, Student Health Services, effective 4/1, 4, 8, 11, 15, 18/91, leave without pay.
Jose Ortega, Medical Assistant, Student Health Services, effective 3/25, 25, 17, 18, 29/91, leave without pay.
Marilyn Perry, Lab Coordinator, Student Health Services, effective 3/7, 8, 11/91, leave without pay.

ACADEMIC AFFAIRS

ARTS AND SCIENCES

Retirements
Ron R. Bandy, Associate Professor in the School of Art; effective July 1, 1991
Louis C. Graue, Professor of Mathematics and Statistics; effective June 1, 1991
Mercedes Junquera Flys-Early, Professor of Romance Languages; effective September 1, 1991
Gerald Rigby, Professor of Political Science in the College of Arts and Sciences and Director of Criminal Justice Program in the College of Health and Human Services; effective August 1, 1991
Kenneth A. Robb, Associate Professor of English; effective June 1, 1991
Ronald E. Seavoy, Professor of History; effective July 1, 1991
### PERSONNEL CHANGES

**ARTS & SCIENCES** (Continued)

#### Resignations
- Leslie Ale, Assistant Professor of Political Science; effective May 22, 1991; accepted another position

#### Changes in Assignment, Rank and Salary
- Lynn Bauman Moy, Assistant Professor of Art; from terminal contract to temporary contract for 1990-91 academic year
- K. Kelley Ott, Assistant Professor of Interpersonal and Public Communication; from terminal contract to temporary contract for 1990-91 academic year

### PERSONNEL CHANGES

#### PART-TIME APPOINTMENTS

<table>
<thead>
<tr>
<th>Name</th>
<th>Rank</th>
<th>Salary</th>
<th>1990-91 Year; Special Notes &amp; Period of Employment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maria del Valle Bohorquez</td>
<td>Post-Doc Fellow</td>
<td>$22,920</td>
<td>4/1/91 - 3/31/92 (externally funded)</td>
</tr>
<tr>
<td>William E. Ford</td>
<td>Post-Doc Fellow</td>
<td>$22,920</td>
<td>4/1/91 - 3/31/92 (externally funded)</td>
</tr>
<tr>
<td>Xianping Zhang</td>
<td>Post-Doc Fellow</td>
<td>$20,160</td>
<td>3/21/91 - 3/20/92 (externally funded)</td>
</tr>
</tbody>
</table>

#### POST-DOCTORAL APPOINTMENTS

- Center for Photochemical Sciences
  - Zbigniew Rau, Visit Scholar; $8,000; 5/20/91 - 8/9/91 (externally funded)

#### BUSINESS ADMINISTRATION

- Charles Hamed, Professor of Business Education; effective June 1, 1991
- Y.N. Krishnan, Professor of Economics; effective July 1, 1991
- Donald Sternitzke, Professor of Economics; effective July 1, 1991

### PERSONNEL CHANGES

#### Reappointments—Faculty

<table>
<thead>
<tr>
<th>Management</th>
<th>Rank</th>
<th>Salary</th>
<th>Period of Employment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donald Warrick</td>
<td>Prof.</td>
<td>$2,175</td>
<td>Spring Semester 1991</td>
</tr>
</tbody>
</table>

#### EDUCATION AND ALLIED PROFESSIONS

- Robert C. Mckenaw, Professor of Educational Foundations and Inquiry; effective July 1, 1991
- JILL J. Reynolds, Professor and Interim Chair of Educational Administration and Supervision; effective July 1, 1991

#### Retirements

- William Hays, part-time Assistant Professor of Educational Curriculum and Instruction; from $2,576 to $2,254; Spring Semester 1991; decreased duties

### PERSONNEL CHANGES

#### FIRELANDS

- William McGraw, Professor of Interpersonal and Public Communication and Theatre in the Department of Humanities; effective June 1, 1991
- Yelda Niederhofer, Assistant Professor of Biology in the Department of Natural and Social Sciences; effective June 1, 1991

### PERSONNEL CHANGES

#### GRADUATE COLLEGE

- Zbigniew Rau, Visit Scholar; $8,000; 5/20/91 - 8/9/91 (externally funded)

### PERSONNEL CHANGES

#### MUSICAL ARTS

- Frances Burnett, Professor of Music Performance Studies; effective June 1, 1991

### PERSONNEL CHANGES

#### LIBRARIES AND LEARNING RESOURCES

- Dawn McCagh, Instructor and Reference Librarian of Libraries and Learning Resources; effective June 1, 1991
- Jack Ward, Associate Professor of Libraries and Learning Resources and Director of Instructional Media Services; effective July 1, 1991
PERSONNEL/FACILITIES COMMITTEE (Continued)

Proposed Emeritus Appointments

No. 47-91  Dr. Plett moved and Mr. Mileti seconded that approval be given to the appointment to emeritus status of the following faculty members who have retired recently or will retire at the conclusion of the 1990-91 academic year, as recommended by the appropriate college dean, the Committee on Honorary Degrees and Commemoratives, the Vice President for Academic Affairs, and the University President.

Mr. Ron Bandy, Associate Professor Emeritus of Art
Ms. Frances Burnett, Professor Emeritus of Music Performance Studies
Dr. Sara Derrick, Associate Professor Emeritus of Applied Human Ecology
Dr. Louis Grae, Professor Emeritus of Mathematics and Statistics
Dr. Charles Hened, Professor Emeritus of Business Education
Dr. Mercedes Junquera, Professor Emeritus of Romance Languages
Dr. V. N. Krishnam, Professor Emeritus of Economics
Dr. Robert Medlin, Professor Emeritus of Educational Foundations and Inquiry
Dr. Bill J. Reynolds, Professor Emeritus of Educational Administration and Supervision
Dr. Gerald Rigby, Professor Emeritus of Political Science and Criminal Justice
Dr. Kenneth Robb, Associate Professor Emeritus of English
Dr. Ronald Seayov, Professor Emeritus of History
Dr. Donald Sterlinzke, Professor Emeritus of Economics
Mr. Jack Ward, Associate Professor Emeritus of Instructional Media Services
Dr. William York, Professor Emeritus of Educational Administration and Supervision

The motion was approved with no negative votes.

Proposed Revision to the Classified Staff Handbook

Mr. Moorehead noted that the proposed revision is an excellent piece of work which was the result of a combined effort of the classified staff, Personnel Services, legal counsel, and the Administration. It changes the University’s approach to correcting employee deficiencies from a punitive one to one focusing more on improving productivity and morale.

No. 44-91  Dr. Plett moved and Mr. Medlin seconded that approval be given to the proposed revision to the Sanction Policy in the Classified Staff Handbook, as outlined in the attached. The motion was approved with no negative votes.

April 10, 1991

SANCTION POLICY

Policy Statement: At Bowling Green State University, there are occasions when employees fall to meet performance standards or to abide by University policies, procedures, and rules governing appropriate conduct on the job. In order to deal with such situations in a fair and consistent manner, the University has developed a disciplinary policy and procedures designed to improve productivity and morale, and not merely to punish. The disciplinary policy and procedure is designed so that:

1. Management will respond in a consistent and predictable manner if an employee violates the rules.
2. Disciplinary matters will be handled in a confidential and expeditious manner.
3. Employees will be told what is expected of them and the possible consequences if they do not live up to performance expectations.
4. Employees will be disciplined progressively except for instances where the seriousness of the offense may warrant bypassing one or all steps (e.g., the illegal use of drugs, etc.)
5. Discipline will be based on facts and not hearsay or opinion.
6. Employees can appeal disciplinary actions through the University’s internal grievance procedure or through the State Personnel Board of Review.

Disciplinary action is normally progressive in nature, that is, repetitions of causes for disciplinary action or a combination of offenses should lead to application of more serious disciplinary sanctions. However, some actions, because of their seriousness represent a threat to the safety and well-being of the individual, other employees, students, or to University operations warrant bypassing one or all steps of the disciplinary process. The following defines and outlines the suggested sequence of the various disciplinary actions.

A verbal warning is an oral discussion between a supervisor and an employee who fails to meet performance standards or exhibits unsatisfactory behavior. Verbal warnings are generally issued for minor offenses and should be considered by the employee as a clear indication that a repetition of unsatisfactory behavior may call for more serious disciplinary action. When a verbal warning is issued, the supervisor should take immediate constructive steps to help the employee avoid the repetition of unsatisfactory behavior.

A written warning is more serious and may become a permanent part of the employee’s official record. A written warning is issued if the corrective behavior from any previous verbal warning(s) is not exhibited within the specified time limits or if the offense is of a serious nature. A copy of the written warning is given to the employee and the original is forwarded to Personnel Services to be placed in employee’s official file. When a written warning is issued, the supervisor should take immediate constructive steps to help the employee avoid the repetition of unsatisfactory behavior.
No. 44-91 (Continued)  PERSONNEL/FACILITIES COMMITTEE (Continued)

SANCTION POLICY (Continued)

Continued unsatisfactory performance or the commission of a serious offense may serve as the basis for more severe disciplinary actions beyond a verbal or written warning. A suspension without pay can vary from one day to several weeks or months. A suspension is designed to give the employee some time to think over the seriousness of the offense and it is hoped that he/she will make the future a commitment to better behavior or performance.

A reduction in pay or position (demotion) may be on a permanent or temporary basis. Demotions are for situations in which an employee has been promoted and cannot handle the job or is no longer able to perform his or her regular duties in a competent manner.

A removal is the most serious penalty that can be imposed and should be used with care in the event that previous progressive discipline has not improved the problematic behavior. A removal requires that the offending employee be discharged. Discharge is a final step in the progressive discipline process and only occurs when the employee cannot or will not perform the job.

Under Ohio Law a classified employee may be disciplined, discharged, or reduced in pay for unsatisfactory conduct such as incompetence, insufficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of public, classified disciplined, employee may be handled for and training disciplinary procedures.

Procedures:

Step 1: Verbal Warning: Within five (5) working days of a violation of any University policy, procedure, rule or failure to perform his or her job satisfactorily, the employee's supervisor shall meet with the employee in private and 1) Identify the specific performance problem to the employee, 2) specify what changes in performance must occur to correct the behavior, 3) state the progressive discipline action being taken, 4) state the corrective behavior or continued satisfactory performance is not exhibited within a reasonable time period specified by the supervisor, and 5) sign a form recording the verbal warning along with the employee and one other party. If another Infraction occurs unrelated to the offense for which a verbal warning was issued; or if the offense is of a serious nature, the supervisor should issue a written warning to the employee. A written warning is an appropriate first disciplinary step if the offense is a serious one. The supervisor shall meet with the employee in private and discuss the specifics of this unsatisfactory behavior and identify the reasons for the written warning. Items 1-5 of Step 1 should be included in the warning, signed by both parties, and a copy given to the employee, a copy retained by the supervisor, and the original for the Personnel Services to be placed in the employee's official personnel file. If no disciplinary offense occurs within one (1) year after the written warning is issued, the warning may be removed from the employee's personnel file upon written request from the employee to the Executive Director of Personnel Services. The Executive Director of Personnel Services will review the request and determine whether the written warning will be removed. In some cases, where the written warning is for a serious offense, the Executive Director reserves the right to disapprove the request. Failure to sign a written warning by the employee, if appropriate, will be noted on the form.

Step 2: Written Warning: If corrective behavior is not exhibited after the specified time period; or if another Infraction occurs unrelated to the offense for which a verbal warning was issued; or if the offense is of a serious nature, the supervisor should issue a written warning to the employee. A written warning is an appropriate first disciplinary step if the offense is a serious one. The supervisor shall meet with the employee in private and discuss the specifics of this unsatisfactory behavior and identify the reasons for the written warning. Items 1-5 of Step 1 should be included in the warning, signed by both parties, and a copy given to the employee, a copy retained by the supervisor, and the original for the Personnel Services to be placed in the employee's official personnel file. If no disciplinary offense occurs within one (1) year after the written warning is issued, the warning may be removed from the employee's personnel file upon written request from the employee to the Executive Director of Personnel Services. The Executive Director of Personnel Services will review the request and determine whether the written warning will be removed. In some cases, where the written warning is for a serious offense, the Executive Director reserves the right to disapprove the request. Failure to sign a written warning by the employee, if appropriate, will be noted on the form.

Step 3: Suspension/Demotion/Removal: Continued unsatisfactory behavior for a succession of minor offenses, or the commission of a more serious offense, may serve as the basis for recommending more severe disciplinary actions. All recommendations for suspensions, demotions, or removals must be endorsed by the department or area head before being presented to the employee. Each case shall be considered on its own merits. The Executive Director reserves the right to disapprove the request. If the request is for a serious offense, the Executive Director shall determine the validity of the request.

Executive Director: A recommendation for a suspension, demotion, or removal shall be made by the Executive Director of Personnel Services or his or her designee, after a written warning has been issued. The Executive Director shall exercise the right to convene a hearing panel of faculty or staff members not involved with the employee. The Executive Director retains the right to disapprove the written recommendation panel's decision. The Executive Director reserves the right to disapprove the recommendation panel's decision. The Executive Director reserves the right to disapprove the recommendation panel's decision. The Executive Director reserves the right to disapprove the recommendation panel's decision.
2. Direct the supervisor to select a neutral/impartial panel member who is presently an employee of the University, but has no current or prior involvement with the recommended disciplinary action nor a close working relationship that would bias the panel member. The supervisor will have five (5) working days to submit the name of the panel member to the Executive Director of Personnel Services or his or her designee.

3. Direct the two panel members to select a third member from a neutral/impartial list of classified employees mutually agreed upon between the Classified Staff Council and the Executive Director of Personnel Services. The chair must have no current or previous Involvement in the recommended disciplinary action, and not be assigned to the work area of the employee involved in the proposed disciplinary action. The two panel members will have three (3) working days to submit the selection to the Executive Director of Personnel Services or his or her designee.

4. Handle all administrative functions which includes ensuring that all time limits are met, and that both parties are given at least a five (5) working-day notification of the hearing date and arrange for facilities for conducting the hearing.

5. The Executive Director of Personnel Services or his or her designee will convene a meeting of all parties involved to explain the disciplinary rules and process and to assure that all aspects of the procedures are clearly explained.

6. Copies of factual information for presentation at the hearing must be furnished to Personnel Services at least three (3) working days before the hearing for dissemination to members of the panel. Additional factual information may be submitted at the hearing if extenuating circumstances created a delay in securing the documents ahead of time or if the information is key to either party’s presentation. The two panel members will have three (3) working days to submit the selection to the Executive Director of Personnel Services or his or her designee.

7. All witnesses will be informed in writing. Reasons for rejection or modification must be given in such recommendation.

8. The procedures will be informal and controlled by the chair. The panel may establish procedures which provide a fair opportunity for both sides to present relevant facts, however, the hearing will not be conducted in the manner of a trial. Witnesses may be asked to narrate their knowledge or respond to specific questions from panel members.

9. Both the employee and the supervisor may be accompanied by another Bowling Green State University employee to serve as his/her advisor. Advisors may assist in clarifying points or discussing procedures with the panel. Either party or their advisors can make their presentation to the panel.

10. The burden of proof rests with the department recommending disciplinary action.

11. Only relevant material which was previously submitted to Personnel Services and oral statements may be presented by the employee and the supervisor or their respective advisors. The chair shall have the final authority to determine the relevance of any written or oral information submitted. Additional factual information may be submitted at the hearing if extenuating circumstances created a delay in securing the documents ahead of time. If the information is key to either party’s presentation.

12. The Executive Director of Personnel Services will arrange to have the involved employee, supervisor, panel members, advisors and consenting witnesses excused from their work to attend the hearing. All participants will be compensated for time spent at the hearing that occurs during their regular work schedule. If participation places a person in an overtime status, the employee will be compensated in accordance with the University’s overtime policy.

13. The opening statements or presentations by both parties shall be limited to approximately 15-25 minutes, unless otherwise determined by the chair.

14. Witnesses shall be present in the hearing room only to testify and their testimony shall be limited to approximately 15-25 minutes, unless otherwise determined by the chair. The employee and the supervisor along with their advisors shall be present to hear the testimony of all witnesses. All testimony given by the employee, supervisor, and witnesses shall be directed at the testimony given by the employee, supervisor, and witnesses during their participation places a person in an overtime status, the employee will be compensated in accordance with the University’s overtime policy.

15. Except in the case of an extreme emergency or an unusual circumstance, no request for postponement will be considered unless received in writing by the chairperson at least three (3) working days in advance of the scheduled hearing date.

16. In the absence of any extenuating circumstances, failure on the part of either or both parties to appear at the hearing could result in the employee and/or supervisor’s losing their right to present their case before the panel. The Executive Director of Personnel Services will decide whether to cancel or reschedule the hearing.

17. Within five (5) working days after the conclusion of the hearing, the panel will issue its written report and recommendation to the Executive Director of Personnel Services. The report will detail the factual findings along with a summary of evidence presented and the rationale for reaching their recommendation.

18. Unless additional clarification of the panel’s report and recommendations is required, the Executive Director, within seven (7) working days after receiving the panel’s report, shall adopt, reject, or modify the report and its recommendations and notify the employee, department, panel chair, and the appropriate Vice President in writing. Reasons for rejection or modification must be given in such recommendation.
12. Any individual acting as a witness for either the employee or the department bringing forth the recommended disciplinary action will not suffer any type of retaliation or harassment from either party regardless of the outcome of the hearing.

APPEALS: Disciplinary actions up to step 3 (Disciplinary Recommendation Panel) are appealable through the Bowling Green State University Grievance Procedure. Suspensions of more than 3 days, removals, and demotions, are appealable through the State of Ohio Personnel board of review. Appeals must be made within the time limits applicable to both procedures.

TRAINING: Personnel Services is responsible for providing training sessions on conducting a hearing for all individuals selected to serve as panel chairs from the neutral/impartial list. All potential chairpersons are required to attend a training session before they are permitted to chair a panel.

DISCIPLINARY GUIDELINES CHART

The Disciplinary Guidelines Chart is a partial list of the types of unsatisfactory behavior and infractions of policies, regulations, or rules that will result in the application of progressive discipline. The offenses are divided into minor and serious offenses and the chart offers a suggested range of disciplinary actions based on whether the offense(s) are of a serious or minor nature. The chart indicates that an offense appears under the minor offenses heading does not prohibit the application of more severe discipline such as issuing a written warning, recommending a suspension, demotion, or removal. Also, the chart suggests that an offense appears under the serious offenses category does not prohibit the application of discipline less severe than is suggested by the Disciplinary Guidelines Chart. The purpose of the chart is to give employees and supervisors a better understanding of the discipline that might be associated with certain offenses. The application of discipline is an individual matter and should be treated on a case by case basis rather than in a generic application. THIS LIST IS ONLY A PARTIAL LISTING OF OFFENSES AND NOT AN ALL-INCLUSIVE LIST. INDIVIDUALS MAY BE DISCIPLINED FOR UNSATISFACTORY BEHAVIOR AND VIOLATIONS OF UNIVERSITY POLICIES, REGULATIONS, AND RULES NOT SPECIFICALLY LISTED BELOW.

### DISCIPLINARY GUIDELINES CHART

The following chart lists offenses and is intended to serve as a guide for applying the appropriate level of discipline for a given offense. The offenses are broken down into minor and serious offenses and offers a recommended range of disciplinary actions from verbal warnings to removals based on whether the offense(s) are of a serious or minor nature. THIS LIST IS ONLY A PARTIAL LISTING OF OFFENSES AND NOT AN ALL-INCLUSIVE LIST.

<table>
<thead>
<tr>
<th>MINOR OFFENSES</th>
<th>Verbal</th>
<th>Written</th>
<th>Suspension/Removal</th>
<th>Removal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insubordination</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Minor Safety Violation</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Unexcused Tardiness/Absences</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Unsatisfactory Work Performance</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Use of Abusive Language</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Leaving Premises During Scheduled Work Time</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Without Supervisory Permission</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extending Break or Lunch Period Without Permission</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Misuse of Telephones for Personal Use</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Discourteous Treatment of the Public</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Failure to Abide by University Solicitation Procedures</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Improper Off Duty Conduct That Affects Job Performance or Public Trust</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
### SANCTION POLICY (Continued)

#### PERSONNEL/FACILITIES COMMITTEE (Continued)

#### DISCIPLINARY GUIDELINES CHART (Continued)

<table>
<thead>
<tr>
<th>SERIOUS OFFENSES</th>
<th>Written</th>
<th>Suspension/Removal</th>
<th>Removal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sexual Harassment</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Racial/Ethnic Harassment</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Defacing/Damaging or Misuse of University Property and Equipment</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Fighting or Assault of Supervisor or Employee</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Failure to Obey a Proper Order of Instruction</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Sleeping on the Job</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Multiple Uses of Unsatisfactory Behavior</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Violation of University's Substance Abuse Policy</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Use/Consumption/or Possession of Drugs, Including Alcohol on University Premises</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Reporting to Work While Under the Effect of Drugs, Including Alcohol</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Unauthorized Release of Confidential Information</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Immoral Behavior</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Theft</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Falsification of University Documents</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Falsification of Employee Application</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

**Proposed Amendment to Academic Charter: Drug-Free Workplace Policy**

No. 45-91 Mr. Moorehead moved and Mr. Medlin seconded that approval be given to the proposed Drug-Free Workplace Policy statement and its insertion into the Academic Charter, Section B-II.F., as passed by Faculty Senate on March 5, 1991, but with the following adjustment in language: In the fourth line from the end change the phrase 'make every effort' to 'make appropriate efforts.' The motion was approved with no negative votes.

**Drug-Free Workplace Resolution**

WHEREAS, on March 10, 1989, the Board of Trustees approved the University's Drug-Free Workplace Policy and Procedures in accordance with the Drug-Free Workplace Act of 1988 (Public Law 100-690 requires recipients of federal grants to take specific steps to ensure a drug-free workplace); and

WHEREAS, the University has complied with the mandate of the Drug-Free Schools and Communities Act by its effective date of October 1, 1990; and

WHEREAS, the University policy has been disseminated broadly;

THEREFORE BE IT RESOLVED, that the following Drug-Free Workplace Policy be inserted into the Academic Charter in Section B-II.F:

In order to ensure the University's commitment to a quality educational and work environment, every faculty member, employee and student has a right to work and learn in an environment free from the effects of abuse of alcohol and other drugs.

Therefore, it is the policy of Bowling Green State University to prohibit the unlawful use, sale, dispensing, transfer, or possession of controlled substances, alcoholic beverages, drugs not medically authorized or any other substance that may impair an individual's academic or work performance or pose a hazard to the individual, public, students, or employees of the University on its property or at any of its activities.

It is the responsibility of each faculty member, employee and student to adhere to this policy. If a violation of this policy occurs, support programs will be made available where appropriate. Disciplinary action may be taken up to and including dismissal or expulsion from the University and possible criminal prosecution. The University will make appropriate efforts to provide rehabilitative support before giving consideration to the termination of employment for cause as stipulated in Section B-I.C.3.c of the Academic Charter and Sect. 3345.22-25 of the Ohio Revised Code.

Passed by Faculty Senate on 3/5/91
Proposed Loose Waiver Health Insurance Program for Graduate Students

No. 46-91

Mr. Moorehead moved and Mr. Mahaney seconded that all graduate students enrolled for three credit hours or more on the main campus be required to participate in a loose waiver health insurance program — i.e., that they be required to purchase health insurance as arranged by the University unless they indicate in writing that they already have health insurance. The motion was approved with no negative votes.

Fiscal Years 1993-1998 State-Funded Capital Plan

No. 47-91

Mr. Moorehead moved and Dr. Platt seconded that the Proposed Fiscal Years 1993-1998 State-Funded Capital Plan for Bowling Green State University be endorsed for forwarding to the Chancellor of the Ohio Board of Regents. The motion was approved with no negative votes.

BOWLING GREEN STATE UNIVERSITY
CAPITAL BUDGET PLAN - MAIN CAMPUS

Comprehensive Six-Year Capital Program and State-Funded Capital Request Summary

Fiscal Years 1993-1994

<table>
<thead>
<tr>
<th>Project</th>
<th>State</th>
<th>Local</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Classroom Building - Phase II</td>
<td>$3,665,000</td>
<td></td>
</tr>
<tr>
<td>2. Eppler Complex Rehabilitation - Ph II</td>
<td>$5,140,000</td>
<td></td>
</tr>
<tr>
<td>3. Infrastructure Restoration - Phase I</td>
<td>$5,400,000</td>
<td></td>
</tr>
<tr>
<td>4. South Hall Replacement</td>
<td>$5,400,000</td>
<td></td>
</tr>
<tr>
<td>5. Channel 27 Addition</td>
<td>$1,044,000</td>
<td></td>
</tr>
<tr>
<td>6. Johnston Hall Rehabilitation</td>
<td>$1,275,000</td>
<td></td>
</tr>
<tr>
<td>7. Hanna Hall Rehabilitation</td>
<td>$4,700,000</td>
<td></td>
</tr>
<tr>
<td>8. Moseley Hall Rehabilitation</td>
<td>$4,900,000</td>
<td></td>
</tr>
<tr>
<td>9. Child Care Facility</td>
<td>$1,000,000</td>
<td></td>
</tr>
<tr>
<td>10. Falcon Field House</td>
<td>$10,850,000</td>
<td></td>
</tr>
<tr>
<td>11. Founders Hall Rehab. - Planning Fees</td>
<td>$400,000</td>
<td></td>
</tr>
<tr>
<td>12. Auxiliary Improvements</td>
<td>$7,500,000</td>
<td></td>
</tr>
<tr>
<td>13. Local Capital Improvements</td>
<td>$32,874,000</td>
<td>$18,550,000</td>
</tr>
</tbody>
</table>

Joint BGSU/UT Library Addition $3,900,500

Fiscal Years 1995-1996

<table>
<thead>
<tr>
<th>Project</th>
<th>State</th>
<th>Local</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Infrastructure Restoration - Phase II</td>
<td>$3,705,000</td>
<td></td>
</tr>
<tr>
<td>2. University Hall Rehabilitation</td>
<td>$2,650,000</td>
<td></td>
</tr>
<tr>
<td>3. Fine Arts Bldg. Rehabilitation</td>
<td>$4,400,000</td>
<td></td>
</tr>
<tr>
<td>4. Technology Annex Rehabilitation</td>
<td>$2,550,000</td>
<td></td>
</tr>
<tr>
<td>5. Eppler Complex Addition</td>
<td>$1,275,100</td>
<td></td>
</tr>
<tr>
<td>6. Electrical Substation</td>
<td>$4,600,000</td>
<td></td>
</tr>
<tr>
<td>7. Heat Plant Rehabilitation</td>
<td>$4,475,000</td>
<td></td>
</tr>
<tr>
<td>8. 2nd Steam Feeder Line</td>
<td>$1,200,000</td>
<td></td>
</tr>
<tr>
<td>9. Biotechnology Building</td>
<td>$20,450,000</td>
<td></td>
</tr>
<tr>
<td>10. Auxiliary Improvements</td>
<td>$7,000,000</td>
<td></td>
</tr>
<tr>
<td>11. Local Capital Improvements</td>
<td>$300,000</td>
<td></td>
</tr>
<tr>
<td>12. Founders Hall Rehabilitation</td>
<td>$45,305,100</td>
<td>$22,550,000</td>
</tr>
</tbody>
</table>

Fiscal Years 1997-1998

<table>
<thead>
<tr>
<th>Project</th>
<th>State</th>
<th>Local</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Heat Plant Rehabilitation</td>
<td>$2,000,000</td>
<td></td>
</tr>
<tr>
<td>2. Central Cooling Plant - Phase I</td>
<td>$5,000,000</td>
<td></td>
</tr>
<tr>
<td>3. Utility Tunnel - North Extension</td>
<td>$1,380,000</td>
<td></td>
</tr>
<tr>
<td>4. Music Library - Addition</td>
<td>$5,900,000</td>
<td></td>
</tr>
<tr>
<td>5. Applied Human Ecology Building</td>
<td>$10,375,000</td>
<td></td>
</tr>
<tr>
<td>6. Warehouse/Vehicle Storage Bldg.</td>
<td>$2,175,000</td>
<td></td>
</tr>
<tr>
<td>7. Technology Addition</td>
<td>$8,250,000</td>
<td></td>
</tr>
<tr>
<td>8. Photochemical Sciences Bldg.</td>
<td>$14,190,000</td>
<td></td>
</tr>
<tr>
<td>9. Overman Hall Addition</td>
<td>$10,400,000</td>
<td></td>
</tr>
<tr>
<td>10. Soc. Phil. &amp; Policy Ctr. Rehab.</td>
<td>$975,000</td>
<td></td>
</tr>
<tr>
<td>11. Auxiliary Improvements</td>
<td>$7,000,000</td>
<td></td>
</tr>
<tr>
<td>12. Local Capital Improvements</td>
<td>$300,000</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL $61,645,000 $7,500,000
PERSONNEL/FACILITIES COMMITTEE

BOWLING GREEN STATE UNIVERSITY
CAPITAL BUDGET PLAN - FIRELANDS COLLEGE CAMPUS
PROJECTS REQUESTED BY BIENNIAL

Fiscal Years 1993-1994
1. Energy Conservation
   517,500
   $ 517,500

Fiscal Years 1995-1996
1. East/West Building Addition
   $2,195,500
2. East Building Rehabilitation
   940,000
   $3,135,500

Fiscal Years 1997-1998
1. Laboratory Rehabilitation
   $ 610,000
2. Greenhouse Facility - Botany Laboratory
   53,125
   $ 663,125

FIRELANDS COLLEGE CAMPUS
Project Priorities at Various Funding Levels
Fiscal Years 1993-1994

<table>
<thead>
<tr>
<th></th>
<th>1,000,000</th>
<th>2,000,000</th>
<th>3,000,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Energy Conservation</td>
<td>517,500</td>
<td>517,500</td>
<td>517,500</td>
</tr>
</tbody>
</table>

$ 517,000 $ 517,500 $ 517,500

Status of State-Funded Capital Improvements

Mr. Moorehead reported that capital improvements are on schedule.

FINANCE COMMITTEE

Mr. Mahaney chaired the Finance Committee meeting on Thursday afternoon in Judge Connally's absence and reported that the committee reviewed one action item and heard budget and health insurance presentations.

Proposed Founders Hall Renovation

No. 48-91

Mr. Mahaney moved and Mrs. Russell seconded that approval be given for the President, or his designee, to proceed with preparation of design plans and cost estimates for renovation of Founders Quadrangle for presentation to the Board of Trustees at a future meeting.

The Board Secretary conducted a roll call vote with the following results: Voting "yes"—Mr. Laskey, Mr. Mahaney, Mr. Mielo, Mr. Milet, Mr. Moorehead, Mrs. Newlove, Dr. Platt, Mrs. Russell. The motion was approved with eight affirmative votes.

NEW ITEMS

Resolution: Ann Russell

No. 49-91

Mr. Milet moved and Mr. Moorehead seconded that the following resolution concerning Ann Russell be adopted:

WHEREAS, Ann Russell served as a University Trustee from 1980-1991; and

WHEREAS, prior to her term on the University Board of Trustees, she served on the Firelands College Advisory Board for five years, holding the offices of secretary, vice president, and president during her tenure; and

WHEREAS, she has been a vitalizing force in the advancement of Firelands College, chairing Gala campaigns, participating in McBride Arboretum fund-raising efforts and serving on the Firelands Friends of Library; and
WHEREAS, she is a strong supporter and promoter of education in the nation, across the state and in the local community and has given unselfishly of her time to this and many other philanthropic causes;

NOW, THEREFORE, BE IT RESOLVED, That the Board of Trustees expresses its sincere appreciation to Ann Russell for her outstanding service during her tenure as Board member and extends its best wishes for happiness and success in her future endeavors; and

BE IT FURTHER RESOLVED, That this Resolution be spread upon the official minutes and that a copy be sent to Mrs. Russell.

The motion was approved with no negative votes.

Funding of Higher Education in 1991-92

Mr. Medlin moved and Mr. Moorehead seconded that the following resolution concerning higher education funding for 1991-92 be adopted:

WHEREAS, the Bowling Green State University Board of Trustees has been given a mandate by the Ohio General Assembly to serve the people of Ohio through instruction, research and public service on the BGSU campuses, and

WHEREAS, biennial appropriations from the State of Ohio as determined by the General Assembly provide a critical base of funding for that mission, and

WHEREAS, the Executive Budget, if enacted, would result in a $3.6 million ($5) reduction in instructional support for main campus educational activities and would, when added to the $1.9 million reduction of February, result in a 1991-92 Instructional subsidy for the BGSU main campus of $5.5 million ($5) less than the 1990-91 level authorized by the Ohio Board of Regents, and

WHEREAS, the Executive Budget also imposes a tuition fee increase cap of about $5, so that even at the maximum possible increase BGSU can only return its income to approximately the 1990-91 level after the February cut, and

WHEREAS, currently projected expenditure increases for "mandated" items such as utilities, scholarships (which increase as fees increase), health insurance and student employee wages is estimated to total approximately $5.5 million, therefore requiring that we make cuts in our educational budget of approximately that amount,

NOW, THEREFORE, BE IT RESOLVED that the Bowling Green State University Board of Trustees urges the General Assembly to at least maintain the original 1990-91 levels of support for Instructional subsidy,

BE IT FURTHER RESOLVED that the Trustees of Bowling Green State University strongly urge that support be given to the entire Excellence Program of the Ohio Board of Regents. The excellence in education that these programs represent is essential to continued economic progress of the State of Ohio and to the quality of life of its citizens.

The motion approved with no negative votes.

Proposed Board of Trustees Schedule of Meetings for 1991-92

Mr. Mahaney moved and Dr. Platt seconded that approval be given to the following Proposed Board of Trustees Schedule of Meetings for 1991-92. The motion was approved with no negative votes.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCTOBER 18</td>
<td>FRIDAY</td>
<td>10:00 A.M.</td>
</tr>
<tr>
<td>DECEMBER 20</td>
<td>FRIDAY</td>
<td>10:00 A.M.</td>
</tr>
<tr>
<td>FEBRUARY 7</td>
<td>FRIDAY</td>
<td>10:00 A.M.</td>
</tr>
<tr>
<td>APRIL 10</td>
<td>FRIDAY</td>
<td>10:00 A.M.</td>
</tr>
<tr>
<td>MAY 8</td>
<td>FRIDAY</td>
<td>10:00 A.M.</td>
</tr>
<tr>
<td>JUNE 12</td>
<td>FRIDAY</td>
<td>10:00 A.M.</td>
</tr>
</tbody>
</table>

Commencements scheduled on the following dates during 1991-92:

- AUGUST 10, 1991 SATURDAY 9:30 A.M.
- DECEMBER 21, 1991 SATURDAY 10:00 A.M.
- MAY 9, 1992 SATURDAY 10:00 A.M.

(*) Indicates that committee sessions will be held - tentatively on the afternoon or evening preceding the regularly scheduled Board of Trustees meeting.
NEW ITEMS (Continued)

Proposed New Appointments and Reappointments to the Public Advisory Council for Television (PACT) - WBGU-TV

No. 52-91 Mrs. Russell moved and Mr. Mahaney seconded that approval be given to the new appointments and reappointments of the following persons to the Public Advisory Council for Television (PACT) - WBGU-TV, pursuant to Article III, Section I, of the revised Charter of Association:

New Appointments

Jeanne Cassell
Tiffin, Ohio

Judge Allan H. Davis
Findlay, Ohio

RoseMarie Duffy
Lima, Ohio

Gordon W. Misch
Wapakoneta, Ohio

Robert Neville
Bowling Green, Ohio

Jon E. Rockhold, Ed.D.
Lima, Ohio

Reappointments

Shirley Daley
Lima, Ohio

Joann DeHaven
Lima, Ohio

Barbara Doane Larick
Findlay, Ohio

Linda Reiter
Bowling Green, Ohio

Harold Sehnert
Lima, Ohio

Chair Newlove called upon PACT President Sheila Fulton to make remarks. She thanked Trustee Laskey for his service on PACT as an ex officio member and extended PACT's gratitude for the Trustees' support of public television.

The motion was approved with no negative votes.

REGULAR ITEMS

Sponsored Grants and Contracts Awarded: March 1991

No. 53-91 Mr. Mahaney moved and Mr. Medlin seconded that grants and/or contracts in the amount of $615,468.26, for the month of March, 1991, be accepted and expenditures applicable thereto in that amount be authorized.

<table>
<thead>
<tr>
<th>Total for Period</th>
<th>Fiscal Year to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>March $615,468.26</td>
<td>$13,184,851.73</td>
</tr>
</tbody>
</table>

The motion was approved with no negative votes.

BOWLING GREEN STATE UNIVERSITY

COMPARATIVE SUMMARY OF GRANTS AND CONTRACTS AWARDED

July 1 through Mar 31

Fiscal Years to Date

<table>
<thead>
<tr>
<th>1989-90</th>
<th>1990-91</th>
</tr>
</thead>
<tbody>
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<td>I. Research</td>
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<tr>
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<td>B. Privately and State Sponsored</td>
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<td>II. Institutes and Workshops</td>
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<td>III. Public Service Grants and Contracts</td>
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<td>V. Equipment Grants</td>
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<td>TOTAL ALL GRANTS AND CONTRACTS</td>
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Dr. Minifred Stone, Associate Dean, Graduate College

Dr. Stone presented a report on the status of minority graduate education at BGSU, in Ohio, and in the U.S. In view of legislation passed to correct educational deprivities in schools, colleges and universities, graduate and professional fields continue to display a striking deficiency of minority student populations. The National Research Council in Washington, D.C. recently reported that African Americans, Hispanics, and Native Americans earned only 6.4% of all doctorate degrees awarded nationally in 1989, the latest year for which data is available. In fact, the representation of African American graduate students nationally has decreased over the past 20 years, and Hispanics and Native Americans remain grossly underrepresented. Of the 25,000 Ph.D.s earned in the U.S. in 1989, only 93 Ph.D.s were awarded to native Americans, 811 to African Americans, 570 to Hispanics, 624 to Asians, the smallest minority group and only minority group overrepresented in Ph.D.s in U.S.

In a study why college and universities attempting to hire minorities to fill faculty positions often find a small supply of applicants who have earned Ph.D.s and a large demand for their services. Prospective employers include more than 3500 of the nation's colleges and universities as well as business and industry.

Underrepresentation of African Americans, Hispanics, and Native Americans, especially in the sciences and engineering, relates to the fact that the U.S. educational pipeline in science and engineering does not adequately recruit, support, retain, and graduate minority groups in sufficient numbers. Indications are that no university in the U.S., no matter how elite or prestigious, has been able to totally resolve these problems. In a matter of fact, minority students with excellent grade point averages and excellent GRE scores fail at elite or research universities at the same rate as students at other doctoral-granting universities.

The primary reason for failure of minority graduate students relates to the absence of academic and social integration experiences within the universities.

The Bowling Green State University Graduate College has not resolved all the problems cited. However, it is effectively reconstituting and reshaping the educational pipeline through effective programming while providing state, regional and national leadership. Dr. Stone proceed to describe some programs, activities, and grants underway at the university.

Since 1972, the University has funded Project Search, an outstanding comprehensive minority graduate recruitment program. More than 10% of all new applications submitted to BGSU graduate degree programs are from minority applicants. The Graduate College has received four National Science Foundation Minority Graduate student who receive assistantships and fellowships. Our minority graduation rate is approximately 85%: 85 Ph.D.s and 850 master's degrees have been awarded to minority students over the past 12 years. University-wide, departmental chairs, graduate coordinators, and graduate faculty are committed for their outstanding contributions to these accomplishments.

The Graduate College initiated its minority grants development activities in 1978 through a program initially entitled SEP (Graduate and Professional Opportunities Program), today named after Patricia Roberts Harris, first secretary of education. The Graduate College has received more than $1 million in fellowships for minority graduate students through this competitive program. Currently 182 universities participate in the Patricia Roberts Harris grants program, and Dr. Stone has been selected to serve as President of this group for the 1991-92 academic year.

Since 1980 the Office of Research Services has administered the Minority High School Research Apprenticeship Program. This program serves outstanding minority high school students who intend to pursue graduate careers in science and research. The students work with University faculty mentors and conduct research in University laboratories funded by external agencies. Approximately 10 students are funded each summer to participate in this program.

The Graduate College has just received its second grant of approximately $100,000 for GRADPREP (Graduate Preparation for Research in Education Programs). This grant will fund 20 outstanding minority undergraduate students who wish to pursue graduate studies and become university professors and research scientists. The students participate in study, research, and field trips during the 8-week summer term. Upon completion of the bachelor's degree or the recommendation of the science faculty, students will be awarded graduate assistantships and fellowships while completing a Ph.D. degree at BGSU.

Last summer an opportunity became available to develop an AMP (Alliance for Minority Participation) grant. A decision was made to form an alliance called SEAMO (Science and Engineering Alliance for Michigan and Ohio) with seven other universities (Eastern Michigan University, University of Akron, University of Toledo, Cleveland State University, Kent State University, University of Cincinnati, Wayne State University). This proposal is for coordinating a program of higher education and transitional activities developed upon existing institutional strengths in minority education. The purpose of the program is to enhance and to expand key opportunities and important services for minority science and engineering baccalaureate and graduate students. The goal of SEAMO, in coordination with 40 Industrial partners, is to recruit, retain, and graduate 663 minority undergraduate students, 263 master's students, and 130 doctoral students in science and engineering in the year 2000. Beginning with middle schools, high schools, two-year colleges, four-year colleges, students will be followed through the master's degree and the Ph.D. degree. On January 30, 1991, a grant for $5 million was submitted to NSF by BGSU to be the lead institution and the headquarters to implement SEAMO.

Another successful effort is the funding of a regional math/science institute this summer at BGSU in the amount of $125,000. This program will bring students to the campus for an intensive six-week program.

A program in the process of being launched is STARS, undergraduate Student Achievement in Research and Scholarship. Dr. Stone served on the planning committee at the Board of Regents with three other SEAMO institutions. This program will serve as a talent clearinghouse, referring outstanding minority students in Ohio during the junior year. Students will be identified by University faculty mentors, who will support their research activities to achieve academic and social integration.

Dr. Stone closed by paraphrasing a writing recently shared by a faculty member at a local meeting:

"The longer I live, the more I realize the impact of attitude on life. Attitude, to me, is more important than facts. It is more important than the past, than education, than money, than circumstances, than failures, than success, than what other people think or say or do. It is more important than appearance, giftedness or skill. It will make or break a [University, an individual]. . . a home. The remarkable thing is: We have a choice. We can make our lives dependent upon the attitude we have. We cannot change the inevitable. The only thing we can do is play on the one thing we have, and that is our attitude. I am convinced that life is 10% what happens to us and 90% how we react to it. And so it is with all of us. We are in charge of our Attitudes." [Anonymous]

Dr. Stone reported that the glass is half full of excellent minority graduate programs and is still filling.
Dr. Lunde expressed appreciation for the Board's approval of the Drug-Free Workplace Policy for inclusion in the Academic Charter and reviewed recent actions of the Faculty Senate that will be forthcoming to the Board of Trustees:

1. On April 2, the Faculty Senate passed a Racial Justice resolution after extended discussion over several meetings. The resolution reaffirms the policy to promote racial justice and to affirmative action to minorities at BGSU.

2. On April 16, the Senate approved extensive Charter language amendments regarding the faculty made by the Board of Trustees last October, and these amendments will be forwarded for Board of Trustee review.

3. On April 16, Faculty Senate voted to remove the overload pay scale from the Academic Charter. At this same meeting, the Senate also recommended a new overload pay schedule formula to the Vice President for Academic Affairs for implementation beginning fall semester 1991. The new pay formula should help increase the number of overload classes and provide better services to the students and to increase income to the university.

4. On April 30, Faculty Senate approved a very extensive amendment to the Academic Charter dealing with Improvements to the Faculty Personnel and Conciliation Committee procedures. The changes are based on impressive research and investigation by an ad hoc committee that began its work over a year ago. It surveyed a number of universities and how they handle these matters. Greater emphasis is given to strengthening the role of conciliation and dispute settlement as well as improving other hearing procedures.

5. At its meetings on April 30 and May 7, the Faculty Senate discussed and debated several proposals for holding down health insurance costs. On May 7, the Senate passed a resolution recommending a certain set of provisions for reallocation of health care costs that Faculty Senate officers worked closely on cooperatively with the officers of ASC, CSC, and administration in developing the recommendations to Dr. Olscamp as presented to the Board.

Undergraduate Student Representative - Michael Sears

Mr. Sears stated that he looks forward to working with the Board of Trustees during the next year. Some of the issues he anticipates Undergraduate Student Government will address are tuition and quality of education. He recently attended a meeting of the Ohio Student Associate in which voter registration was stressed. This will be very important in Bowling Green since there are students running for positions in city government.

Graduate Student Senate Representative - Wayne Berman

Mr. Berman stated that the past year has been a productive one for Graduate Student Senate, and there is now continuity and coordination from one year to the next in GSS. Beginning last year when he was program coordinator, a strong push was made for more inclusive, intellectually and socially diverse, multicultural programming. This programming has been the backbone for an important growth period of GSS. ADSFA gave GSS a formal commendation on its progressive programming and its co-sponsorships and cooperation with other student organizations. GSS issues have expanded as part of its commitment to education. Human rights, social, and global issues have been the impetus for many interesting social, intellectual and educational programs.

Mr. Berman announced that Mr. David Harper from Psychology and Ms. Julie Bell from Geology are the President and Vice President elect for next year. Their platform was based on continuing the efforts made during the past two years in the areas of cultural and intellectual diversity, educational/progressive programming, and social and global human rights issues. They will add a bit of professionalism and possibly a career development program. Graduate housing will remain an important issue. Insurance has been an issue for GSS, but an important step was made through Board approval of a Loose Waiver Health Insurance Program today.

Firelands College Board Representative - Gary Bauer

Mr. Bauer expressed a concern of the Firelands College Advisory Board with the competition for junior and senior undergraduate and master's degree students in the Firelands area. Ashland University, Lourdes College, the University of Toledo, Lorain Community College, and Baldwin Wallace hold classes in the local community. Many students decide to continue their education with one of these other colleges to save driving time and improve work opportunities. Mr. Bauer would like to see the course offerings at Firelands expanded, particularly in the graduate area.

Mr. Bauer suggested a small nucleus of on-site faculty supported by telecommunications education as a means to expand opportunities for Firelands College and the surrounding area. The telecommunications network is now in place. Ball State does an MBA program over TV.

Mr. Bauer shared his view that by the year 2000 Firelands College could be an extension of BGSU and closed his report with the following question for thought: Will we continue to sit back and watch competing colleges and universities siphon off the talent in the Firelands area or will we meet the problem head on in a time of declining student enrollments and provide expanded opportunities to the Firelands area while increasing the prestige and revenue of BGSU?

Nick Miller asked what the competition is doing in the Firelands area? Mr. Bauer replied that on the undergraduate level, many courses can be taken in the area through Lorain Community College, through Ashland College, and through Lourdes College to complete an undergraduate degree. The University of Toledo is more limited; they work with a local school and put together a nucleus of ten or fifteen people who want to take a given graduate course. Terra Technical College, although more technical oriented, siphons off a lot of potential undergraduate students. He realizes that not everything taught on the main campus can be taught at Firelands, but believes some selective things can be done to keep students, maybe through the junior year and then finish their degrees on the main campus.

REPORTS - CONSTITUENT REPRESENTATIVES

Faculty Representative - Harold Lunde

On April 2, the Faculty Senate passed a Racial Justice resolution after extended discussion over several meetings. The resolution reaffirms the policy to promote racial justice and to affirmative action to minorities at BGSU.
REPORTS - CONSTITUENT REPRESENTATIVES (Continued)

John Laskey inquired about the type of courses being offered by the competition and the age group being drawn. Dr. Bauer responded that they are courses for specific undergraduate degree programs. Firelands draws a good number of students right out of high school, but also draws nontraditional students — adults who may have been married, had one or two children, and divorced — who are being competed for in the market.

President Olscamp clarified the university's position. This issue has been reviewed frequently through the years. Many of the institutions mentioned previously are private schools, and they do not have to follow the same regulations for course and degree offerings that we do through the Ohio Board of Regents. We are controlled in our ability to do that. The University is aware of the increasing competition. The issue is whether Firelands is ultimately going to be a four-year college campus. That question is a very complicated, long-range one.

Presentation of Undergraduate Student Government Outstanding Service Award

Student Trustee and former Undergraduate Student Government President Kevin Coughlin presented the 1990-91 Undergraduate Student Government President's Outstanding Service Award to Dr. Philip Mason, Vice President for University Relations, in recognition of his service to and his valuable role in the progress of the University.

ANNOUNCEMENTS

Chairman Newlove announced that Spring Commencement is Saturday, May 11 and the next Board of Trustees meeting is scheduled for Friday, June 28, 1991.

ADJOURNMENT

The meeting was adjourned at 11:30 a.m.

Notice having been given in accordance with the Board of Trustees Bylaws, the following members met in the Assembly Room of McFall Center, Bowling Green Campus on June 28, 1991: Richard A. Newlove, Chairman; Nick J. Miletich, Vice Chairman; C. Ellen Connally, John A. Laskey; G. O. Herbert Moorehead, Jr.; Thomas W. Noe; Christine M. Senack; John C. Mahaney, Jr.; G. Ray Madlin, Jr.; and Virginia B. Platt were not present.

Also present were President Paul J. Olscamp; Lester E. Barber, Executive Assistant to the President and Secretary to the Board; Leigh Chairelott, Chair, Faculty Senate, and Faculty Representative to the Board; Michael Sears, 1991-92 Undergraduate Student Representative to the Board; Arnold Mileichtik, 1991-92 Firelands College Representative to the Board; Gregg DeCrane, 1990-91 Administrative Staff Representative to the Board; Kathy Eninger, 1990-91 Classified Staff Representative to the Board; Eloise E. Clark, Vice President for Academic Affairs; J. Christopher Dalton, Vice President for Planning and Budgeting; Mary N. Edmonds, Vice President for Student Affairs; Robert L. Martin, Vice President for Operations; Philip R. Mason, Vice President for University Relations; Gaylyn J. Finn, Treasurer; media representatives; and a number of observers.

Chairman Newlove called the meeting to order at 10:10 a.m.; the Board Secretary called the roll and announced that a quorum was present (six Trustees).

MINUTES

Motion was made by Judge Connally and seconded by Mr. Moorehead that the minutes of the meeting of May 10, 1991, be approved as written. The motion carried.

Mr. Newlove welcomed Mr. Noe to the University Board of Trustees. He also reported that the Board of Trustees met for approximately 15 hours this past Wednesday and Thursday in a retreat, as is customary from time to time. The retreat was held on campus and included a review and discussion of all levels of the University — where they should be and where they're going. The Trustees also discussed the economic situation facing the university.

INTRODUCTIONS

Governor George Voinovich has appointed Mr. Thomas Noe of Sylvania to a nine-year term on the Bowling Green State University Board of Trustees effective immediately. Mr. Noe replaces Mrs. Ann Russell whose term expired this year. Mr. Noe is President of Numismatic Investments. He was reared in Bowling Green and attended the University. He is a member of both the Toledo and Sylvania chambers of commerce and is chairman of the Board of Lourdes College. He is a member of the board of the St. Vincent Medical Center Foundation and of the Board of Regents of the Catholic University of America in Washington, D.C. We welcome Tom to the Board and look forward to working with him in the months and years ahead.