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Monitor Newsletter June 18, 1984

Bowling Green State University

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Monitor

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Bowling Green State University

June 18, 1984

Continuing ed has new dean, direction

The competition among colleges and universities for students of all ages has always been intense. But, as the number of high-school-age students declines nationwide during this decade, institutions are particularly looking at the so-called "non-traditional" student as a way of maintaining their enrollments, and one of the best ways to recruit those students is through a vibrant continuing education program.

Ramona Cormier, who in her role as associate provost guided the Office of Continuing Education and Summer Programs for nearly two years, will now be devoting her efforts full-time to that area. She has been appointed dean of continuing education and summer programs, and in that position she will be responsible for ensuring that Bowling Green is among the chief competitors for the "over-25" student population.

Dr. Cormier said special emphasis is being placed on making the continuing education program more "consumer oriented."

"We want to be able to provide non-traditional students with one-stop service for registration, parking, payment of fees, evaluation of courses, career counseling and other needs," she said, adding that the University must make it as easy as possible for the non-traditional student to attend Bowling Green and to complete degree requirements.

"We are attempting to offer educational services, through both non-credit and credit courses, to a wide variety of non-traditional students," she said. "Our goal is to offer programs that satisfy both professional and personal needs at times convenient to our students." She added that an active marketing and promotion campaign has been undertaken to ensure that those needs are being met.

Dr. Cormier said particular emphasis is being placed on providing continuing education opportunities to non-traditional students in the rural communities of

northwest Ohio. "After determining what kinds of courses people want, we develop those courses and offer them in cooperation with public libraries," she said.

Another area in which the continuing education office has developed particular strength during the past year is its work with business and industry. Since January of this year, 13 on-site training programs have been offered and completed in cooperation with such organizations as National Cash Register, WSOS and several banks.

With the recent appointment of a director of adult learner services and the evening credit program, course offerings on campus also are being monitored with a goal of encouraging various colleges to design an evening schedule that will enable evening students to complete a baccalaureate degree in five or six years.

Another primary responsibility of the office is summer school and the Summer Transition Enrichment Program (STEP) for new freshmen. Increasing summer school enrollment is a high priority in continuing education, Dr. Cormier said, noting that the program has been successful at attracting both traditional and non-traditional students and every effort is being made to improve upon summer school promotions.

Emphasis also has been placed on continuing the services formerly offered through the downtown Center for Continued Learning. Approximately 120 men and women who are not University students have received career counseling this year through the continuing education office.

In total, the office has served approximately 15,000 students during the 1983-84 academic year, Dr. Cormier noted, with the majority (more than 8,000) enrolling in the 1983-84 summer sessions. Some 3,600 people also have participated in non-credit or in-house training programs, and 1,500 have completed programs at off-campus

centers. An estimated 1,700 students have been enrolled through the evening credit program.

Dr. Cormier said she is particularly pleased with the inclusion of two goals in the new Role and Mission Statement that directly impact upon the continuing education area. One pertains to the annual recruitment of an increasing number of non-traditional students for the University's credit programs and to the establishment of procedures and programs that meet their needs and interests. The other mandates that the University's educational services and programs be made more readily available to governmental agencies, business and industry.

"The staff of continuing education has been in the process of implementing these goals for several months," she said, adding, "We will be able to do so in the future with greater ease now that these objectives are listed in the University's mission statement."

A professor of philosophy, Dr. Cormier was named associate provost in 1979 and held the additional position of assistant to the president for special projects in 1982-83. From 1969-73 she was associate director of the Philosophy Documentation Center.

She received both her bachelor's and master's degrees in music and taught music in secondary schools for several years before earning a Ph.D. in philosophy.

A member of numerous honorary societies, she received a Special Achievement Award from the University in 1975, and in 1983 she received the Hollis A. Moore University Service Award.

In Brief

JULY 4 IS HOLIDAY

Wednesday, July 4, is Independence Day, a holiday for University employees. Classes will not be held on that day.

Full-time classified employees are legally entitled to eight hours of pay for the holiday. Therefore, in order to meet the required 40-hour week without creating overtime, the official work hours for the week of July 2-6 will be Monday, Tuesday and Thursday, 7:30 a.m. to noon and 12:30-5 p.m., and Friday, 7:30 a.m. to 12:30 p.m.

FOR SALE

The department of applied statistics and operations research has for sale to University departments or offices an Apple IIe system, including green monitor, two disk drives, serial and parallel cards and modem cable.

For further information contact James A. Sullivan, chair, 372-2363.

VACATION DISCOUNTS

University employees who are vacationing this summer can take advantage of many discounts available through the Office of Personnel Support Services.

Employees may obtain a discount membership card (no ticket purchases) in the personnel office for any of the following: Disneyland/Disneyworld, Greenfield Village/Henry Ford Museum, King's Island, Opryland, Sea World and Wisconsin Dells.

Cedar Point tickets also can be purchased for \$10.50 each at the Information Desk in the University Union.

Burlingame named acting vp in administrative reorganization

Dwight F. Burlingame, dean of libraries and learning resources, has been named acting vice president for University relations as part of a reassignment of administrative responsibilities announced June 13 by President Olscamp. The appointment and all other changes, which are effective July 1, are subject to approval by the Board of Trustees.

Dr. Burlingame, who joined the University in 1978 as library dean, will be responsible for alumni relations, development, public relations, WBGU-TV and student publications. He succeeds Richard A. Edwards who has accepted the position of senior vice president at Wright State University.

In making Dr. Burlingame's appointment, President Olscamp said he "is an experienced administrator who has earned the respect of supporters of the library, the entire faculty and a wide constituency of the University's private supporters. I look forward to working closely with him."

He added that Dr. Burlingame will relinquish all his library duties and that

Eloise Clark, vice president for academic affairs, will announce soon the interim arrangements for managing the library.

In other changes, Dr. Olscamp announced that legislative affairs will be transferred from the University relations area to Philip Mason, assistant to the president. Mason's title will be changed to executive assistant to the president. The title change reflects not only the addition of legislative affairs to his responsibilities, but also some previously assigned decision-making duties, Dr. Olscamp said.

Also, to emphasize the increasing importance of alumni relations and fund-raising activities at the University, Dr. Olscamp announced that Larry Weiss, director of alumni affairs, will be appointed assistant vice president of that area, and James Hodge, director of development, will be named assistant vice president for development. Both will report to Dr. Burlingame, Dr. Olscamp said.

Board of Trustees

A 1984-85 main campus educational budget totaling \$79,793,000 and a new Statement of the Role and Mission of the University were approved by the Board of Trustees June 8.

The budget, which includes a 7 percent increase in the salary pool for faculty, staff and graduate assistants, is 5.2 percent higher than the revised 1983-84 budget of \$75,835,000. It is based on state appropriations of \$42.2 million and a 6.75 percent increase in student instructional fees which the trustees approved as part of the June 8 meeting.

With the increase in instructional fees, undergraduate students who are residents of Ohio will pay \$760 per semester, compared to the \$712 they paid in fall 1983. The board also increased the general fee 5.9 percent, from \$169 to \$179 per semester, meaning that undergraduates who reside in Ohio will pay an annual total of \$1,878 in instructional and general fees in 1984-85, an increase of 6.6 percent over fees a year ago.

Including the standard room and meal plan charge of \$1,888 per year, the cost of an academic year at the University for an Ohio undergraduate who resides on campus will be \$3,766 — 3.7 percent more than the \$3,630 paid last year.

Graduate student instructional fees were set at \$100 per hour, or \$1,040 per semester for full-time students. The non-resident surcharge was raised to \$106 per hour, or \$1,110 per semester for a full-time student.

In recommending a budget for 1984-85, both the University and Faculty Senate budget committees set as priorities the 7 percent increase in the salary pool; an 8.7 percent increase in the library operating budget and an increase of \$37,000 for library staffing; and an average 3 percent increase in operating budgets.

They also recommended that a \$400,000 general contingency be reserved and that the \$155,000 deferred maintenance budget created last year be eliminated since the University will receive \$1.94 million for utilities and renovation as part of the

state's capital improvements bill.

The trustees, emphasizing their reluctance to raise student fees, noted that more than \$57 million of the 1984-85 budget is "people cost — salaries," adding that this is the first time in many years that the University has been in a position to offer salary increments in excess of the inflation rate and "we have an opportunity here to redress some past shortfalls in salary."

In related business, the trustees approved a \$3.2 million educational budget for the Firelands campus and 1984-85 general fee and related auxiliary budgets totaling \$10.2 million.

Also approved were materials and special program charges for 1984-85. Those charges, which are under review by the Office of the Vice President for Planning and Budgeting, were retained at last year's levels, except in cases where external circumstances mandated an increase.

Parking fines and fees, effective with fall semester 1984, also were approved. Under the new schedule, the fine for failure to register a vehicle or renew temporary registration has been increased from \$25 to \$35. Three-dollar fines for failure to park in assigned area or designated space and backing into a space have been raised to \$5.

Other fines were set as follows: parking overtime in a posted 20-minute loading/unloading zone, \$15; parking, stopping, standing in drive/firelane, \$25; parking in posted reserved space or area, \$15; parking at expired meter, \$2 each violation period; parking in closed space or area, \$15; parking at a loading dock, \$25.

Other changes approved by the trustees include an increase in meter fees, from 10 cents to 25 cents per hour, and an increase in the fee for faculty/staff registering a second vehicle. That fee has been raised from \$25 to \$35 per year.

The trustees also approved a recommendation that vehicles parked in a metered space not be required to register with the parking and traffic office and obtain a parking permit/decal, and they authorized an additional information booth to be located in Faculty/Staff Lot E near the heating plant. The new information booth will issue temporary parking permits to faculty and staff whose registered vehicles are temporarily disabled in addition to assisting visitors who approach the campus from the west.

The Role and Mission Statement approved by the trustees was recommended by the president and the Committee on the Role and Mission of the University. It was adopted in May by the Faculty Senate and includes 27 goals for the University's future.

Also approved by the board was a revised Student Code. A representative committee has studied the code during the past academic year.

Mary Edmonds, vice president for student affairs, said the revisions to the code bring it into compliance with the Ohio Revised Code and establish sanctions for relatively new types of infractions, such as computer crime and abuse of the telecommunications system.

The revised code also "sends a message to our students that they have rights and obligations as well as sanctions," she said, adding that with the revised document students will have a clear description of the rules governing their conduct at the University.

An active program to inform students, faculty and staff about provisions of the new code will begin in the fall, Dr. Edmonds said.

The trustees also heard reports from Peggy Giordano and Arthur Neal, sociology, on their respective research projects and were updated on the financial status of the University Union by A.I. Milliron, acting director. Milliron told the board that the Union, which finished the 1983-84 academic year with a \$117,000 deficit, should turn a profit of about \$34,000 this academic year.

In other business the board unanimously approved a resolution commending Charles E. Shanklin's contributions to the University. Shanklin's 15-year term as a member of the board ended in May.

The next meeting is scheduled on Thursday, July 12, when approval of the salary book will be on the agenda.

The President's Report

President Olscamp updated the Board of Trustees on his plans to increase the number of students studying abroad when the board met June 8.

He told the trustees that he has sent to the chairman of higher education in Europe a proposal to reduce fees for Bowling Green students studying at Bath, England, with a goal of increasing the number of University students in the Bath program to a minimum of 20 per term.

Dr. Olscamp said Douglas Daye, international programs, will visit Bath in early September to pursue negotiations relative to fee reductions for students.

He also reported to the board that the University bookstore has purchased point-of-sale equipment and an inventory control system, both of which will be installed this summer. Complete installation of the systems, which will facilitate bookstore operations, is expected to take one year, he said.

During his enrollment update, the president reported that the fall freshman class is now expected to number 3,100, adding that an additional 400 transfer students will be enrolled. The number of graduate students is expected to be 2,400, the same as in fall 1983.

Employment Opportunities

CLASSIFIED EMPLOYMENT OPPORTUNITIES

*Indicates that an internal candidate from the department is bidding and being considered for the position.

NEW VACANCIES

Posting Expiration Date: 5 p.m. Monday, June 25, 1984

6-25-1 **Account Clerk 2**
Pay Range 26
School of Art

6-25-2 **Electronic Technician 1**
Pay Range 27
Computer Services

6-25-3 **Library Assistant**
Pay Range 4
Library/Curriculum Resource Center

CONTINUING VACANCIES

Posting Expiration Date: 5 p.m. Monday, June 18, 1984

6-18-1 **Broadcasting Technician 3**
Pay Range 9
WBGU-TV

6-18-2 **Clerk 2**
Pay Range 3
University Bookstore

Classified Staff Advisory Committee

The Classified Staff Advisory Committee will meet at 2 p.m. Wednesday (June 20) in the Taft Room of the University Union. The agenda will include:

— Progress reports from the subcommittees on the University grievance procedure; employee incentives; benefits for permanent part-time employees and CSAC by-law revisions;

— Discussion of the application procedure for filling CSAC vacancies at both the main campus and Firelands (terms to begin in the fall);

— Appointment of a member to the Parking Appeals Committee;

— Discussion on the possibility of employees being permitted to take additional courses during the summer session if they are unable to take advantage of this benefit during the regular academic year.

Faculty/Staff Positions

The following faculty positions are available:

Computer Science: Visiting lecturer. Contact chair, Search Committee (2-2337). Deadline: March 1, 1985

Firelands: Instructor/assistant professor (health information technology). Contact Algalee Adams (93-229). Deadline: June 22, 1984. Also, instructor/assistant professor, applied sciences (business management, MIS). Contact Adams. Deadline: July 2, 1984

Journalism: Assistant professor. Contact John Huffman (2-0349). Deadline: Dec. 15, 1984

The following administrative staff positions are available:

Athletics: Head coach, men's and women's swimming and diving. Contact chair, Search and Screening Committee (2-2401). Deadline: July 6, 1984

Center for Archival Collections: Reference archivist. Contact Ann Bowers (2-2411). Deadline: June 25, 1984

Computer Services: Systems programmer. Contact John Gruber (2-2911). Deadline: July 3, 1984

Financial Aid and Student Employment: Assistant director. Contact Susan Caldwell (2-2558). Deadline: July 13, 1984

Placement Services: Assistant director. Contact Susan Caldwell (2-2558). Deadline: July 13, 1984

Student Activities: Director of orientation. Contact Susan Caldwell (2-2558). Deadline: 11:30 a.m. July 6, 1984

Student Health Center: Director/physician. Contact Susan Caldwell (2-2558). Deadline: Aug. 10, 1984