Board of Trustees Meeting Minutes 1997-02-21

Bowling Green State University

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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 February 21, 1997: G. Ray Medlin, Jr., Chair; Delbert L. Latta, Vice Chair; Leon Bibb; David A. Bryan; C. Ellen Connally; Michael J. Marsh; Kermit F. Stroh. Jason Bristol, John A. Laskey, Valerie L. Newell, and Eileen Sullivan were not present.

Also present were President Sidney A. Ribeau; Lester E. Barber, Executive Assistant to the President and Secretary to the Board; Harold Lunde, 1996-97 Faculty Representative to the Board; Tara Gore, 1996-97 Undergraduate Student Representative to the Board; Janet Morrison, 1996-97 Graduate Student Representative to the Board; Joan Morgan, 1996-97 Administrative Staff Representative to the Board; Pat Kitchen, 1996-97 Classified Staff Representative to the Board; J. Christopher Dalton, Senior Vice President for Finance; Robert L. Martin, Vice President for Operations; Charles R. Middleton, Provost and Vice President for Academic Affairs; John C. Moore, Interim Vice President for University Advancement; Edward Whipple, Vice President for Student Affairs; Gaylyn Finn, Treasurer; media representatives; and a number of observers.

Chair Medlin called the meeting to order at 10:15 a.m.; the Board Secretary called the roll and announced that a quorum was present (seven Trustees).

MINUTES

Motion was made by Mr. Stroh and seconded by Judge Connally that the minutes of the meeting of December 6, 1996, be approved as written. The motion carried.

PRESIDENT'S REPORT

Update on Spring Semester 1997 Registrations

As of February 4, 1997, there were 17,115 students registered for Spring Semester 1997, which is 366 fewer than at the same time last year. On Main Campus, there were 387 fewer freshmen, 66 more sophomores, 125 fewer juniors, and 164 more seniors. In addition, there were 64 fewer graduate students, 10 fewer undergraduate guest students and 40 fewer graduate non-degree students. There were 30 more students registered at Firelands than last year at the same time.

On January 13, 1997, the first day of classes for the Spring Semester, Registration and Records staff assisted a total of 2,284 students. There were 1,131 telephone calls answered January 9-15 when additional, on-call staff were available for the sole purpose of answering telephone inquiries.

Student Questionnaire

The Office of Institutional Research is in the process of administering a questionnaire to students, the results of which should aid BGSU's retention and assessment efforts. The "BGSU Undergraduate Experiences Questionnaire" collects data about students' in-class and out-of-class activities, their satisfaction with programs and services that they have used, and their integration into the academic and social life of the university.

The questionnaire allows for comparisons of results with other universities and national norms. It is currently being completed by new freshmen living in the residence halls. The results will be analyzed in order to develop indicators of students at risk of attrition. Student Housing and Residence Life staff will meet with students identified to be at risk before the end of the semester. In addition to this annual administration of the questionnaire with freshmen, the Office of Institutional Research also plans to bi-annually administer the survey to upper-division students in order to track changes over time in students' activities, perceptions, and development.

University Computer Services/Telecommunication Services Update

University Computer Services/Telecommunication Services have completed or implemented several important projects recently. These include:

(1) Extended hours on Sunday morning in three of our Computer Services operated computer labs. The Union, Technology and Library labs are now open at 8:30 a.m., 9:00 a.m., and 11:30 a.m. respectively instead of 1:30 p.m. on Sunday;
(2) Opening the Off Campus Student Lab in Moseley Hall which has 26 Centris 650 computers transferred from the Math/Science lab upgrade;

(3) Adding five E-mail only stations for student use on the second floor of the Union.

(4) Working with Registration and Records to offer an on-line grades source which allows students to obtain their grades from home through the BGSU computer system.

**BGSU'S Orphan Chemical Program**

BGSU's Orphan Chemical Program in the Department of Environmental Health and Safety is working with the Ohio EPA to help small businesses. The Ohio EPA's Small Business Assistance Office helps businesses to understand and comply with environmental regulations by conducting "no penalty" consultations. BGSU has assisted this initiative by placing unwanted but useful chemicals on the Orphan Chemical List. Several small businesses in central Ohio have saved disposal costs when other organizations and businesses have accepted their unwanted chemical products. Dave Heinlen, Safety and Health Coordinator in the Department of Environmental Health and Safety, recently met with the Small Business Assistance Office to discuss expansion of this cooperative effort among BGSU, the Ohio Environmental Protective Agency, and small businesses in Ohio.

**Purchasing Survey**

The Purchasing Department recently completed a supplier survey with a 58% response rate. Approximately 83% strongly agreed that they were treated fairly by the department. When asked what they liked best about the department, the responses were: orders are clear, response to inquiries is good, bids are opened in public, payment is excellent, and purchases orders are thorough. The Purchasing Department has four agents and two support staff who annually handle $18-20 million in purchases for the University.

**Kreischer Food Court**

Kreischer Sundial Food Court was featured in the January issue of *Food Service Director* magazine. The Baker Group, the food service consultants for the facility, are also preparing to enter the facility in the 1997 Food Service Facilities Design Awards competition.

**Grassroots**

This academic year, as part of the building community initiatives, the Founders Dining Center staff started "Grassroots" - a program to help BGSU students and the Bowling Green community. Activities have included a baby shower in November for Aaron Moritz, a BGSU student and his wife who are expecting their second child and struggling to make ends meet and "Shoe Box Ministries" where shoe boxes were decorated and filled with personal hygiene items to give to the needy in the community. For years our cooks have saved Campbell Soup Labels, which are redeemable for school playground equipment (tomato soup and grilled cheese is the perennial favorite Monday lunch in the dining halls).

**Alumni Affairs**

At its meeting February 6-8, the Alumni Board of Trustees approved funding for two new campus initiatives. Both areas are receiving these one-time only grants immediately.

The first gift establishes the President's Alumni Fund at the University and will be used by President Ribeau to meet a variety of special needs. Predominantly the funds will be used to address one of the priorities of the University, i.e., identifying resources and developing corporate alliances to support our learning community.

The second grant is being awarded to Provost Middleton to support his new initiative of Summer Research/Creative Work Stipends for BGSU faculty. The goal is to provide these grants on a competitive basis to ten assistant professors annually.

Total amount of funding for these two programs is $310,000. Director of Alumni Affairs and Associate Vice President Larry Weiss noted "The BGSU Alumni Association is pleased to provide these grants for President Ribeau and Provost Middleton for programs that will enhance our learning community. The Alumni Association and Alumni Board of Trustees fully support the University's building community efforts and we will do our part to support programs that assist in accomplishing the University's vision. Within the next few months, we will be announcing additional funding for other programs that help the University accomplish its priorities."
Commencement

Rather than risk another uncomfortable spring graduation setting at Doyt Perry Stadium, the University will stage four separate ceremonies in Anderson Arena. The Graduate College will stage its ceremony at 7 p.m., Friday, May 9. Undergraduates will receive their degrees at one of three ceremonies on Saturday, May 10: Business Administration, Health and Human Services and Technology will graduate at 9 a.m.; Education and Allied Professions and Musical Arts will receive their degrees at 1 p.m.; and the College of Arts and Sciences, which will have the most graduates, will conduct its ceremony at 5 p.m. Each ceremony will have its own speaker, but otherwise the programs will be nearly identical. I encourage the trustees to make every effort possible to attend at least two ceremonies. No decisions have been made to make the indoor, multi-graduation ceremonies permanent. This year is a trial and we will evaluate the event completely before any determinations are made.

Development

A major effort to raise $100,000 to support technology needs at Firelands College is going quite well. To date $98,320 in gifts and pledges have been received for this effort which is to conclude on April 1, 1997.

The spring telefund began January 27 with expanded calling hours and the addition of a Sunday afternoon calling session. Calls will be made on behalf of the seven colleges. This Spring, gifts -- via credit cards -- are being accepted directly over the phone. In the first week more than 50 gifts were made this way. This allows for an immediate gift and significantly reduces the cost of raising these dollars. The BG Electronic Transfer program is also off to a good start. This allows alumni and friends to make a gift using an authorized automatic deduction from the donor's account.

In December BGSU received a $50,000 gift from the estate of Frederick E. Dorais, Jr. to establish an endowed scholarship fund in memory of his wife, a Bowling Green graduate. The scholarship will support students studying accounting and finance. We also received the final distribution from the Marvin Kobacker estate. These funds established an endowment for the Arts Unlimited outreach in Toledo area schools and for the Kobacker Concert Series in the College of Musical Arts. In January we received more than $38,000 from the estate of Robert Huffman for support of Peregrine Society Scholarships and the Alumni Association programs. Several new bequests have been identified in the past two months and a $25,000 gift annuity was received in December.

Foundation

On January 24 the Bowling Green State University Foundation, Inc. held its first annual committee meeting day. Seven committee meetings were held and presentations were made by the Provost and the President. The day concluded with the announcement that $828,562 in cash and marketable securities had been received in December 1996 bringing the total 1996-97 giving to $2,785,414. In December 1995 we received $776,236 for a six-month total of just over $2 million. In January, 1997 an additional $170,725 was received bringing the total 1996-97 giving to over $2.9 million.

Career Services

Forty distinguished alumni met with more than 300 students at the "What to Be or Not Be" career fair held February 4. This program provided students an excellent opportunity to engage in informal discussions with professionals from career fields such as art, business, communications, education, law, corrections, science, medicine, social services and technology. In addition to BGSU students gaining valuable insights from alumni, area high schools were invited to attend.

Freshman Living Learning Community

An exciting new living option is being planned for Fall Semester 1997. The Freshman Living Learning Community based in Chapman Hall in the Harshman Quadrangle will accommodate approximately 300 new students. The students will enjoy shared classroom, living, dining and extracurricular activities which will solidify their connection to the University. Facility enhancements to accommodate the program will involve classrooms, faculty offices and in-room internet connections. The planning committee, comprised of faculty, staff and graduate students, has focused so far on facility issues, promotional materials, application procedures and full time and student staffing patterns. Issues for future consideration include: course structure, faculty involvement, programming, student governance and orientation.

Student Union

The BGSU Student Union is now open for food services 123 hours each week, or approximately 18 hours each day. The late night Falcon's Nest study lounge has been very busy and the Pizza Outlet (open until 3 a.m.) is quite busy.
Students do come to the Union at all hours of the day and night. The Union computer lab is active until the 3 a.m. most nights of the week.

Searches

Searches are underway for Vice Provost for Human Resources, Senior Vice Provost, Vice Provost for Undergraduate Studies, and Executive Director of Computer Services. All four searches are being coordinated by the Provost's Office.

Library and Learning Resources

Libraries and Learning Resources has raised $12,000 toward its student seating initiative. Library plans continue for the Jerome Library 30th Anniversary Gala which will take place on April 18.

The Jerome Library, specifically the restored mural artwork, was featured in the December 1996 issue of American Libraries, the monthly publication which serves as the official publication of the American Library Association.

Representative Marcy Kaptur on Campus

On Friday, March 7, at 10:00 a.m., Representative Marcy Kaptur will visit Jerome Library to speak and sign her book Women in Congress. Both Karen King, Political Science/Women's Studies and Dean Linda Dobb had invited Representative Kaptur to speak, and as suggested by Ms. Kaptur's office, the requests were combined and both areas will sponsor the event.

Clinical Psychology Program Reaccredited

The clinical psychology program at Bowling Green State University has received reaccreditation for seven years by the American Psychological Association. Last summer the program was visited by teams from the APA which evaluated eight aspects, or "domains," of its functioning. The department scored high in every area, according to Dr. Douglas Ullman, clinical director. The evaluators noted that the program has successfully made the transition from a more traditional program to one with "more focused tracks," adapting to the rapid developments in mental health care over the past 50 years.

Janet Parks Edits Textbook Series

Dr. Janet Parks, professor in the School of Health, Physical Education and Recreation, is serving as editor-in-chief of a textbook series destined to have considerable impact on the preparation of professionals in the field of sport management. She is editor-in-chief of a sport management "library" of textbooks published by Fitness Information Technology Inc. of Morgantown, W.V. When completed, the library will consist of 10 textbooks addressing various aspects of the sport management profession. The content of the textbook series is designed to comply with curriculum approval standards developed by a joint task force of the National Association for Sport and Physical Education and the North American Society for Sport Management.

Hybrid Bus Project

The College of Technology has joined a consortium of Ohio businesses and government agencies to build a prototype bus that operates using both an electric motor and a turbine engine driven generator. The goal of the Ohio Hybrid Bus Project is to build a state-of-the-art vehicle which can operate under a variety of environmental conditions, while at the same time emitting fewer pollutants and costing less to operate than a traditional diesel-powered bus. Bowling Green's role in the project will be to design, build and install the electric power train, which includes the traction motor, the power controller and transmission. The project is being funded by the Ohio Department of Development and managed by NASA's Lewis Research Center in Cleveland. The University has received a $150,000 grant from the Ohio department through the Edison Industrial Systems Center to complete its part of the project.

American Studies Association Crossroads Project

Dr. William E. Grant, professor of American Culture Studies, has been selected to participate in a national project to integrate computing technology into the teaching of American studies under the auspices of the American Studies Association Crossroads project. The project seeks to synthesize and publish reflective information on the adoption and implementation of new technologies in American studies classrooms, provide a forum for faculty to discuss the impact of technology on their teaching and research, discuss the broader implications of new technologies on creating and recreating knowledge in interdisciplinary fields, and to develop and explore a set of questions about the benefits and limitations of information technologies as key components in interdisciplinary study.
Sinn Honored by Honorary

Dr. John Sinn, professor of Manufacturing Technology and Executive Director of the Center for Quality Measurement and Automation, has been honored by the International Honorary for Professions in Technology, Epsilon Pi Tau. He received a "Laureate Citation," one of the highest awards presented by the honor society, for his overall efforts in enhancing the programs offered by the college, but especially for his work as director of CQMA, which was established to assist Ohio business and industry in remaining competitive in the world market.

Athletics

Bowling Green State University student-athletes had great success in the classroom for the Fall, 1996 semester. For the first time in BG Athletics history, 14 student-athletes received a perfect 4.0. To add to that success, 72 student-athletes had cumulative grade point averages over 3.5. Over 165 student-athletes had a cumulative grade point average over 3.0.

Student-athletes continue to lead the way in the classroom at BGSU and the Mid-American Conference. BGSU has been the recipient of the Central Reserve Life Academic Achievement Award for the last two years. The award is given annually to the institution in the Mid-American Conference which has the highest cumulative grade point average among its student-athlete population.

Presidential Lecture Series

Two lectures in the Presidential Lecture Series are scheduled for spring semester. On February 13, Dr. Freeman Hbrowski, President, University of Maryland, spoke on "Academic and Corporate Partnerships in the 21st Century" and on April 14, Dr. Stanley Katz, President, American Council of Learned Societies will speak on "Liberal Arts Education in the 21st Century."

Public Safety

Finally, I would like to share with you a letter I received from Mr. Alan Washer of the Ohio State University Police Department:

"On behalf of the entire Ohio State University Police Department, I would like to express our appreciation to Lt. Gene Bratt, Sgt. Chuck Lewis, and Cpl. John Shumaker of the B.G.S.U. Police Department. These officers came to Columbus last week, and for several days, helped our department deal with the murder of our fellow Officer, Mike Blankenship. Their help was especially helpful when they served as part of the Honor Guard that stayed at the funeral home with Mike during the various services.

In times of crisis, it is a great relief that we can call on our fellow officers from around Ohio for assistance. These Officers carried the true spirit of Police work and The Bowling Green State University with them. Our Community and Department would like to say a sincere "Thank You" to these gentleman for all their work last week."

HUMAN RESOURCES/UNIVERSITY PROGRAMMING COMMITTEE

Mr. Latta announced that the Human Resources and University Programming Committee met on Thursday afternoon and reviewed five action items and two information items.

Administrative Staff Personnel Changes Since December 6, 1996, Meeting

No. 20-97 Mr. Latta moved and Mr. Bibb seconded that the Board of Trustees has reviewed and ratified the Administrative Staff Personnel Changes since the December 6, 1996, meeting. The motion was approved with no negative votes.

PROVOST AND ACADEMIC AFFAIRS

New Appointment Full-time

William DenBesten UNIX Systems Programmer, Computer Services 11-18-96/6-30-97 $41,000 fyr
Reappointments Part-time

Peggy Russell  Manager, Office of Field Experiences,  
College of Education and Allied Professions  
1-13-97/1-31-97  $1,182

Catherine Shaffner  Instructor/Education Coordinator,  
Medical Technology  
1-13-97/5-9-97  $4,640

Resignations

Judy Paschalis  Television Public Affairs Producer/Host,  
WBGU-TV  
1-3-97  Another position

Brian Paskvan  Assistant Director, Student Financial Aid  
1-15-97  Another position

Matt Pennington  Network Administrator, College of 
Business Administration  
1-20-97  Another position

Peggy Russell  Part-time Manager, Office of Field 
Experience, College of Education and 
Allied Professions  
12-31-96  Personal and 
Professional 
reasons

Retirement

Russell Burton  Manager of Systems Support Services,  
Admissions  
1-1-97

Calculations in Assignment, Title and/or Salary

Douglas Burns from Technical Support Manager, $24,096, effective 8-15-96/8-14-97 to Technical Support/Network 
Systems Manager, $27,000 retroactive to 8-15-96 through 8-14-97, promotion.

Cynthia Crow from Full-time Project Coordinator: Philosophy Documentation (50%), Center for Governmental 
Research and Public Service (25%) and Sponsored Programs and Research (25%), externally funded, $40,333 fyr; 
resigned from Philosophy documentation Center portion of contract only, effective 12-20-96; effective 12-21-96/6-
30-97 Cynthia is part-time, $7,902.85.

Debra Freyman, Administrative Assistant, Biological Sciences, from $31,345 to $36,000 retroactive to 7-1-96/6-30-97, 
salary equity adjustment.

Barbara Lang, Part-time Development Officer, College of Arts and Sciences, externally funded, contract extended from 
1-1-97 to 6-30-97; $6,890.

Lori Pakulski, Part-time Clinical Instructor/Supervisor (Audiology), from $20,898, effective 7-1-96/6-30-97 to 
$16,646, effective 1-6-97/6-30-97, decrease in salary due to a reduction of hours working per week from 16 hours 
to 10 hours.

Toby Singer from Director of Computer Operations, Computer Services, $58,100 fyr effective 7-1-96/6-30-97 to 
Interim Executive Director of Computer Services, $65,363 fyr effective 1-1-97/6-30-97; salary increase due to 
change in title and assignment.

Mary Beth Zerby, Clinical Supervisor/Instructor, Communication Disorders, from $26,780 to $30,385, retroactive to 
8-21-96/5-21-97; equity adjustment (increase charged to Clinic Budget).

OPERATIONS

Leave of Absence

Jean Crozier, Service Manager, University Union, effective 1-13-97/2-21-97, leave without pay.

FINANCIAL AFFAIRS

New Appointments Full-time

Dale Brickley  Assistant Director, Institutional Research  
12-2-96/6-30-97  $33,000 fyr

James Stainbrook  Manager of Payables and Restricted 
Accounting, Business Office  
12-30-96/6-30-97  $55,000 fyr
Resignations

Lor Hogrefe  Director, Internal Auditing  2-1-97  Another position

PRESIDENT'S AREA

New Appointments Full-time

Peggy Dennis  Disability Resources Counselor/AA  1-6-97/6-30-97  $30,333 fyr
Project Specialist, Affirmative Action/Disability Resources

Julie Reule  Assistant Women’s Soccer Coach, Intercollegiate Athletics  1-10-97/6-30-97  $21,000 fyr

STUDENT AFFAIRS

New Appointments Full-time

George Gressman  Assistant Director, Career Services  12-2-96/6-30-97  $34,000 fyr

Emily Pfleghaar  Interim Residence Hall Director, SHARP  1-8-97/5-16-97  $14,000 10 mo. rate

Retirement

Joyce Jones  Director, College Access Programs  2-1-97 (externally funded)

Leave of Absence

Molly Crowe, Medical Transcriptionist, Student Health Services, effective 11-15-96 (5.44 hours), leave without pay.
Marilyn Mackay, Lab Coordinator, Student Health Services, effective 11-25-96/11-26-96 (16 hours), leave without pay.
Susan Perkins, Nurse Clinician, Student Health Services, effective 11-13-96 (4 hours), leave without pay.
Janet Spieker, Part-time Pharmacist, Student Health Services, effective 11-18-96/11-20-96 (24 hours), leave without pay.

Changes in Assignment, Title and/or Salary

Carol Agler, Medical Assistant, Student Health Services, employed extra hours on 9/11, 23, 24, 25; 10/16; 11/6/96 (16 hours); to be compensated at time and a half per Fair Labor Standard Act; $301.60.
Zhanna Brant, Staff Physician, Student Health Services, employed extra hours on 11/6, 20/96; 12/4/96 (9 hours); $472.50.
Kathryn Ellis, Part-time Pharmacist, Student Health Services, employed extra hours on 12/2, 11, 16, 18/96 (8 hours); $178.24.
Kimberly Ellis, Coordinator of Residence Judicial Programs, SHARP, from $33,097 to $33,645 retroactive to 7-1-96 through 6-30-97, salary increase to retain correct merit percentage adjustment after salary increase due to Mercer Study.
Kimberly Ellis from Coordinator of Residence Judicial Programs to Assistant Director Student Housing and Residence Programs, Residence Education and Judicial Programs, effective 1-1-97; title change only.
James Kettinger, Staff Physician, from $68,346, effective 8-26-96/5-9-96 to $70,346 retroactive to 8-26-96/5-9-96, salary increase due to increased responsibilities.
Cheryl Lambert, Medical Assistant, Student Health Services, employed extra hours on 9/4 and 10/23/96 (6 hours); to be compensated at time and a half per Fair Labor Standards Act; $107.34.
Doreen Long from Residence Hall Director, Student Housing and Residence Program (SHARP), $18,981, 10-month rate, effective 7-29-96/5-16-97 to Interim Complex Coordinator, SHARP, $22,042, 10-month rate, effective 1-1-97/5-16-97, promotion.
Dawn Mays, Assistant Director, Student Activities, from $30,392 fyr to $36,173 fyr, effective 10-21-96 until further notice, salary increase for assuming the Director’s duties and responsibilities for more than thirty days while Director is on extended sick leave.
Jose Ortega, Medical Assistant, Student Health Services, employed extra hours on 8/26, 27/96 (6 hours); 9/18/96 (3 hours); 11/20/96 (3 hours); to be compensated at time and a half hourly rate per Fair Labor Standards Act; $195.12. Also employed 10/9, 30/96 (6 hours) and already compensated for but to received an additional $32.52 per Fair Labor Standards Act.
Kathryn Rollins from Coordinator of Academic Budgets, Provost and Academic Affairs, $41,851 fyr to Assistant to the Vice President for Student Affairs, $45,500 fyr, effective 11-18-96/6-30-97; promotion.

Gale Swanka, Director, Student Activities, from $36,875 fyr to $41,000 fyr retroactive to 7-1-96/6-30-97; salary increase for additional responsibilities due to Student Affairs reorganization.

James Treeger, Associate Director, University Union, from $36,959 fyr to $43,000 fyr, retroactive to 7-1-96/630-97, market adjustment.

UNIVERSITY ADVANCEMENT

Resignations

Jeffrey Hall University Photographer, Public Relations 12-2-96 Pursue other job Opportunities

Sheila Rieser MONITOR Editor, Public Relations 11-29-96 Another position

Changes in Assignment, Title and/or Salary

Kenneth Frisch, Director of Gift Planning/Senior Development Specialist, Development, from $65,000 fyr to $68,900 fyr retroactive to 7-1-96 and to continue until a new Director of Development begins employment; additional responsibilities.

Proposed Revision to Classified Staff Handbook

No. 21-97 Mr. Latta moved and Mr. Bryan seconded that the Board of Trustees approves the addition of the following language to the Classified Staff Handbook, effective immediately. The motion was approved with no negative votes.

"Permanent part-time employees will be removed from the active duty roster when they have not submitted time sheets for at least a ninety (90) day period. However, this policy will not apply to employees who have legitimate excuses for not working, such as medical reasons."

Proposed Commercial Drivers License (CDL) Policy Statement

No. 22-97 Mr. Latta moved and Mr. Bryan seconded that the Board of Trustees approves the following Commercial Drivers License Policy Statement and further directs the President or his designee to develop, publicize and enforce the appropriate policies and procedures to ensure compliance with this policy statement and appropriate federal regulations and guidelines. The motion was approved with no negative votes.

Commercial Drivers License Policy Statement

It is the policy of the Bowling Green State University Board of Trustees that all employees of Bowling Green State University whose duties require possession of a Commercial Drivers License (CDL) must comply with federal regulation (49 CFR parts 382, 391, 392, 395) adopted by the Federal Highway Administration (FHWA) of the U.S. Department of Transportation.

Proposed Amendments to Academic Charter: Section B-1.C.2.b.(1), Establishment of Lecturer Position and Article IV.D.1., Senate Meetings

No. 23-97 Mr. Latta moved and Mr. Stroh seconded that approval be given to the following proposed amendments to the Academic Charter, Section B-1.C.2.b.(1), which specifies the number of lecturer positions allowable for interdisciplinary programs and Article IV.D.1, which creates the position of Faculty Senate Parliamentarian. The motion was approved with no negative votes.

Section B-1.C.2.b.(1)

(c) certification that the additional position will not cause the number of lecture-ships in DEPARTMENTS AND SCHOOLS the-unit to exceed one more than one-fourth of the number of probationary and tenured faculty in the unit. FOR INTERDEPARTMENTAL PROGRAMS, INSTITUTES, CENTERS, AND SIMILAR UNITS AS DEFINED IN ARTICLE
XII. The number of lecturers shall not exceed two or one more than one-fourth the number of probationary and tenured faculty holding joint appointments in the program, whichever is greater. For purposes of this determination at Firelands College, the unit is the college.

Article IV.D.1 (to be placed between the second and third paragraphs of this section)

At the beginning of the first session of Summer School, the Senate Chair, in consultation with the other officers of the Senate, shall appoint a Parliamentarian for a one-year term of office. The Parliamentarian must be a faculty member as defined in Article II.C of the Academic Charter and must possess a demonstrated knowledge of parliamentary procedure. The duties of the Parliamentarian are stated in the latest edition of Robert's Rules of Order, Newly Revised.

1997-98 Promotion and Tenure Recommendations

Mr. Latta asked Provost Middleton to read the list of promotion and tenure candidates. Dr. Middleton asked that those candidates present please stand to be recognized.

After Provost Middleton introduced the candidates, Mr. Bryan commented upon the role of student evaluations in the promotion and tenure process. He assured the Board, as a member of the HRUP Committee, that the committee asked about student evaluations and teaching skills for each candidate, and, in all cases, the student evaluations corresponded with recommendations for promotion and tenure.

No. 24-97 Mr. Latta moved and Mr. Bryan seconded that approval be given to the following 1997-98 Promotion and Tenure Recommendations. The motion was approved with no negative votes.

PROMOTION & TENURE RECOMMENDATIONS
1997-98

COLLEGE OF ARTS & SCIENCES

Tenure and Promotion to Associate Professor
Richard Anderson, Psychology
Curtis Bennett, Mathematics and Statistics
Francisco Cabanillas, Romance Languages
Christina Guenther, German, Russian, and East Asian Languages
Gary Heba, English
Elizabeth Jakob, Biological Sciences
Scott Martin, History
Michael Ogawa, Chemistry
Adam Porter, Biological Sciences
Michael Staub, English
J. Gordon Wade, Mathematics and Statistics
Sara Worley, Philosophy

Promotion to Associate
Margaret McCubbin, Theatre

Promotion to Professor
Verner Bingman, Psychology
So-Hsiang Chou, Mathematics and Statistics
Truc Nguyen, Mathematics and Statistics
Edsel Pena, Mathematics and Statistics
Ronald Shields, Theatre
Marie Tisak, Psychology

COLLEGE OF BUSINESS ADMINISTRATION

Tenure
Alan Lord, Accounting and Management Information Systems
Tenure and Promotion to Associate Professor
Mary Ellen Benedict, Economics
Alan Haight, Economics
Peter VanderHart, Economics

Promotion to Associate Professor
Nancy Boudreau, Applied Statistics and Operations Research

Promotion to Professor
James West, Marketing

COLLEGE OF EDUCATION AND ALLIED PROFESSIONS

Tenure and Promotion to Associate Professor
Barbara Thayer-Bacon, Educational Foundations and Inquiry
M. Sue Houston, Family and Consumer Sciences

Promotion to Professor
Gregg Brownell, Educational Curriculum and Instruction

LIBRARIES AND LEARNING RESOURCES

Tenure
Bonna Boettcher, Music Library and Sound Recordings
Alison Scott, Popular Culture Library

MUSICAL ARTS

Tenure and Promotion to Associate Professor
William Lake, Music Composition-History
Gene Trantham, Music Composition-History

Promotion to Professor
Vincent Kantorski, Music Education

TECHNOLOGY

Tenure and Promotion to Associate Professor
Todd Waggoner, Technology Systems

FIRELANDS

Tenure and Promotion to Associate Professor
Victor Odafe, Natural and Social Sciences
James Smith, Applied Sciences

Promotion to Professor
Jeffrey Welsh, Natural and Social Sciences

Mr. Latta concluded his report by apprising the Board that the Committee also discussed the Early Retirement Incentive Plan and Supplemental Retirement Program Review currently taking place at the University.

FINANCIAL AFFAIRS/ FACILITIES COMMITTEE

Judge Connally reported that the Financial Affairs and Facilities Committee met on Thursday afternoon and reviewed three action items and three discussion items.

Proposed Naming of the Jerome Library Conference Room in Honor of Dr. Janis L. Pallister

No. 25-97 Judge Connally moved and Mr. Latta seconded that, in accordance with recommendations made by the Honorary Degrees and Commemoratives Committee and the University President, the Jerome Library Conference Room be named in honor of Dr. Janis L. Pallister for her support and advancement of Libraries and Learning Resources, for her international reputation as an outstanding scholar, researcher, and teacher as reflected in her appointment as a Distinguished University Professor, and for her many other contributions to the University during the past 35 years. The motion was approved with no negative votes.
Judge Connally asked Dr. Pallister to stand and be recognized. Judge Connally noted that Dr. Pallister was the first woman to be named a University Professor and since her retirement has published seven books. Judge Connally commended Dr. Pallister on the outstanding contributions she has made to this University and what an honor it is for Bowling Green State University to have her as a member of the academic community.

**Proposed Naming of the Reading Center in the College of Education and Allied Professions in Honor of Dr. Martha Gesling Weber**

Judge Connally highlighted Dr. Weber's career. She served as the first female Faculty Senate Chair, received the first Distinguished Faculty Award and, through the Reading Center, played a key role in improving the reading abilities of children and adults in Northwest Ohio.

**No. 26-97** Judge Connally moved and Mr. Stroh seconded that, in accordance with recommendations made by the Honorary Degrees and Commemoratives Committee and the University President, the Reading Center in the College of Education and Allied Professions be named in honor of Dr. Martha Gesling Weber for her instrumental role in the creation and development of the Reading Center as not only an educational experience for University students but also as a service to the local community and for her leadership and contributions to the University and to professional organizations. The motion was approved with no negative votes.

**Emergency Auxiliary Improvement Projects**

**No. 27-97** Judge Connally moved and Mr. Latta seconded that the Board of Trustees has reviewed and ratified the allocation of $70,900.00 for the following emergency Auxiliary Improvement Project.

<table>
<thead>
<tr>
<th>Residential Services</th>
<th>Firelands Campus</th>
<th>Recreational Sports</th>
<th>Parking Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFENHAUER TOWERS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1) Offenhauer Trash Compactors (B)</td>
<td>$20,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PARKING SERVICES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1) Additional Pole Lamps in Parking Lots (C)</td>
<td>$42,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STUDENT REC CENTER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1) Rec Center Duct Work - Coil Cleaning/Access Panel (A)</td>
<td></td>
<td>$4,900.00</td>
<td></td>
</tr>
<tr>
<td>PARKING</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1) Shuttle Shelter Move (A)</td>
<td></td>
<td></td>
<td>$4,000.00</td>
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<td></td>
<td></td>
<td></td>
<td>$70,900.00</td>
</tr>
</tbody>
</table>

(A) Additional funding required
(B) Emergency
(C) Regular funds, out of normal cycle

The Board Secretary conducted a roll call vote with the following results: Voting "yes"--Mr. Bibb, Mr. Bryan, Judge Connally, Mr. Latta, Mr. Marsh, Mr. Medlin, Mr. Stroh. The motion was approved with seven affirmative votes.

Judge Connally reported that the Human Resources and University Programming Committee also heard reports on the status of state-funded capital improvements and on an improvement project funded in the student services area and discussed the Early Retirement Incentive Plan and Supplemental Retirement Program.

**OTHER ITEMS**

**Sponsored Grants and Contracts Awarded: November and December 1996, and January 1997**

**No. 28-97** Mr. Marsh moved and Mr. Stroh seconded that grants and/or contracts in the amount of $3,355,567.00 for the months of November and December, 1996, and January 1997, be accepted and expenditures applicable thereto in that amount be authorized. The motion was approved with no negative votes.
**Bowling Green State University**

**Comparative Summary of Grants and Contracts Awarded**

<table>
<thead>
<tr>
<th>Period</th>
<th>Total for Period</th>
<th>Fiscal Year to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>November</td>
<td>$367,103.00</td>
<td>$9,675,117.57</td>
</tr>
<tr>
<td>December</td>
<td>3,373,639.00</td>
<td>13,048,756.57</td>
</tr>
<tr>
<td>January</td>
<td>(385,175.00)*</td>
<td>12,663,581.57</td>
</tr>
</tbody>
</table>

*Correction to December 1996 financial aid report created the deficit for January.

**Proposed Appointment to Firelands College Advisory Board**

Mr. Bibb informed the Board that Mr. Montez McDuffie, an elementary school principal in the Sandusky City School System, has been nominated for membership on the Firelands College Advisory Board.

No. 29-97 Mr. Bibb moved and Mr. Marsh seconded that the Board of Trustees confirm the appointment of Montez McDuffie, nominated to fill the expired term of Nelson Alward, for membership to the Firelands College Advisory Board in accordance with action taken at the January 23 meeting of the Firelands Board. The motion was approved with no negative votes.

**Report - General**

Dr. Sallye McKee, Assistant to the Provost for K-12 Partnerships

Dr. McKee gave a presentation on enrollment management. Her report focused on two areas: (1) an overview of the conceptual framework for reaching the institutional goal of enhanced enrollment management and (2) a review of the 1996-97 actual and projected institutional enrollment profiles for the undergraduate population at the Bowling Green campus.

It is said that every institution of higher learning has an enrollment management plan that is driven in large measure by a shared institutional philosophy based upon faculty and staff perceptions of the importance of students to accomplishing the mission of the university. These plans may be formally or informally stated, and at different times in the life of an institution, they may be implicitly or explicitly realized. The scope of these plans are as varied as the many types of institutions in our country. The effectiveness of any plan can easily be tested by a simple set of questions: How are you? How do you like where you are? When students, faculty, and staff spontaneously tell themselves and others “I enjoy my University, my college, my department” then retention and recruitment are not an issue.

She then directed the Board to an overhead on the enrollment management concept. Bowling Green State University’s institutional goal for enrollment management is: "To develop and implement an enrollment plan that includes both recruitment and retention targets. Aspects of the plan should include improving academic advising and enhancing customer service to students.” After reading many reports and talking with many people and
Dr. McKee believes an effective enrollment management plan at the University has to be centered around improving technical challenges and cultural norms in terms of three very important areas: retention, recruitment, and resources.

Dr. McKee described the three types of University resources based upon its culture. The first is intellectual, i.e., intellectual capital shared by faculty, staff, and students. The second resource is financial, i.e., financial resources dedicated to improving retention and recruitment. The third resource is conflict resolution skills, i.e., how problems are solved and how skills are articulated in a way that makes sense for getting work done.

Dr. McKee then proceeded to describe the technical challenges facing the University. The first technical challenge is determining who should be recruited and why. In a market economy of students in a state where the birthe rate was low 17 years ago, the University needs to focus more attention on how students are told what the University has to offer them and why coming to BGSU is important. The University also has to rethink how it defines students -- traditional vs. nontraditional -- pay more attention to the importance of articulation agreements with community colleges, and improve the manner in which transfer evaluations take place. This challenge will require intellectual, financial, and conflict resolution skills resources.

Dr. McKee then directed the Board to the second overhead which reflected actual and projected enrollment profiles for the 1997 freshman class. The number of freshman students expected for fall 1997 is 3,000 for a best case scenario, 2870 for a worse case, and 2935 at mid-range; this year's freshman class was 2,874. The final enrollment figure is based to a large extent upon the number of applications received and offers of admission made to students. In 1996, at the end of the year, a total of 8,474 applications had been received. Currently, a total of 7,633 applications have been received; at this time last year, there were 7604 applications. The difference can be attributed to the improved rate of reply to applications.

The number of students offered admission at the end of the academic year last year, was 7,111. As of February 26, 6,265 have been offered admission compared to 5,512 at the same time last year. This increase has been accomplished as a result of cross-training and a more efficient work schedule developed by the Admissions Office staff.

Another challenge Dr. McKee pointed out to the Board is that of diversity. The University has a challenge of not only recruiting underrepresented students but also retaining them and graduating them at a rate that the University was known nationally for doing 10-15 years ago.

Finally, Dr. McKee asked the Board to look at freshmen retention rates. As reflected in a graph in the overhead, 1992 was a very good year and she is working with Institutional Planning to try to determine why retention was so high that year. Since 1993, however, freshman retention rates have been on a downward trend. This means that the University needs to help our students understand that they are wanted and that they are valued.

There are many islands of excellence all across the campus, and it is the goal of the office of enrollment management to replicate these points of excellence so that there are more even patterns of standard practice driving the shared vision for institutional excellence.

Reflecting upon her work thus far at BGSU, Dr. McKee strongly believes that there is an institutional will to enhance retention and recruitment, and the University is beginning to make progress in these areas through consistent and diligent work. With the faculty, the staff, the students and the alumni of BGSU, she looks forward to achieving several key improvements at the University.

REPORTS - CONSTITUENT REPRESENTATIVES

Graduate Student Senate Representative - Janet Morrison

Ms. Morrison talked about teaching and learning on the campus. This has been a topic of enthusiastic debate by GSS members, particularly the human and financial investment that GSS has made in support of initiatives related to undergraduate teaching and learning on campus. The success of our premier learning community depends on the capacity of divergent constituency groups to collaborate and focus on the shared prioritization of learning as a desire to outcome.

As a graduate student leader from the Department of Higher Education, Ms. Morrison emphasized the pivotal role she and her colleagues must play in ensuring that the quality of undergraduate education at BGSU remains high. Graduate teaching assistants are highly invested in undergraduate education on this campus. They teach many of the introductory level courses and expend considerable energy in mentorship activities. Some of that is going to change, but in the meantime, to be successful, they need to work hard to establish content and competency, develop effective teaching methods, employ innovative assessment techniques and render themselves available for student consultations. Combined with the rigor of a full course load and challenge of living on a 20-hour per week student
stipend this is serious business, particularly given the reality that minimal instruction is received in the art of effective teaching and learning.

To maximize the quality of their service, BGSU graduate students and, perhaps, faculty need additional on-going training on learning styles, cognition, and student development. Perhaps most importantly they need to better understand the construct of learning and the means by which it can be fostered and ultimately assessed. As in-classroom graduate assistants and future faculty members, their competency is critically important to the institutional integrity and has the potential to reflect positively or negatively on BGSU as both an undergraduate and graduate level institution.

Ms. Morrison then updated the Board on GSS activities that continue to support collaborative efforts aimed at the University's mission to be the premier learning institution in Ohio. GSS is working hard on distribution of its academic research and administrative assistant awards, totally just over $3500, most of which will be distributed in early April. A letter-writing campaign to state legislators and a visit to Columbus on April 9 is being coordinated to express student concern with the proposed state budget allocation. Finally, GSS has taken a leading role in bringing Dr. Stephen Brookfield to campus to speak on the issue of teaching and learning. A nationally renowned expert in the field of cognitive development and adult learning, Dr. Brookfield, a Distinguished Professor at University of St. Thomas in St. Paul, Minnesota will be delivering an address titled "Becoming a Premier Learning Institution in Ohio: Looking at BGSU through the Lens of Learning" on Friday, February 28. Its success can be attributed to the combined efforts of over 14 departments and organizations, who have contributed over $3400 in funding.

Faculty Representative - Harold Lunde

Dr. Lunde reviewed some of the recent work of the Teaching and Learning Task Force. This is an effort that now encompasses about 40 volunteers. The creation of the task force has created more awareness of the importance of teaching and learning across the campus. For example, the Department of Economics will do their second year of a major Saturday session on teaching professors how to teach. The Teaching and Learning Task Force is trying to come up with very practical things that can be done immediately and will have very practical benefits. The Task Force has split up into smaller working groups. The group of which he is a member is focusing in on teaching and learning to enhance retention. Their first effort was to look at student financing for their education. After talking with Financial Aid Director Conrad McRoberts, the subcommittee is exploring the possibility of the University becoming a central location for parents to learn how to prepare for a college education and has offered to assist Financial Aid in developing a strategic plan for its area. Dr. Lunde's subcommittee is looking also at mentoring. They have consulted with Pat King and have learned that making connections is a key element to retention. Students that leave the University, particularly freshmen, have never really made connections with faculty, staff, or other students at the University. Dr. Lunde said they would like to have a mentor program in place this fall for every freshman student.

The Task Force on Faculty Evaluation and Reward Policy has distributed a prototype document on renewal, promotion and tenure to all colleges and departments for implementation. The Faculty Senate now is reviewing the merit document created by this task force. Dr. Lunde impressed upon the Board the need to come up with the best merit policy that will enhance cooperation and collaboration across the University and enhance the concept of striving for being the premier learning institution in Ohio and one of the best in the country.

Undergraduate Student Representative - Tara Gore

Ms. Gore announced that USG's new vice president is Nathan Green. As a result of the of positive feedback from the inaugural picnic this past fall, USG has established an annual undergraduate student government university-wide banquet with rotating themes for faculty, staff, and students. The first dinner will be held on March 5 and will feature student organizations, their function and what they do on campus. Money raised from the dinner will benefit the Children's Miracle Network Dance Marathon.

Other USG activities include a faculty panel discussion recently held with USG and other student organizations to discuss issues of diversity, two more diversity workshops to be conducted this semester, a fundraiser in which people can throw pies at Ms. Gore and Mr. Green in the Union Oval next month, lobbying with the Graduate Student Senate and the Ohio Student Association on the proposed state budget and informing students of its impact on education, and continued work with the Teaching and Learning Task Force. USG has established a committee to help implement practical ideas that come out of the Teaching and Learning Task Force.

Firelands College Advisory Board Representatives - Darby Williams

Dean Williams presented the Firelands College Advisory Board report in Mr. DeVille's absence. He updated Board members on progress Firelands has made in computing. New computers have been purchased for student labs and
the Computer Services Department is assisting with networking computer labs and faculty offices. Firelands also received an NSF grant to create a social sciences lab. Typically, faculty and staff have used hand-me-down computers from student computer labs. A project was initiated with a goal of raising $100,000 by April to provide all full-time faculty with new computers and to network their offices. At this time, $98,000 of that $100,000 goal has been reached. The Advisory Board has been very helpful by identifying potential patrons and making personal contributions; faculty and staff also have made contributions. At this time 20 full-time Firelands faculty have received new high-end, multi-media Pentium computers.

This past Monday, Firelands submitted its service expectations report to the Ohio Board of Regents. Last year, Firelands received over $16,000. These funds were put into a special college fund called a Tip Fund which can be used for increasing productivity or improving performance. This year Firelands has used the funds to do a comprehensive survey of students using the ACT two-year survey form. Students have been asked to rate Firelands in terms of facilities, faculty, programs, scheduling, policies, office accessibility, etc. The results are in the process of being tabulated and a faculty committee is typiing up the student comments.

Firelands College has been chosen as the site for the Third Annual Conference of the Association of University Regional Campuses in Ohio on April 12. Faculty from the other regional campuses in the state will be attending. This year's theme is "Improving the Quality of Education on the Regional Branch Campuses".

Firelands is looking forward to the Board of Trustees meeting on the Firelands Campus in April. At that meeting, Dean Williams would like to highlight the Tech Prep Program, which is an innovative collaborative program with K-12 and vocational schools. A large number of high school juniors and seniors spend their academic day at Firelands completing high school and college coursework simultaneously.

Administrative Staff Council Representative - Joan Morgan

Dr. Morgan reported that the committee studying the performance appraisal process has come up with a format that she feels will be good. In addition to work of this committee, another committee has been taking reviewing the merit process for administrative staff in response to the Board of Trustees' request last May. This is a very time consuming and difficult task, because there are so many administrative staff doing so many different things. In addition just defining merit for administrative staff has been difficult: Is it job performance or something beyond job performance? The merit review committee hopes to have a document to share with administrative staff in early March.

The leadership of Administrative Staff Council has been meeting regularly during this academic year with the leadership of Faculty Senate, Classified Staff Council, Graduate Student Senate, and Undergraduate Student Government as a group called the Constituent Caucus. It is a rather informal group but it is looking at some very important issues facing the University. One topic the Caucus has is focusing on is student retention. A request has been sent from the Constituent Caucus to a number of individuals on campus who deal with retention on a daily basis asking them to submit five strategies that could be used by faculty or graduate assistants with students experiencing some kind of difficulty in their classes. The Caucus has received responses from the Math and English Departments and Dr. Morgan is asking the staff in Academic Enhancement to also come up with strategies. The list will be shared with new graduate assistants and new faculty prior to the beginning of fall semester classes. The Constituent Caucus is sending out a letter seeking interest from faculty and staff in working with the BG Effect mentor program. A review of some of the academic policies at the University that may impact upon retention has been initiated by the Caucus. A couple of policies currently being reviewed are the course drop policy and the dismissal policy. Recommendations to change time constraints associated with these policies will probably be forwarded to Undergraduate Council.

Dr. Morgan concluded her remarks by saying that discussion continues on campus with employees about the Family Medical Leave Act and the development of an appropriate policy that will be good for all employees.

 Classified Staff Council Representative - Pat Kitchen

Ms. Kitchen reported that the Constituent Caucus was formed out of the Building Community report. One of the issues the group has discussed is job satisfaction. One of the high leverage recommendations from last year's Focus on February was to conduct a work environment evaluation. Ms. Olson, CSC Chair-elect and Ph.D. candidate has organized a research team to complete this task. Over 2500 surveys were mailed to all full-time and part-time employees at the University, and to date, over 1100 surveys have been returned. The research team hopes to establish a benchmark of the current level of job satisfaction for BGSU employees, and determine if there is a significant difference in job satisfaction among constituent groups and whether the variables identified in the survey affect the level of job satisfaction of employees. Once the report is completed the results will be shared with the University community.
Another goal Classified Staff Council set for 1996-97 was to increase its scholarship endowment by $2,000 and it has accomplished that goal. The Constituent Caucus would also like to create a Web page that would better inform students of all the scholarships available.

EXECUTIVE SESSION

Chair Medlin announced that in keeping with the provisions of the state's "sunshine law" and Amended Section 121.22 of the Ohio Revised Code, he proposed that members meet in an executive session for the purpose of conferring with an attorney concerning disputes and pending court action. He requested that members meet in executive session in the Chart Room with the session expected to last approximately 45 minutes; the regular meeting to be reconvened at that time to take action if necessary and for the purposes of adjournment.

No. 30-97 Mr. Bryan moved and Judge Connally seconded that members of the Board of Trustees meet in an executive session to confer with an attorney concerning disputes and pending court action.

The Board Secretary conducted a roll call vote with the following results: Voting "yes"--Mr. Bibb, Mr. Bryan, Judge Connally, Mr. Latta, Mr. Marsh, Mr. Medlin, Mr. Stroh. The motion was approved with seven affirmative votes.

The regular meeting recessed at 11:45 a.m., and the members moved to the Chart Room for executive session.

Chair Medlin reconvened the regular meeting at 1:20 p.m. and announced that members had met in executive session for 100 minutes for the purpose of conferring with an attorney concerning disputes and pending court action. No formal action was taken.

ANNOUNCEMENTS

Mr. Medlin announced that the March Board of Trustees meeting will be held on Thursday, March 20.

ADJOURNMENT

The meeting was adjourned at 1:22 p.m.