12-11-1998

Board of Trustees Meeting Minutes 1998-12-11

Bowling Green State University

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MINUTES
Board of Trustees
Bowling Green State University
December 11, 1998

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 December 11, 1998: Michael J. Marsh, Chair; Kermit F. Stroh, Vice Chair; Leon D. Bibb; David A. Bryan; Sharon S. Cook; Edward A. Ferkany; Peter Fitz; Kevin Konecny; Delbert L. Latta; G. Ray Medlin, Jr.; and Valerie L. Newell.

Also present were President Sidney A. Ribeau; Deborah Magrum, Secretary to the Board; Veronica Gold, 1998-99 Faculty Representative to the Board; Kevin Hussey, 1998-99 Undergraduate Student Representative to the Board; Richard Hughes, 1998-99 Graduate Student Representative to the Board; Deborah Boyce, 1998-99 Administrative Staff Representative to the Board; Jay Samelak, 1998-99 Classified Staff Representative to the Board; J. Christopher Dalton, Senior Vice President for Finance; Charles R. Middleton, Provost and Vice President for Academic Affairs; Edward G. Whipple, Vice President for Student Affairs; Gaylyn Finn, Treasurer; media representatives; and a number of observers.

Chair Marsh called the meeting to order at 3:40 p.m.; the Board Secretary called the roll and announced that a quorum was present (nine Trustees).

Motion was made by Mr. Stroh and seconded by Mr. Medlin that the minutes of the meeting of October 2, 1998, be approved as written. The motion carried.

PRESIDENT'S REPORT

President Ribeau provided an update on student recruitment efforts for fall 1999. The enrollment goal for 1999-2000 is a freshman class that is the same size as this year. There are early signs of increased interest in BGSU by high school students. As of today, cumulative applications are up 3.5% over last year. Preview days on October 31 and December 5 were attended by 1,388 students vs. 1,038 student last year, which is about a 30% increase.

A New Student Satisfaction Survey was conducted again this fall to students in all sections of English 110 and 111 during the week of October 5. A total of 2,407 surveys were completed which is a 69% response rate. There was proportional representation from each college in the sample population. Some key results of the survey are as follows:

- 82% found it easy to adjust to the University
- 83% said they would recommend BGSU to their friends
- 81% said that staff have a good attitude towards students
- 73% find classes challenging

Students in special programs (e.g., Chapman, Springboard, Honors) were more positive than students in general. For example, 87% of Chapman students, 86% of students in the University Program for Academic Success, and 92% of freshman Honors students agree they are adjusting well to BGSU. In addition, students of color, Honors students, students in Residential Learning Communities and in the Presidential Leadership Academy are more concerned about alcohol use among students than freshmen in general.

President Ribeau concluded his remarks by sharing another noteworthy accomplishment. As of November 30, overall grant and contract award dollars received by the University were $7.2 million, a 32.2% increase over last year at the same time. Research grants are up 72.3%, instructional grants by 1% and public service grants by 29.4%.

HUMAN RESOURCES/UNIVERSITY PROGRAMMING COMMITTEE

Mr. Stroh reported that the Human Resources/University Programming Committee met on Friday afternoon and reviewed four action items.
Personnel Changes Since October 2, 1998 Meeting

Mr. Stroh said that the committee discussed personnel changes since its October 2 meeting. Carol Engler has been hired as the new Executive Assistant to the Provost.

Mr. Stroh moved and Mr. Bryan seconded that the Board of Trustees has reviewed and ratified the personnel changes since the October 2, 1998, meeting. The motion was approved with no negative votes.

PERSONNEL CHANGES
ADMINISTRATIVE STAFF
October 1, 1998 through December 11, 1998

NEW APPOINTMENTS FULL-TIME

PROVOST AND ACADEMIC AFFAIRS

Carol Engler, Executive Assistant to the Provost, effective 10-19-98/6-30-99, salary $48,000 fyr.
Joyce Hyslop, MOD Coordinator, Management, effective 10-1-98/6-30-99, salary $36,000, previously a classified employee.
Thomas Swanson, Visiting Research Scholar, Psychology, effective 9-1-98/8-31-99, salary $65,000 fyr.
Thomas Zapiecki, Videographer/Photographer, WBGU-TV, effective 10-5-98/6-30-99, salary $30,000.
Roger Zender, Educational Technologist Assistant, Northwest Ohio Educational Technology Foundation, effective 9-30-98/6-30-99, salary $22,742.

PRESIDENT’S AREA

Amy Renee Kyler, Assistant Women’s Softball Coach, Intercollegiate Athletics, effective 11-3-98/6-30-99, salary $21,000 fyr.

STUDENT AFFAIRS

Angela M. Stearns, Manager, University Dining Services, effective 9-29-98/6-30-99, salary $26,768.

NEW APPOINTMENTS PART-TIME

STUDENT AFFAIRS

Kimberly K. Campbell, Medical Office Assistant, Student Health Center, effective 10-7-98/5-7-99, salary $23,612 fyr.

UNIVERSITY ADVANCEMENT

Kristie Lee Nikitin, Regional Coordinator of Alumni Programs, Alumni Affairs, effective 10-26-98/6-30-99, salary $15,500 (63%).

CHANGES IN ASSIGNMENT, TITLE AND/OR SALARY

PROVOST AND ACADEMIC AFFAIRS

Linda Bakkum from Academic Advisor, College of Business Administration to Assistant Director of Undergraduate Studies in Business, College of Business Administration, effective 9-14-98/6-30-99, salary from $34,479 to $40,000, salary increase due to promotion.
Patricia Booth, Educational Resources Manager, Northwest Ohio Educational Technology Foundation, change ending date of contract from 8-14-99 to 6-30-99, salary remains at $31,875.
Doug Burns, Technical Support/Network Systems Manager, Northwest Ohio Educational Technology Foundation, change ending date of contract from 8-14-99 to 6-30-99, salary remains at $28,783.

Roxanna Foster from Educational Technologist Assistant to Educational Technologist Specialist, Northwest Ohio Educational Technology Foundation, effective 10-1-98/6-30-99, salary from $22,976 to $34,603, salary increase due to promotion.

Andrew J. Fuller from Clinical and Computer Lab/Network Administrator, College of Arts & Sciences and College of Education and Human Development to Systems Programmer, Information Technology Services, effective 10-1-98/6-30-99, salary from $44,505 to $46,505, salary increase due to promotion.

Allison Goedde, Educational Technologist, Northwest Ohio Educational Technology Foundation, effective 7-1-98/6-30-99 (change in ending date of contract from 8-14-99 to 6-30-99), salary from $34,504 to $38,500, salary increase due to change in position grade resulting from reevaluation of position.

Denise Hook from Animal Research Technician to Animal Facilities Coordinator, effective 7-1-98/6-30-99, salary from $22,050 to $28,050, salary increase and title change due to change in position grade resulting from reevaluation of position.

Norma Jean Housholder from Junior Systems Programmer to MVS Systems Programmer, Information Technology Services, effective 10-1-98/6-30-99, salary from $36,246 to $38,500, salary increase due to promotion.

Karen Malcolm, Educational Technologist, Northwest Ohio Educational Technology Foundation, change in ending date of contract from 8-14-99 to 6-30-99, salary remains at $35,711.

Roder Minier, Director of Educational Services, Northwest Ohio Educational Technology Foundation, change in ending date of contract from 8-14-99 to 6-30-99, salary remains at $46,961.

Lorna Gonsalves-Pinto from Director Diversity Initiatives to Associate Provost for Diversity, effective 7-1-98/6-30-99, salary from $48,128 to $63,293, salary increase due to change in position grade resulting from reevaluation of position.

STUDENT AFFAIRS

Doreen Bateson, Manager, University Dining Services, effective 7-1-98/6-30-99, salary from $27,901 to $29,296, salary increase due to change in position grade resulting from reevaluation of position.

Amy Kose, Part-time Nurse Clinician, Student Health Services, effective 10-1-98/5-7-99, increase in contract from 40% to 45%, salary from $13,437 to $15,117.

UNIVERSITY ADVANCEMENT

Gary Guydosh from University Photographer to Coordinator of Photo Services, Public Relations, effective 8-31-98/6-30-99, salary from $35,384 to $37,158, salary increase due to title change and change in position grade resulting from reevaluation of position.

Catherine Pratt, Alumni/Development Officer, College of Business Administration, effective 7-1-98/6-30-99, salary from $36,720 to $40,720, salary increase due to correction of original placement.

Larry Weiss, Director of Alumni to Director of Alumni and Governmental Affairs; Associate Vice President for University Advancement, effective 7-1-98/6-30-99, salary from $80,894 to $86,500, salary increase due to title change and change in position grade resulting from reevaluation of position due to additional governmental affairs duties.

CONTRACTS CONCLUDED

FINANCIAL AFFAIRS

James Clemens, Manager, Postal Services, effective 9-3-98, resigned.

Carl Lipp, Director, Financial Accounting, effective 10-30-98, retirement.

PROVOST AND ACADEMIC AFFAIRS

Joyce M. Kepke, Director of Conference and Customized Training Programs, Continuing Education & International & Summer Programs, effective 10-31-98, retirement.

Allison Haas Maara, Educational Technical Assistant, Northwest Ohio Educational Technology Foundation, effective 9-11-98, accepted another position.

STUDENT AFFAIRS
Anthony Hatmaker, Assistant Director of Residence Life for Business Affairs, Residence Life, effective 10-9-98, accepted another position.
Tina Simon, Assistant Director, Student Financial Aid, effective 10-23-98, accepted another position.

UNIVERSITY ADVANCEMENT
Gary Guydosh, Coordinator Photo Services, Public Relations, effective 11-3-98, moving.
John C. Moore, Interim Vice President for University Relations, effective 10-1-98, retirement.

EMPLOYED EXTRA HOURS
STUDENT HEALTH SERVICES
Amy Kose, Part-time Nurse Clinician, Student Health Services, 9-18-98 (8 hours); $181.60.

PERSONNEL CHANGES
FULL-TIME FACULTY
October 2, 1998 through December 11, 1998

PROVOST AND ACADEMIC AFFAIRS

CHANGES IN ASSIGNMENT, TITLE AND/OR SALARY
Deborah Alvarez, Department of English, College of Arts and Sciences, from Instructor, terminal, $39,000 to Assistant Professor, 1/7, $40,000, completion of doctorate effective 7/30/98.
Vincent Benitez, Assistant Professor, Department of Music Composition and History, College of Musical Arts, from 5/7 to 3/7, correction in probationary status.
Robert Berns, Professor, Department of Business Education, College of Business Administration, relinquished Acting Chair duties effective 10/1/98.
Yiwei Chen, Department of Psychology, College of Arts and Sciences, from Instructor, terminal, $37,500, to Assistant Professor, 1/7, $38,500, completion of doctorate effective 6/13/98.
Lessie L. Cochran, Assistant Professor, Department of Special Education, College of Education and Human Development, from probationary 6/7 to probationary 5/7 effective August 19, 1998.
Paige Edley, Assistant Professor, Interpersonal Communication, College of Arts and Sciences, from 3/7 to 2/7, correction in probationary status.
Radhikka Gajjala, Assistant Professor, Department of Telecommunications, immigration status satisfied, effective 10/1/98.
Robert Harr, Associate Professor, Medical Technology Program, College of Health and Human Services, added $2,000 stipend for duties as Director of the Health Sciences Residential Community, academic year.
Gary Hess, Distinguished Research Professor, Department of History, College of Arts and Sciences, appointed Director of the Center for Governmental Research and Public Service with addition of a $4,000 stipend.
Younghee Kim, Associate Professor, Family and Consumer Sciences, College of Education and Human Development, added $500 stipend for duties as Director of Dietetics, College of Health and Human Services, academic year.
David Meel, Assistant Professor, Department of Mathematics and Statistics, College of Arts and Sciences, from 3/7 to 4/7, correction in probationary status.
Jay Stewart, Assistant Professor, Department of Special Education, College of Education and Human Development, added $500 stipend for duties as Director of Rehabilitation Counseling, College of Health and Human Services, academic year.

LEAVES OF ABSENCE
Blaine Todd Childers, Assistant Professor, School of Art, College of Arts and Sciences, leave of absence, until further notice.
CONTRACTS CONCLUDED

Kurt Deshayes, Associate Professor, Chemistry, College of Arts and Sciences, effective 8/20/98.
Elizabeth Jakob, Associate Professor, Biological Sciences, resignation effective 8/20/98.
Thomas Rohrer, Assistant Professor, Music Education, College of Musical Arts, resignation effective 5/20/98.

Tenure and Promotion Recommendation

Mr. Stroh explained that the tenure and promotion process is normally handled in the spring, but since Dr. Wilfred Roudebush began his career at BGSU in the middle of a year, his candidacy requires a mid-year review.

No. 9-99
Mr. Stroh moved and Mr. Ferkany seconded that approval be given to the tenure and promotion recommendation for Dr. Wilfred Roudebush as submitted. The motion was approved with no negative votes.

Proposed Amendments to the Academic Charter: Article IV

No. 10-99
Mr. Stroh moved and Mr. Ferkany seconded that approval be given to proposed amendments to Academic Charter, Article IV.D.2.a)(2) and F.6.b)(7) & (8), which provide for the Faculty Senate Vice Chair to convene and conduct elections of chairs for University Standing Committees. The motion was approved with no negative votes.

Article IV.D.2.a)(2): Officers of the Senate

Vice-Chair/Chair-Elect. The Vice-Chair shall regularly review the minutes of the University standing committees and any ad hoc committees established by the SEC and bring to the attention of SEC any pertinent actions, highlighting the ongoing work of the committees as well as designating those committees that are to report at SEC and Faculty Senate meetings. IN THE EVENT THAT A UNIVERSITY STANDING COMMITTEE HAS NOT MET WITHIN THE FIRST FOUR WEEKS OF THE FALL SEMESTER, THE VICE CHAIR, AT THE REQUEST OF THE COMCOM, SHALL CONVENE THE COMMITTEE. DURING THIS MEETING, COMMITTEE MEMBERS SHALL ELECT A CHAIR, WHEN NECESSARY, REVIEW THEIR CHARGE, AND ESTABLISH A SCHEDULE OF REGULAR MEETING TIMES. V.B.5.

Article IV.F.6.b)(7) & (8): Committee on Committee Functions

7) WHEN IT HAS BEEN ESTABLISHED THAT A UNIVERSITY STANDING COMMITTEE HAS NOT MET WITHIN THE FIRST FOUR WEEKS OF THE FALL SEMESTER, REQUEST THE VICE CHAIR OF THE FACULTY SENATE TO CALL A MEETING OF THE UNIVERSITY STANDING COMMITTEE AND ASSIST IT TO ELECT A CHAIR, AS APPROPRIATE, REVIEW THE CHARGE, AND ESTABLISH A SCHEDULE OF REGULAR MEETING TIMES.

8) IF THE PREVIOUS STEPS HAVE BEEN TAKEN AND A UNIVERSITY STANDING COMMITTEE REMAINS INACTIVE, COM/COM, SHALL MAKE A RECOMMENDATION REGARDING THE DISCONTINUANCE OF THE COMMITTEE.

Intermittent Staff Handbook

Rebecca Ferguson, Assistant to the Provost for Human Resources, explained that intermittent staff are individuals hired on an on-call basis, not to exceed 1000 hours per year, in such areas as the Bookstore and Dining Services. She reminded the Board of Trustees that they had approved the Intermittent Staff Pay Table in October and that a handbook for this group of employees has now been finalized for their consideration. The proposed Intermittent Staff Handbook consists of existing policies from the Classified Staff Handbook and relevant sections of the Ohio Revised and Administrative Codes.
Mr. Stroh moved and Mr. Ferkany seconded that the Board of Trustees approve the attached Intermitting Staff Handbook. The motion was approved with no negative votes.

_Intermittent Classified Staff Employee Handbook_
_Applicable for Staff members hired as of________

**Notice:** The Interim Classified Staff Handbook is provided for information purposes only for intermittent classified staff employees not part of a collective bargaining agreement. Nothing in this handbook should be construed as a formal contract between you and the University. If any information contained in this handbook is or becomes in conflict with any federal, state, or local laws - including Civil Service Laws established in the Ohio Revised Code - those laws will take precedence over the material presented in this handbook. The University retains the right to modify this handbook, with approval by the Board of Trustees, as deemed necessary.

Changes in guidelines affecting intermittent classified staff will be issued as appendices and should be filed at the end of this handbook.

**General Introduction**

This Intermittent Classified Staff Handbook is written for intermittent classified hourly staff employees to help them understand their work environment. For more information on topics covered in this Handbook, contact your supervisor or the Office of Human Resources.

In accordance with the Ohio Administrative Code 123:1-47-01, an intermittent staff employee is defined as:

"An appointment where an employee works on an irregular schedule which is determined by the fluctuating demands of the work and is not predictable and is generally characterized as requiring less than one thousand hours per year."

Further, in accordance with the Ohio Revised Code section 124.30, "individuals receiving an intermittent appointment shall serve at the pleasure of the appointing authority."

**BGSU Vision Statement**

Bowling Green State University aspires to be the premier Learning Community in Ohio and one of the best in the Nation. Through the interdependence of teaching, learning, scholarship, and service we will create an academic environment grounded in intellectual discovery and guided by rational discourse and civility. Bowling Green State University serves the diverse and multicultural communities of Ohio, the United States and the world.

**Core Values**

1. Respect for one another.
2. Cooperation
3. Intellectual and spiritual growth.
4. Creative imaginings.
5. Pride in a job well done.

**Human Resources**

372-2225, 372-8421

The Office of Human Resources, located in Room 100, College Park Office Building, handles general employment matters for intermittent classified staff employees such as recruiting, interviewing, testing and former-employer verification. Because BGSU is a state-assisted agency, it must operate by State of Ohio procedures. Human Resources therefore, is responsible for ensuring that all staff members follow policies and procedures.
Human Resources keeps a personnel file on every intermittent classified staff employee. You may review your personnel file by making an appointment with a Human Resources staff employee.

If you change your name, address, phone number, or marital status, etc., please inform Human Resources immediately. All information in your personnel file must be as accurate and up-to-date as possible.

**Civil Service System**

BGSU is one of 14 state-assisted universities in Ohio. The Ohio civil service laws and BGSU Board of Trustees actions govern its job classification, wage scales, and procedures.

The Assistant Provost of Human Resources (372-2259) is designated as the appointing authority for intermittent classified staff employees at Bowling Green State University and is responsible for explaining and interpreting personnel policies and civil service laws. Ohio Administration Code 123:1-47-01, defines the appointing authority as the officer charged with having the power of appointment to, or removal from, positions in the institution.

**Classified Staff Council**

The Classified Staff Council (CSC) is established to provide for direct channels of communication between classified staff members and University officials. Composed of permanent full-time and permanent part-time classified staff, the Council addresses matters of concern or of interest to classified staff members. For information purposes only, please visit the CSC web site at www.bgsu.edu/organizations/csc.

**GUIDE TO EMPLOYMENT POLICIES AND PROCEDURES**

**Absences**

One of the most important responsibilities as a BGSU intermittent classified staff employee is that of being dependable and prompt in your attendance. You must notify your supervisor prior to your scheduled work shift when you have to be absent from work. When you know in advance that you will be absent, tell your supervisor before your absence. When you are unable to report to work, you must call and speak with your supervisor, preferably 2 hours before your scheduled reporting time.

**Accident Reporting**

Every campus accident sustained by a staff member shall be reported initially to your supervisor and to the Office of Environment Health and Safety. Injuries are reported on a University injury report form. **Call 911 only for serious injuries and accidents.**

**Campus ID Cards**

Intermittent classified staff employees will be issued a Photo ID card after a PIN (Personal Identification Number) is assigned to you. This card identifies you as a member of the University staff and entitles you to discounts on items purchased at the Bookstore, Little Shop and Skate Shop. It may also be used to make purchases in the Dining Services units, the Student Union Information Desk, Billiards & Bowling, selected vending locations, the Bookstore, and the Little Shop on campus and to use the Library. Contact the Office of the Bursar (372-6081) to have your card made or if you lose your card.

**Classification System**

The classification for each position at Bowling Green State University is established in the basis of the duties and responsibilities assigned to the job. The Ohio Department of Administrative Services has established classification specifications for each job and these are used at the university.
Compensation Policy

Each intermittent classified staff employee position at BGSU will be given a classification based on the duties and responsibilities assigned to the job. Each classification is assigned a pay grade. New intermittent classified staff employees begin at the starting rate of the assigned pay grade. At the successful completion of 700 hours, they will advance to the end of the probation rate of assigned pay grade. Intermittent staff members who have not been called or do not report to work for a period of three consecutive semesters will be removed from the payroll. Once the employee has been removed from the payroll, they must re-apply for intermittent classified staff status.

The following table is not subject to across the board increases without market review and approval by the University Board of Trustees. This table was approved by the Board of Trustees on October 2, 1998.

Wage Table for Intermittent Classified Staff Employees

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<th>Pay Grade</th>
<th>Starting Rate</th>
<th>End Probation rate</th>
<th>Job</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>$7.03</td>
<td>$7.31</td>
<td>Food Service Worker</td>
</tr>
<tr>
<td>02</td>
<td>$7.31</td>
<td>$7.60</td>
<td>Laborer</td>
</tr>
<tr>
<td>03</td>
<td>$7.60</td>
<td>$7.90</td>
<td>Clerk/Receptionist</td>
</tr>
<tr>
<td>04</td>
<td>$7.92</td>
<td>$8.24</td>
<td>Sales Clerk</td>
</tr>
<tr>
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</tr>
<tr>
<td>06</td>
<td>$8.64</td>
<td>$8.99</td>
<td>Cook 1</td>
</tr>
<tr>
<td>07</td>
<td>$8.99</td>
<td>$9.36</td>
<td>Data Entry Operator</td>
</tr>
<tr>
<td>08</td>
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<tr>
<td>11</td>
<td>$10.78</td>
<td>$11.35</td>
<td>Secretary</td>
</tr>
</tbody>
</table>

Court Leave, Jury Duty and Voting

An intermittent classified staff employee will be granted court leave without pay to attend a hearing by the Bureau of Workers’ Compensation, State Personnel Board of Review, Industrial Commission of Ohio, or the State Employment Relations Board.

If an intermittent classified staff employee is subpoenaed for court or summoned for jury duty - federal, state, or local, the absence will be excused, but no compensation from BGSU will be received for scheduled but unworked hours.

University employees are encouraged to participate in local and national elections. If for some reason you cannot vote before or after work or during your lunch break; you will bear excused one hour without pay to vote. You must make arrangements with your supervisor, so as not to interfere with the operations of the departments involved.

Disciplinary Guidelines

Intermittent classified staff employees may receive verbal warnings, written warnings, suspensions, or be terminated for inappropriate job performance or behavior. Reasons for discipline include but are not limited to the following:
- Insubordination,
- Safety violations,
- Non-excused tardiness/absences,
- Unsatisfactory work performance,
- Use of abusive language,
Leaving the premises without permission,
Extending break periods,
Misuse of telephones/computing equipment,
Discourteous treatment of the public,
Abuse of Solicitation Policy,
Improper off duty conduct that affects job performance or public trust,
Discrimination, violation(s) of sexual, racial/ethnic harassment policies,
Defacing/damaging or misuse of University property,
Threatening, fighting or assault of supervisor or other staff member of customer,
Failure to obey a proper order or instruction,
Sleeping on the job,
Multiple uses of unsatisfactory behavior,
Violation of University’s Drug Free Work Place Policy,
Use/consumption/or possession of drugs, including alcohol on University premises,
Reporting to work while under the effects of drugs, including alcohol,
Unauthorized release of confidential information,
Immoral behavior,
Theft,
Falsification of University documents.

**Driver Insurability Policy**

BGSU requires that all staff members who operate state vehicles be insurable by the University’s insurance provider. The purpose of the policy is to reduce the exposure and liability of the University to high-risk drivers and provide a safe working environment for the students, faculty, staff and visitors.

**Drug Free Work Place**

In order to ensure BGSU’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 BGSU to prohibit the unlawful use, sale, dispensing, transfer, or possession of controlled substances, alcoholic beverages, drugs not medically authorized or any other substance which may impair an individual’s work performance or pose a hazard to the individual, public, students or any staff member of the University on institutional property or any of its activities.

It is the responsibility of each intermittent classified staff employee to adhere to this policy. If a violation of this occurs, support programs will be available, if appropriate. Disciplinary action will be taken up to and including dismissal or expulsion from the University and possible criminal prosecution.

**Equal Opportunity and Discrimination/Harassment Policies**

BGSU is committed to equal opportunity for employees in employment and education, and does not discriminate on the basis of race, color, religion, national origin, gender, age, or against qualified handicapped persons, disabled veterans, or veterans of the Vietnam era as identified by law.

It is the policy of BGSU that discrimination/harassment on the basis of disability will not be condoned. BGSU complies with the relevant regulations established by the Americans with Disability Act (ADA). This policy applies equally to faculty, administrative and classified staff and students and is in keeping with the spirit and intent of guidelines on discrimination because of disability.

The policy of BGSU is that racial and ethnic harassment will not be condoned. Moreover, the University will use its influence to encourage the community-at-large to treat its students, faculty and staff and affiliated visitors in a manner consistent with the principles of this policy. The policy is in keeping with the spirit and intent of federal, state, municipal and university guidelines governing racial discrimination.
It is the policy of BGSU that sexual harassment will not be condoned. This policy applies equally to faculty, administrative and classified staff, and students and is in keeping with the spirit and intent of guidelines on discrimination because of sex.

The complete policies on Sexual Harassment, Racial and Ethnic Harassment, including regulations and procedures are available in the Office of Affirmative Action. All complaints regarding discrimination in the areas covered under this section, if not otherwise resolved should be registered with the Office of Affirmative Action, 705 Administration Building, (419) 372-8472.

Immigration Reform and Control Act of 1986. In accordance with the Immigration Reform and Control Act of 1986, it is BGSU’s policy to hire only those individuals who are authorized to work in the United States. Pursuant to this law, all individuals who are offered employment will be required to submit documentary proof of their identity and employment authorization. Employees will be required to also complete and sign under oath Immigration and Naturalization Form I-9. This form requires you to attest that you are authorized to work in the job for which you are hired and that the documents you submitted are genuine. In addition to requiring all off-campus applicants hired for employment to comply with this law, it will also apply to on-campus applicants who are offered and accept employment in which there is a status change, i.e. intermittent to permanent part-time to permanent full-time.

If you are authorized to work in this country for a limited period of time, before the expiration of that period, you will be required to submit proof of your employment authorization and sign another Form I-9 in order to remain employed. No employee will be retained on the payroll of the University for a period of more that three (3) days without a Form I-9 on file in the Office of Human Resources.

Bowling Green State University will not discriminate based upon national origin or citizenship.

General Rules of Conduct and Code of Ethics

Although this handbook is designed to cover basic information you will need as an intermittent classified staff employee, it cannot cover all the special circumstances, which may arise. It should be used as a general guide. Special problems and other questions should be referred to your supervisor and then the Office of Human Resources. The guidelines set forth in this booklet are subject to change; revisions will be printed as deemed necessary. Below are listed some general rules of conduct considered the responsibility of each intermittent classified staff employee at BGSU:

- Perform tasks as assigned by your immediate supervisor.
- Be courteous, cheerful, and cooperative with fellow staff employees, students, and faculty.
- Be at work on time and begin work promptly. Call your supervisor within the established time limits if you cannot report to work.
- Dress appropriately for work and keep your appearance neat, clean, and attractive.
- Do not leave your workstation without permission of your supervisor, unless in line of duty or otherwise instructed by an appropriate authority.
- Be a safe worker. Follow proper safety practices and report any safety hazards to your supervisor. Wear the proper safety equipment provided for the task.
- Protect University property from misuse or theft. Treat supplies and equipment you use on the job with care.
- Manage your finances so the University does not receive credit complaints.
- University telephones are for official use only. Pay telephones are installed in various areas for personal calls.
- A staff member will not exhibit or discuss any confidential matters without prior approval.
- In the case of lost-and-found articles or keys, contact your supervisor or Campus Safety (372-2346).
- Report all incidents of suspicious nature to your supervisor or Campus Safety (372-2346).

Intermittent classified staff employees should not engage in conduct that is dishonest or fraudulent nor should they accept duties, obligations, gifts or favors of monetary value or engage in private business or professional activities which conflict with the interests and policies of BGSU and the State of Ohio.
**Holidays/Holiday Pay**

BGSU operates on a calendar year that includes 10 holidays each year. As an Intermittent classified staff employee you are not eligible for Holiday Pay unless you work on the actual holiday and then you would receive 1 1/2 times your regular rate of pay for the actual hours worked. The holidays currently observed are: January 1 - New Year’s Day, 3rd Monday in January - Martin Luther King Day, *3rd Monday in February - President’s Day, last Monday in May - Memorial Day, July 4 - Independence Day, 1st Monday in September - Labor Day, *2nd Monday in October - Columbus Day, November 11 - Veteran’s day, 4th Thursday in November - Thanksgiving Day, December 25th - Christmas Day. In accordance with Ohio law BGSU has the privilege of reassigning 2 holidays to any other day of the year to coincide better with the academic calendar. These holidays are marked with an asterisk (*) above.

**Job Bidding Procedures**

Intermittent classified staff employees who have completed 700 hours of work with BGSU are eligible to bid for posted classified position vacancies appearing in the Monitor. Further information on job bidding can be obtained by contacting the Human Resources office at 372-8421.

**Nepotism**

If a proposed hire, marriage, or other action places a member of a family in supervision of another family member, the matter should be brought to the attention of the area supervisor. Appointment of spouses or other relatives to the same department is not necessarily nepotism; but relatives may not participate in career decisions of each other.

**Parking**

During your first day as an intermittent classified staff employee you must register with Parking Services, Commons Bldg. (372-2776). Consult with your employing supervisor for details on how to obtain parking permit. If your employment is terminated the decal must be returned to receive your last paycheck. Campus maps and parking rules and regulations are available at Parking Services.

**Payroll Deductions**

BGSU is required by law to make certain deductions from your paycheck. The following list contains those items, which the University must deduct in order to comply with federal and local laws:
- Federal Income Tax,
- Public Employees Retirement System,
- State Income Tax,
- City Income Tax,
- Medicare premium for staff hired after April 1, 1986,
- Garnishments, IRS tax levies, child support and any other legal or court ordered deduction.

In addition, other deductions can be withheld at your request, such as:
- Gifts to the University,
- Purchases charged at the Bookstore, Dining Services, Athletics, etc.
- Purchase of PERS military and out-of-state public service credit,
- Falcon Club dues,
- Savings Bonds,
- United Way contributions.

Payroll deduction authorization cards must be completed by each individual employee at the Payroll Office, 322 Administration Building, 372-2201 or in the Office of Human Resources.

**Performance Evaluation Program**

Each intermittent classified staff employee’s work performance may be evaluated at least twice during the probationary period: one at 60 days or 350 hours and/or again at about 120 days or 700 hours of work.
Each evaluation may be accompanied by an interview with the supervisor. Thereafter performance evaluations may be conducted annually.

**Political Activity**

Intermittent classified staff employees are prohibited by Section 124:57 of the Ohio Revised Code from engaging in partisan political activity.

**Probationary Period and Pay Raises**

Each classification is assigned a pay grade. New intermittent classified staff employees begin at the starting rate of the assigned pay grade. At the successful completion of the probationary period they advance to the end of the probation rate. The pay grade for each classification is shown at the end of this section. The starting and end of probation rates for each pay grade for fiscal year 1997-1998 are shown on the wage table found on page 3.

**Rest Periods**

Although rest periods are not officially provided for under state civil service law, it is University policy that each department allow two 15-minute paid rest periods during each 8.0 consecutive hour day, or one for each 4.0 consecutive hours worked. Supervisors will determine the best time for each employee to take a break to maintain efficient operations and departmental practices. You should recognize that rest periods are a privilege rather than a right; misuse of rest periods or over-extending them could result in this privilege being revoked. Unused rest periods may not be saved. Likewise, you may not use unused periods as a reason to arrive late or leave from work early.

**Retirement (Public Employees Retirement System)**

All intermittent classified staff employees of BGSU are required by law to participate in the Ohio Public Employees Retirement System (PERS).

Intermittent classified staff employees contribute 8.5% of gross salary, and the University, as the employer, contributes 13.31% of each intermittent classified staff employee's annual earnings to PERS. The University picks up payment of the staff member's 8.5% share thereby reducing the taxable gross salary. For purposes of Federal and State income taxes, this 8.5% is excluded from, the staff member's taxable income. It becomes taxable upon claiming the funds after retirement or upon the optional withdrawal of the account when a person leaves PERS-sponsored employment.

Service Credit is based on income earned each month. A full month's credit is granted if the staff member earns at least $250 per month. Staff members earnings less than 250 per month will receive pro-rated service credit based on the amount of money earned.

**Safety and Security**

BGSU is required to comply with the standards set by the Public Employee Risk Reduction Act, Ohio Revised Code 4167.07. This act and its subsequent rules (Ohio Administrative Code 4101:17-3-01) requires BGSU to comply with all applicable Occupational Safety and Health Administration (OSHA) standards. OSHA regulations involve safe work practices, identification of problem situations, and proper handling of hazardous chemicals.

It is the responsibility of individual departments and each individual to be safety-conscious. You should follow these safety and security practices to minimize the possibility of theft or personal injury.

**Safety Tips:**
- Obey all safety rules and signs.
- Use proper guards and protective equipment for all machinery.
- Get help with heavy loads.
• Wear appropriate clothes or equipment (e.g. hard hats, respirators, eye protection, gloves, etc.) provided for certain tasks when personal protection is necessary.
• Avoid slips and falls by watching out for wet or oily floors, icy sidewalks, uneven steps or walkways, etc.
• Keep your work area clean and organized.
• Report all unsafe conditions to your supervisor or the Office of Environmental Health & Safety (372-2171).

Security Tips:
• Be sure doors are locked.
• Do not walk on campus at night in poorly lighted areas.
• Report suspicious activity to Campus Safety (372-2346).
• Guard against theft; do not leave work areas unattended.
• Keep your personal property (purses, wallets, clothing, etc.) in a secure place.
• Be careful in handling University keys; loss or improper handling may lead to an expensive loss to you and the University.
• Lock your car; place valuable items in the trunk.
• Park your car carefully within the spaces marked to avoid possible damage from other cars.

Drive safely and carefully; this is a pedestrian campus and in many places, the pedestrian has the right-of-way.

Scheduling

Intermittent classified staff positions are totally need-based so changes in schedules may happen frequently. As an Intermittent classified staff employee, your work schedule will be as determined by your immediate supervisor. It is important that University personnel be able to contact you by telephone each day as you will often be called to report to work that day to replace permanent staff members who are off on sick leave or vacation or when work demands are high. Your immediate supervisor will discuss the requirements of your work schedule with you. Rearrangement of the work schedule may include days as well as hours of work. Some work units take 1/2-hour meal breaks while others take one-hour meal breaks. Meal breaks will be scheduled if you are scheduled to work longer than 4.1 consecutive hours per day and need to be taken.

Intermittent classified staff employees are limited to working 1000 hours or less each fiscal year (July 1-June 30). When an intermittent classified staff member’s total hours worked each year reaches 840 hours the budget administrator and the staff member will be informed by Human Resources of the need to adjust schedules to keep the intermittent staff employee in compliance with this regulation.

Intermittent classified staff employees can hold more than one BGSU Intermittent classified staff position at a time; however, the employee may not work more than 40.0 hours per work week (Sunday through Saturday) without supervisory approval. It is your responsibility as an intermittent staff employee to monitor hours worked each week to stay below 40.0 hours. Failure to notify your immediate supervisor of reaching 40.0 hour maximum each week may result in disciplinary action. If overtime is needed, the supervisor of the unit requesting the overtime must approve the time on the staff member’s time sheet prior to the overtime work commencing. The overtime pay will be charged against the requesting unit.

Severe Weather Policy and Procedures

On occasion, weather condition develop which may cause staff members difficulty in getting to work on time. Extreme weather conditions may also cause the University to be closed. In the event of severe weather, any decision to close the University will be communicated by the Office of Public Relations, which will notify the University Fact Line (372-2445), WBGU-FM (88.1), WFAL-AM (680), WFOB, WOHO, WCWA, WRVF-FM (101.5), WRON-FM, WFIN, and WGTE. In addition, three Toledo television stations (Channels 11, 13, 24) will also be notified. The telephone number, 372-SNOW will also be activated during winter storms.

During periods of severe weather when no emergency is declared, intermittent classified staff members are expected to make every effort to report to work.
Sick Leave

Sick leave is earned for all hours in active pay status. Each intermittent classified staff employee earns sick leave at the rate of 4 hours, 36 minutes for every 80 hours paid. Earned sick leave may be used for your illness or injury and that of immediate family members only for scheduled workdays. It may also be used for medical, dental or optical examinations or treatments and the death in the death in the immediate family or attending the funeral of a friend or relative.

You must notify your supervisor as soon as possible, but no later than 1/2-hour after your scheduled reporting time, each day you are unable to report to work because of illness or injury. If you have a pre-arranged appointment for medical, dental or vision services you must inform your supervisor as far in advance as possible. If you fail to comply with the sick leave rules and regulations, you may not be paid for the absence and you could become subject to disciplinary action.

Smoking Regulations

Smoking is prohibited inside all buildings, structures, and vehicles owned or leased by BGSU including those at the Firelands Campus.

Solicitation Policy

An intermittent classified staff employee’s ability to perform his or her duties while engaged in the primary University function for which she or he was hired shall not be impaired by any activity conducted for the purpose of advertising, promoting, or selling and product or commercial service or for encouraging or being encouraged to join any group, association or organization.

Termination and Exit Interviews

At the time of termination it will be necessary to return all University uniforms, equipment, supplies, etc. to your immediate supervisor. If University items are not returned, the final paycheck will be held up until the items are returned or until appropriate amounts are deducted for the items as follows:

- Parking Decal-cost of current decal (if applicable)
- Uniforms-cost of replacement
- Supplies-cost of replacement
- Equipment-cost of replacement
- Keys-cost of key/lock replacement
- Photo ID Card-cost of replacement
- Bursar Charges-face value due
- Library Books-cost of replacement
- Library Fines.

If you should have to terminate your employment with the University please give your supervisor at least two weeks’ notice before the date you plan to resign.

Time Sheets/Pay Periods

Time keeping systems are different from department to department. Consult with your employing supervisor for details of time reporting. BGSU employees are paid every other Friday. (See pay schedule for details). All new employees are required to have a mandatory direct of their paychecks with a bank that is federally insurable. Check stubs will be distributed by the employing unit(s).

Uniforms and Keys

The University will provide uniforms for all intermittent classified staff employees who are required to wear attire other than personal clothing in the normal pursuit of their duties. All staff members are required to wear the uniforms provided. For further definition of the specific allotment of uniforms and laundering procedures, refer to the specific department.
Personal dress requirements are different from department to department. Consult with your employing supervisor for details of the dress required.

The University will determine if you need to be issued keys in order to perform your job. While in possession of University keys, the keys are your responsibility and you will be held personally responsible for the cost of the keys if they are lost or misplaced. Consult with your employing supervisor for details.

**Use of University Equipment/Facilities**

Ohio law and University policy prohibit personal use of any university property for personal gain. Under no circumstances can university property, equipment, supplies or facilities be used by a University employee for any reason other than those duties assigned as a direct result of employment.

**Vacation**

As intermittent classified staff employees you are not eligible for vacation benefits from BGSU.

**Wages**

See Compensation Policy.

**Workers' Compensation**

If you suffer an on-the-job injury requiring medical care and/or lost time, you are eligible to apply for Workers' Compensation assistance. All accident claims will be investigated to document time and place of occurrence, determine cause and develop preventive measures. Information and assistance on Workers Compensation claims can be obtained from the Insurance Office (372-7987).

**Questions**

Hopefully you have found in this handbook the information you need to be successful as a BGSU intermittent classified staff employee. If there are any questions, which remain unanswered, please check with your supervisor or the Office of Human Resources.

**FINANCIAL AFFAIRS/FACILITIES COMMITTEE**

Mr. Bryan reported that the Financial Affairs/Facilities Committee met earlier Friday afternoon and reviewed four action items.

**Proposed 1999-2000 Room and Board Rates**

Mr. Bryan said that the committee recommends an overall increase of 5.01% or $110 per semester in the room and board rates and the technology fee for 1999-2000. The proposed increase to the standard room rate is 4.96% or $64 per semester, with $8 targeted for the establishment of a voice mail system in the residence halls, $5 for facility enhancements, and approximately 4% for operations. The proposed meal plan increase is $33 or 4% for operations. The recommended increase of $13 in the technology fee is for enhancements, such as keeping computer labs open 24 hours earlier in the semester. This is the third year in a row that the room and board rate increase has decreased. The residence hall occupancy rate is approaching 100%, and BGSU is beginning to see the benefits of that.

**No. 12-99**

Mr. Bryan moved and Ms. Newell seconded that approval be given to the proposed room and meal plan rates, effective beginning with the Fall Semester 1999, as listed, with a significant portion of the increased revenue to be dedicated to enhancing residence hall facilities and services.

The Board Secretary conducted a roll call vote with the following results: Voting "yes"—Mr. Bibb, Mr. Bryan, Ms. Cook, Mr. Ferkany, Mr. Latta, Mr. Marsh, Mr. Medlin, Ms. Newell, Mr. Stroh. The motion was approved with nine affirmative votes.
### Room & Meal Plan Rates
#### 1999-00

<table>
<thead>
<tr>
<th></th>
<th>Room</th>
<th>Tech Fee</th>
<th>Meal Plans</th>
<th>Total</th>
<th>Room/Tech Fee/Meal Plans</th>
</tr>
</thead>
</table>
| **I. Conklin, Harshman, Kohl**  
Kreischer, McDonald,  
Prout & Rodgers Halls* |      |          |            |                |                          |
|                       |      |          | Minimum    | Super          | Minimum | Comfort | Super |
| Std. Occupancy        |      |          | $1354 | $81 | $871 | $1132 | $1320 | $2306 | $2567 | $2755 |       |        |
| Semester              |      |          | $2708 | $162 | $1742 | $2264 | $2640 | $4612 | $5134 | $5510 |       |        |
| Annual                |      |          |       |     |       |       |       |       |       |       |       |        |
| Sgl. Occupancy        |      |          | $1638 | $81 | $871 | $1132 | $1320 | $2590 | $2851 | $3039 |       |        |
| Semester              |      |          | $3276 | $162 | $1742 | $2264 | $2640 | $5180 | $5702 | $6078 |       |        |
| Annual                |      |          |       |     |       |       |       |       |       |       |       |        |
| **II. Offenhauser Hall** |      |          |       |     |       |       |       |       |       |       |       |        |
| Std. Occupancy        |      |          | $1671 | $81 | $871 | $1132 | $1320 | $2623 | $2884 | $3072 |       |        |
| Semester              |      |          | $3342 | $162 | $1742 | $2264 | $2640 | $5246 | $5768 | $6144 |       |        |
| Annual                |      |          |       |     |       |       |       |       |       |       |       |        |
| Sgl. Occupancy        |      |          | $1929 | $81 | $871 | $1132 | $1320 | $2881 | $3142 | $3330 |       |        |
| Semester              |      |          | $3858 | $162 | $1742 | $2264 | $2640 | $5762 | $6284 | $6660 |       |        |
| Annual                |      |          |       |     |       |       |       |       |       |       |       |        |
| **III. Founders**     |      |          |       |     |       |       |       |       |       |       |       |        |
| Std. Occupancy        |      |          | $1799 | $81 | $871 | $1132 | $1320 | $2751 | $3012 | $3200 |       |        |
| Semester              |      |          | $3598 | $162 | $1742 | $2264 | $2640 | $5502 | $6024 | $6400 |       |        |
| Annual                |      |          |       |     |       |       |       |       |       |       |       |        |
| Sgl. Occupancy        |      |          | $2060 | $81 | $871 | $1132 | $1320 | $3012 | $3273 | $3461 |       |        |
| Semester              |      |          | $4120 | $162 | $1742 | $2264 | $2640 | $6024 | $6546 | $6922 |       |        |
| Annual                |      |          |       |     |       |       |       |       |       |       |       |        |
| **IV. Small Group Living Units**  
(Room Plan Only) |      |          |       |     |       |       |       |       |       |       |       |        |
| Semester              |      |          | $1535 | $81 | N/A  | N/A   | N/A   | $1616 | --    | --    |       |        |
| Annual                |      |          | $3070 | $162 | N/A  | N/A   | N/A   | $3232 | --    | --    |       |        |

*The Meal Plan is optional for residents of Conklin and McDonald North Halls.

### Proposed 1999-2000 Auxiliary Improvement Projects

Mr. Bryan explained that many a large portion of the proposed improvement projects for 1999-2000 are focused in McDonald East and West and Conklin Residence Halls. Improvements include carpet replacement, painting, stairway repairs, door and lock replacement, and installation of a personal entry system for students.

No. 13-99 Mr. Bryan moved and Mr. Bibb seconded that approval be given to the allocation of funds for the following 1999-2000 Auxiliary Improvement Projects totaling $3,459,617.

The Board Secretary conducted a roll call vote with the following results: Voting "yes"—Mr. Bibb, Mr. Bryan, Ms. Cook, Mr. Ferkany, Mr. Latta, Mr. Marsh, Mr. Medlin, Ms. Newell, Mr. Stroh. The motion was approved with nine affirmative votes.
1999-2000 Auxiliary Repair/Replacement/Improvement Projects
Recommended Funding Levels

<table>
<thead>
<tr>
<th>Project</th>
<th>Funding Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Halls</td>
<td>$2,448,000</td>
</tr>
<tr>
<td>Dining Halls</td>
<td>200,000</td>
</tr>
<tr>
<td>Golf Course</td>
<td>48,000</td>
</tr>
<tr>
<td>Ice Arena</td>
<td>60,000</td>
</tr>
<tr>
<td>Student Services</td>
<td>32,500</td>
</tr>
<tr>
<td>Stadium</td>
<td>29,000</td>
</tr>
<tr>
<td>Student Rec Center</td>
<td>484,117</td>
</tr>
<tr>
<td>Shuttle Service</td>
<td>13,780</td>
</tr>
<tr>
<td>Misc. Athletics</td>
<td>106,720</td>
</tr>
<tr>
<td>Firelands Parking</td>
<td>37,500</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$3,459,617</strong></td>
</tr>
</tbody>
</table>

Sale of Milliken Hotel

Mr. Bryan explained that the Milliken Hotel was a gift to the university a few years ago, and that there was a decision recently to issue a Request for Proposal for the possible sale of the property. Ten offers were received, and the best one was a cash proposal for $351,000. This proposal does not include the marble in the basement, which is still in its original shipping crates.

No. 14-99

Mr. Bryan moved and Mr. Medlin seconded that

WHEREAS, the Board of Trustees of Bowling Green State University owns real property at 105 S. Main Street; Bowling Green, Ohio, including improvements thereon known as the Milliken Building ("Milliken Building Property"); and

WHEREAS, the Milliken Building Property was determined to have a value of $225,000 in September, 1993; and

WHEREAS, the appropriate University officers have determined that it is in the best interests of the University to sell the Milliken Building Property; and

WHEREAS, the University has solicited, received and opened bids for the sale of the Milliken Building Property;

NOW, THEREFORE, BE IT RESOLVED that the University’s entering into a real estate purchase agreement with Robert Maurer pursuant to which the University shall sell the Milliken Building Property for the sum of $351,000, is hereby ratified, confirmed and approved; and

BE IT FURTHER RESOLVED that the President and the Senior Vice President for Finance, or either of them, be, and hereby are, authorized and directed to execute and deliver a real estate purchase agreement and such other documents and instruments as are described in the real estate purchase agreement or otherwise deemed necessary to carry out the transactions contemplated therein, in such form as he shall deem necessary or appropriate, and his execution thereof shall be conclusive evidence of his satisfaction therewith, and shall be binding on the University; to perform all acts and to execute and to deliver all instruments that may be required to carry out the purpose of this Resolution; and to perform on behalf of the University, or cause to be performed on behalf of the University, all of the University’s obligations under such documents and instruments.
The Board Secretary conducted a roll call vote with the following results: Voting "yes"--Mr. Bibb, Mr. Bryan, Ms. Cook, Mr. Ferkany, Mr. Latta, Mr. Marsh, Mr. Medlin, Ms. Newell, Mr. Stroh. The motion was approved with nine affirmative votes.

Proposed University Union Renovation

Mr. Bryan briefly described the history of the University Union project, to date. He explained that the Committee of the Whole spent a great deal of time with the architects Friday morning listening to a report on and discussing the preliminary design for the proposed Union.

Mr. Fitz, on behalf of the students, expressed excitement and support for a new University Union. He noted that students have been involved in the idea, research, feasibility, and design phases of the project, and they are eager to see a new Union. Mr. Konecny added the support from graduate students.

No. 15-99 Mr. Bryan moved and Mr. Ferkany seconded that

WHEREAS, in 1994-95 BGSU students initiated a campaign to significantly upgrade the University Union and transform it into a true Student Union; and

WHEREAS, that student initiative resulted in the formation of a Student Union Task Force which subsequently recommended that a formal needs analysis and feasibility study of renovating and expanding or replacing the current University Union be undertaken; and

WHEREAS, in June 1996 the Board of Trustees authorized preparation of a Student Union feasibility study that was subsequently prepared and presented to the Board of Trustees in October 1997 and shared widely on campus; and

WHEREAS, in December 1997 the Board of Trustees authorized hiring architectural and engineering consultants to prepare preliminary design plans and cost estimates for renovation and expansion of the University Union for subsequent presentation to the Board of Trustees; and

WHEREAS, the Board of Trustees has now received and reviewed preliminary schematic design plans for renovation and significant expansion of the University Union with an estimated total project cost of approximately $32 million and a target completion date of Fall 2001; and

WHEREAS, it is understood that the estimated project cost and schedule are preliminary and subject to some change as the project progresses; and

WHEREAS, the administration will proceed with developing a detailed financial plan for financing the Union project through selling bonds; initiating a campaign to raise private funds to cover a significant portion of the cost of renovating and expanding the Union; and developing a plan under which business units operating in the new Union will participate in funding the cost of the Union project; and

WHEREAS, the administration will continue to update the Board on these plans and other relevant aspects of the Union project at future Board of Trustees meetings; and

WHEREAS, the proposed Union project has continued to elicit an enthusiastic response from BGSU students

NOW THEREFORE, BE IT RESOLVED that the President or his designee is authorized and directed to proceed with the project to renovate and expand the University Union including preparation of final design plans and
construction documents and consultation with appropriate state agencies which must approve the project, such as the Ohio Board of Regents from whom approval is necessary for a pledge of future student general fees to cover debt service payments.

The Board Secretary conducted a roll call vote with the following results: Voting “yes”-Mr. Bibb, Mr. Bryan, Ms. Cook, Mr. Ferkany, Mr. Latta, Mr. Marsh, Mr. Medlin, Ms. Newell, Mr. Stroh. The motion was approved with nine affirmative votes.

OTHER ITEMS


No. 16-99  Mr. Marsh moved and Ms. Cook seconded that sponsored grants and/or contracts in the amount of $7,931,783.00 for the months of September and October 1998 be accepted and expenditures applicable thereto in that amount be authorized. The motion was approved with no negative votes.

<table>
<thead>
<tr>
<th></th>
<th>Total for Period</th>
<th>Fiscal Year to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>$2,752,663.00</td>
<td>$6,577,932.88</td>
</tr>
<tr>
<td>October</td>
<td>$5,179,120.00</td>
<td>$11,757,052.88</td>
</tr>
</tbody>
</table>

GRANTS AND CONTRACTS AWARDED
For Month Ending: September 30, 1998

I. RESEARCH
A. State Sponsored
   Biology    R. Michael McKay    Lake Erie Protection Fund $7,401.00
   TOTAL STATE SPONSORED $7,401.00

B. Privately Sponsored
   Gerontology  S. Fulks    Serving our Seniors, Inc $30,939.00
   Psychology   Rogelberg/Stanton    Nat’l Society of Black Eng. 21,510.00
   HESA         P. King      NASPA 6,300.00
   Physics      H. Xi       Amer. Chemical Society 20,000.00
   Chemistry    D. Neckers  Spectra Group 46,500.00
   TOTAL PRIVATELY SPONSORED $125,249.00

C. Federally Sponsored
   Psychology   K. Pang    DHHS $93,405.00
   Chemistry    Neckers/Rodgers    NSF 99,750.00
   Biology      C. Heckman    DHHS 103,411.00
   Physics      J. Laird     NASA-Space Telescp Sci 69,100.00
   Psychology   J. Stanton   NSF 48,731.00
   Psychology   T. Swanson   DHHS 102,060.00
   Psychology   K. Pang    DHHS 77,000.00
   TOTAL FEDERALLY SPONSORED $593,457.00

TOTAL RESEARCH $383,658.00
II. INSTRUCTION

<table>
<thead>
<tr>
<th>Subject</th>
<th>Instructor</th>
<th>Institution</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psychology</td>
<td>K. Pargament</td>
<td>St. Francis Hlth Care Ctr</td>
<td>$19,914.00</td>
</tr>
<tr>
<td>WBGU-TV</td>
<td>Fitzgerald/Sexton</td>
<td>PBS</td>
<td>10,000.00</td>
</tr>
<tr>
<td>EDCI</td>
<td>J. Haney</td>
<td>University of Toledo</td>
<td>445,932.00</td>
</tr>
<tr>
<td>EDSE</td>
<td>R. Wilson</td>
<td>Ottawa Hills Local Schs.</td>
<td>8,000.00</td>
</tr>
<tr>
<td>Comm. Dis.</td>
<td>Petro/Colcd/Schere</td>
<td>NSF</td>
<td>55,561.00</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>C. Bland</td>
<td>USDE</td>
<td>380,086.00</td>
</tr>
<tr>
<td>EDSE</td>
<td>R. Wilson</td>
<td>Eastwood School District</td>
<td>47,600.00</td>
</tr>
<tr>
<td>Firelands</td>
<td>Knigga/Williams</td>
<td>Private Industry Council</td>
<td>217,560.00</td>
</tr>
<tr>
<td>English</td>
<td>T. Wymer</td>
<td>BG City School Distct</td>
<td>4,639.00</td>
</tr>
<tr>
<td>Psychology</td>
<td>K. Pargament</td>
<td>Assoc. in Psych/Neuropsych.</td>
<td>9,957.00</td>
</tr>
<tr>
<td>HPER</td>
<td>J. Parks</td>
<td>Ohio Northern University</td>
<td>18,296.00</td>
</tr>
<tr>
<td>Business Ed.</td>
<td>R. Berns</td>
<td>ODE-Div Voc &amp; Career Ed.</td>
<td>81,500.00</td>
</tr>
<tr>
<td>Continuing Ed.</td>
<td>S. Bolanis</td>
<td>Arts Comm./Greater Toledo</td>
<td>2,553.00</td>
</tr>
<tr>
<td>SPAR</td>
<td>A. Boccanfuso</td>
<td>Nextbase Corporation</td>
<td>7,675.00</td>
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TOTAL INSTRUCTION: $1,309,273.00

III. PUBLIC SERVICE

<table>
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<tr>
<th>Subject</th>
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<th>Amount</th>
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<td>Continuing Ed.</td>
<td>S. Bolanis</td>
<td>OAC</td>
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<td>Psychology</td>
<td>K. Pargament</td>
<td>Children’s Medical Ctr</td>
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<td>V. Jain</td>
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<td>Psychology</td>
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<td>Amer. Cncl of Tchrs of Russian</td>
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<td>L. Smith</td>
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<td>Case Western Res. Univ. (NIH)</td>
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<td>B. Bembry</td>
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<td>EDSE</td>
<td>C. Mandrell</td>
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TOTAL PUBLIC SERVICE: $710,793.00

TOTAL SPECIAL CONTRACTS AND GRANTS: $2,746,173.00

IV. FINANCIAL AID

<table>
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<th>Subject</th>
<th>Instructor</th>
<th>Institution</th>
<th>Amount</th>
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<tbody>
<tr>
<td>FASE</td>
<td>C. McRoberts</td>
<td>USDE</td>
<td>$6,490.00</td>
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</table>

TOTAL ALL GRANTS AND CONTRACTS: $2,752,663.00
GRANTS AND CONTRACTS AWARDED
For Month Ending: October 31, 1998

I. RESEARCH
A. State Sponsored
(No Activity)

B. Privately Sponsored
HESA P. King NASPA 2,000.00

C. Federally Sponsored
Business Education Bsns/Klpstn/Erksn USDE 1,200,000.00

TOTAL RESEARCH $1,202,000.00

II. INSTRUCTION
EDCI M. French Bg School District 590.00
EDCI D. Brahier OBOR 86,685.00
Envir. Programs R. Thibault OBOR 70,000.00
Math B. Moses OBOR 68,774.00
WBGU-TV Fitzgerald/Sexton OH Educ. Tele Network 5,000.00

TOTAL INSTRUCTION $231,049.00

III. PUBLIC SERVICE
WBGU-TV Fitzgerald/Sexton CPB $632,143.00
Psychology K. Pargament MCO 5,000.00

TOTAL PUBLIC SERVICE $637,143.00

TOTAL SPECIAL CONTRACTS AND GRANTS $2,070,192.00

IV. FINANCIAL AID
FASE C. McRoberts USDE $1,802,453.00
FASE C. McRoberts ODE 713,465.00
FASE C. McRoberts Cleveland Roundtable 175.00
FASE C. McRoberts Cleveland Roundtable 2,795.00
FASE C. McRoberts USDE 590,040.00

TOTAL FINANCIAL AID 3,108,928.00

TOTAL ALL GRANTS AND CONTRACTS $5,179,120.00

REPORTS - CONSTITUENT REPRESENTATIVES

Administrative Staff Representative - Deborah Boyce

Ms. Boyce updated the Board on the progress being made towards Administrative Staff Council’s 1999 goals. First, a compensation proposal was passed on November 5 to alleviate improper placement of individuals that were placed prior to the implementation of the Administrative Staff Council Compensation Plan in January 1996. The standing committees are ready and willing to help gather data as ASC works to set and achieve benchmarks for administrative staff salaries.

A proposal was passed on December 3 to modify and streamline the performance evaluation process. An ad hoc committee will be formed to examine that process and to look at what elements are working well and which elements need to be revised. The goal is to have the committee’s work done by the end of this academic year and
implementation as soon as possible thereafter. A memo will be forthcoming from Ms. Boyce and Ms. Ferguson in Human Resources which outlines the streamlined evaluation process, and calls for units to hold collaborative discussions to establish meritorious performance standards. These standards will outline what type of performance does not meet, meets, or exceeds the agreed upon expectations.

Third, with regards to the implementation of a 100% merit system, ASC passed a revision to the Administrative Staff Handbook which removes the reference for across-the-board raises and proposes that administrative staff with less than one year of service hired after December 31 be eligible for a pro-rated merit increase.

Finally, the ASC Development Committee is working on a grant application process whereby administrative staff can apply for funds for professional development to augment their skills. ASC is also looking at planning a half-day professional development seminar in the spring.

As a way to enhance the collaborative enrollment retention efforts, administrative staff joined faculty, classified staff, undergraduate students and graduate students in support of three first-year initiatives - Springboard, UNIV 100 (University Success), and the BG Effect mentor program. More than 400 volunteers from the administrative and classified staff, faculty, and undergraduate and graduate student body worked with nearly 1200 freshmen to help build the learning community at BGSU.

For the second year in a row, a small contingent of administrative staff and their families marched and passed out candy as part of the University contingent in the BG Holiday Parade, and increased the visibility of BGSU in the community. Ms. Boyce concluded by wishing a happy holiday to everyone.

Classified Staff Representative - Jav Samelak

Mr. Samelak reported that classified staff also participated in the Bowling Green Holiday Parade and were dressed as “reindeer” leading in Mrs. Claus (former classified staff member Imogene Krift). He also expressed classified staff support for WBGU-TV through participation in the pledge week telethon. Classified Staff Council is continuing work on a market survey, performance evaluation study, part-time employee survey and participation in the shared governance our institution cherishes and values.

Faculty Representative - Veronica Gold

Dr. Gold reviewed some of the events and goals since the last meeting. About 1,300 students were served at the ice cream social in October. The PLUS program was created, which is a monthly informal dialogue between faculty ambassadors and students in the residence hall dining areas. Administrative Staff Council will participate in the program this spring. The Faculty Senate held three financial planning workshops for faculty cosponsored with the BGSU Foundation; has been working on several charter amendments, one on the evaluation of deans and another making adjustments to the adoption and foster care policies; recommended approval of a reconfiguration of the Department of Business Education from the College of Business Administration to the College of Education; and coordinated the reconfiguration of two university standing committees into one called the Information Technology Committee.

Undergraduate Student Representative - Kevin Hussey

Mr. Hussey expressed his appreciation for Trustee approval of the Union project, and recognized the extent of student involvement to date. He updated the Board on the accomplishments of USG this semester. USG’s meeting room will be moved back to Olscamp Hall from the Business Administration Building, so meetings can be televised. This is symbolic of the many changes taking place within USG. A constitution revision is nearing fruition. Most of the work has been towards reorganizing the organization, but it also involves increasing the number of representatives and including several areas that have not been represented previously. There, now, will be class representatives and representatives from individual colleges. Members of USG wore shirts last week to increase the organization’s visibility. The shirt contained the quote “Some men see things as they are and ask ‘why?’ I dream of things that never were and ask ‘why not?”’ by Robert Kennedy, which is symbolic of the restructuring of USG.

Graduate Student Representative - Richard Hughes

Mr. Hughes updated the Board on the activities and achievements of the Graduate Student Senate since the last Board meeting. The Graduate Student Senate is beginning a dialogue regarding the adoption of a University Honor
Code, based upon a resolution passed at its October 9 meeting. The Honor Code is built on the five core values of the University and stresses the obligation of community members to practice personal and academic integrity and to strive to learn from differences in people, ideas, and opinions.

Mr. Hughes then discussed GSS’s plans to conduct a telephone survey during the spring semester to identify factors that impede or enhance the success of graduate students at the University, to help GSS understand what the graduate student experience is like at BGSU, and to determine how that experience is similar to or different from what other research has shown about the undergraduate experience at BGSU.

The GSS ad hoc Committee on Conflict Resolution has been proactively addressing the increased levels of stress that members of the University community experience at the close of the semester. The committee sponsored a series of flyers and public service announcements aimed at informing the University community about ways to reduce stress and constructively resolve conflicts that may result due to increased stress levels.

Mr. Hughes thanked Dr. Ribeau for attending and participating in a panel discussion on “Cultural Sensitivity in the Classroom” hosted by the GSS International Affairs Committee. A panel of international and minority students met to discuss common racial and cultural misunderstandings and misconceptions they have encountered in the classroom. Panelists also entertained questions from the audience and provided their perspectives on solutions to specific situations they have encountered.

Mr. Hughes complimented Provost Middleton and Vice Provost Richardson for their efforts to ensure that undergraduate students have full schedules for spring semester and commended the Board for approving the final phase of the Union project.

EXECUTIVE SESSION

Chair Marsh announced that in keeping with the provisions of the state’s “sunshine law” and Amended Section 121.22 of the Ohio Revised Code, he is proposing that members meet in an executive session for the purpose of conferring with an attorney concerning disputes/pending court action. He requested that members meet in executive session in the Chart Room with the session expected to last approximately 30 minutes; the regular meeting to be reconvened at that time to take action if necessary and for the purposes of adjournment.

No. 17-99

Mr. Marsh moved and Mr. Stroh seconded that members of the Board of Trustees meet in an executive session to confer with an attorney concerning disputes/pending court action.

The Board Secretary conducted a roll call vote with the following results: Voting “yes”--Mr. Bibb, Mr. Bryan, Ms. Cook, Mr. Ferkany, Mr. Latta, Mr. Marsh, Mr. Medlin, Ms. Newell, Mr. Stroh. The motion was approved with nine affirmative votes.

The regular meeting was recessed at 4:45 p.m. and the members moved into the executive session in the Chart Room.

Vice Chair Stroh reconvened the regular meeting at 5:30 p.m. with the announcement that members had met in executive session for 45 minutes for the purposes of conferring with an attorney concerning disputes/pending court action, and no formal action was taken during that time.

ADJOURNMENT

The meeting was adjourned at 5:31 p.m.