

2001

Executive Committee Minutes 2000-2001

Bowling Green State University. Administrative Staff Council

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Notes

1. Colored Paper
2. Pencil
3. Colored Ink
4. Photocopies

September 11, 2001

MEMORANDUM

To: ASC Executive Committee
From: Diane Smith, Secretary ASC

Administrative Staff Council Executive Committee Dates for 2001-02

September 11
September 25*
October 9, 23
November 6, 20
December 4, 18
January 15, 29
February 12, 26
March 12, 26
April 9, 23
May 7, 21
June 4, 18

All meetings are from 11:45-1:00. All meetings are in Founders Club 57
**except for the September 25 meeting, which will be held in 1103
Offenhauer West**

If you will not be able to attend a meeting please let me know.

John M. Clark, 03:40 PM 8/28/200, Updates

X-Sender: jclark2@mailstore.bgsu.edu
Date: Tue, 28 Aug 2001 15:40:13 -0400
To: ASC Executive Committee;;
From: "John M. Clark" <jclark2@bgnat.bgsu.edu>
Subject: Updates

Dear Executive Committee Members (especially those unable to attend today's meeting):

I have just enough time this afternoon to pass along a few notes regarding our meeting today. PWC co-chairs Brady Gaskins and Judy Donald (at large) will be working with H.R. representative Doug Krusel this fall to revise and update the policy for non-compensation conciliation. The goal is a draft ready to present to Council in January, with a second reading in February and presentation to the Board in March 2002. This policy is not currently in our handbook, but it's the intention to place it there when revised and approved.

Professional Development Committee will be undertaking soon the task of generating applications for \$6000 in individual professional development grants. These funds are being held for administrative staff by H.R.

I will be moving to a new position beginning Sept. 3rd. As of next Tuesday, my phone number will be 2-7993. My email will be unchanged.

Laura Waggoner spoke to Exec about the creation and budgeting of our three ASC awards: Ferrari, BG Best, and Spirit of BG. This summary will not do justice to Laura's presentation. However, she told us that the exact amount allotted in our budget (of \$3047 annually) for the Ferrari Award is uncertain, that \$650 is specifically allocated to BG Best, and that \$1000 is specifically allocated (as of last year) to Spirit of BG. Currently, a mass mailing of 3000 pieces goes out for each of the three awards, at a cost per mailing of approximately \$500 (I believe it was \$511). The awards themselves (birds, plaques, etc.) also must be purchased, along with flowers for the Spirit award--and now vases (our supplier of donated vases has left). Also, Awards Committee does not coordinate, order, or budget for refreshments at our spring and fall awards receptions. This expense (of roughly \$500 per reception) has been in addition to the \$500 for mailing of nominations, the awards, engraving, and other costs.

Exec's discussion and conclusion was that we need, if possible, to find ways to cut down on printing/ mailing costs or to get "help" on as much of our printing as possible. Additionally, we may need to trim refreshments expenditures at our awards banquets--perhaps by asking attending staff to contribute. Laura and I will set up a meeting to discuss these issues with Awards Committee, and Exec will return to discussion of budgeting for other committees at a later meeting.

Finally, we discussed some updates on the HWI (Health & Wellness Insurance) revision picture. Donna Wittwer now is trying to find time to come talk with us at our Sept. 6 council meeting. Issues of great controversy in the HWI Committee are Tier 4 (so called "lifestyle") drugs--including fertility drugs, impotence drugs, and contraceptives--and overall cost increases in employee contributions.

I shared two or three general ideas about the health care issue with our group today, as follows. One, the projected increase in overall health care cost to BGSU and its employees for the coming year is \$2.9M--if we don't change a thing from last year. H.R.'s goal, however, and that of central administration is to (a) trim that additional cost to \$1.3-1.4M, and (b) keep employee contributions in the aggregate no higher than last year's contributions of \$1.4M. (Though it's easy to confuse these two figures, it's just coincidence that employees' contributions and the projected shortfall are the same.) The university would pay for all or nearly all of the additional \$1.3 or \$1.4 million in employee health care costs, but the university does not want to pay (does not want all of us to pay) a total increase of \$2.9 million in health care.

Item two, the \$1.4 million contribution of all employees combined (which would be distributed differently, some paying more than at present and some less), can be viewed as a short-term expenditure with no future benefit beyond the calendar year (other than better health, one hopes). The other side of that coin, which H.R. would like us to be aware of, is that every dollar the university pays for employee health care is a dollar not available for salary increases. And increased salaries do increment from year to year (this year's 3% merit makes next year's X% a higher dollar figure), thus contributing to a long-term effect of increased retirement dollars.

Item three, a new wrinkle described today is a "two party" or "single plus one" plan as a compromise between single and family. H.R. reports that 1/3 of BGSU employees on a family plan currently list exactly two persons to be covered. However, national average size of "families" is greater than 2 persons, and a 2-party plan could be offered at a lower pay-in than the full "family" version.

Laura and I are exploring with H.R. and with administration ways to project and promise real growth in spendable income for BGSU employees. Both the short term and the long term are important; the trick is finding the most effective balance.

Have a great week! -- John

--

Dr. John M. Clark
Bowling Green State University
Bowling Green, Ohio 43403

John M. Clark, 03:41 PM 8/28/200, Postscript

X-Sender: jclark2@mailstore.bgsu.edu
Date: Tue, 28 Aug 2001 15:41:36 -0400
To: ASC Executive Committee;
From: "John M. Clark" <jclark2@bgnet.bgsu.edu>
Subject: Postscript

We also discussed asking Classified Staff Council to share advertising with us for the Spirit of BG award. I have already asked Anne Tracy about this issue, and she says she'll be delighted to collaborate in this regard,

John

--

Dr. John M. Clark
Bowling Green State University
Bowling Green, Ohio 43403

Laura Emch, 11:51 AM 8/30/200, FYi on Ferrari award

Subject: Updates

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Laura Emch, 11:51 AM 8/30/200, FYi on Ferrari award

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--

Dr. John M. Clark
Bowling Green State University
Bowling Green, Ohio 43403

--

Laura F. Emch
Associate Director, Student Financial Aid
231 Administration Building
Bowling Green State University
Bowling Green, OH 43403-0145
Phone: 419-372-2651
Email: lemch@bgnet.bgsu.edu

--

Linda L. Hamilton
Director of Budgeting
Office of Finance and Administration
Bowling Green State University
Bowling Green, OH 43403-0080
Phone: (419) 372-8262
Fax: (419) 372-8446

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**Appendix G - Administrative Staff
Compensation Plan
From the Administrative Staff Handbook
September 6, 2001**

1. It was a charge to the PWC (Personal Welfare Committee) last year to update this document and recommend an equitable means for the compensation appeal process.
2. PWC researched and received input from various members of the BGSU community and also administrative members from other similar University communities. Discussions of Appendix G were held in Administrative Staff Council last year.
3. During the summer months, the PWC recommendations to Appendix G have been reviewed, modified, and approved by Human Resources (HR) and the ASC Executive Committee.
4. The original document is located on HR's web site:
http://www.bgsu.edu/offices/ohr/handbooks/admin_compen_plan.pdf
5. The modifications to Appendix G are for procedures only. Policy changes need to be presented and approved by the Board of Trustees.
6. Two readings and approval are needed by Administrative Staff Council members to move this document forward. We can only submit Handbook recommended changes once a year at the March Board of Trustee meeting.

ASC Executive Committee Agenda — 8/14/01

- 1. Discussion of committee expenditures and revised procedure
develop a budget done
- 2. Committee rosters, some issues, and proposed chairs for 2001-2002
pretty done
- 3. Discussion of university leaders to invite to ASC sessions (President scheduled for November)
- 4. Discussion of procedure for ratifying revisions of Appendix G.
- 5. Discussion of procedure for handling Health Plan issue.
Big changes 2.9 million to find
- 6. Other news and updates (ASC link in MyBGSU?)

HR:

- 1. RVC - Internal Non-consultative Conciliation process
- 2. Leave - don't have some benefits -
FMLA
- 3. Health Wellness + Insurance - 'Many Lyons'
- 4.



RETURN TO: Bowling Green State University
 University Dining Services
 Catering Arrangements Office
 Centrex Building - Room 103
 Bowling Green, Ohio 43403
 ATTN: Amy Hoops

UNIVERSITY DINING SERVICES CATERING

To help us serve you better, please circle the number that best describes how satisfied you were with your catered event. Thank you for your time.

	most satisfied				not satisfied		
	5	4	3	2	1	0	
Delivered on time	5	4	3	2	1	0	N/A
Picked up on time	5	4	3	2	1	0	N/A
Appearance of setup / display	5	4	3	2	1	0	N/A
Appearance of food	5	4	3	2	1	0	N/A
Hot food served hot	5	4	3	2	1	0	N/A
Cold food served cold	5	4	3	2	1	0	N/A
Consistent quality	5	4	3	2	1	0	
Cleanliness	5	4	3	2	1	0	
Quality of service	5	4	3	2	1	0	
Courteous help when planning event	5	4	3	2	1	0	
Pricing	5	4	3	2	1	0	

COMMENTS:

Client Name: Administrative Staff Council

Mary Beth Zacary

Phone: 419-372-2054

Fax: (419) 372-6877

Event Name: AM Service

Event Date/Time 5/01/2001 8:30AM

Reference No: UDS0008185

To mail: Fold page back at mark, fold bottom of page to meet top of 1st fold with return address facing out. Staple and mail.



Bowling Green State University

University Dining Services
Bowling Green, Ohio 43403-0311
(419) 372-2891
Fax (419) 372-2894

Dear Sir/Madam:

Enclosed is a copy of the invoice for your catered event(s). The original invoice has been sent to the Business Office to be processed and the charge will appear on your monthly printout. If you are not the person responsible for reconciling your monthly budget printouts, please make sure that the appropriate person also receives a copy of this information.

University Dining Services appreciates your business. So that we may ensure we are meeting your needs, please complete and return the enclosed evaluation. If you have any questions, feel free to call us at (419) 372-6951 and please keep us in mind for your future catered events.

Sincerely,

A handwritten signature in cursive script that reads "Dorothy Luthman".

Dorothy Luthman
Catering
419-372-6951

Encs.

Word Doc: Invoice-area.org

John M. Clark, 12:49 PM 5/31/200, Re(2): Fwd: May 2001 presentat

X-Sender: jclark2@mailstore.bgsu.edu
 Date: Thu, 31 May 2001 12:49:39 -0400
 To: "Roxanna Foster" <foster@wbg.u.bgsu.edu>, caclark@bgnet.bgsu.edu
 From: "John M. Clark" <jclark2@bgnet.bgsu.edu>
 Subject: Re(2): Fwd: May 2001 presentation on web
 Cc: mzachar@bgnet.bgsu.edu, marylyn@bgnet.bgsu.edu, dlsmith@bgnet.bgsu.edu

Roxanna,

Thank you very much. I am appending a text (not the best one, perhaps, but a text) to serve as a welcome from the incoming president. With Mary Beth's Zachary's permission (I am copying her here), I would ask you to insert my text beneath the first paragraph of what already appears in the welcome. In other words, I'd like to use the first paragraph only of the present text and have you insert my letter or text in lieu of the remainder of Mary Beth's letter.

I am also copying this exchange to outgoing secretary Mary Lynn Pozniak and to incoming secretary Diane Smith, so that (I hope) these fine colleagues can follow through on your suggestion regarding updates to the "committee" and "members" pages. Thank you again for your excellent and timely work.

Best wishes,
 John Clark

At 9:45 AM -0500 5/31/01, Roxanna Foster wrote:

>Hi -

>

>I have added the link to the Compensation Presentation from the ASC home page. (Note: Currently, this link is only available from the home page; however, it can be added to the subpage, if it is so desired.) Please let me know if it does not meet expectations.

>

>As you may know, the ASC homepage contains a 'welcome' from the ASC President. If you would like this updated to include a 'welcome' from the new president, please email the text you wish to include.

>

>Also, I noticed that it is almost time to update the 'Committees' and 'Members' pages. As soon as I have that info, I can make the changes to reflect the coming terms.

>

>Thanks,
 >Roxanna

>

>Roxanna Foster
 >Assoc. Dir. of Academic Services
 >NWOET

>

>Campus: 2-7039
 >PH: 800-966-9638
 >Fax: 419-372-0220

>

>

>

>caclark@bgnet.bgsu.edu writes:

>>Hi, Roxanna!

>>I'm forwarding the following request to you from the new ASC chair John Clark. I have also informed him that you are continuing as the ASC web manager with me as your back-up.

>>Claudia

>>

>>>>Claudia,

>>>>

>>>>Would you have time to create a link from the ASC web page to the second URL below? This is the compensation presentation co-written by HR, Mary Beth, and me.

>>>>

>>>>If you have any questions (or can't do this), please let me know.

>>>>

>>>>

Thanks,

John M. Clark, 02:29 PM 5/29/200, June 7 ASC meeting

X-Sender: jclark2@mailstore.bgsu.edu
Date: Tue, 29 May 2001 14:29:55 -0400
To: mzachar@bgnet.bgsu.edu
From: "John M. Clark:" <jclark2@bgnet.bgsu.edu>
Subject: June 7 ASC meeting
Cc: marylyn@bgnet.bgsu.edu

Mary Beth, Mary Lynn:

Another thing I ought to "fly by" council members on June 7th--in my absence of course--is a list of proposed ASC goals for next year. Exec and I discussed these last Tuesday, and they would be in addition to what I've already mentioned in a "Chair's report"--report on meeting with Prez, report on trip to Firelands, report on meeting with Mercer rep, and report on salary recommendation. I also can mention, of course, meeting/s with HR on Tuesday mornings. Last Tuesday, however, we primarily previewed what we were likely to hear from Scott Cook--then we heard it.

John

--

Dr. John Clark
General Studies Writing
Bowling Green University
Bowling Green, Ohio 43403

ASC Scholarship Committee Report

2000/2001

Scholarship Committee Members:

Sandra Miesmer, chair

Diane Smith

Susan Darrow

Suzanne Fahrer

Deb Freyman

Nora Cassidy

Sue Lau

Lisa McHugh

Beth Casey

- * Met to determine goals for year-increase amount of endowment by \$5,000 for the year
- * Acquired prize incentives from various offices on campus and off
- * Revised and sent out letter to all faculty and staff inviting them to participate by purchasing tickets for the raffle prizes
- * E-mail sent to ASC list proc to advise of upcoming raffle
- * Revised the ASC scholarship application
- * Had the application put on the ASC web page has PDF file so students could print hard copy to complete.
- * Had registration and Records run focus job to determine top 10% of classes
- * Sent e-mail to each student inviting them to apply
- * Also gave academic college offices and financial aid office copies of application
- * Sent e-mail to all Administrative staff asking them to consider contributing to the family campaign and designate the scholarship since this was 15th anniversary of date scholarship was started. To date approximately 1500.00 in pledges
- * Sold \$2739.00 in raffle tickets and had drawing at March ASC meeting
- * Reviewed 39 applications and determined top 10 to interview
- * Held interviews and awarded 5600.00 in scholarships to Jaime Taylor \$1000, Elizabeth Pecek 1000, Bucky Emans 1000, Tamara White 1000, Lisa Durst 1000, Kimberly Arbogast 600.
- * Wrote letters to those who did not win and called the winners

- * Letters were sent to all areas and people who donated prizes for the raffle to thank them for their contributions
- * Letters being sent to the scholarship winners letting them know the Fall reception will be September 20, 2001 at 3:30 in the Mileti Alumni Center
- * Final meeting of scholarship committee took place May 16, 2001 to wind up the years activities

Administrative Staff Council

2001-2002

Academic Support

Mary Beth Zachary (2001) Past Chair**
Diane Smith (2002) Secretary**
 Linda Bakkum (2002)
 Deborah Fleitz (2003)
 Ann Betts (2003) **
 Carl Dettmer (2004)

Firelands

(R) Sandra DiCarlo (2003)

Institutional Support

Barbara Waddell (2003) **
 Sandra Miesmer (2003)
 Keith Pogan (2003)
 Montique Cotton (2004)
 Robert Zhang (2004)

Athletics/Sports Activities

Thad Long (2002)
 Jane B. Myers (2002)
*(R) Robin Veitch (2003) ***
 Brady Gaskins (2004)

**Executive Committee

(R) replacement for an elected representative who did not complete his/her term. Will be eligible to run immediately when replacement term is finished.

Student Support

Laura Emch (2002) Chair-Elect **
 Kay Gudehus (2002)
 Sally Dreier (2002)
(R) Susan Sadeff (2002)
(R) Jack Taylor (2002)
 David Garcia (2003) **
 Amelie Brogden (2004)
 Tina Coulter (2004)
 Sally Johnson (2004)
 Sue Lau (2004)
 Clarence Terry (2004)

Technology

Pat Booth (2002)
 Tony Howard (2002)
(R) Tom Scavo (2003)
 Wayne Colvin (2003) **
 Mike Fitzpatrick (2004)
 Phyllis Short (2004)

Academic Departments

John Clark (2001)-Chair **
 Pamela Phillips (2002) **
 Nora Cassidy (2003)
 Jim Dachik (2004)

Revised 05/01

Bowling Green State University

Administrative Staff Council

215 East Hall
Bowling Green, OH 43403
(419) 372-7885



Notes from Mercer Meeting: 5/23/01

On May 23, 2001, ASC representatives John Clark, Laura Emch, and Mary Beth Zachary met with Mercer Inc. consultant Scott Cook, H.R. representatives Becca Ferguson and Donna Wittwer, and Executive V.P. Linda Dobb to discuss Mercer's follow-up recommendations on administrative staff compensation to the President's Compensation Working Group. The following are notes from that meeting, compiled by John M. Clark—2001-2002 ASC Chair.

1. Mercer's History with BGSU: In 1995, Mercer came to BGSU to assess the market competitiveness of our administrative/professional staff compensation. In particular, their focuses were 1) base pay, 2) pay ranges, and 3) review of IT positions.
2. In 2001, Mercer conducted a follow-up study based on 57 "benchmark" administrative positions. These positions were chosen as benchmarks by the vice presidents based on their representativeness of the entire administrative employee group.
3. In this year's (2001) Mercer study, special emphasis again was given to IT positions.
4. Mercer compiled salary data from 24 surveys, reflective of salary medians, representative of our geographic recruiting area (for each benchmark position), and *adjusted to July 1, 2001* (i.e., the data were "aged" to be representative of the market on the beginning of our next fiscal year).
5. Data matching was done based on job content, not type of position. (This reinforces Mercer's consistent focus on skill sets rather than department or specific position.)
6. Elements of Mercer's Competitive Assessment
 - Actual salaries and pay ranges compared to [recruiting area] market
 - Variance between ratios not typical
 - ◊ Actual salary ratios may vary due to differences in employee credentials
 - ◊ Midpoint ratios may vary due to valuation differences placed on the position by different institutions (a one-grade difference from "market" is OK, but not three or four grades difference in a position)
 - ◊ IT is judged separately
 - Ratios calculated by comparing. . .
 - ◊ actual salaries to market (average of all incumbents in a position)
 - ◊ range midpoints to market

7. Actual Salary Competitiveness:

- In 1995, all administrative/professional jobs at BGSU were at 99% of market (market being the 50th percentile for each position, this means our average was the 49.5 percentile)
- In 2001, all administrative jobs at BGSU, as a group, are at 95% of market (or 47.5 percentile)
- Our IT are presently worst in relation to market—88% or 44th percentile
- *Distribution* in relation to pay range and market is also crucial; the above percentiles are averages, and individual persons or positions can be higher or lower than BGSU average

8. Pay Structure Competitiveness:

- The administrative/professional ranges, as an aggregate, now are at 89% (44.5 percentile) of market—these ranges were set in 1995 exactly at 100%, or the 50th percentile, of market
- Our IT pay ranges now are at 83% of market, or the 41.5 percentile
- “Outliers” could be inappropriately graded, or the market valued the job differently than the institution (e.g., pharmacists, physicians, IT)

9. Salary Range Placement:

- Ranges set at 100% of market (50th percentile) in 1995
- In January, 1996, implementation of the BGSU Mercer Plan raised administrative employees only to minimum of range
- This implementation also created some salary compression—brought some newer employees close to the salaries of longer-term employees in the same unit and/or similar position
- Midpoint (50th percentile of pay range) is Mercer’s recommended market target for admin.
- Mercer also notes that the market “norm” for administrative/professional positions is for employees to reach midpoint of pay range within 4 to 7 years in position

10. A Mercer Model for Advancement through Pay Range:

- Mercer posits that administrative employees in the first quartile, minimum to 25th percentile, should be in the “learning and growing” stage for the position (and, conversely, that employees beyond the learning and growing stage should be higher in the pay range)
- Mercer considers administrative employees in the second pay range quartile, 26th percentile to midpoint, “seasoned and competent” for their positions
- Mercer considers administrative employees in the third pay range quartile, 51st to 75th percentiles, “outstanding and sustained performers” for their positions
- Mercer considers administrative employees in the top pay range quartile, 76th percentile to range maximum, inhabitants of “premium territory”—employees whose base salary at the beginning of the contract year puts them among the highest-paid in the market for their positions
- Mercer notes that “best practice” of institutions across the U.S. now considers it appropriate for 15-20% of the total workforce to be in the “outstanding sustained performance” and “premium” salary levels—and that these base salaries relative to market for the position be established by performance, not longevity alone

- Finally, Mercer notes that best compensation practices or plans across the country include a pay and performance-reward package to accelerate movement of good performers in years 0-7 (within position) to range midpoint
11. As consultant Scott Cook explained, the portion of “best compensation practice” least understood is that institutional expectations are much higher for the midpoint-and-up, “premium” base pay area than for the minimum-to-midpoint (0-50th percentile) area. All of an employee’s experience, knowledge, and superior performance over the years plus an excellent performance in the past equal a premium salary that might be increased for the upcoming year.
12. Range “Penetration”:
- Average of all BGSU administrative/professional employees is 57th percentile of range
 - Average years in position for all BGSU administrative employees is 6 years
 - Increased penetration of range by some administrative staff could be offset by decreased penetration by others
13. Mercer Recommendations:
- Adjust pay ranges (note: ranges are not salaries) to align with market median. Adjustment required for our ranges to get back to 50th percentile of market would be 8-9%. One option, if range adjustment of this magnitude were considered unmanageable, would be smaller pay-range increases over the next one to three years—a phasing-in approach.
 - Re-examine internal pay-range placements of positions in the Development area
 - Establish a separate pay-range structure for IT positions
 - Re-evaluate significant outliers with respect to midpoint ratios (positions significantly out of market norm relative to the position pay range)
 - Review current employee salaries, after the structural or pay-range adjustment, to re-establish internal and external pay equity

20

Bowling Green State University

Administrative Staff Council

215 East Hall
Bowling Green, OH 43403
(419) 372-7885



June 4, 2001

To: Dr. Sidney Ribeau

CC: Faculty Senate Budget Committee
President's Compensation Working Group

From: Administrative Staff Council

Re: Administrative Staff Salary Recommendation 2001 - 2002

Given the highly volatile nature of the budget situation in Ohio at this time while also acknowledging the financial constraints under which we are all working, Administrative Staff Council finds it difficult to recommend as appropriate a specific percentage increase in salary for the next contract year.

ASC has charted comparatively, for more than a decade, Bowling Green State University (BGSU) administrative staff compensation against ten peer institutions in Ohio as documented in College and University Personnel Association (CUPA) reports. A thorough analysis offered in last year's salary recommendation showed that on the average our CUPA-defined administrative positions had lost ground—in both dollars and in statewide ranking—against all ten of the peer institutions that define our competitive recruitment market. Recent data analysis suggests a continuation of that downward competitive spiral. To reach even the fifth place or mid-range of our peer institutions in Ohio, a competitive placement we enjoyed in the mid-90s, clearly would require a double-digit percentage of salary increase. In the current fiscal situation, we realize that such a request would seem selfish, even ludicrous.

Given, however, that administrative staff, classified staff, and non-instructional faculty have borne and will bear the burden of the selective hiring freeze, Administrative Staff Council recommends that whatever raise is given to the employees of BGSU for the 2001-2002 contract year, however small, is given in a fair and equitable manner—i.e., **that each employee group be given the same percentage of salary increase.** Differential increases among employee constituent groups, especially in a time when many staff are covering the work of unfilled colleague positions, easily could give rise to significant morale problems.

We look forward to contributing positively and constructively in facing the coming challenges.

X-Sender: jclark2@mailstore.bgsu.edu
Date: Thu, 5 Jul 2001 08:05:55 -0400
To: "Anne N. Saviers" <asavier@bgnnet.bgsu.edu>, marylyn@bgnnet.bgsu.edu,
Mary Beth Zachary <mzachar@bgnnet.bgsu.edu>
From: "John M. Clark" <jclark2@bgnnet.bgsu.edu>
Subject: Re: ASC Orientation Handbook

Anne,

Here is the ASC roster for next year, as it was submitted to me:

Academic Support

Mary Beth Zachary (2001), Past Chair**
Diane Smith (2002), Secretary**
Linda Bakkum (2002)
Deborah Fleitz (2003)
Ann Betts (2003)**
Carl Dettmer (2004)

Firelands

(R) Sandra DiCarlo (2003)

Institutional Support

Barbara Waddell (2003)**
Sandra Miesmer (2003)
Keith Pogan (2003)
Montique Cotton (2004)
Robert Zhang (2004)

Athletics/Sports Activities

Thad Long (2002)
Jane B. Myers (2002)
(R) Robin Veitch (2003)**
Brady Gaskins (2004)

Student Support

Laura Emch (2002) Chair-Elect**
Kay Gudehus (2002)
Sally Dreier (2002)
(R) Susan Sadoff (2002)
(R) Jack Taylor (2002)
David Garcia (2003)**
Amelie Erodden (2004)
Tina Coulter (2004)
Sally Johnson (2004)
Sue Lau (2004)
Clarence Terry (2004)

Technology

Pat Booth (2002)
Tony Howard (2002)
(R) Tom Scavo (2003)
Wayne Colvin (2003)**
Mike Fitzpatrick (2004)
Phyllis Short (2004)

Academic Departments

John M. Clark (2001), Chair**
Pamela Phillips (2002)**
Nora Cassidy (2003)
Jim Dachik (2004)

**Executive Committee

--
Dr. John M. Clark

ASC Professional Development	2001 Participant Feedback:					April 26, 2001
	4	3	2	1	NA	
1. The program was well organized.	50	9	1			
2. I gained practical, usable ideas that will assist me on an individual, departmental and college level.	39	17	3	1		
3. Handout materials (if used) were a valuable supplement.	42	16	1	1		
4. The promotional material I saw accurately described the program.	37	17	4		2	
5. I would recommend this program to others.	43	13	1	2	1	
6. Rethinking Stress – Lori Willmarth-Dunn	20	4	11		35	
7. Defining Personal Values – Lori Willmarth-Dunn	10	6			44	
8. Deciding & Communicating Effectively – Bonnie Fink	17	1			42	
9. Back to Basics Customer Service – Catherine Pratt	7	4	3		46	
10. Bridging the Generation Gap – Kate Augustine	6				54	
11. Communicating Cross-Culturally & Across Gender Barbara Waddell & Bettina Shuford	5				55	

Classification

- 4 Faculty
- 16 Administrative Staff
- 40 Classified Staff

The most valuable aspect of the programs was:

- Helping people become aware of self-help principles to increase well-being in all aspects of life.
- Interactive/participative exercises
- It forced me to take a serious look at my life to find what is good and what I need to work on.
- Awareness to come out of the box!! Wonderful subject material.
- Take home material that reminded me of the program. Great Program!!
- Learning about the different generations and how to work with them about their ideas. Learning ideas about different customer services too.
- I received information that is helpful and useful.
- To look at my life as a whole instead of as separate work/home/places or issues.
- Lori Wilmarth-Dunn was fantastic. Very thought provoking!
- Examples were just great, her humor kept it flowing well.
- The presenter was Bonnie Fink and she is great!
- Step-by-step process identified to break down material and make it more useful.
- How I was able to customize material/ideas to my personal life.
- It helped affirm practices that I'm currently using and gave me new ideas that I could try to improve and/or change the way things could be done more effectively.

- Bonnie ties concepts to examples- making the conceptual. Lori provided a process.

Other program topics that would interest me are:

- Ethical decision making; problem solving
- What is this “RA-KEY” – a Tibetan form of achieving energy balance?
- Stress Management
- Bridging the generation gap
- Deciding/Communicate Effectively- I had to be put on a waiting list
- Deciding to unclutter
- Motivational speakers

Suggestions and additional comments about the program:

- This was so wonderful. Thank you for this opportunity to explore and investigate.
- The rooms were not set up very well. Screens not placed well. Seating not very good.
- Presenters were well prepared and knowledgeable.
- The “Defining Personal Values” lecture should be a longer session. The pace was stressful and (in my opinion) life choices should not be made within a 1.5 hour session.
- Offer these sessions again to take other courses that were offered at same time as this one.
- Have it again! There were several at the same time that I wanted to go to.
- Have more of these sessions – have more advanced.
- Not long enough sessions, maybe 2 hours instead.
- Very upbeat presentation. Basic thing I learned: I do not need to STOP letting myself worth be dependant on external things.
- This will help me in both my personal and my professional lives.
- Bonnie’s a dynamic speaker; I’ll bet she’s an awesome teacher!

Were there two or more programs going on at concurrent times that you would have liked to have been able to attend??

31 Yes 15 No

Would more staff in your area be able to participate if we offered a repeat of this entire program in the afternoon?

22 Yes 13 No

Bowling Green State University

Administrative Staff Council

John M. Clark, Chair
General Studies Writing Program
(419) 372-7885



Selected 2001-2002 Goals for Administrative Staff Council

1. With Human Resources, draft a consistent, equitable, and market-conscious long-term compensation plan for administrative staff at BGSU, aimed at recruitment, retention, and rewarding of the highest possible quality administrative employees
2. Encourage implementation of the Administrative Staff Teaching Compensation Proposal. (Our proposal has been folded into a comprehensive Dean's Council review of all BGSU part-time teaching compensation. ASC has been working for four years, however, toward more equitable teaching compensation for administrative staff employees.)
3. Revise the administrative staff non-compensation conciliation process
4. Continue and improve efforts toward administrative staff professional and career development
5. Support continued growth of the administrative staff scholarship fund and of administrative staff support for the BGSU Family Campaign
6. Complete updates of Appendix G in the Administrative Staff Handbook, which describes general processes relating to administrative staff compensation
7. In these times of budget and staffing exigency, promote reasonable and healthy working conditions for administrative staff employees at BGSU: appropriate hours in typical workweeks, appropriate physical and mental demands, and appropriate performance expectations
8. Continue to improve communication among university constituencies, in general and in regard to issues of significance. (Recent improvements include meetings of the Constituent Group Caucus, an information meeting for all BGSU administrative staff, regularly scheduled meetings between ASC and CSC leaders, and a Faculty Senate invitation for ASC representation at their meetings.)

Bowling Green State University Administrative Staff Council

215 East Hall
Bowling Green, OH 43403
(419) 372-7885



Dr. John M. Clark
Chair, ASC

June 19, 2001 Agenda

- ✓ 1. Rescheduling proposal for January 2002 ASC meeting (listed as Jan. 3rd; classes begin Jan. 14th) *10th*
- ✓ 2. Establish regular contacts next year with Classified Staff Council and Faculty Senate (proposals to share) *2 minutes* *Part of admin. staff*
- ✓ 3. CUPA data analysis (how to assign) *David fold salary.*
- ✓ 4. ASC budget and budget control (cost overruns and surprises)
- ✓ 5. Scheduling dignitaries for ASC meetings (possibilities--President, Provost, Exec V.P., H.R., and a Board member)
- ✓ 6. Committee appointments and chairs (suggestions needed)
- ✓ 7. Goals for next year--first installment due for board presentation June 29
- 8. Our projected work with H.R.-- compensation + (+ merit, + equity, + "bonus")
with comp. orientation, +
- 9.

Amendments

Jim Dachik

Awards and Recognitions

Tony Howard
Deb Fleitz
Linda Bakkum
Fay Gudehus
Jane Myers

External Affairs

Pam Phillips
Thad Long
Phyllis Short
Tina Coulter (She said that she is willing to change to Professional Development if that group is short of members)
Mary Lynn Poczniak (at large)

Internal Affairs

Anne Saviers (at large)
Clarence Terry

Personnel Welfare

Sally Johnson

Professional Development

Amelie Brogden
Ann Betts

Salary

Dave Garcia
Carl Dettmer
Michael Fitzpatrick
Robin Veitch

Scholarship

Sue Lau
Sandy Miesmer
Diane Smith

jclark2@bgnet.bgsu., 04:36 PM 8/10/200, Exec Meeting--Proposed Agenda

From: jclark2@bgnet.bgsu.edu
Date: Fri, 10 Aug 2001 16:36:22 -0500
To: jclark2@bgnet.bgsu.edu, wcolvin@bgnet.bgsu.edu, lemch@bgnet.bgsu.edu,
tgarcia@bgnet.bgsu.edu, pphill@bgnet.bgsu.edu, dlsmith@bgnet.bgsu.edu,
rlynv@bgnet.bgsu.edu, bwaddel@bgnet.bgsu.edu, mzechar@bgnet.bgsu.edu,
abetts@bgnet.bgsu.edu
Subject: Exec Meeting--Proposed Agenda

Dear Exec Committee members,

At Tuesday's meeting of Exec (Founders Club 57, 11:45-1:00), the agenda will run roughly as follows:

1. Discussion of committee expenditures and revised procedure
2. Committee makeups, some issues, and proposed chairs for 2001-2002
3. Discussion of university celebs to invite to ASC sessions
4. Discussion of procedure for ratifying revisions of Appendix G.
5. News, views, and updates.

That may be more than we get done, but we'll give it a shot and find out where that leaves us. I'm looking forward to seeing you on Tuesday.

Best wishes,
John

ASC Committees — 2001-2002

Amendments

Jim Dachik
Sandy DiCarlo
Tom Scavo (Chair)
Keith Hofacker

Awards & Recognition

Linda Bakkum
Deb Fleitz
Kay Gudehus (Co-Chair)
Tony Howard
Jane B. Meyers
Keith Pogan
Ellie McCreery
Kevin Work
Pat Booth (Co-Chair)

Executive Committee

Ann Betts
John Clark (Chair)
Wayne Colvin
Laura Emch (Chair-Elect)
David Garcia
Brady Gaskins (PWC Chair)
Pam Phillips
Diane Smith
Robin Veitch
Barbara Waddell
Mary Beth Zachary (Past Chair)

External Affairs

Thad Long (Chair)
Pam Phillips
Phyllis Short
Mary Lynn Pozniak
Tom Gorman

Internal Affairs

Clarence Terry
Ann Saviers
Sandy Miesmer (Co-Chair)
Cindy Smith
Roxanna Foster
Krisztina Ujvagi
Laura Waggoner (Co-Chair)

Personnel Welfare

Brady Gaskins (Co-Chair)
Sally Johnson
Keith Pogan
Jack Taylor
Kristen Lindsay
Judy Donald (Co-Chair)
Greg Guzman

Professional Development

Ann Betts (Chair)
Amelie Brogden
Tina Coulter
Susan Sadoff
Robert Zhang
Jeffrey Waple

Salary (PWC Subcommittee)

Carl Dettmer
Mike Fitzpatrick
David Garcia (Chair)
Robin Veitch

Scholarship

Nora Cassidy (Chair)

Montique Cotton

Sue Lau

Sandy Miesmer

Diane Smith

Deb Freyman

Aimee Zimmer

Ramona Meraz

Susan Darrow

John M. Clark, 04:48 PM 6/19/200, Followup from today's meeting

X-Sender: jclarl2@mailstore.bgsu.edu
 Date: Tue, 19 Jun 2001 16:48:23 -0400
 To: ASC Executive Committee;
 From: "John M. Clark" <jclarl2@bgnnet.bgsu.edu>
 Subject: Followup from today's meeting

Dear Exec Committee Members,

We had an excellent discussion/session at today's meeting. I am very thankful for the attendance of all of you who were able to make it and for the thoughtfulness of those of you who wrote to tell me you couldn't come.

A short report on the items we decided today:

1. We will reschedule our January council meeting to the 10th; the Pallister room has already been reserved (thanks to Mary Beth) and a notice and revised schedule will go out to everyone on council.
2. Monthly information-sharing meetings between the chair and chair-elect of ASC and chair and vice-chair of CSC were brought up and approved. Likewise, ASC has been invited to send a non-voting representative to Faculty Senate meetings next year. Exec Committee's decision (based on both volunteerism and rationales) was that the immediate past chair of ASC should serve in this capacity. I will communicate our decision to Jim Evans, chair of faculty senate, who approached us with the invitation.
3. David Garcia volunteered to recall the salary subcommittee this summer to update our comparative analyses of Ohio-institution CUPA salary data (for 2000-2001). I will provide those data to David and explain the past procedure for data-comparison, so that his committee can maintain comparative consistency in their analysis.
4. We will put ASC budget control on the agenda for our September council meeting and put a budget increase on our wish list for Executive V.P. Dobb (for future action). Advertising/duplicating expenses in particular ran well beyond our budget capacity this year, without effective communication between committees and the chair/vice chair.
5. Diane, Laura, and I will brainstorm on how to schedule key university administrators to come to council meetings next year and begin that scheduling process as soon as possible. One layer deeper, we will also try to choose and schedule a board of trustees member to visit one of our council meetings [after the President, Provost, Exec. V.P., and H.R. reps have been scheduled].
6. Exec. responded to my question concerning standing committees and council reps by agreeing that I should contact any council reps who did not sign up for a committee at the last council session (June 7), inviting these reps to do so. When I have a fuller picture of who (among the reps) is on each committee, I will ask each committee (through group messaging) to volunteer a chair. I will let you know, in the next week or so, which committees are particularly short of members and ask for your help in securing at-large volunteers for those committees. [I may also need your help in persuading various people to chair committees!]
7. Goals for next year: I distributed these (let me know if you don't already have a copy). Please let me know, before June 29, if you have any suggestions for changing the goals or changing the wording. I would really appreciate this input.
8. Our projected work with H.R. over the next months. We are continuing to press for the building of a comprehensive, forward-looking, and operationalized compensation plan. Two key components: a commitment to merit pool for present admin. employees and a similar commitment to an "equity-adjustment" pool. We also are very close to a final proposal for the revisions on the Compensation Plan Document that appears in our handbook. We would like your suggestions for handling approval, since Council is adjourned for the summer and H.R. (and we) may gain from getting the document approved by ASC and into print as soon as possible.

Whew! That's all for today. Please ask questions and respond. -- John

--

Dr. John Clark
 General Studies Writing
 Bowling Green University
 Bowling Green, Ohio 43403

John M. Clark, 09:00 AM 6/20/200, ASC representative to Faculty

X-Sender: jclark2@mailstore.bgsu.edu
Date: Wed, 20 Jun 2001 09:00:58 -0400
To: evansje@bgnnet.bgsu.edu
From: "John M. Clark" <jclark2@bgnnet.bgsu.edu>
Subject: ASC representative to Faculty Senate
Cc: mzachar@bgnnet.bgsu.edu, dkwhit@bgnnet.bgsu.edu

Jim,

Thank you again for your kind invitation regarding an ASC representative/guest at Faculty Senate this coming year. When I mentioned this offer to our membership, they were extremely and uniformly gratified.

After some discussion of the issue (of who should represent us) among our Executive Committee, we have decided that the best choice is our immediate past chair: in this case, Mary Beth Zachary. The chair-elect is just learning the big issues of negotiation for ASC (and trying to adjust to the meeting load required of our leaders), while our chair is truly swamped with meetings, correspondence, and planning for our Council. Our immediate past chair always will be familiar with current issues (she serves both on our Council and on our Executive Committee) but is not saddled with the correspondence or meeting commitments of either the chair-elect or chair. Besides all this, Mary Beth was willing. 8 -)

I hope that this arrangement will work for you, for Faculty Senate, and for Administrative Staff Council. Truly, everything that we do has an impact on faculty, and vice versa. Should ASC someday have a voting membership on Faculty Senate, that would be (IMHO) even more appropriate. I am copying Diane Whitmire, Faculty Senate Secretary, in this memo. I have already passed along to Mary Beth the Faculty Senate calendar of meetings for 2001-2002, which Diane provided to me.

Regards,

John M. Clark
ASC Chair 2001-2002

--
Dr. John Clark
General Studies Writing
Bowling Green University
Bowling Green, Ohio 43403

John M. Clark, 03:07 PM 6/18/200, 6/19 Exec. meeting

X-Sender: jclark2@mailstore.bgsu.edu
 Date: Mon, 18 Jun 2001 15:07:10 -0400
 To: ASC Executive Committee;
 From: "John M. Clark" <jclark2@bgnnet.bgsu.edu>
 Subject: 6/19 Exec. meeting

Dear Executive Committee members,

I will need to leave our meeting tomorrow around 12:45-12:50, so that I can get to a 1:00 meeting that could not be rescheduled. Notwithstanding, I have a busy agenda for tomorrow, so I hope you all will help me stay on task and on time!

Below are some of the items for discussion, starting at 11:45 (ish) tomorrow [order of ease-to-handle, perhaps]:

1. Rescheduling proposal for January 2002 ASC meeting (listed as Jan. 3rd; classes begin Jan. 14th)
2. Establish regular contacts next year with Classified Staff Council and Faculty Senate (proposals to share)
3. CUPA data analysis (how to assign)
4. ASC budget and budget control (cost overruns and surprises)
5. Scheduling dignitaries for ASC meetings (possibilities--President, Provost, Exec V.P., H.R., and a Board member)
6. Committee appointments and chairs (suggestions needed)
7. Goals for next year--first installment due for board presentation June 29
8. Our projected work with H.R.-- compensation + (+ merit, + equity, + "bonus")

I want to extend an invitation to this year's Exec Committee to get and stay involved with as many of the working issues of ASC as you can manage--that is, to be hands-on participants in the leadership of ASC. Oh, and bring your quarters for the scholarship fund, just in case.

8 -) John

--
 Dr. John Clark
 General Studies Writing
 Bowling Green University
 Bowling Green, Ohio 43403

NOTES TO LIST — ?

X-Sender: jclark2@mailstore.bgsu.edu
X-Mailer: QUALCOMM Windows Eudora Version 5.1
Date: Thu, 16 May 2002 13:35:11 -0400
To: "ASC Executive Committee";
From: John Clark <jclark2@bgsu.edu>
Subject: Meeting Tuesday, May 21, in Founders

Dear Exec Committee members,

We are scheduled to meet (and should, if we can) next Tuesday, May 21. I believe we are scheduled as usual, 11:45-1:00 in Founders Club 57. Diane will correct me if that's wrong.

I do know that we have had to reschedule June's Exec dates, the 4th and the 18th, for the Union. Founders is unavailable then.

Please let me know if you have issues/questions you would like to raise in next Tuesday's session. I can think of 3 that we should touch upon, at least:

- Policy on Violence: a preliminary discussion of a question for June's Council meeting, whether we should allow our approval to lie as is or take some other action (make a notation?) with regard to the much-changed version approved by Faculty Senate
- Classified Staff representation for next year: (any volunteers from Exec?)
- Online voting procedures: it is increasingly likely that electronic votes might be necessary in the future, and, as Carl Dettmer pointed out in Council, it would be nice for us to have decided beforehand how we will conduct such votes

I hope to see you on Tuesday. If you're on vacation (and I'm not), I expect at least an expression of sympathy!

; -) John

John M. Clark
Assistant Registrar
110 Administration Building
(419) 372-7993 ph; (419) 372-7977 fax

BGSU - CONTRACT STAFF NO LONGER EMPLOYED AT BGSU NETWORK 2000-2001 (08/14/00)

NAME	PIDNUM
✓ Stamm, Kent W	P000168521
Fisher, Lynne E	P000385875
Biondi, Carrie-Ann	P000400548
✓ Sherman, Brian S	P000421928
Sopa, Suzanne M	P000635189
Thompson, Sheila R	P000789801
Barr, Stephen R	P000798274
Swanson, Margaret C	P000815381
✓ Hughes, Susan M	P000836354
Romanowicz, Jędrzej	P000840874
✓ Messaros, Michael J	P000866075
✓ Levin, Scott R	P000902063
Rasmussen, Audrey J	P000971820
✓ Hartung, John P	P001000292
✓ Sonnenberg, Lois J	P001083112
Ferguson, Heather A	P002103249
Myers-Jones, Holly J	P002141515
✓ Walsh, Michael D	P003253351
✓ Lowery, Ute P	P003364496
Weis, Julie L	P003472965
Murray, Mark C	P004230442
Piccirillo, Thomas E	P004416473
✓ Reule, Julie A	P004669975
Meeks, Jamal R	P004830393
✓ Giles, Michael C Jr	P004909054
To, Angie Y	P005242746
Harden, John P	P005316553
McClure, Kelley D	P006011195
Hoffberg, Eric	P006033857
Emery, David A	P006034470

Mary Lynne
 Put initials of ASC rep
 beside an employee. I'll mail
 that employee to the respective
 ASC reps and present a ne
 listing
 I suggest passing th
 listing out to ASC
 for help with this pe
 and with all new e

Please complete the entry form and return it to us by Monday, September 11, 2000 by 5:00 p.m. The week of September 11, 2000 we will mail information regarding line assignments, parade route and any additional information regarding the parade. We look forward to hearing from you.

Sincerely,

Enrique M. Guzman
Graduate Advisor
Homecoming 2000

Post-it* Fax Note	7671	Date	8/8	# of pages	1
To	Mary Lynn Pozniak	From	Dorothy		
Co./Dept.		Co.			
Phone #		Phone #			
Fax #	2-8486	Fax #	2-2894		

August 8, 2000

MEMORANDUM

To: Dorothy
Dining Services

From: Mary Lynn Pozniak
Administrative Staff Council secretary

RE: Reserving Founders Club 57

I would like to reserve Founders Club 57 for Administrative Staff Council Executive Committee Meetings on the following Tuesdays from 11:30 a.m. to 1:30 p.m. Please let me know which dates are available. Thank-you!

- September 5 ✓
- September 19 ✓
- October 3 ✓
- October 17 ✓
- October 31 ✓
- November 14 ✓
- November 28 ✓
- December 12 ✓
- January 2 ✓
- January 16 ✓
- January 30 ✓
- February 13 ✓
- February 27 ✓
- March 13 ✓
- March 27 ✓
- April 10 ✓
- April 24 ✓
- May 8 ✓
- May 22 ✓
- June 5 ✓
- June 19 ✓

Mary these are all okay
and I have you in Club 57
Please let me know if
you are going to want food.
If so then are a few dates
that would not be available
then.

Dorothy
372-6951

PRESIDENT'S PANEL

Minutes of the Meeting
March 16, 2000

Chart Room
McFall Center

Members Present: Blackwood, Brecher, Chiarelott, Garity, Lopez, Muego, Ribeau, Sullivan, Whipple and Williams

President Ribeau called the meeting to order at 1:15 P.M.

Distribution of Market Money from First-Year Allocation

Discussion centered on the allocation of "moneys" previously set aside as "market adjustment" for the administrative staff and how the "Mercer Report" will impact on the distribution of these "moneys." According to Ribeau, the "Mercer Report," sets up a position-based "administrative classification system" designed to streamline and standardize personnel evaluation and compensation. Suggesting that the underlying rationale of any compensation plan should be equity and fairness, Lopez asked whether the projected salary increases for years 2, 3, 4 and 5 of the five-year compensation plan will be "based on comparisons with other institutions ... similar to Bowling Green State University." At this juncture, Sullivan and Whipple joined the discussion, with Whipple in particular calling attention to the "very low salaries" of residence hall directors and the need to make these salaries "more equitable." In sum, Ribeau suggested that while the administrative classification scheme contemplated by the "Mercer Report" is "position-based," it should really be "person-based."

Human Resources Training Scholarship for Administrative Staff

Blackwood asked Ribeau if it is true that the Office of Human Resources is funding a training scholarship for the administrative staff and wondered whether "it would be possible to set up a similar training scholarship for classified staff next year." Acknowledging the existence of the "training scholarship" alluded to by Blackwood, Lopez informed the body that a total of eight \$500-dollar scholarships were awarded this year for a total allocation of \$4,000. Ribeau promised to look into the matter and get back to Blackwood and the Classified Staff Council "as soon as [he] has definite information."

Designated Day for Professional Development of Faculty and Staff

Blackwood asked Ribeau about the feasibility of designating a specific day when "there are no classes and no office coverage" for the "professional development of faculty and staff" similar to that already in existence at Sinclair Community College in Dayton, Ohio. Blackwood pointed out that "many times classified staff are required to maintain office coverage or service levels that prevents them from attend[ing] many professional

development sessions.” Ribeau told the Panel that he is amenable in principle to the idea of setting aside a day for faculty/staff training and development, provided that the day so designated is not a class day. Garrity and Chiarelott endorsed Blackwood’s suggestion of setting aside “some time for training and development” and for allowing classified staff to attend university functions even as they (Garrity and Chiarelott) acknowledged the “dilemma of one-person offices,” and how to let the personnel in these “one-person offices” participate in university functions even as they attend to their official duties and responsibilities.

Increased Academic Competency in BGSU’s Graduate and Undergraduate Programs

Ribeau asked Brecher to elaborate on, and explain, the first of two agenda items listed under the rubric of “Faculty Senate.” Brecher spoke at length about the “disturbing lack of preparedness” of current BGSU students to do college-level work, especially in the hard sciences and the “need to reverse mediocrity in favor of higher standards.” Brecher wondered aloud about the extent of faculty complicity in the “lowering of standards” and was openly critical of faculty members who “pander to students” in return for favorable “teaching evaluations” and in the pursuit of dubious student-generated “teaching awards.” Addressing Brecher’s criticism of the faculty, Garrity suggested that “there is a very natural reluctance on the part of faculty--especially younger faculty who may become the object of retaliation at the time of student evaluations--to grade ‘hard’ and insist on maintaining high academic standards.” Brecher suggested, “the answer may not even be in ratchetting up standards ... it may be as simple as making sure that students do their homework or study before coming to class.” Weighing in on the discussion at this juncture, Ribeau reported that in recent conversations with BGSU student leaders, he (Ribeau) was convinced that students want “more not less student evaluations” and even more importantly, the students want the evaluation results published and disseminated throughout the entire University. Still on student evaluations, Ribeau indicated that “if used properly, student evaluations could be quite useful for retention and tenuring purposes.” The discussion then turned to how the faculty in general is supposedly often intimidated by students whose parents threaten to “report” certain faculty members to the president of the University, the president of the Board of Trustees or their state legislators for being “bad” teachers, etc... At this point, Ribeau shared with the Panel the gist of a structured “conversation,” done in exit-interview format, that he (Ribeau) recently had with twenty-five seniors from the College of Arts and Sciences. Ribeau told the Panel that he was “very impressed” by the breadth, depth and quality of the comments and observations made by the twenty-five graduating seniors he interviewed and if at all, their intellectual sophistication belied Brecher’s gloomy assessment of their ability and “level of preparedness” to do college-level work. Even as he (Ribeau) conceded that there are some BGSU students who may require “a lot of remedial intervention” before they could do college-level work and hopefully graduate, Ribeau noted that the “profile” of BGSU first-year students admitted since AY 1996-97 has been dramatically changing for the better. For example, Ribeau noted that: (1) the number of first year students with ACT scores between 26-36 increased from 459 in 1996 to 539 in 1999, representing a 17 percent increase; and (2) the number of High School GPAs above “3.5,” increased from 599 in 1996 to 847 in 1999, representing an increase of 41 percent. [Underlining supplied] Ribeau also reminded the faculty that it can play a positive role in attracting “better quality students” to Bowling Green State University by helping “sell the quality of the University’s various academic programs and offerings.” Chiarelott asked

Ribeau to “clarify” figures provided by Senior Vice-President for Finance and Administration Christopher Dalton at the last Faculty Senate meeting, *i.e.*, that there are eighty new BGSU faculty members, fifty-eight of whom are “temporary full-time.” After briefly consulting with Sullivan who double-checked the records, Ribeau confirmed the accuracy of SVPFA Dalton’s data. On the issue of hiring new faculty, Ribeau indicated that he “was not interested in recruiting ‘academic superstars’ whose careers are about them, not Bowling Green State University’s.” Instead, Ribeau told the Panel, he was interested in recruiting tenure-track faculty who are “truly and genuinely interested in Bowling Green State University and its academic programs and want to come to Bowling Green to stay.”

There being no further business, the meeting was adjourned at 3:15 P.M.

Benjamin N. Muego
Secretary of the Faculty Senate/President’s Panel

Donna Wittwer

Distribution year ^{current} 5-8 yrs

Human beings!

< 10 people

< hand delivered on Thurs.

48 letters going out to

those not ~~being~~ eligible.

but eligible - ~~but~~ for appeal. ~~By Salazar are~~

above - anticipate @

50 was displaced

Exec.

Generic Letter:

Hope of his month —
~~have~~ definitely by
next

Contract addendum

Get appeals.

dwittwe@bgnet.bgsu., 05:22 PM 8/7/2000, Year 2 of Compensation Plan

Subject: Year 2 of Compensation Plan
 To: mzachar@bgnet.bgsu.edu
 Cc: fergusb@bgnet.bgsu.edu,
 pdkelly@bgnet.bgsu.edu
 X-Mailer: Lotus Notes Release 5.0.2a November 23, 1999
 From: dwittwe@bgnet.bgsu.edu
 Date: Mon, 7 Aug 2000 17:22:48 -0400
 X-MIMETrack: Serialized by POP3 Server on MAIL04/SERVER/BGSU (Release 5.0.2b |December 16, 1999) at
 08/08/2000 07:39:27 AM

From: dwittwe@bgnet.bgsu.edu on 08/07/2000 05:22 PM

To: mzachar@bgnet.bgsu.edu
 cc: fergusb@bgnet.bgsu.edu, pdkelly@bgnet.bgsu.edu
 Subject: Year 2 of Compensation Plan

Hello Mary Beth,

As I mentioned, we did hand deliver letters to those people getting a distribution and the letter that people will get if they do not get a distribution.

The none distribution reasons are 1. they already make more than the amount identified for years in current position 2. They changed positions within their department (example went from coordinator to director stc) 3. they actually resigned from one position and took another position 4. different job.

Here are the letters.

Have a great day and take care. Please confirm you received these letters because I am having some difficulty with sending and receiving e-mail. (See attached file: Example_16.doc) (See attached file: Example_ASC_EX.doc)

Donna

"The Office of Human Resources-working as a team within the office and throughout the University

- Recruits the Best
- Retains the Best &
- Assists employees as they Reinvest in their future."

Attachment Converted: "c:\sudora\attach\Example 16.doc"

Attachment Converted: "c:\sudora\attach\Example ASC EX.doc"

Yr 2

You have been identified as an individual **who is not** eligible for an adjustment to your base salary. Your specific information is included below.

Hired Date into Administrative position	4-1-91
Current Position Title	Director
Date in Current Position	11-10-94
Years of experience in current position <i>as of 12-31-99</i>	5
99/00 Fiscal Year Salary	\$45,122 (above the amount for 5 years)
99/00 pay grade (as of December 31, 1999)	16

An appeals process has been put into place for those believing that their particular situation deems additional attention. Individual appeals will be heard anonymously by an Appeals Committee. Appeals packet can be picked up at the Office of Human Resources located at 100 College Park Office Building **beginning August 7, 2000**. Your appeal materials must be returned to Human Resources no later than **August 30, 2000** in order to qualify for the appeals process.

If you have any questions, please call the Office of Human Resources at 372-2113.

Cordially,

Rebecca Ferguson
Assistant Vice President
Human Resources

Cc: Personnel File
Compensation File



Bowling Green State University

Office of Human Resources
Benefit Department
100 College Park Office Building
Bowling Green, Ohio 43402-0370
(419) 372-8421
Fax: (419) 372-2920

August 1, 2000

Dear (Example for ASC Exec) (for those getting a distribution)

In April, you received a memo from me outlining the Administrative Compensation Plan. Year One's (1999/2000) goal was to bring all employees with nine (9) or more years of experience, as of December 31, 1999, in their current position up to the mid-point of their salary range. This was accomplished in May.

Year Two's (2000/2001) goal is to bring all employees with five (5) to eight (8) years experience in their current position, as of December 31, 1999, closer to the midpoint of their salary range.

You have been identified as an administrative staff member who is eligible for distribution of money to bring you closer to the midpoint based upon your 1999/2000 annualized fiscal year salary and years in your current position.

For example, if your 1999/2000 annualized fiscal year salary was \$44,473 and you have been in your current position for six (6) years, as of December 31, 1999, you would be eligible for a market adjustment distribution of \$ 1,000 - because your salary is under the amount of \$45,473 for someone in pay grade 16 with six (6) years of experience in current position.

Pay Grade	1 st Quartile				Midpoint
16	5 Years	6 Years	7 Years	8 Years	9 Years
	\$44,084	\$45,473	\$46,853	\$48,233	\$49,611

Your specific information is as follows:

Position Title for 1999/2000 Fiscal Year	Director
Your 1999/2000 Annualized Fiscal Year Salary	\$40,460
Years of Experience in Current Position as an administrative staff member (as of 12-31-99)	Since 7-26-93 for 6 years
Your Market Adjustment Distribution	\$5,013
Your 2000/2001 Annualized Fiscal Year Salary	\$41,876
Total Market Adjustment Distribution and 2000/2001 Fiscal Year Salary	\$46,889

This adjustment is retroactive to July 1, 2000. Your new fiscal year salary for 2000/2001 is \$46,889. Any questions you may have should be directed to me at 372-2259 or fergusb@bgnet.bgsu.edu.

Cordially,

Rebecca Ferguson
Assistant Vice President
Human Resources



Bowling Green State University

Office of Human Resources
 100 College Park Office Building
 Bowling Green, Ohio 43403-0370
 (419) 372-2421
 Fax: (419) 372-2920

August 7, 2000

Dear (Example For ASC Exec): **(those not getting a Distribution letter)**

In April, you received a memo from me outlining the Administrative Compensation Plan for the next few years. Year one's (1999/2000) goal was to bring all employees with nine (9) or more years of experience, as of December 31, 1999, in their current position up to the mid-point of their salary range. This goal was accomplished in May.

Year two's (2000/2001) goal is to bring employees **with five (5) to eight (8) years** of experience in their current position closer to the midpoint of their salary range.

In order to be eligible for an adjustment, you must have met two criteria. The first criterion is that you have been employed at the University in your current position as noted below.

Years in Current Position	Hired and in current position before
8 years	January 1, 1992
7 years	January 1, 1993
6 years	January 1, 1994
5 years	January 1, 1995

The second criterion is that your 99/00 annualized fiscal year salary fell below the salary indicated for **your years of experience** in your current position in the pay grade as noted in the next table.

Pay-grade 16	1 st Quartile				Midpoint
Years of Experience	5 years	6 years	7 years	8 years	9 years
Salary \$	44,094	45,473	46,853	48,233	49,611

Agenda 8/8/00

✓ Scholarship Budget Update

✓ Awards + Recognition - 12 letters of appreciation

HR Update

Letters to 5-9 years

10 receiving adjustments - letters hand delivered 8/6 or 7,

48 not receiving adjustments in

Committee decisions

Still working on chairs

How do we get around our rules?

Personnel Issues -

Mike Giles replacement on Council and Exec

Pam Phillips

Others?

List Franote

The second yr.

letters has gone out to

individuals who fall within the

5-9 yr. in position

appreciation

Performance Revision

Goals

Formatting and Priority suggestions

Plagues for Fall Report

John M. Clark, 11:39 AM 7/13/200, 7/13/00 Meeting notes

X-Sender: jclark2@popj.bgsu.edu
Date: Thu, 13 Jul 2000 11:39:46 -0400
To: Performance Appraisal Committee;
From: "John M. Clark" <jclark2@bgsu.edu>
Subject: 7/13/00 Meeting notes
X-MIMETrack: Itemize by SMTP Server on MAIL03/SERVER/BGSU(Release 5.0.2b |December 16, 1999) at 07/13/2000 11:35:57 AM,
Serialize by POP3 Server on MAIL04/SERVER/BGSU(Release 5.0.2b |December 16, 1999) at 07/13/2000 01:48:31 PM,
Serialize complete at 07/13/2000 01:48:31 PM

Folks,

Here's what I captured from today's notes. For MBZ's benefit, I might add that today's meeting was somewhat shorter than normal, due in large part to our deciding to break into two smaller groups for substantive rewriting of prior drafts.

Best wishes,
John Clark

* * * * *

7/13/00 Meeting of the Performance Appraisal Subcommittee-Administrative Staff Council

6 committee members attended the 7/13/2000 meeting: Karen Woods, Judy Donald, Doug Krusel, Bev Stearns, Inge Klopping, and John Clark.

The first item of business for today was acknowledgment of the document draft of the Performance Evaluation and Merit Appraisal Process document, in the revised form prepared by Inge Klopping. The committee agreed that all changes suggested in the 6/22 meeting had been incorporated. At that point, discussion focused on alternative arrangements for this process document (whether bulleted or numerical arrangement of items within sections) and whether a mid-year evaluation document should mirror the annual evaluation document. Bev Stearns suggested that the introduction to the primary performance and merit appraisal document also could/should briefly introduce the organization within the larger document/s. By consensus, these questions were deferred for later discussion, acknowledging close-to-final agreement within the committee on the evaluation and appraisal overview document itself.

Next, the committee considered separately a draft of the introduction to the Performance and Merit Appraisal Process document-drafted by committee member Bev Stearns. By agreement, the committee decided that the introduction should provide certain kinds of information (defining the performance evaluation and merit appraisal process, showing its purpose, previewing the organization of the main document, and at least sketching a timeline or end-date) and provide general rationales for these items. One instance of such a rationale might be the reason for a May 31 deadline for annual review submissions (so that merit raises could be incorporated in annual area budgets).

A clarifying discussion established that the committee's intent is to establish a general process to be followed by all units. Within this general process and timeline, however, specific methodological decisions can/could be articulated in supplementary contract-unit documents.

The primary rationale for the proposed Performance Evaluation and Merit Appraisal Process document was suggested as standardizing and clarifying evaluation and appraisal processes to insure compliance with the Board's decisions.

Definition of terms was established as essential and, in some areas such as merit category labels, unalterable.

John M. Clark, 11:39 AM 7/13/200, 7/13/00 Meeting notes

Prior to the committee's next meeting, Bev Stearns, Doug Krusel, and John Clark will work on revisions/additions to the introduction. Inge Klopping, Judy Donald, and Karen Woods will meet to continue revisions of the "main" process document. Chicago Manual of Style was selected as the appropriate format for eventual documents, corollary to the Administrative Staff Handbook.

The committee will continue to meet for two hours each second and fourth Thursday throughout the summer, beginning June 8th. Our next meeting date is 10:00-12:00 in B.A.A. 3000 on August 10th. Small groups will meet on July 27th, in the same room and at the same time.

Dr. John Clark
General Studies Writing
Bowling Green University
Bowling Green, Ohio 43403

ASC Executive Committee Summer Meetings

June 13	TBA	Firelands
June 27	11:45am-1:15pm	Founders Club 57
June 27	11:45am-1:15pm	Founders Club 57
July 11	11:45am-1:15pm	Founders Club 57
July 25	11:45am-1:15pm	Founders Club 57
August 8	11:45am-1:15pm	Tucker Center (brown bag)
August 22	11:45am-1:15pm	Tucker Center (brown bag)

Note: food can be purchased at Founders for all Club 57 meetings

Claudia Clark, 03:31 PM 6/15/200, Committee election results

Date: Thu, 15 Jun 2000 15:31:55 -0400
 Reply-To: caclark@bgnet.bgsu.edu
 Sender: owner-asc@listproc.bgsu.edu
 From: Claudia Clark <caclark@bgnet.bgsu.edu>
 To: Administrative Staff Members <asc@listproc.bgsu.edu>
 Subject: Committee election results
 X-To: Administrative Staff <ASC@listproc.bgsu.edu>
 X-Cc: lemch@bgnet.bgsu.edu, kaplanj@bgnet.bgsu.edu, kaplanj@bgnet.bgsu.edu,
 dcrooks@bgnet.bgsu.edu, dkwhitm@bgnet.bgsu.edu, eodonne@bgnet.bgsu.edu
 X-Sender: caclark.bgsu@popc.bgsu.edu
 X-MIMETrack: Itemize by SMTP Server on MAILGW02/SERPVER/BGSU(Release 5.0.2b |December 16, 1999) at
 06/15/2000 03:33:14 PM,
 . Serialize by POP3 Server on MAIL04/SERPVER/BGSU(Release 5.0.2b |December 16, 1999) at
 06/15/2000 04:28:44 PM,
 Serialize complete at 06/15/2000 04:28:44 PM

The following Administrative Staff have been elected to serve a three year term on the designated University Standing Committee:

Bookstore Advisory--Laura Emch
 Health, Wellness, and Insurance--Josh Kaplan
 University Union Advisory--Kay Gudehus
 Food Services Advisory--Dave Crooks

Congratulations and thanks to you and all of the nominees who were willing to step forward to serve. For those of you who are still looking for service opportunities, please think about volunteering for an Administrative Staff Council Standing Committee as an at-large member in the fall. Information on these committees can be found on the ASC website at <http://www.bgsu.edu/organizations/asc/>

Claudia A. Clark, Ph.D.
 Psychologist, Counseling Center
 Bowling Green State University
 phone: (419) 372-2081
 fax: (419) 372-9535
 e-mail: caclark@bgnet.bgsu.edu

"Our lives begin to end the day we are silent about things that matter" - MLK

ASC Committees as of 6/27/00

OK Balance

Amendments and Bylaws

- * Keith Hofaker *Chair*
- Jeanne Langendorfer
- Wayne Colvin

Awards and Special Recognitions

- Kay Gudehus
- Laura Waggoner
- Andrew Freeman
- Keith Pogan
- William (Cody) Blair
- Pat Booth

- * Tony Howard —
- Ellie McCreery
- Robin Veitch
- Kevin Work*

External Affairs

- Keith Pogan
- Mary Lynn Pozniak
- Thad Long
- Jane Myers
- Pam Phillips*
- Jeff Weiss*

Internal Affairs

- Linda Hamilton
- Claudia Clark
- Ann Betts
- Eric Richardson*
- Lacretia Dobbins*

Personnel Welfare

- Michael Giles
- Jack Taylor
- ? * Ann Saviers
- Joe Luthman
- Bob Murphy
- Inge Klopping
- Kathryn Pratt (PWC)*
- Mike Fitzpatrick*
- Laura Emch*

Professional Development

- Barbara Waddell
- * Linda Bakkum
- Deborah Fleitz
- Joyce Hyslop
- Jane Schimpf
- Ellen Hoyer*
- Christine Hoyer*

Salary

- Dave Garcia
- Paul Cessarini
- Jackie Kidd-Lutzmann
- Carl Dettmer
- Jan Peterson*

Laura Emch
Christine Hoyer

Scholarship

- Sandy Miesmer —
- Diane Smith —
- Matt Webb
- Nora Cassidy —
- Sue Lau
- Deb Freyman
- Lisa McHugh
- Beth Cuddy*

June 13th Exec

- Advisory Team - make handouts
By + large pass

- Calendar

Events to schedule -

- { Fall Reception (Ferrari)
 - { Prof. Dev. (Ball Park, please) -
 - { Spring Reception
 - { Holiday Parade
- Involvement?

Suggest killing meetings in July.

Committee

- Chair responsibilities
- At large
- ~~Did everyone~~

Exec - Compensation -

Must review of position on an individual basis?
 { Meet, Grades
 consistent, annual, review?
 find the paperwork.

OKay

Memorandum

- Cupra date
- Mid level cupra date

		Debit	Credit
<u>Money -</u>			
	Beginning Allocation	2,041.00	
9/30/00	Fall Reception	- 401.75	
	Plaque	52.35	
	Decorations	- 9.68	
	Engraving	- 17.52	
	Photo Cheryl Joyce	7.00	

		Balance	743.26	
6/1/00	Spring Reception	- 419.75		
	Orientation Lunch	- 125.00		+ 34.00
	Decorations	192.51		
				<u>293.01</u>

What I'd like from you

Honest responses

Dialogue

Your effort: when you can

Stay healthy

Input - keep me from forgetting/losing something

Holiday Parade

EXEC 6/27/00

- ✓ University Copyright Committee *Cheryl Joyce*
- ✓ Monthly meeting place -Pozniak
- ✓ Meeting with Becca (6/27/00) - Zachary and Clark
- ✓ ITC Update - Clark
- ✓ Performance Evaluation Revision Committee (PERC)

CCC

Committee membership and chair

Goals

Wayne Colton Salary?
 Laura Eusebi - Prov. Dep.?
 Anne Roth - Prov. - Salary?
 Dana Garcia T.A.??

Amendments Committee

Initiates and receives proposed amendments to the Charter or Bylaws.

Chair

Ken W. Johnson
~~James Long~~
 Wayne Colton

Personnel Welfare Committee

Reviews the Administrative Staff Handbook and studies and recommends Council action on matters involving general salary policies, benefits, performance, evaluation, and policies and procedures which affect the functioning of administrative staff in their positions.

Mike Giles
 Jack Taylor
 Anne Sanders

(non-ASC member) Joe Luthman

 Bob Murphy

External Affairs Committee

Develops ways to improve opening day activities for administrative staff and for working on developing good public relations with other groups on campus, off campus and with the media.

Keith Pogan
 Mary Lynn Pozniak
 Thad Long
 Jane Myers

Pam Phillips

Chair?

Awards and Special Recognitions Committee

Develops and recommends ways to recognize administrative staff for their outstanding achievements.

[Signature]
Lauren Wiggover, At Large
Andrew Freeman
Keith Pogue
William A. Blair

[Signature]
Tony Howard
[Signature] - AT LARGE
[Signature]

Internal Affairs Committee

Develops and updates the Orientation to ASC document and for orienting new ASC members. Responsible for oversight of the web page.

[Signature] at large
[Signature] (ult manager + ad hoc info)
[Signature]

[Signature] ?

Professional Development Committee

Aids and encourages the professional growth and development of administrative staff.

[Signature]
[Signature]
Deborah Fleitz
[Signature]

[Signature]

Salary Committee

Compiles comparative data and makes a salary proposal each year on behalf of administrative staff.

- Dave Barthe
- Paul Cusumano
- Jackie Koblentz
- Carl DeFina

NO

Scholarship Committee

Administers all aspects of the administrative staff scholarship program.

- | | |
|---------------------------|--------------------|
| <u>Amyra Miesner</u> | <u>Deb Fung</u> |
| <u>Alan Smith</u> | <u>Lisa McHugh</u> |
| <u>MAT WEA (pro-vice)</u> | |
| <u>Nora Cassidy</u> | |
| <u>Sue Lane</u> | |

✓

Preliminary thoughts re ASC Goals 2000 - 2001

General

- Who are Admin Staff? - PR effort for Board of Trustees
-
- Pursue through CGC catastrophic sick leave pool
- Explore with CGC benefits buy-in for part-time employees???

Salary

- Pursue equitable teaching compensation

Internal Affairs

- Streamline the election process and take on elections
- Given the new VP area, identify functional area representation
- Committee Charges - Review and Revise if necessary

Amendments & Bylaws

- Can we change bylaws to move elections to IA? (Need to do that relatively early in the year).
- Look hard at bylaws to determine consistency with institutional organization, language about service and elections, etc.

PWC

- Compensation plan—as needed.
- Caps - do the leg work....how are they handled at peer/other institutions? How/Can we get the institution to recognize the inconsistency of 100% merit and caps? HR may have a different solution.
- Assist HR in identifying which admin staff positions are not included in the CUPA data.
-
- Rewrite Conciliation Process (need to work closely with HR in the formation)
- Create a rotation process for the Administrative Advisory Team (JAQ Appeals...)

Ad Hoc PERC

- Performance Evaluation Revision planned for a new instrument to begin 2001-2002
- Wellness Program - prepare for and build a mandate for a survey by the upper administration about a wellness program for fac & staff. If there is no mandate, the program will not be implemented.

Scholarship

- Admin Staff Scholarship - raise endowment by....

Preliminary thoughts re ASC Goals 2000 - 2001

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Scholarship

- Admin Staff Scholarship - raise endowment by....

Mary Lynn Rogge Poz, 08:32 AM 6/26/2000, Dec. ASC meeting

X-Sender: marylyn.bgsu@popm.bgsu.edu
Date: Mon, 26 Jun 2000 08:32:28 -0400
To: "Mary E. Zachary" <mzachar@bgsu.edu>
From: Mary Lynn Rogge Pozniak <marylyn@bgsu.edu>
Subject: Dec. ASC meeting
X-MIMETrack: Itemize by SMTP Server on MAILGW02/SERVER/BGSU(Release 5.0.2b |December 16, 1999) at
06/26/2000 08:32:33 AM,
Serialize by POP3 Server on MAIL04/SEVER/BGSU(Release 5.0.2b |December 16, 1999) at
06/26/2000 09:01:25 AM,
Serialize complete at 06/26/2000 09:01:25 AM

Hi Mary Beth,
I spoke with Jodi Laubis and reserved the meeting room in the Field House for the December 7 ASC meeting.

Mary Lynn

~~~~~  
Mary Lynn R. Pozniak, Assistant Director  
Academic Enhancement  
101 University Hall  
Bowling Green, OH 43403  
(419) 372-8943 fax: (419) 372-8486  
e-mail: marylyn@bgsu.edu  
~~~~~


Diane Smith, 09:35 AM 5/30/2000, Re: June 13 meeting @Firelands

X-Sender: dlsmith@popd.bgsu.edu
To: "Mary E. Zachary" <mzachar@bgnet.bgsu.edu>
From: Diane Smith <dlsmith@bgnet.bgsu.edu>
Subject: Re: June 13 meeting @Firelands
X-MIMETrack: Itemize by SMTP Server on MAILGW02/SERVER/BGSU(Release 5.0.2b |December 16, 1999) at
05/30/2000 09:35:23 AM,
Serialize by POP3 Server on MAIL04/SERVER/BGSU(Release 5.0.2b |December 16, 1999) at
05/30/2000 09:44:20 AM,
Serialize complete at 05/30/2000 09:44:20 AM
Date: Tue, 30 May 2000 09:35:23 -0400

Mary Beth-

I will not be able to attend the meeting on the 13th of June at Firelands.
I will be accessing my e-mail this summer from home and will plan to attend meetings when possible. Thanks, Diane

Diane L. Smith, Assistant Director
Undergraduate Student Services
College of Education and Human Development
Bowling Green State University
Bowling Green, Ohio 43403
Phone (419) 372-7390
FAX (419) 372-8265
E-Mail dlsmith@bgnet.bgsu.edu