

1999

## Constituent Group Caucus 1982-1983 to 1998-1999

Bowling Green State University. Administrative Staff Council

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## Pre-Microfilm Inventory

**Collection:** Bowling Green State University  
Administrative Staff Council, UA-022

**Location:** Bowling Green, Ohio

**Title of Series:** Constituent Group Caucus

**Inclusive Dates:** 1982/83-1998/99

**Format:** \_\_\_ Bound    X Loose

**Order:** \_\_\_ Alpha    X Chronological    \_\_\_ Numerical

**Index:** \_\_\_ Included    \_\_\_ Separate    X None

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### *Notes*

1. Colored Paper
2. Pencil
3. Photocopies

## CONSTITUENT GROUPS CAUCUS

### BY-LAWS

The Administrative Staff Council, Classified Staff Council, Faculty Senate, Graduate Student Senate, and the Undergraduate Student Government (hereafter, the constituent groups) have all passed the attached resolution and agree to meet according to these by-laws.

1. The caucus shall be comprised of the chair and vice chair or president and vice president or his or her designee of the constituent groups, amounting to ten members.
2. A chair and vice chair from each constituent group shall serve as chair and secretary of the Constituent Group's Caucus on a rotating basis in this order; representatives from the Classified Staff Council, representatives from the Undergraduate Student Government, representatives from the Administrative Staff Council, representatives from the Graduate Student Senate, representatives from the Faculty Senate. The vice chair of each constituent group shall serve as chair of the CGC with the chair of the constituent group serving as secretary. The term of the chair and secretary will begin with the first meeting of each new semester, with the summer being counted as one semester. The chair shall prepare an agenda for each meeting which reflects items proposed by members and distribute it at least two days prior to each meeting. The secretary shall record the minutes of each meeting.
3. The caucus shall meet once a month ~~at 10:00 am Thursday morning~~ before each Board of Trustees meeting during the academic year and during the summer. If no board meeting is scheduled for a particular month, the chair of the caucus shall schedule a meeting on any Thursday morning.

For the purposes of conducting business, a quorum shall be achieved when a representative from each constituent group is in attendance. There may be instances, however, when constituent groups are not represented (e.g. Student groups in the summer), and action may need to be taken. If the business at hand does not affect the unrepresented constituent group(s) the simple majority of six members must be present to conduct business.

#### Roberts Rules of Order

Collegiality and collaboration are the underpinnings of the Constituent Group's Caucus' work. If agreement or consensus cannot be reached, Roberts Rules of Order shall be used to govern the procedural operations of the group, and shall govern its procedural operations when the by-laws are silent.

4. Items can be placed on the agenda by any caucus member. All agenda items must involve issues having a common interest to at least two of the constituent groups.
5. The primary purpose of the caucus group involves collaboration of the constituent groups for their mutual aid and support. When possible, issues having a common interest which require action by some or all of the group's legislative bodies should be processed before these bodies at similar times.
6. These by-laws must be adopted by a two-thirds vote of all caucus members and can only be amended by the same vote.

*Adopted fall 98*

Paul G. Lopez, 07:04 AM 6/16/199, Re: June Caucus Meeting

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To: ront@bgnet.bgsu.edu  
Cc: mzachar@bgnet.bgsu.edu  
From: lopez@wbgu.bgsu.edu (Paul G. Lopez)  
Reply-To: lopez@wbgu.bgsu.edu (Paul G. Lopez)  
Date: Wed, 16 Jun 1999 07:04:53 -0500  
Subject: Re: June Caucus Meeting  
Organization: BGSU Television Services  
X-Gateway: FirstClass Gateway for SMTP/NNTP (Mac68K) version 1.02

ron taylor, ront@bgnet.bgsu.edu, Internet writes:  
CGCers,

greetings. i hope that this memo finds your summers productive and prosperous.

here is the agenda for the meeting as i know it:

New Business

- BOT Chair Recognition (Faculty Senate)
- Library Hours (USG)
- Falcon Creed

Old Business

- Benefits (Part-time employees)
- University Policy Committee (Deb)
- Diversity "training"
- Conflict Resolution Center (update)

if there is anything you would like to have added, please let me know.

also, the last thing i knew was that the meeting was scheduled for the 24th of this month at 10:00 in the GSS office. in the last couple of days, i have been informed that it had been moved to the 17th. when did we decide this? i may have missed it in the transition back to the math building. at any rate, i am unable to meet before 11:00 due to my teaching assignment. so, is 11:00 on the 17th in the GSS office (707 administration building) ok with everyone? if not, please feel free to suggest some alternate times. see you thursday.

ron

Okay for me...11a, Thursday, 6/17, 707 Admin. Building.

I'd like to add as new business: What we can do to help make happen, the benefit to all University employees (students already have this benefit) of the option of purchasing oral contraceptives at the Health Center at a reduced rate (comparing with local Drug stores).

Also, some discussion as to the impact our group could have if we all can find items to get behind.

Perhaps also, talk about how effective or ineffective the idea might be of representation on this group being someone other than the Chairs/Presidents and Vice-Chairs/Vice-Presidents of our respective groups. Time and focus considerations...

Paul

University	Vacation	Sick Leave	Holidays	Other
BGSU	1-5 yrs. 10 days (80 hours) 6-10 yrs. 15 days (120 hours) 11-15 yrs. 20 days (160 hours) 16+ yrs. 25 days (200 hours)	4.6 hours per pay period	10 paid holidays (2 are floating)	Fee waiver 4 courses per year for employee  Waiver for spouse/dependent does not include general fees
Miami	1-7 yrs. 10 days (80 hours) 8-14 yrs. 15 days (120 hours) 15-24 yrs. 20 days (160 hours) 25+ yrs. 25 days (200 hours)	4.6 hours per pay period  1/4 of sick leave up to 240 hours payable upon retirement	10 paid holidays (2 are floating)	Fee waiver for employee does NOT cover general fees
Ohio State	1-7 yrs. 10 days (80 hours) 8-14 yrs. 15 days (120 hours) 15-24 yrs. 20 days (160 hours) 25+ yrs. 25 days (200 hours)	4.6 hours per pay period  1/4 of sick leave up to 240 hours payable upon retirement	10 paid holidays (2 are floating)	Fee waiver for employee includes general & instructional fees up to 10 hours per quarter.  Fee waiver for spouse/dependent 50% of instructional and general fees.
Ohio University	1-5 yrs. 10 days (80 hours) 6-10 yrs. 15 days (120 hours) 11-20 yrs. 20 days (160 hours) 20+ yrs. 25 days (200 hours)	4.6 hours per pay period	10 paid holidays	Fee waiver for employee includes general and instructional fees.

<p>Marshall</p>	<p>0-5 yrs. 15 days (120 hours)          6-10 yrs. 18 days (144 hours)          11-15 yrs. 21 days (168 hours)          16+ yrs. 24 days (192 hours)</p>	<p>1.5 days a month           Upon retirement all sick leave may be used to pay for health ins. No lump pymts.</p>	<p>13 paid holidays in 2000</p>	<p>Part-time employees eligible for medical insurance.</p>
<p>Akron</p>	<p>1-7 yrs. 10 days (80 hours)          8-15 yrs. 15 days (120 hours)          16-24 yrs. 20 days (160 hours)          25+ yrs. 25 days (200 hours)</p>	<p>4.6 hours per pay period</p>	<p>Info requested, but not yet received</p>	<p>All employees charged \$40.00 per year for parking.</p>
<p>Dayton</p>	<p>0-4 yrs. 12 days (96 hours)          5-14 yrs. 15 days (120 hours)          15+ yrs. 18 days (144 hours)</p>	<p>1 day per month, can accrue up to 120 hours</p>	<p>16 paid holidays in 2000           (includes religious holidays)</p>	
<p>Wright State</p>	<p>1-7 yrs. 10 days (80 hours)          8-14 yrs. 15 days (120 hours)          15-24 yrs. 20 days (160 hours)          25+ yrs. 25 days (200 hours)</p>	<p>4.6 hours per pay period           Upon retirement ¼ of accumulated sick leave pd, not to exceed 30 days</p>	<p>10 paid holidays</p>	<p>Fee waiver limited to 8 hrs per qtr for employee/no limit of courses for spouse/dep.           Part-time employee eligible for medical insurance.           3 sick days are given as personal days with a balance of at least 120 hours.</p>

MCO	1-7 yrs. 10 days (80 hours) 8-14 yrs. 15 days (120 hours) 15-24 yrs. 20 days (160 hours) 25+ yrs. 25 days (200 hours)	4.6 hours per pay period  With 10+ years, unused sick time up to 240 hours pd upon retirement	10 paid holidays	Educational reimbursement for job-related courses taken at accredited university.  Parking annual fee \$29.00  Health care benefits/costs pro- rated for part-time employees.
College of Wooster	0-10 yrs. 12 days (96 hours) 10-15 yrs. 15 days (120 hours) 15-25 yrs. 18 days (144 hours) 25+ yrs. 21 days (168 hours)	12 days per year  NO accumulated sick leave paid upon retirement	6 paid holidays in 2000	1 extra day vacation earned when a staff member has a series of 26 pay periods in which a payroll check is printed without absence.  Limited health care benefits for part-time employees.  Tuition remission: Employees may enroll up to 2 courses per semester. Spouse/dep. may enroll up to 4 courses per semester.
Otterbein College	1-5 yrs. 10 days (80 hours) 6-10 yrs. 15 days (120 hours) 11+ yrs. 20 days (160 hours)	10 days per fiscal year up to a max of 130 days	12 paid holidays per calendar year	Part-time health benefits  Tuition benefits: Employee and spouse may take undergraduate classes. Dependent children may take classes up to 4 years.
Denison	0-5 yrs. 10 days (80 hours) 6-13 yrs. 15 days (120 hours) 14+ yrs. 20 days (160 hours)	1 day for each month worked  (12 days per year)	10 paid holidays	1 day of accumulated sick leave converted to personal leave per year.  Part-time employee eligible for insurance but pays total premium.

Toledo	1-7 yrs. 10 days (80 hours) 8-14 yrs. 15 days (120 hours) 15-24 yrs. 20 days (160 hours) 25+ yrs. 25 days (200 hours)	4.6 hours per pay period  1/4 of sick leave up to 240 hours payable upon retirement	10 paid holidays per year	Fee waiver for employees up to 8 hours per semester. No limit for spouse/dep.
Kent	1-7 yrs. 10 days (80 hours) 8-14 yrs. 15 days (120 hours) 15-24 yrs. 20 days (160 hours) 25+ yrs. 25 days (200 hours)	1.25 days a month  Upon retirement, up to 120 hours paid	10 paid holidays per year	Waiver for employee includes general and instructional fees
Western Michigan	1-5 yrs. 12 days (96 hours) 6-10 yrs. 15 days (120 hours) 11-20 yrs. 20 days (160 hours) 20+ yrs. 24 days (192 hours)	4 hours per pay period  Amount of sick leave paid upon retirement is dependent upon age and yrs of service	7 paid holidays	Fee waiver 75% for employee (not general fee)  50% for spouse/dependent (not general fee) up to 130 lifetime cap.
Eastern Michigan	1-2 yrs. 10 days (80 hours) 3-15 yrs. 15 days (120 hours) 16+ yrs. 20 days (160 hours)	4 hours per pay period  3 personal leave days per year	6 National Holidays plus the day after Thanksgiving and the 4 working days btw 12/25 and 1/1	Fee waiver up to 6 hrs per semester for employees. If employee doesn't use hours, spouse/dependent can use them.
Central Michigan	0-2 yrs. 10 days (80 hours) 3-15 yrs. 15 days (120 hours) 16+ yrs. 20 days (160 hours)	4 hours per pay period	11 paid holidays per year	Personal leave 3 days per year. University contributes \$50 toward parking. Fee waiver up to 6 hrs per semester. If employee doesn't use, spouse/dependent can use.



Prepared by: Barb Garay, Anne Tracy, and Laurel Zawodny for August 16, 2000 CSC Meeting

Constituent Groups Caucus  
Agenda  
27/July/99  
10:00 a.m.  
707 Administration Building

Old Business

- CGC membership (ASC)
- ~~CGC impact~~

New Business

- ITS Update (Duane Whitmire and Toby Singer)
- Administrative Staff Council Issues *Paul Mize*
- Classified Staff Issues - *Scott Blackwood, Harold William*
- Faculty Senate Issues - *Leigh, Henry Carrick*
- Graduate Student Senate Issues - *Rob. Scott, Ron Taylor*
- Undergraduate Student Government Issues *Andy Krumpky*

Good of the order

7/27/99 CEC

Toby/Duane

ISSUES - Relationship -

X2K - Since Fall 95

Remediate programs -

Main Frame = 80% complete

Desk Top ISSUES

MACS OKAY

PC'S - 486 and older

- Top Priority

Win. 95 / Win 98

repaired not compliant  
next 6 mos. fix avail. thru air

Vendors - oops requiring upgrade

Marsine Test Thanksgiving Break.

Test + Freeze from that point forward.

~~Marsine  
Following Vaccations~~

~~Win 3.1 non compliant  
needs comp~~

Router / Netwk. comp.

Telephone comp

Servers are upgraded

Opie - gone Aug 2.

Main frame

Rob, Chg, Ernie gone non compliant -

Closets - 5 1/4 inch disks. (pockets g...)

CMA Database - grad program just f... out  
not compliant.

- SIS - are compliant

- Telephone accounting

telco. just got software

Ripple effect.

MAC is good examples -

some applications could not be compliant and ripple through.

Wed 29<sup>th</sup> everything will be back up.

No production til next week Wed.

Bring out closets - centralized - What can we do

University-wide computers:

Security issues:

Wants / Patus -

VCR's set date back.

Cup / Dept system working

Security -  
Doors.

Internal programs

Inventory!  
Remedy Systems.

Name / P#  
Asset

Inase.

Fall 95

Dependent on outside vendors.

Transition >

Students -

RED system.

RFP out now

Y2K web site -

- Support list will be here
- FAQ's here.

ITS - relationships

communicate to this group.

Bottom -

Ask questions -

Toby -

Email -

Lotus notes upgrade as we speak.

release 5 -

**Judy Amend, 04:46 PM 8/13/199, Meeting with President Ribeau**

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X-Sender: jamend@popj.bgsu.edu  
Date: Fri, 13 Aug 1999 16:46:34 -0700  
To: ConstituteCaucus;;  
From: Judy Amend <jamend@bgnet.bgsu.edu>  
Subject: Meeting with President Ribeau  
X-MIMETrack: Itemize by SMTP Server on MAILGW01/SERVER/BGSU(Release 5.0.1|July 16, 1999) at  
08/13/99 04:47:04 PM,  
Serialize by POP3 Server on MAIL04/SERVER/BGSU(Release 5.0.1|July 16, 1999) at  
08/13/99 04:50:53 PM,  
Serialize complete at 08/13/99 04:50:53 PM

Message from President Ribeau:

I would like to meet with the Constitute Caucus on Friday, August 20th at 4:00 p.m. in the Chart Room, which is located on the second floor of McFall Center. As we discussed in our meeting on Monday, August 9th I would like for the group to discuss goals for the 1999-2000 Academic Year. I would like each constitute group to forward a copy of their goals to me on Thursday, August 19th.

JA

Judy Amend  
Bowling Green State University  
Administrative Secretary to the President  
Bowling Green, OH 43403  
(419) 372-2211

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**Robert S. Smith, 03:33 PM 8/24/199, GSS Goals**


---

X-Sender: rssmith@popr.bgsu.edu  
 Date: Tue, 24 Aug 1999 15:33:32 -0500  
 To: clintga@bgnet.bgsu.edu, cchipps@bgnet.bgsu.edu, hgarrit@bgnet.bgsu.edu,  
 lchiare@bgnet.bgsu.edu, sblackw@bgnet.bgsu.edu, hwilli@bgnet.bgsu.edu,  
 lopez@bgnet.bgsu.edu, mzachar@bgnet.bgsu.edu, ront@bgnet.bgsu.edu,  
 gannons@bgnet.bgsu.edu, ldoob@bgnet.bgsu.edu  
 From: "Robert S. Smith" <rssmith@bgnet.bgsu.edu>  
 Subject: GSS Goals  
 X-MIMETrack: Itemize by SMTP Server on MAILGW01/SERVER/BGSU(Release 5.0.1|July 16, 1999) at  
 08/24/99 03:33:58 PM,  
 Serialize by POP3 Server on MAIL04/SERVER/BGSU(Release 5.0.1|July 16, 1999) at  
 08/24/99 04:03:57 PM,  
 Serialize complete at 08/24/99 04:03:57 PM

Below is the list of GSS Goals for this academic year. Thanks for your  
 input Friday.

#### GSS GOALS 1999-00

##### Internal GSS Goals

- \* Develop Relationship with USG
- \* Develop relationship with Faculty Senate
- \* Professional Development in Assembly meetings
- \* Follow-up on passed legislation
- \* Enhance Graduate Life booklet

##### General Goals for Graduate Student Population

##### Educational

- \* Examine the Role/Status//Identity of Graduate Students
- \* Examine work load between coursework and teaching responsibilities
- \* Create dialogue to develop resources for graduate students
  - Financial Aid disbursement
  - Computers for graduate students
  - Assistantships
  - Funding for research

##### Social

- \* Provide more social resources and outlets for graduate students
- \* Create more interesting social activities for graduate students - paying  
 particular attention to married  
 students and students with families
- \* Create serious dialogue about housing concerns (on and off campus)
- \* Enhance Public Relations efforts to make BGSU community more aware of  
 GSS role and responsibilities

\*\*\*\*\*  
 Robert S. Smith, GSS President  
 707 Administration Bldg.  
 Bowling Green State University  
 Phone (419) 372-2427  
 Fax (419) 372-8159  
 \*\*\*\*\*

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**Diane K. Whitmire, 01:45 PM 9/22/199, Constituent Groups Caucus Meet**

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X-Sender: dkwhitm@popd.bgsu.edu  
Date: Wed, 22 Sep 1999 13:45:47 +0100  
To: hgarrit@bgnet.bgsu.edu, lchiare@bgnet.bgsu.edu, lopez@wbgu.bgsu.edu,  
mzachar@bgnet.bgsu.edu, sblackw@bgnet.bgsu.edu, hwillia@bgnet.bgsu.edu,  
clintga@bgnet.bgsu.edu, cchipp@bgnet.bgsu.edu, rssmith@bgnet.bgsu.edu,  
ront@bgnet.bgsu.edu, dkwhitm@bgnet.bgsu.edu  
From: "Diane K. Whitmire" <dkwhitm@bgnet.bgsu.edu>  
Subject: Constituent Groups Caucus Meeting  
X-MIMETrack: Itemize by SMTP Server on MAIL02/SERVER/BGSU(Release 5.0.1|July 16, 1999) at  
09/22/99 01:44:44 PM,  
Serialize by POP3 Server on MAIL04/SERVER/BGSU(Release 5.0.1|July 16, 1999) at  
09/22/99 01:51:52 PM,  
Serialize complete at 09/22/99 01:51:52 PM

TO: Members of the Constituent Groups Caucus

FROM: Henry Garrity, Chair

RE: CGC Meeting October 7

In anticipation of the upcoming Board of Trustees meeting on October 8, we will be having a CGC meeting on Thursday, October 7 at 9:00 am in the Faculty Senate Conference Room 140, McFall Center. Would you please e-mail me any items you might have for the agenda? Thank you.



henry garrity, 10:23 AM 9/23/199, Re: CGC agenda

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X-Sender: hgarrit@poph.bgsu.edu  
 To: "Mary E. Zachary" <mzachar@bgnnet.bgsu.edu>  
 From: henry garrity <hgarrit@bgnnet.bgsu.edu>  
 Subject: Re: CGC agenda  
 X-MIMETrack: Itemize by SMTP Server on MAIL02/SERVER/BGSU(Release 5.0.1|July 16, 1999) at  
 09/23/99 10:23:51 AM,  
     Serialize by POP3 Server on MAIL04/SERVER/BGSU(Release 5.0.1|July 16, 1999) at  
 09/23/99 10:39:08 AM,  
     Serialize complete at 09/23/99 10:39:08 AM  
 Date: Thu, 23 Sep 1999 10:23:51 -0400

Hi, Mary Beth,  
 Thanks for the response. We will also have the B.O.T. agenda by that time  
 and can talk preparing responses. I hope that the students will be there  
 too to participate in both issues you raise. Henry

>Good Afternoon,

>

>If Faculty Senate is addressing an academic honesty policy, might we want  
 >to talk about that? I'm not sure how much FS wants to address, how many  
 >specifics, but as a member of the library staff, I have an issue that I'd  
 >like to at least put on the table for your consideration--and it would  
 >certainly involve both student groups. My issue is that of destroying or  
 >"being in unauthorized possession" of library materials--especially course  
 >reserve materials and portions of periodicals thereby denying the rest of  
 >the population of that material.

>

>Thanks for the opportunity to provide thoughts.

>

>Mary Beth

>\*\*\*\*\*

>Mary Beth Zachary mzachar@bgnnet.bgsu.edu

>Head, Access Services Phone (419) 372-2054

>Wm. T. Jerome Library Fax (419) 372-6877

>Bowling Green State University

>Bowling Green, OH 43403

10-7-99

- No agenda items

- No quorum

Fee Waiver - 1

FAC  
NO ready

Can we change language

Free Conflict of Interest / conflict of commitment  
ethics section of the charter -

How will this affect

Motivating factor - Fed grants -  
Commitment

Free Waiver

Language

clear -

with current charter language still current

Use of time and equipment -  
invented, created, designed  
belong to the university

with a decision of board governing use of grant  
PI's in charter  
B2

Contract language

indirect costs +  
or don't put language in

How much time goes to grant & u work?

Worried about vulnerability of intellectual property

Intellectual property

Due Process

We don't deal w

in the charter

Specificity of corporate interests

Ethics

Should we consider

Salaries

Wypke

Bill Knight

Donna Walker

Paul G. Lopez, 03:46 PM 12/15/19, Fwd: Fee Waiver Policy Revisio

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Date: Wed, 15 Dec 1999 15:46:40 -0500  
 Reply-To: Paul\_G.\_Lopez@wbgu.bgsu.edu  
 Sender: owner-asc@listproc.bgsu.edu  
 From: Paul\_G.\_Lopez@wbgu.bgsu.edu (Paul G. Lopez)  
 To: Administrative Staff Members <asc@listproc.bgsu.edu>  
 Subject: Fwd: Fee Waiver Policy Revisions  
 X-FC-Forwarded-From: dmagrum@bgnet.bgsu.edu  
 X-MIMETrack: Itemize by SMTP Server on MAILGW02/SERVER/BGSU(Release 5.0.1a|August 17, 1999)  
 at  
 12/15/99 03:55:15 PM,  
 Serialize by POP3 Server on MAIL04/SERVER/BGSU(Release 5.0.1a|August 17, 1999) at  
 12/15/99 04:14:13 PM,  
 Serialize complete at 12/15/99 04:14:13 PM

The revisions to the Fee Waiver Policy passed by the Board of Trustees at its Dec. 6 meeting were not accurately reported in last evening's Sentinel Tribune article. The following resolution reflects the changes the Board of Trustees approved:

Moved and seconded that approval be given to the following revisions to the Employee Fee Waiver Policy and to their subsequent incorporation into the Academic Charter and respective staff handbooks:

(1) Coursework limitations will be defined in terms of credit hours rather than courses, i.e., 15 credit hours per year, and if working during the semester, not to exceed 8 credit hours per academic term, for full-time employees and pro-rated accordingly for part-time employees. [these limitations do NOT apply to dependent fee waivers as implied in the Sentinel article]

(2) Remove the PERS and STRS requirement for retired faculty and staff and base their benefit solely upon retirement from Bowling Green State University.

(3) The cohabitant spouse and/or children of a retired full-time employee (who has completed 10 years of full-time service at Bowling Green State University) and who was a cohabitant spouse or dependent(s) of the full-time employee at the time of retirement, may enroll in classes without payment of tuition fees. The payment of tuition fees will be waived provided that the individual receiving the fee waiver is eligible to be considered a personal exemption under the provisions of Section 151 of the Internal Revenue Code.

The above revisions were made to bring equity and consistency in the application of the Fee Waiver Policy to the three employee constituent groups and, thus, generate one uniform campus-wide policy statement. The Office of Human Resources will be issuing a memo after the first of the year with more details about this revision. In the meantime, If you should have any questions, please contact Dean Gerkens in Human Resources at 2-7987.

Deb Magrum  
 Secretary to the Board of Trustees

- Fee Waiver Policy is in there

- For Senate Report  
A & Bylaws -

- Packing Com. Proposal ?

President's Panel Agenda Items  
Thursday, October 14, 1999  
1 - 3 p.m.  
Chart Room, 2<sup>nd</sup> Floor McFall Center

VPAA

- 1) Expand awards available to Classified, Administrative and Faculty? *Questionnaire # of recipients Categories*

VPAA

*Fac recognition awards --- \$\$\$ Bonus Academic Advising (Fac or staff)*

- 1) Update on the University Union Project. - Union Final Design completed / sub com. Administrative stuff in South Hall. - space to U. community. *programmatically color use - means to an end. Priority events will be university programs. Labor plans going to be on web - Pan files will go - invest in us*

Administrative Staff Council

*Card you use on + off campus.*

- 1) What is your take on the considerations we should be making for "at-risk" students that will find our environment more challenging with the Opening day for Fall 2000 changing to Monday? *Orientalism - prior to ? (faculty offices)*

- 2) Compensation Benchmark for Administrative staff amongst peer institutions...what is it going to be (ala 70th percentile for Faculty)? *Prob no comprehensive data questioning merit documents - money into pool - Everyone - rights & responsibilities at top level work with that comes high expectations*

Classified Staff Council

- 1) Would it be possible to have a meeting with President Ribeau to discuss his final salary/wage recommendations before the board packets are sent out? *May 5<sup>th</sup>*
- 2) Would it be possible to have an open forum for Faculty/Administrative/Classified Staff after the board of trustees meeting scheduled for May 5, 2000 to market the salary/wage increases?

*low stakes*

*Prop Plan predicted size & pot enrollment - State substantially less savings elimination merit docs. some need to be neutral or positive toward issue toward gender equity*

*Compensation Discussion Communication Pool of resources some available funds*

**SENATE EXECUTIVE COMMITTEE  
MINUTES**

March 28, 2000  
2:30 p.m.

Senate Conference Room  
140 McFall Center

Members present: Bernhard, Chiarelott, Currie, Evans, Garrity, Muego, Padmaraj, Smith and Verkhlin (sub for Gault).

**CALL TO ORDER**

Garrity called the meeting to order at 2:30 P.M..

**CHAIR'S REPORT**

Reporting on the most recent meeting between President Ribeau and the Senate officers (Chiarelott, Garrity and Muego), Garrity told the body that Ribeau "talked at length about the salary issue," and when pressed, came up with a "ballpark figure" under consideration by the central administration for faculty salary increases in AY 2000-01. Without actually revealing the "ballpark figure" he alluded to, Garrity indicated that Ribeau "promised to address the issue further" at the Faculty Senate meeting on April 4, 2000. Moreover, according to Garrity, Ribeau reaffirmed his "strong commitment" to the goal of raising faculty salaries to the 70 percentile rank even as he (Ribeau) cautioned the Senate officers that because AY 2000-01 is the second year of the biennium, there will probably be "less money available for faculty salary increases." Paraphrasing Ribeau, Garrity indicated that "a lot [will depend on] enrollments and the [subsidy level] from Columbus." Next, Garrity briefed the Senate Executive Committee on the gist of a discussion between President Ribeau and the Senate officers on a request for a Charter interpretation from a faculty member in the Department of Philosophy on the time-frame involved in grade appeals. Finally, Garrity reported on an "exchange of communication" between himself (Garrity) and Mark Gromko, Vice-Provost for Academic Affairs, on the subject of "changing grades." According to Garrity, Gromko agreed to the following: (1) that except in "extremely rare" cases, *e.g.*, when the faculty member who originally gave the grade being appealed is no longer affiliated with Bowling Green State University or cannot be found, only a faculty member can change a grade; and, (2) a grade appeal is to be decoupled from the issue of academic dishonesty. Chiarelott suggested that Garrity should "communicate the sense of the Senate Executive Committee to Gromko that one of the time-honored traditions in the academy is that only an instructor can change a grade." Evans asked Garrity to clarify the process involved in "grade appeals" especially in cases where the appeal is based on "something other than a computational or mechanical error." Before concluding his Chair's Report, Garrity informed the Senate Executive Committee that he (Garrity) recently received a piece of writing from Steven Ballard, Dean of the Graduate College and Vice-Provost for Research, outlining the latter's "response" to the ongoing effort to develop a "conflict of interest policy." Responding to Evans who wanted to know if Ballard's "response," included any proposed specific revisions to the University's

current conflict of interest policy [B.II.E(1)(2)(a)(b)], Garrity indicated that in his (Garrity's) view, Ballard was merely "suggesting things that [FWC] might look into."

## NEW BUSINESS

### Proposed Charter Amendment to FPCC Grievance Guidelines

At this point, Garrity called on Muego, Chair of the Faculty Personnel Conciliation Committee (FPCC), to lead the review and consideration of proposed changes to the FPCC Grievance Guidelines (forwarded to the Senate Executive Committee by the Committee on Amendments and ByLaws [CAB] earlier, after the latter committee had completed its mandatory review of the proposed changes to the Academic Charter). After an extended discussion joined in by, among others, Bernhard (also a member of CAB) Chiarelott, Currie, Evans (also a member of FPCC), Garrity, Padmaraj and Verkhlin, SEC unanimously voted to: (1) place the "FPCC Grievance Guidelines" as a discrete agenda item at the April 4, 2000, meeting of the Faculty Senate; and, (2) approve specific changes (mostly minor and editorial in nature) to the CAB-approved draft. To ensure that the timetable for the dissemination of the agenda for the Faculty Senate meeting of April 4, 2000, was not unduly delayed by the extra time needed to collate and assemble into a single document the specific changes proposed by SEC (cf., the proposed changes approved by CAB), the Senate Executive Committee decided to take the following corollary steps: (1) attach the CAB-approved draft to the agenda sent to all senators, along with a "cover letter" from the Faculty Senate Secretary explaining the "situation;" and, (2) distribute the list of SEC-approved changes to all faculty senators, as a separate "attachment" shortly before the start of the meeting on April 4, 2000.

### Resolution From Campus *ad hoc* Committee on Domestic Partners

Garrity reviewed the circumstances surrounding the revised version of a resolution crafted together by the "Campus *ad hoc* Committee on Domestic Partners," calling on the Ohio Board of Regents to, *inter alia*, "join the hundreds of major colleges, universities, corporations ... that offer all normal benefits to unmarried domestic partners." Although the original draft resolution, Garrity recalled, was received by the Senate Executive Committee in late January, 2000, it was not until February 29, 2000, when the Senate Executive Committee had an opportunity to consider the item. At that meeting, *i.e.*, February 29, 2000, Garrity continued, the Senate Executive Committee voted to return the draft resolution to its authors because of "several technical flaws." After a discussion focusing on a variety of possible scenarios and "strategies" on how to bring the revised version of the resolution to the floor of the Faculty Senate for an "up or down" vote, SEC decided to hold final action in abeyance until such time that it has heard directly from representatives of the *ad hoc* committee. Accordingly, SEC decided to invite Christina Guenther, a faculty senator from the Department of German, Russian and East Asian Languages (GREAL) and one of the leaders of the *ad hoc* committee, to its April 11, 2000 meeting.

Handwritten notes:

- 10/11/00 5:14
- Core issue?
- Do we want to get involved here for our constituency?



## ISSUES AND CONCERNS

Garrity told SEC that he (Garrity) "talked to Veronica Gold, Chair of the Faculty Welfare Committee," to remind the latter that "it is imperative that when K.V. [Rao] or any other person designated by the Faculty Welfare Committee, makes his/her presentation [on faculty salaries], he/she must follow the usual procedure, and talk not about discrete comparisons between Bowling Green State University and Miami University or between Bowling Green State University and Ohio University, but to use [President Ribeau's] own base of comparisons which are Doctoral I/II and Research II institutions." Bernhard raised a "concern" about the University's putative decision to invest reserved funds in the stock market (according to Bernhard, the decision will be formalized at the May 3, 2000, meeting of the Board of Trustees). Bernhard urged Garrity, in the latter's official capacity as Chair of the Faculty Senate, to ascertain faculty concerns and reservations, if any, on the issue, and convey the same to the Board of Trustees and the central administration

## ADJOURNMENT

There being no further business and the subsequent loss of a quorum, Garrity adjourned the meeting at 4:30 PM.



Benjamin N. Muego  
Secretary of the Faculty Senate

Paul G. Lopez, 09:36 AM 5/12/200, Constituent Group Caucus

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Date: Fri, 12 May 2000 09:36:47 -0400  
Subject: Constituent Group Caucus  
To: sblackw@bgnet.bgsu.edu  
Cc: mzachar@bgnet.bgsu.edu  
From: lopez@wbgu.bgsu.edu (Paul G. Lopez)  
X-MIMETrack: Itemize by SMTP Server on MAILGW02/SERVER/BGSU(Release 5.0.2b |December 16, 1999) at 05/12/2000 09:38:47 AM,  
Serialize by POP3 Server on MAIL04/SERVER/BGSU(Release 5.0.2b |December 16, 1999) at 05/15/2000 08:24:08 AM

Scott...  
Since Administrative Staff Council handed over the leadership reigns of Constituent Group Caucus last May the meetings have dwindled to none.

According to CGC's by-laws, Graduate Student Senate and Faculty Senate were to lead CGC through the Fall and Spring semesters (I'm assuming the Summer was skipped - I only remember two meetings and they were chaired by GSS - or if it wasn't then you'all were doing the Spring semester).

Classified Staff is due to lead the next semester (whether this is the summer or Fall was up in the air last year but I don't remember whether that was resolved by the group - my sense is we should take the summer off since 2 to 3 of the five groups are not very well represented).

Constituent Group Caucus can be a very important group. Issues such as Diversity, Wellness are on the table for action in this next year and this group could go a long way in making a difference. CGC is a very unique and inclusive mix. We must resurrect it.

Please let me know how I can help.

Paul G. Lopez  
Production Manager  
Tucker Center for Telecommunications  
Bowling Green State University  
Bowling Green, Ohio 43402  
(419) 372-7027 - FAX (419) 372-7048  
lopez@wbgu.bgsu.edu

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Paul G. Lopez, 11:41 AM 5/12/200, Re(2): Constituent Group Caucu

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Date: Fri, 12 May 2000 11:41:04 -0400  
Subject: Re(2): Constituent Group Caucus  
To: sblackw@bgnet.bgsu.edu  
Cc: hwillia@bgnet.bgsu.edu, mzachar@bgnet.bgsu.edu  
From: lopez@wbgu.bgsu.edu (Paul G. Lopez)  
X-MIMETrack: Itemize by SMTP Server on MAILGW02/SERVER/BGSU(Release 5.0.2b |December 16, 1999) at 05/12/2000 11:43:15 AM,  
Serialize by POP3 Server on MAIL04/SERVER/BGSU(Release 5.0.2b |December 16, 1999) at 05/15/2000 08:24:10 AM

Good idea Scott. I take it you'll be calling a meeting soon and working out which constituent group is going to be leading the CGC for the summer.  
Paul

sblackw@bgnet.bgsu.edu writes:

>Paul,  
>  
>I think that we should meet this summer, but I will talk this over with  
>Harold. I think we should meet to discuss the formation of a new listproc  
>like BGSU announces for all BGSU employees that all three groups could  
>post  
>listproc announcement messages. This way instead of having three groups  
>being contacted to send messages, they could send them to this new  
>listproc. We would still maintain are listproc for group specific e-mail.  
>The CSC, Adm. and Faulty listproc may be able to maintain with some  
>programming automatically. The new listproc one that the individual need  
>to subscribe and un-subscribe without our intervention.  
>  
>What do you think?  
>  
>  
> Scott

Paul G. Lopez  
Production Manager  
Tucker Center for Telecommunications  
Bowling Green State University  
Bowling Green, Ohio 43402  
(419) 372-7027 - FAX (419) 372-7048  
lopez@wbgu.bgsu.edu

#####

Harold Williams, 01:50 AM 6/21/200, New Excutive Council Members o

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X-Sender: hwillia@poph.bgsu.edu  
X-Mailer: Windows Eudora Light Version 3.0.1 (32)  
Date: Wed, 21 Jun 2000 01:50:23 -0400  
To: gannons@bgnet.bgsu.edu,ldobb@bgnet.bgsu.edu,mzachar@bgnet.bgsu.edu,  
dkwhitm@bgnet.bgsu.edu  
From: Harold Williams <hwillia@bgnet.bgsu.edu>  
Subject: New Excutive Council Members of CSC  
X-MIMETrack: Itemize by SMTP Server on MAIL02/SERVER/BGSU(Release 5.0.2b |December 16,  
1999) at  
06/21/2000 01:48:37 PM,  
Serialize by POP3 Server on MAIL04/SERVER/BGSU(Release 5.0.2b |December 16, 1999) at  
06/22/2000 05:32:17 PM,  
Serialize complete at 06/22/2000 05:32:17 PM

Chair: Harold Williams, Printing Services  
Vice-Chair: Laurel Rosebrock, Registration and Records  
Treasurer: Cindy Patterson, Math and Stats  
Secretary (1): Flo Klopfenstein, Dining Services  
Secertart (2): Barb Garay, Science Library

If you have any questions please feel free to call or email them to me.  
Harold Williams  
Printing Services  
Park Avenue Warehouse  
Bowling Green State University  
Bowling Green, OH 43403  
  
Phone: (419) 372-0152

or its professional equivalent. Either academic units or colleges may develop more precise statements of what is expected under each criterion, but may not add other criteria. All such statements shall be approved by the TENURED FACULTY OF AN appropriate academic unit and OR college tenured faculties, shall be made available to the probationary faculty members affected, and shall be kept on file in the appropriate administrative offices.

b) Evaluation for Promotion [5th and 6th paragraphs]

The statements listed below are intended to serve as Universitywide criteria for assignment of academic rank. Given the diversity of disciplines within the University, it is expected that there will be exceptions to the application of such criteria based upon the nature of a particular discipline (e.g., units with nonteaching faculty). Units with justifiable discipline-based exceptions may develop PROMOTION POLICIES WITH alternate criteria, which SUCH ALTERNATE CRITERIA shall be approved by the faculty of the unit, by the appropriate Dean, and by the VPAA. Individual exceptions leading to appointment to a specific rank also require the approval of the Dean and the VPAA.

AN Academic units may develop A PROMOTION POLICY WITH more specific or more rigorous criteria in teaching, service, or scholarly activity, provided that such criteria are equitable and appropriate and provided that they do not conflict with the criteria below and, in a department/school, with the criteria of the college. More specific or more rigorous criteria shall be ratified by the majority of the faculty members of the academic unit. Copies of all statements of procedures for evaluation, criteria, and equivalencies shall be maintained in the appropriate administrative offices.

b) Evaluation for Tenure or Renewal [2nd paragraph]

Tenure on the faculty of BGSU may be attained by a faculty member on probationary appointment. (B-I.C.20). The probationary period is provided as a period of trial employment to permit members of an academic unit to determine whether an appointment leading to tenure should continue. Thus, careful evaluation of the performance of each probationary faculty member is of fundamental importance in order both to protect the rights of the probationer and to maintain or enhance the quality of the University and its programs.

The candidate for tenure who has adhered to professional standards of ethics, as noted in the Academic Charter, B-II.F, the Ohio Code of Ethics Law, and appropriate professional codes of ethics, shall be granted or denied tenure solely on the basis of the following criteria: teaching effectiveness, scholarly or creative work, service to the University COMMUNITY OR PROFESSION, and attainment of the terminal degree or its professional equivalent. Either AN academic units or colleges may develop A TENURE POLICY WITH more precise OR MORE RIGOROUS statements of what is expected under each criterion; TEACHING EFFECTIVENESS, SCHOLARLY OR CREATIVE ACTIVITY, OR SERVICE, but may not add other criteria. All such statements shall be approved by the TENURED FACULTY OF THE appropriate academic unit and college tenured faculties, shall be made available to the probationary faculty members affected, and shall be kept on file in the appropriate administrative offices.

JUNE 27 1997  
BOT/mark

Proposed Family and Medical Leave Act Policy

No. 55-97

Mr. Latta moved and Mr. Marsh seconded that approval be given to the following Family Medical Leave Act Policy and to inclusion of the policy into the Academic Charter and respective staff handbooks. The motion was approved with no negative votes.

- 3. continuing treatment by a health care provider for a chronic, long-term or incurable health condition that is so serious that, if not treated, would likely result in a period of incapacity of more than three calendar days,
- 4. conditions relating to pregnancy and childbirth, including prenatal care.

F. A "health care provider" is a person authorized to practice as a health care provider by a state, province, or nation and is performing within the scope of that practice as one of the following:

doctor of medicine, doctor of osteopathy, podiatrist, dentist, clinical psychologist, optometrist, chiropractor (limited to manual manipulation of the spine to correct a subluxation as demonstrated by X-ray), nurse practitioner, nurse midwife, Christian Science practitioner listed with the First Church of Christ, Scientist in Boston, Massachusetts.

G. "Intermittent leave" is leave taken in non-consecutive blocks of time rather than for one continuous period of time, and may include leave periods from an hour or more to several weeks.

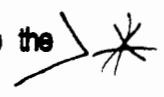
H. "Reduced schedule" is a reduction in the usual number of working hours per day or week for a period of time for reasons relating to FML.

**III. Eligibility**



A BGSU employee is eligible for FML if he or she has been employed by the University at least 12 months prior to the date of leave (the 12 months need not be consecutive) and for at least 1,250 hours in the 12 months preceding the leave. Full-time administrative and classified staff and faculty are presumed to have worked 1,250 hours.

If both spouses are employed by the University, they are each entitled, to the extent each is eligible, to 12 weeks of FML.



Leave for birth or placement of a child is available equally to both sexes.

**IV. Notice to Employer**

In the event of a planned absence, notification must be submitted to the employee's immediate supervisor, chair, or director at least 30 days in advance of the leave and followed by written documentation in accordance with existing University procedures with regard to leave usage.

If the need for family or medical leave is not foreseeable, verbal notice must be given by the employee to the immediate supervisor, chair, or director as soon as possible, followed by written documentation in accordance with existing University procedures.

**V. Certification**

**A. Obtaining Leave**

A request for FML must be substantiated with satisfactory certification from an appropriate health care provider in accordance with existing University leave policies.

The University reserves the right to request a second opinion, at its expense.

If the first and second opinions differ significantly, the University reserves the right to request a third and binding opinion from a jointly-selected health care provider whose fee will be paid by the University.

H. Aid to Interpretation

To the extent that this document is incomplete or ambiguous, the language of the Family and Medical Leave Act or the Department of Labor regulations will prevail.

Principles and Policies/Procedures of the Performance-Based Merit System for Faculty

No. 56-97

Mr. Latta moved and Mr. Marsh seconded that approval be given to the following Principles and Policies/Procedures of the Performance-Based Merit System for Faculty. The motion was approved with no negative votes.

**PRINCIPLES AND POLICIES/PROCEDURES OF THE PERFORMANCE-BASED MERIT SYSTEM FOR FACULTY AT BOWLING GREEN STATE UNIVERSITY**

The faculty and administration of Bowling Green State University believe that the following principles must form the foundation for periodic process of faculty review and the equitable distribution of faculty salary increments. The concept of a performance-based merit system for awarding faculty salary increments is endorsed, provided that such a system is fair, equitable, and firmly grounded on these principles. In this policy, "merit" is defined as a salary increment that is allotted for the performance of duties that meets or exceeds department or academic unit expectations. The rationale for this definition is provided by the following principles:

1. An effective merit system should promote faculty recruitment and retention; adequately reward conscientious performance of normal duties and responsibilities; and provide incentives that encourage distinguished, innovative and creative achievements to meet unusual challenges and opportunities when they arise.
2. A salary system should be designed to promote internal equity (based upon salary comparisons within the University, college or department) as well as external equity (based upon salary comparisons among individuals from similar universities, colleges or departments). Internal salary equity promotes performance, whereas external salary equity promotes retention.
3. A performance-based merit system should be based on a collegial peer review process that places primary responsibility on the collegiate department or academic unit and that requires careful evaluation of performance utilizing the collective best judgment of faculty.
4. The merit system should engender the type, quantity, and quality of performance that contributes to the achievement of university, college and department missions and goals. The merit system also needs to recognize that there are often multiple paths that may be taken in support of missions and goals.
5. The department or academic unit approved allocations of effort and evaluative criteria should be reflected in its merit review process. That process must ensure that faculty who have unit-approved individual variations of effort are reviewed and rewarded proportionately to their own approved percentage of effort distributions.
6. The merit system needs to establish a clear connection between faculty performance and reward. A department or academic unit must clearly identify the normal expectations and performance standards for teaching, research/creative activity, and service that are expected of all faculty in the department or unit. Through this process, the department/unit must identify indicators of performances that fall below standard expectations for merit as well for those types of achievements that surpass the standard expectations of the department/unit.

*LIST of Membership → to group*

To be written under the President's letterhead: Probably should come from Human Resources

Dear Bowling Green State University Faculty and Staff:

Several years ago, a new insurance plan was adopted by the university community with the purpose of reducing sky-rocketing health care costs. The Health Care Task Force that conducted the study and made the recommendations had also recommended the inauguration of a wellness program. The task force recognized that additional savings in health care costs would come only if ~~OUR EMPLOYEES MADE BETTER LIFE-STYLE CHOICES~~ *there was a healthier population.* While health insurance cost savings is a worthy goal, ~~WE ALSO NEED TO RECOGNIZE THE SIGNIFICANCE OF~~ the personal benefits of a healthy lifestyle.

*This carries many connotations*  
As an organization we want to take a comprehensive approach that provides the education and support necessary ~~for you~~ *EMPLOYEES AND THEIR FAMILIES* to make lifestyle decisions and changes that will lead you to improved health and well-being. *informed*

Options in the wellness program could include, but not be limited to, blood pressure, diabetes, and blood lipid screenings, health risk appraisals with individualized feedback, health risk counseling, seminars (heart healthy nutrition, weight control, smoking cessation, exercise recommendation) *AMONG MANY OTHER OPTIONS.* Wellness programs have been met with enthusiasm in a number of corporate and university settings over the past decade and have become an important part of employee benefits and demonstrated personal health improvements for individuals.

Before proceeding to make any commitment, we need to know the interest level for participation in such a program and what some of your interests and needs may be. We are serving as an *ad hoc* Wellness Committee to continue exploration of the concept and interest level within the BGSU community.

The accompanying survey serves the purpose of gauging the level of interest among members of the BGSU community. Please understand that there is no attempt to identify individual responses, comments, or criticisms with this survey.

The committee looks forward to receiving your responses.

*Handwritten arrow pointing from the survey section down to the disclaimer section.*

*I little more information*

*HR  
Paul Keating*

*Disclaimer about  
not everyone  
needs to **Draft**  
get involved*

*Answer doesn't mean you'll have it tomorrow*



TO Mary Beth Zachary  
From BIL

BGSU WELLNESS SURVEY  
Fall 2000  
Spring 2001

We are seeking to establish the interest level in a University community wellness initiative and need your input. Our purpose is to gather information that will provide guidance and direction for possible development of a University wellness program. Please take a few moments to complete the following survey. There will be no attempt to identify individual responses in any manner.

The Wellness Committee

Demographic information:

- Gender:  Female  Male
- University Affiliation:  Classified  Administrative  Faculty
- Age:  Under 30  30-39  40-49  50-59  Over 60

*interested in you in*

How important are the following to you? Respond by checking the rating scale to the right of each item.

How important to you?

Not Somewhat Very Essential

A. University Sponsored Programs

- 1. An employee wellness program.  Not  Somewhat  Very  Essential
- 2. Wellness programs and activities for family members.  Not  Somewhat  Very  Essential

B. Wellness Program Topics

- 3. Blood pressure control  Not  Somewhat  Very  Essential
- 4. Cancer education  Not  Somewhat  Very  Essential
- 5. Cholesterol and blood lipid control  Not  Somewhat  Very  Essential
- 6. Eating habits and healthy nutrition  Not  Somewhat  Very  Essential
- 7. Heart attack/stroke warning signs  Not  Somewhat  Very  Essential
- 8. Low back pain  Not  Somewhat  Very  Essential
- 9. Medication education  Not  Somewhat  Very  Essential
- 10. Physical activity and exercise guidelines and assistance  Not  Somewhat  Very  Essential
- 11. Preventive medical and health exams  Not  Somewhat  Very  Essential
- 12. Stress management  Not  Somewhat  Very  Essential
- 13. Weight management  Not  Somewhat  Very  Essential
- 14. Other: \_\_\_\_\_  Not  Somewhat  Very  Essential

C. Types of wellness activities

- 15. Family activities  Not  Somewhat  Very  Essential
- 16. Classes or courses  Not  Somewhat  Very  Essential
- 17. Competitions/contests  Not  Somewhat  Very  Essential
- 18. Educational materials  Not  Somewhat  Very  Essential
- 19. Employee incentive/recognition  Not  Somewhat  Very  Essential
- 20. Exercise programs/advice  Not  Somewhat  Very  Essential
- 21. Listserv/e-mails for health/wellness information  Not  Somewhat  Very  Essential
- 22. Health and fitness screenings  Not  Somewhat  Very  Essential
- 23. Talks and seminars by guest experts  Not  Somewhat  Very  Essential
- 24. Videos (shown at work or to take home)  Not  Somewhat  Very  Essential
- 25. Web site with links to health information  Not  Somewhat  Very  Essential
- 26. Other: \_\_\_\_\_  Not  Somewhat  Very  Essential

D. Practices and policies

- |   |                       |                       |                       |                       |
|---|-----------------------|-----------------------|-----------------------|-----------------------|
| 27. Flexible scheduling                                       | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 28. Policies that support healthy lifestyles (e.g., ????????) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 29. Activities provided for small monthly fee (\$5-\$10)      | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 30. User fees for individual activities and events            | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 31. Other: _____  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

E. Lifestyle Behavior/Readiness

The following statements describe some key healthy lifestyle behaviors. Check the responses that best describe your current practices and intentions with regard to each.

	<u>Matches my behavior.</u>		<u>I intend to change.</u>	
	<u>Yes</u>	<u>No</u>	<u>Yes</u>	<u>No</u>
32. <u>Healthy diet:</u> I eat a variety of foods, with plenty of grains, vegetables, and fruits. I choose foods low in fat, saturated fat, and cholesterol, as well as moderate in sugar and sodium.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
33. <u>Healthy body weight:</u> I maintain a stable, healthy body weight (avoiding fluctuations of greater than 10 pounds).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
34. <u>Physical activity:</u> I get 30 minutes or more of moderate intensity physical activity on most days of the week.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
35. <u>Stress management:</u> I am effective in dealing with stress through coping skills, such as deep breathing exercises, physical activity, hobbies, meditation, relaxation, or counseling.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
36. <u>Tobacco free:</u> I avoid using cigarettes, smokeless tobacco, or snuff.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

F. Do you have any other observations or comments regarding the possible implementation of a university wellness program?

Draft



Judy Amend, 09:52 AM 8/24/200, Updated Information Dates for

---

X-Sender: jamend@popj.bgsu.edu  
Date: Thu, 24 Aug 2000 09:52:19 -0400  
To: President's Panel;;  
From: Judy Amend <jamend@bgnet.bgsu.edu>  
Subject: Updated Information Dates for President Panel Meetings  
X-MIMETrack: Itemize by SMTP Server on MAIL03/SERVER/BGSU(Release 5.0.2b |December 16, 1999)  
at  
08/24/2000 09:54:50 AM,  
Serialize by POP3 Server on MAIL04/SERVER/BGSU(Release 5.0.2b |December 16, 1999) at  
08/24/2000 10:03:35 AM,  
Serialize complete at 08/24/2000 10:03:35 AM

\*\*\*Change in Times for the upcoming President's Panel Meetings\*\*\*

\*\*Deadline for discussion topics from the constitute groups will be  
October 16th, 2000.  
Fall Semester President's Panel Meeting is scheduled for Thursday,  
October 26, 2000  
2:30 - 4:30 p.m. @ the Faculty Senate Conference Room located on the  
first floor of McFall Center.

\*\*Deadline for discussion topics from the constitute groups will be April 9th.  
Spring Semester President's Panel Meeting is scheduled for Thursday,  
April 19th, 2001  
2:30 - 4:30 p.m. @ the Faculty Senate Conference Room located on the  
first floor of McFall Center.

\*\* Each constitute group is asked to suggest three items for  
discussion. Please forward the information to jamend@bgnet.bgsu.edu.  
on or before the dates listed above.

--  
Judy Amend  
Bowling Green State University  
Administrative Secretary to the President  
Bowling Green, OH 43403  
(419) 372-2211

John M. Clark, 12:24 PM 10/5/200, No Subject

X-Sender: jclark2@mailstore.bgsu.edu
Date: Thu, 5 Oct 2000 12:24:31 -0400
To: mzachar@bgnet.bgsu.edu, lzawodn@bgnet.bgsu.edu, atracy@bgnet.bgsu.edu,
arnoldw@bgnet.bgsu.edu, lchiare@bgnet.bgsu.edu, marcosp@bgnet.bgsu.edu,
diet@bgnet.bgsu.edu
From: "John M. Clark" <jclark2@bgnet.bgsu.edu>
X-MIMETrack: Itemize by SMTP Server on MAILGW02/SERVER/BGSU(Release 5.0.2b |December 16,
1999) at
10/05/2000 12:21:16 PM,
Serialize by POP3 Server on MAIL04/SERVER/BGSU(Release 5.0.2b |December 16, 1999) at
10/05/2000 12:30:41 PM,
Serialize complete at 10/05/2000 12:30:41 PM

Dear CGC representatives,

Following are notes from the 10/5/00 Constituent Group Caucus session. If you have suggestions for these notes, please advise.

Attending the 10/5/00 Meeting of the BGSU Constituent Group Caucus: Steve Dietrich and Bill Arnold, Graduate Student Senate; Leigh Chiarelott, Faculty Senate; Marcos Popovich, Undergraduate Student Government; Laurel Zawodny and Anne Tracy, Classified Staff Council; Mary Beth Zachary and John Clark, Administrative Staff Council.

The caucus discussed the possibility of meetings throughout the year. Administrative Staff Council is responsible for convening the caucus this (fall) term, with Graduate Student Senate responsible in the spring. The next caucus was determined for Thursday, November 30th, somewhere in the library (tba).

Mary Beth Zachary suggested as startup procedure for this year that the constituent groups try to determine where we share goals, where are goals might conflict, and where we might find consensus. Mentioned as a rationale for the convening of CGC was gaining unified support for initiatives across the university constituencies.

ASC, CSC, and FS representatives all expressed concern about the university policy of concurrent application of sick leave and Family Medical Leave.

Zachary also brought up an ASC concern, which has been discussed with H.R. Director Ferguson and Executive V.P. Dobb, about employees whose spouse also works for BGSU receiving a combined 12 weeks per year Family Medical Leave.

Zachary promised to send CGC representatives the board minutes being interpreted by Human Resources as the university policy on FMLA.

Classified Staff (CSC) representatives expressed an interest similar to ASC's in exploring the possibilities of a catastrophic sick leave pool. Chiarelott (FS) also mentioned interest. The possibility of abuse and how such a pool might be arranged were also discussed, briefly.

Handwritten note: X NO movement but not dead

A Wellness-Program initiative also was mentioned by Zachary as an ASC goal; the "Wellness Connection" program currently existing for students was noted.

Dietrich (GSS) brought up a graduate student concern about increases in the cost of their health plan. The Student Health Advisory Committee, he noted, is currently working on revision of their plan.

Chiarelott suggested that employees of Ohio's state colleges and universities should form a coalition for group health insurance.

Handwritten note: update

Zachary stated another ASC goal, to allow prorated buy-in for

John M. Clark, 12:24 PM 10/5/200, No Subject

university health insurance for part-time employees. Chiarelott suggested raising this issue in the October 26th President's Panel. The CSC representatives mentioned having some discussion with Human Resources about taking this idea to IUC (Inter-University Council). Zachary promised to contact Judy Amend about getting it on the agenda for the next President's Panel.

*Part-time Health Ben.*

The GSS representatives also brought up their discussions and concerns about diversity recruitment and retention for faculty. Recent losses of faculty of color, they stated, have been viewed with alarm by graduate students. Popovich shared USG concerns that faculty and administrators of color aren't being recruited or promoted appropriately, attaining high levels within the university in appropriate numbers. He also noted that a Diversity Task Force, headed by Dr. Alberto Gonzalez, will be looking into these issues.

*JD's Diversity Plan*

Chiarelott noted that spousal hires might be more aggressively promoted, to aid faculty retention.

Popovich mentioned academic advising as another particular concern of USG. He suggested that a campaign might be needed to optimize productive interactions between students and advisers. Chiarelott suggested, with support from Tracy, that an academic advising and registration center be established, a one-stop-shopping center for informed, accurate, up-to-date information on requirements, requirements completed, current course availability, etc. Chiarelott noted that faculty advisers are a good source for student career advice but often not the best source for current registration advice.

*Advising*

Another issue the GSS representatives will add to the agenda for President's Panel was mentioned, improved recruitment and facilitation for international students. Dietrich noted a lack of consistent communication between the International Program and other supporting or potentially supporting groups. Centralized responsibility for meeting international students' needs, on an ongoing basis, was declared a must. The disconnects that sometimes leave international students at the airport without transportation or in B.G. without housing must, caucus representatives agreed, be avoided. The CGC representatives in attendance noted that various members of central administration are aware of this problem but that an action plan is not yet known.

*International Students*

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

### Constituent Group Caucus 10-5-00

Purpose of CGC – CGC Bylaws (handout)

Rotation of Convener

Schedule of CGC meetings for Fall

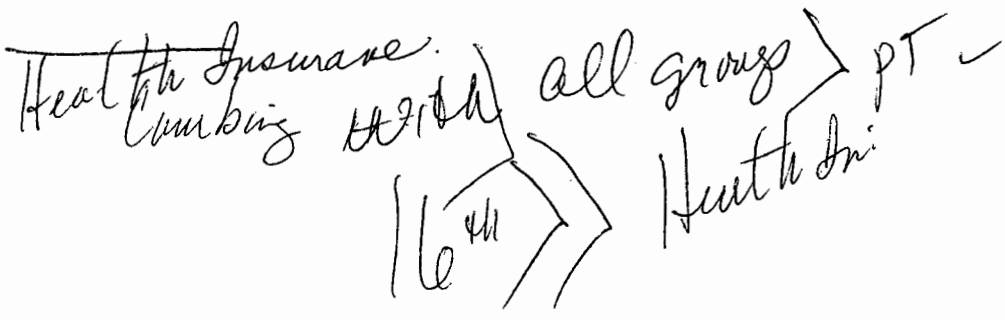
President's Panel 10/26/00

Is there anything we want to talk to him about as a collective or subset of the collective?

Is there overlap with any of our goals so that we can minimize workload? For instance, ASC will be conducting a survey of other state academic institutions concerning salary caps. While we're asking, we'll also ask questions about the existence of a catastrophic sick leave pool, how it is/was implemented, whether or not any of the groups are unioinized. (This last question is about the limitations concerning the Ohio Revised Code and the use of leave pools.) Classified Staff have indicated a willingness to participate in a sick leave pool of this type.

Family medical leave policy when both spouses work for BGSU.

*Wellness Program -*



GRAD STUD - (Diversity Issues -)  
 Fac unable to recruit + retain people of color!  
 undergrad. - diversity latino student union -

John M. Clark, 08:11 AM 10/5/200, Fwd: Minutes

---

X-Sender: jclark2@mailstore.bgsu.edu  
 Date: Fri, 5 Oct 2001 08:11:45 -0400  
 To: ASC Executive Committee;  
 From: "John M. Clark" <jclark2@bgsu.edu>  
 Subject: Fwd: Minutes

Fyi. -- John

>X-Sender: evansje@mailstore.bgsu.edu  
 >Date: Thu, 04 Oct 2001 17:00:19 -0400  
 >To: bmuego@bgsu.edu, jbrag@bgsu.edu, rfitc@bgsu.edu,  
 > skariah@bgsu.edu, kkeller@bgsu.edu, atracy@bgsu.edu,  
 > bgaray@bgsu.edu, jclark2@bgsu.edu, lemch@bgsu.edu  
 >From: "James E. Evans" <evansje@bgsu.edu>  
 >Subject: Minutes  
 >  
 >MINUTES OF THE CONSTITUENT CAUCUS: October 4, 2001  
 >  
 >present: Jon Bragg (USG), Rebecca Fitch (USG), Joe Skariah (GSS), Kim  
 >Keller (GSS), Anne Tracy (CSC), Barbara Garay (CSC), John Clark (ASC),  
 >Laura Emch (ASC), Jim Evans (FS), Ben Muego (FS)  
 >  
 >1. Health Insurance benefits: The ASC, CSC, and FS representatives  
 >expressed concerns about aspects of the proposed changes (spousal coverage,  
 >plan \$ changes, and prescription drugs). In addition the FS  
 >representatives said that their constituency does not feel they were  
 >adequately consulted. The ASC, CSC, and FS reps agreed that, while the  
 >officers knew what the issues were and the possible changes might be, the  
 >actual proposal was only made available shortly before the BOT meeting.  
 >  
 >2. ASC raised the issue of overload teaching by administrative staff, often  
 >in the evenings, with minimal compensation. In at least some cases,  
 >administrative staff felt coerced to teach. ASC has prepared a proposal  
 >about this issue, and other constituency groups expressed interest in  
 >seeing the proposal.  
 >  
 >3. USG said it had several issues including holding an Academic Advising  
 >Forum in the future, also a Diversity Day activity to coincide with the  
 >opening of the new Student Union, and was actively working on Campus Safety  
 >issues.  
 >  
 >4. We talked for a while about communication problems at the University,  
 >such as the need to rapidly convey information during a crisis, such as the  
 >September 11, 2001 events. We talked a bit about the new Web Portal and  
 >how this could be used. CSC had additional concerns that most classified  
 >staff are not in close proximity to a computer. We noted how this departs  
 >from standard business practices today, where virtually every employee  
 >carries a PDA, beeper, or cell phone.  
 >  
 >5. GSS provided everyone with a two-page table of issues that they are  
 >working on. To summarize the table, GSS said the major issues are (1) Grad  
 >students do not feel engaged with the University, and (2) Grad students  
 >feel that their efforts are not fully appreciated, being treated as faculty  
 >when the university needs them, but as students at other times. We talked  
 >about International Student issues, such as improving orientation  
 >activities and mentoring.  
 >  
 >6. FS said its issues were: (1) revising the BGSU Merit Document and  
 >improving compensation, (2) preparing some Charter Amendments about Senate  
 >election procedures and grievance procedures, (3) promoting sustainability  
 >as a BGSU Strategic Initiative and as a Core Value, and (4) concerns about  
 >academic freedom on campus, in light of national reports of harassment and  
 >intimidation.  
 >  
 >7. Finally, CSC said its issues were: (1) reviewing the merit and  
 >compensation plan (in year 3), and (2) responding to the changes in health  
 >care benefits. CSC noted their efforts to improve the "wellness" component  
 >of health care, such as using Eppler for walking or low-impact aerobics.  
 >Finally, CSC noted it was pleased with the decision to retain the BGSU Book  
 >Store as an independent operation. The others concurred.  
 >  
 >The meeting was then adjourned.

Constituent Group Caucus  
11/30/00 Agenda

✓ Faculty - President's compensation group →

✓ ASC - Committee for Leave Consistency →

Formal invitation  
to constituents

Continuing Issues

✓ Wellness Program - (CSC)

✓ Catastrophic Sick Leave Pool

✓ Coalition for health care with other state institutions (Zachary)

Craigrote

✓ Advising - update.

✓ International Students Bruce Edwards, Focus Groups

✓ Diversity Issues

✓ 6

Next Meeting GSS calls.

Interview  
Georgia Folkins

Coordinator for  
grad student affairs.

through Student Affairs  
big focus on international  
students.

STARTS THIS FRIDAY

Add - Grad Students + Parking

Teaching Assist - >>



Graduate Student Senate  
Bowling Green State University  
707 Administration Building  
Bowling Green, Ohio, 43403  
[www.bgsu.edu/studentlife/organizations/gss](http://www.bgsu.edu/studentlife/organizations/gss)  
GSS@bgnet.bgsu.edu : (419) 372-2426



January 31, 2001

MEMORANDUM

TO: BGSU Community

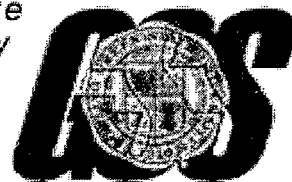
FROM: Graduate Student Senate

RE: GSS Resolution

Please except our apologies for the tardiness of the enclosed GSS resolution.  
Our president, Steve Dietrich has been ill.

Thank you.

Graduate Student Senate  
Bowling Green State University  
707 Administration Building  
Bowling Green, Ohio, 43403  
www.bgsu.edu/studentlife/organizations/gss  
GSS@bgnet.bgsu.edu : (419) 372-2426



**Graduate Student Senate  
Resolution A – 12/1/00**

**Whereas**, campus safety is an issue that affects all students, faculty, and staff, and

**Whereas**, the Undergraduate Student Government has identified a potential safety risk, therefore

**Let it be resolved**, that Graduate Student Senate supports Undergraduate Student Government Bill 00-01-11, and

**Let it further be resolved**, that copies of this resolution be forwarded to Dr. Sidney Ribeau, President, Dr. Edward Whipple, Vice President for Student Affairs, and James Wiegand, Director of Public Safety.

Steve Dietrich  
President, Graduate Student Senate

**Undergraduate Student Government**  
**Bill 00-01-11**

**Whereas**, students depend on the "blue light system" of emergency phones to ensure their safety, and

**Whereas**, "blue light" emergency phones and regular lights are not easily distinguishable from a distance because the top lights on the "blue light" emergency phones are the same color as regular light fixtures, and

**Whereas**, this makes it impossible in many cases to clearly see two blue lights from a given spot on campus, and

**Whereas**, the "blue light system" would be more effective if the top lights were blue, so they could be distinguished from regular lights at a distance, therefore

**Let it be resolved**, that blue lights should be placed in the top fixtures of "blue light" emergency phone poles, and

**Let it be further resolved**, that copies of this bill be forwarded to Dr. Sidney Ribeau, President, Dr. Edward Whipple, Vice President for Student Affairs, and James Wiegand, Director of Public Safety.

---

Jonathan Bragg  
Co-Author  
Senator-At-Large

---

Brian M. Saxton  
Co-Author  
Senator-At-Large



\*\*\*\*\*Constituent Group Caucus 11/30/00\*\*\*\*\*

In attendance: Popovich (USG), Zawodny (CSC), Tracy (CSC), Chiarelott (FS), Clark (ASC), Zachary (ASC), Dietrich (GSS)

The meeting convened at approximately 10:00 a.m.

First, Chiarelott shared his intention to meet with President Ribeau in the next week to present a Faculty Senate concern: lack of formal representation by the leadership of the employee constituencies in the President's Compensation Group. Faculty Senate's position, that the discussions of the Compensation Group should include leadership from the three employee constituencies, was approved (as presented by Chiarelott) by CGC representatives from Classified Staff Council and Administrative Staff Council.

Next, Zachary brought up an invitation from Rebecca Ferguson in Human Resources. Ferguson is seeking two volunteers from each employee constituency, who would then join with H.R. representatives to form an ad hoc committee for studying, analyzing, and potentially rewriting policy documents regarding all forms of employee leaves. Chiarelott requested that Zachary ask H.R. for a formal invitation to each constituent group, which Zachary said she would do. Classified, Administrative, and Faculty representatives at today's meeting agreed that the proposed committee and its charge can be beneficial and deserve our support.

Then, reporting an ongoing concern of USG, Popovich discussed meetings of the Academic Advising Committee and their conversations aimed at improving student advising support. As Popovich reported, a forum to explore these concerns recently ended without significant resolution, but the student government representatives at that meeting and the deans and other administrative representatives who also took part intend to continue their efforts until progress is made. Several issues have arisen in discussions to this point, but each will require further exploration.

On the topic of a potential Wellness Initiative (primarily targeting employee groups at the university), Zawodny and Tracy were unsure whether Classified Staff are being represented on the Health Care Task Force. Zachary volunteered to research the membership of that group and to communicate this information to CGC. [She has now done so; members of the Task Force are Steve Horowitz, Donna Wittwer, Joanne Navin, Carney Strange, Cathy Swick, and Barb Keeley.] CGC representatives then briefly discussed a draft of a Wellness Resolution survey, faxed earlier on 11/30 to Zachary, from Barb Keeley. Zawodny mentioned her constituency's interest in free employee use of exercise facilities on campus, but, as Zachary related, a source in H.R. has already told her that our university budget will not

support this additional benefit. In conclusion, CGC members concluded that small beginnings would be best for the Wellness Project, and that the survey would benefit from an initial disclaimer (e.g., "not every idea on this survey necessarily will be enacted, and not necessarily simultaneously").

On the topic of a Catastrophic Sick Leave Pool, Zachary suggested that the issue might be folded into the charge of the incipient Employee Leave Policies subcommittee. CGC agreed.

Regarding a potential coalition for health care with other regional institutions, Zachary reported H.R.'s conclusion: Our health care benefits being the best among our region's institutions, we would only lose by a general-area consortium. Chiarelott also mentioned that the other regional institutions are themselves lukewarm about the idea.

Dietrich then reported conversations GSS has had with Bruce Edwards and Ed Whipple (separately) regarding improved support for International Graduate Students. Focus groups and other concerted efforts at determining appropriate approaches will be conducted in the spring, according to Dietrich. As well, Dietrich reported that Georgia Folkins, wife of our Provost John Folkins, will assume a new post as Interim Graduate Student Coordinator on Dec. 1st and will be housed in the Student Affairs area. One of her major duties in this position, Dietrich noted, will be to aid International GAs, but the broad-perspective focus of her position will be to aid all graduate students at the university. GSS has a list of issues they will be presenting to Ms. Folkins at their earliest opportunity.

On the agenda item "Diversity Issues," Zachary suggested that the Affirmative Action office, and specifically Barbara Waddell, have been mandated by President Ribeau to show university areas and hiring committees how to better recruit, promote, and retain employee diversity. In this regard, Popovich noted that the Campus Diversity Committee, on which he serves, has recently restructured into several issue-oriented subcommittees, each targeting diversity efforts in different aspects/elements of the university situation. Meetings of these subcommittees will resume after winter break.

As a final item, Dietrich announced that GSS will propose Faculty/Staff parking permits--or at least, such permits with limitations--for Graduate Teaching Assistants during the term of their teaching at the university. Pros and cons of this issue were briefly discussed by CGC members.

Respectfully submitted by John M. Clark--Administrative Staff Council

# CONSTITUENT GROUPS CAUCUS

## MINUTES OF 10/29/98 MEETING

Called to order at 10am

Members present: Veronica Gold, Henry Garrity, Rich Hughes, Deb Boyce, Scott Blackwood, Ron Taylor, Paul Lopez, Kevin Hussey

Members absent: Jay Samelak, Maryann Russell

A quorum was present.

The minutes of the 9/24/98 CGC meeting were approved after corrections.

### Discussion of Conflict Mediation Issue

\$100,000 is necessary for the Director position. The position of Director will be the only paid employee. Questions were raised as to the feasibility of relying on volunteer mediators when in-depth training is necessary. Rapid turnover of volunteers was also an issue especially in the student arena.

### Educational Forums on Collective Bargaining

The suggestion was raised of changing wording so as to be professional representation instead of collective bargaining. Questions were raised as to what Administration reaction to professional representation would be. Questions on release time were raised.

### Off-Campus Internet Access

Several questions were raised. What is the exact current size of the modem pool? Why has the modem pool been reduced? Where will Wood County Freenet be housed? Why did the University choose to contract with Sprint? Concerns over the information vacuum on this issue were raised. It was decided that the CGC Chair would invite AnnMarie Lancaster to the 11/5/98 CGC meeting to address these issues and other questions.

### BOT Finance Committee, Compensation Discussion

It is important that ASC, CSC, and the Faculty Senate coordinate a proposal and approach to this issue before the Board of Trustees. The importance of the upcoming Board meeting was stressed.

### Status of the CGC's relationship with the President's Assistant

After some discussion as to the nature of the CGC's relationship with the President's Assistant, Veronica moved to have the Chair of CGC write a letter to Dr. Sullivan. The letter is to affirm the relationship that CGC had with the President's former Assistant in that she may attend CGC meetings ~~on an invitation or prior request basis only~~. The motion was properly seconded. The vote to draft and send the letter was unanimous.

The meeting adjourned shortly before noon.

*When she is the CGC  
has a need to discuss  
items.*

# CONSTITUENT GROUPS CAUCUS

## AGENDA

November 5, 1998 10am

Place: Faculty Senate Conference Room

1. Call to Order

2. Approval of Minutes from 10/29

3. Continuing Business

Off-Campus Internet Access - AnnMarie Lancaster

BOT Finance Committee, Compensation Discussion

# CONSTITUENT GROUPS CAUCUS

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Members present: Veronica Gold, Henry Garrity, Rich Hughes, Deb Boyce, Scott Blackwood, Ron Taylor, Paul Lopez, Kevin Hussey

Members absent: Jay Samelak, Maryann Russell

A quorum was present.

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The meeting adjourned shortly before noon.



CONSTITUENT GROUPS CAUCUS

MINUTES OF 11/5/98 MEETING

Called to order at 10:10 am

Members present: Henry Garrity, Paul Lopez, Ron Taylor, Veronica Gold, Rich Hughes, Maryann Russell, Kevin Hussey, Deb Boyce

Members absent: Scoot Blackwood, Jay Samelak

A quorum was not present.

AnnMarie Lancaster

AnnMarie Lancaster came to speak. She said the ethernet was done, the technology support center will be done in six months and that they were still two to three years away from getting everyone's computer up to date. Veronica inquired as to whether or not everyone needed a new computer each year? AnnMarie responded that overall costs rise on older machines and that she needed more data to demonstrate whether or not a large segment of the population wants older machines. She also was unsure whether or not use of older machines would be feasible in regards to the linkage of all computers through the ethernet. Henry inquired as to what our position will be opposed to other state institutions when the initial phase of the technology upgrade is complete? AnnMarie responded that we were eighteen to twenty-four months behind right now but that when the technology infrastructure is complete we will be reasonably comparable.

Off-Campus Internet Access

Veronica asked why the University had contracted with Sprint? AnnMarie responded that it was the only feasible alternative that the University could find that still offered internet access more cheaply than an independent server. Rich asked what else was explored and what was Sprint chosen? AnnMarie responded that after the surge in internet usage the University never asked how it was to be paid for. The huge expense had to be addressed and the University felt Sprint was the only way out. Rich asked if the University had thought of picking up the cost? AnnMarie responded that Sprint offered advantages that the University could not such as a nation wide network. Paul asked where Wood County Freenet

was housed? AnnMarie said it was not an issue because it pays for itself. It is not connected to the University. Finally AnnMarie said the University was working on the Y2K problem. AnnMarie left. Veronica said Middleton wants a list of options on how dialogue can be improved on technology issues. There was a general discussion on information from the administration. It was suggested that AnnMarie could come to CGC once or twice a semester. Then there was a discussion of what ~~it~~ was important for her speak on.

AD

# CTWG Room Fix Report Sept. 9 - Oct. 9, 1998

Number of total reports:	391 <i>sum &amp; 2/98</i>	
Number of reports listed here:	78	<u>Total to 10/9/98</u>
Number of completed reports:	*57	304
Number of incomplete reports:	*16	82
Number of follow-ups:	3	39
Number of classroom/ technical problems: (IMS, WBGU, inventory management)	12	68
Number of reports to facilities:	61	311
Average completion time facilities:	7 days	
Average completion time classroom/technical:	less than a day	
% complete to incomplete:	73% complete 20%	78% 21%

\* other reports to police station, computer services, and operator.

CONSTITUENT GROUPS CAUCUS

AGENDA

December 3, 1998 10am

Place: Faculty Senate Conference Room

1. Call to Order

2. Approval of Minutes from 11/5

3. New Business

Fix(s) in proposed Tech. Services Committee  
CAC - drafted + approved by both committees

March 27<sup>th</sup> suggestions

travel drafted.  
Fac. Senate →

unsubstantiated  
misleading  
review of annual  
3 residence.  
The change was  
~~not~~ drafted  
or approved  
by either  
committees

review of

Letters  
Mary Ann clarifying - CAC  
did not endorse

# CONSTITUENT GROUPS CAUCUS

## AGENDA 12/10/98

Call to order

- New Business • off caps - voters ASC
- meeting times FS
- Adjournment • Virginia's Technology Committee CSS

6 goals - student success CSC  
 - recruitment USB

DeB Boyce  
 Resolved all  
 1 Feb 15th President's Day off House  
 all constituent groups - elect  
 encourage volunteers for that day

UNIV - day  
 Bo effect  
 Springboard  
 huge  
 Volunteer committee  
 was composed  
 admits

Student success initiatives  
 articles <sup>posible</sup> brand recruitment

[ Bldg Community - High Priority Goals  
 Report then in January ]

13  
Ohio one of, CA,

155+ - 12 states have structured  
retirement programs #

Letter Veronica sent electronically -  
act now - Mami system needed  
Send letters to  
(all reps sub. in miller of  
wsp + means

TO: Eileen Sullivan,  
Assistant to the President

FROM: Maryann Russell, Chair  
Constituents Group's Caucus (CGC)

RE: Request for Attendance at CGC Meetings

*the committee*

After discussing your request, the CGC approved the following motion: The CGC Chair shall notify Dr. Sullivan that it wishes to affirm the attendance policy it had with the President's former assistant; that she may attend CGC meetings when she or the CGC has a need to discuss items. In the past, the President's assistant notified the CGC chair of the nature of any items requiring discussion by the CGC and also worked out the timing for the discussion. Also, if the CGC wished to discuss any item with the President's Assistant, the CGC chair would request her presence at one of its meetings. Current CGC members would like to continue with this arrangement. Please contact me if you have any questions or concerns. Thank you.

*President  
Eileen*

*by Veronica Gold*

Here is a draft of the memo CGC resolved to send to the Provost yesterday:

The Administrative Staff Council Leadership indicated that when discussing technology issues with you and Becca Ferguson on November 11, 1998, you referred to a memo that you had received from the chair of the Constituent Group Caucus endorsing Information Technology Services' upcoming email conversion project.

*or any member of the CAG*

This memo is to clarify that the Constituent Group Caucus has not endorsed this email conversion project or any other technology initiative to date; nor have I drafted any memos to that effect during my tenure as chair of the Constituent Group Caucus this semester.

When we invited her to meet with us on November 5, 1998, Dr. Ann-Marie Lancaster did present information to the Constituent Group Caucus regarding several technology projects. At no time during her presentation did she ask the group to provide input or advise; nor did she ask the group to endorse any of the technology projects she reported on. Moreover, no resolutions of endorsement were made following her presentation.

*Church  
President  
Ann Marie  
members CGC*

*by Deb Boyce*

## Constituent Group Caucus

### Agenda

1/21/99, 9am (Faculty Senate conference room)

Paul G. Lopez, Chair

Deborah Boyce, Secretary

Call to order

Approval of outstanding minutes (Nov., Dec.)

Old Business

- ~~February 15th President's Day support (report on action items regarding)~~
- ~~-Review of "Building Community" report with interest in items of potential for combined support~~
- ~~-Social Security~~

New Business

- Benefits (Health, other) for Part-time employees (explore idea)

Good of the Order

Adjournment

Next Meeting: Thurs., Feb. 18th, 10am, Faculty Senate conference room



## **Constituent Group Caucus**

### **Agenda**

2/18/99, 10am (Faculty Senate conference room)

Paul G. Lopez, Chair

Deborah Boyce, Secretary

Call to order

Approval of outstanding minutes (Nov., Dec., No quorum in Jan., thus no minutes for Jan.)

Old Business

- Review of "Building Community" report with interest in items of potential for combined support
- Social Security (action plans?? beyond what Faculty Senate has already done)
- Technology committee update

New Business

- Benefits (Health, other) for Part-time employees (explore concern)
- A Resolution in Support of OBOR's/Governor Taft's Call for Reading Volunteers
- Health & Wellness Committee

Good of the Order

Adjournment

Next Meeting: Thurs., March 25th, 10am, Faculty Senate conference room

put in ASC.  
3/18

**Resolution of Commitment to the Ohio Board of Regents'  
Call for Support of Governor Taft's Reading Initiative**

- WHEREAS**, the students, faculty, staff and Board of Trustees of Bowling Green State University are committed to educational opportunity for all of Ohio's citizens; and
- WHEREAS**, adequate educational preparation promotes a more informed citizenry and an improved quality of life; and
- WHEREAS**, the ability to read is critical to student access to future educational opportunity; and
- WHEREAS**, Bowling Green State University has made a commitment to supporting improved reading performance among Toledo Public Schools' elementary school students; and
- WHEREAS**, Bowling Green State University's commitment to Governor Taft's reading initiative creates a service learning opportunity for its students; and
- WHEREAS**, all University constituencies view involvement in Governor Taft's reading initiative as an opportunity to support Ohio's young citizens;
- RESOLVED**, that students, faculty, staff and the Board of Trustees of Bowling Green State University are committed to the Ohio Board of Regents' call to service through literacy instruction; and
- FURTHER RESOLVED**, that the University endorses and supports the sharing of commitment of knowledge, talent, and time of members of the University community in Governor Taft's reading initiative; and
- FURTHER RESOLVED**, that this resolution be forwarded for informational purposes to Governor Taft and Chancellor Chu of the Ohio Board of Regents.



# Bowling Green State University

The Faculty Senate  
140 McFall Center  
Bowling Green, Ohio 43403-0021  
Phone: (419) 372-2751  
FAX: (419) 372-0300

September 13, 1996

SEP 16 1996

SEP 16 1996

## MEMORANDUM

TO: Classified Staff Officers  
Administrative Staff Officers

FROM: Bob Holmes, Vice Chair  
Faculty Senate

RE: Caucus Items

*RAH*

Pursuant to our meeting on Thursday, I am enclosing the proposed Charter amendment on Pregnancy and Family Care Leave. Please review it so that we can adapt it to your needs.

Thank you.

xc: Harold I. Lunde, Chair, Faculty Senate  
Veronica Gold, Secretary, Faculty Senate

RAH:dw  
enclosure

**ATTACHMENT 1**

**RESOLUTION UPDATING  
PREGNANCY, FAMILY CARE AND SICK  
LEAVE FOR FACULTY**

WHEREAS, Congress has passed the Family and Medical Leave Act of 1993 and the Pregnancy Discrimination Act of 1978, and

WHEREAS, the Academic Charter has not been amended since passage of the last law,

THEREFORE, BE IT RESOLVED THAT the Academic Charter B-II-B-7 be amended as follows:

7. Pregnancy, FAMILY CARE AND SICK Leave for BGSU Faculty

A) FACULTY RIGHTS

Pregnancy, ~~and childbirth~~, ADOPTION, FOSTER CARE, CHILD CARE, SPOUSAL CARE AND PARENTAL CARE, AS WELL AS ILLNESS OF A FACULTY MEMBER, are ~~natural and common phenomena~~ FAMILY CARE EVENTS that may require a temporary interruption in the way in which a faculty ~~or contract staff~~ member meets ~~customary~~ contractual responsibilities. A ~~Moreover, it is the right of a faculty member to~~ HAS THE RIGHT TO secure free time to attend to ~~pregnancy, childbirth~~, THESE EVENTS and related medical OR LEGAL conditions without prejudicing that faculty member's chances for a salary ~~increment~~ INCREASE promotion, ~~and/or~~ tenure OR OTHER BENEFITS.

B) FACULTY OPTIONS

~~In the case of a faculty member~~, RELEASED time for a parent FACULTY MEMBER to attend to ~~pregnancy, childbirth, and related medical conditions~~ THESE EVENTS can be arranged with the department Chair OR DIRECTOR through a number of options:

- 1a) the Chair OR DIRECTOR and the faculty member may agree to schedule a ~~semester's~~ leave without pay for the faculty member;

- IIb) the Chair OR DIRECTOR and the faculty member may agree to have colleagues cover missed classes;
  - IIIc) the chair OR DIRECTOR and the faculty member may agree to establish UP TO a year's schedule which will ACCOMMODATE ~~leave the semester of expected birth, ANY OF THESE EVENTS entirely free of classes but during which the faculty member will be expected to keep office hours and to fulfill previous service commitments to the University;~~
  - IVd) the Chair OR DIRECTOR and the faculty member may agree to establish a schedule in which, through team teaching, the faculty member will have time within the semester to attend to ANY OF theSE ~~expected birth, EVENTS;~~
  - V) ~~In the case of a faculty member, pregnancy-related time shall be arranged on mutually acceptable terms with the employee's immediate supervisor. When such AN agreement is not possible REACHED, the faculty or staff member may HAS THE RIGHT TO use ACCUMULATED sick-leave time to attend to ANY OF theSE temporary disability occasioned by childbirth EVENTS.~~
- e) FURTHERMORE, the Chair OR DIRECTOR MUST PROVIDE AN ~~and the faculty member may agree to any other~~ option consistent with the FAMILY AND MEDICAL LEAVE ACT, THE PREGNANCY DISCRIMINATION ACT, THE Ohio Revised Code and the Academic Charter. ANY VIOLATION OF THIS POLICY IS GRIEVABLE UNDER B-I-E.

C) UNIVERSITY RIGHTS

I) NOTICE

~~A It is the responsibility of a faculty member to MUST inform the Chair or Director, Dean, and the VPAA of an anticipated EXPECTED birth, OR FORESEEABLE FAMILY CARE EVENT, AT LEAST THIRTY DAYS PRIOR TO SUCH EVENT. which the faculty member expects will result in such an interruption.~~ FOR UNEXPECTED OR UNFORESEEABLE EVENTS, A FACULTY MEMBER MUST INFORM THE CHAIR, DIRECTOR, AND VPAA AS SOON AS PRACTICALLY POSSIBLE.

II) CERTIFICATION

THE CHAIR, DIRECTOR, DEAN OR VPAA HAS THE RIGHT TO REQUEST A CERTIFICATION FROM A HEALTH CARE PROVIDER SELECTED BY THE FACULTY MEMBER STATING:

- A) THE DATE ON WHICH THE SERIOUS HEALTH CONDITION COMMENCED;
- B) THE PROBABLE DURATION OF THE CONDITION;
- C) THE APPROPRIATE MEDICAL OR PSYCHOLOGICAL FACTS REGARDING THE CONDITION, EXCEPT WHERE THE DISCLOSURE WILL VIOLATE STATE OR FEDERAL PRIVACY LAWS; AND
- D) A STATEMENT THAT THE FACULTY MEMBER IS UNABLE TO PERFORM NORMAL EMPLOYMENT DUTIES OR A STATEMENT THAT THE FACULTY MEMBER IS NEEDED TO CARE FOR A CHILD, SPOUSE OR PARENT AND AN ESTIMATION OF THE AMOUNT OF TIME NEEDED FOR SUCH CARE. IF THE UNIVERSITY HAS REASON TO DOUBT THE VALIDITY OF THE CERTIFICATE, IT, AT ITS EXPENSE, MAY SELECT ANOTHER HEALTH CARE PROVIDER TO PROVIDE A CERTIFICATE. IF THE CERTIFICATES ARE IN CONFLICT, A THIRD CERTIFICATE FROM A MUTUALLY AGREED UPON HEALTH CARE PROVIDER SHALL BE OBTAINED, THIS CERTIFICATE SHALL BE BINDING.

D) RIGHTS UNDER THE STATUTES

- I) THE PREGNANCY DISCRIMINATION ACT PERMITS A WOMAN TO TAKE A PREGNANCY LEAVE FROM THE TIME SHE IS MEDICALLY UNABLE TO WORK UNTIL THE TIME THAT SHE IS MEDICALLY ABLE TO RETURN TO WORK.
- II) THE FAMILY AND MEDICAL LEAVE ACT PERMITS A FACULTY MEMBER, WHO HAS WORKED AT BGSU FOR AT LEAST TWELVE MONTHS, TO TAKE UP TO TWELVE WEEKS OF UNPAID LEAVE DURING ANY TWELVE MONTH PERIOD

FOR:

- A) BIRTH OF A CHILD BY FACULTY MEMBER OR MEMBER'S SPOUSE;
- B) PLACEMENT OF A CHILD BY ADOPTION OR BY FOSTER CARE WITH THE FACULTY MEMBER OR MEMBER'S SPOUSE;
- C) CARE OF A FACULTY MEMBER'S CHILD, SPOUSE OR PARENT WHO HAS A SERIOUS HEALTH CONDITION WHICH CAUSES THE FACULTY MEMBER TO BE UNABLE TO PERFORM NORMAL EMPLOYMENT DUTIES; OR
- D) A SERIOUS HEALTH CONDITION OF THE FACULTY MEMBER WHICH CAUSES THE MEMBER TO BE UNABLE TO PERFORM NORMAL EMPLOYMENT DUTIES.

E) DEFINITIONS UNDER THE STATUTES

- I) CHILD IS DEFINED AS A SON OR DAUGHTER INCLUDING BIOLOGICAL, ADOPTED, FOSTER, STEP AS WELL AS A LEGAL WARD OR CHILD OF A FACULTY MEMBER WHO IS STANDING IN LOCO PARENTIS, PROVIDED THE CHILD IS UNDER EIGHTEEN OR OVER EIGHTEEN AND INCAPABLE OF SELF-CARE DUE TO A MENTAL OR PHYSICAL DISABILITY.
- II) SPOUSE IS DEFINED AS A HUSBAND OR WIFE.
- III) FAMILY CARE EVENTS INCLUDE PREGNANCY, BIRTH, ADOPTION, FOSTER CARE, CHILD CARE, SPOUSAL CARE, PARENTAL CARE, AND ILLNESS OF A FACULTY MEMBER.

Unanimously approved by FWC and CAB on 1-26-96

Amended and unanimously approved by FWC on 4-19-96

Amended and unanimously approved by CAB on 5-10-96



# Bowling Green State University

The Faculty Senate  
140 McFall Center  
Bowling Green, Ohio 43403-0021  
Phone: (419) 372-2751  
FAX: (419) 372-0300

November 15, 1996

NOV 19 1996

## MEMORANDUM

TO: Constituent Group Officers  
FROM: Bob Holmes, Vice Chair  
Faculty Senate  
RE: November 21 Meeting

*RAH*

In my letter of October 15, I suggested having a meeting at 10:00 am on November 21, 1996 at the Faculty Senate Conference Room. We will discuss these items:

- A) Proposed Caucus Bylaws (see October 15 memo)
- B) Proposed Task Force on Family & Medical Leave Act Policy and other common policies
- C) Standing Committee Appointments or Elections *- Assistance in getting undergraduates*
- D) Review the Draft Charge for the Task Force on Cultural Norms and Values (see September 13 memo)
- E) Enrollment Management
- F) Benefits for Part-time Employees
- G) Budget Process
- H) Parking

RAH:dw

*The Top Way  
shows  
that Faculty  
& Staff can  
Part-time  
Impact Retention  
in the  
University*



DRAFT  
ByLaws for the  
CONSTITUENT GROUPS CAUCUS

The Administrative Staff Council, Classified Staff Council, Faculty Senate, Graduate Student Senate and the Undergraduate Student Government (hereafter, the constituent groups) have all passed the attached resolution and agree to meet according to these bylaws.

1. The caucus shall be comprised of the chair and vice chair or president and vice president or his or her designee of the constituent groups, amounting to ten members.
2. The caucus shall elect a chair and secretary whose terms shall run for one semester with the summer being counted as one semester. The chair and secretary shall prepare an agenda for each meeting and distribute it at least two class days prior to each meeting and to record minutes of each meeting.
3. The caucus shall meet once a month at 10:00 am Thursday morning before each Board of Trustees meeting during the academic year and during the summer. If no board meeting is scheduled for a particular month, the chair of the caucus shall schedule a meeting at 10:00 am on any Thursday morning.
4. Items can be placed on the agenda by any caucus member by contacting the secretary prior to the second class day before each meeting. All agenda items must involve issues having a common interest to at least two of the constituent groups.
5. The primary purpose of the caucus involves collaboration of the constituent groups for their mutual aid and support. When possible, issues having a common interest which require action by some or all of the group's legislative bodies should be processed before these bodies at similar times.
6. These bylaws must be adopted by a two-thirds vote of all caucus members and can only be amended by the same vote.



Bowling Green State University

OCT 17 1996

The Faculty Senate  
140 McFall Center  
Bowling Green, Ohio 43403-0021  
Phone: (419) 372-2751  
Fax: (419) 372-0300

October 15, 1996

**MEMORANDUM**

TO: Members of the Constituent Groups Caucus  
FROM: Robert Holmes, Vice Chair *Bob*  
Faculty Senate  
RE: Draft of the Bylaws for the Constituent Groups Caucus

Attached is a draft copy of the bylaws for the constituent groups caucus. Please review these bylaws and feel free to make any changes and/or suggestions. Send your comments to my attention at the Faculty Senate Office.

Also, there is no Board of Trustees meeting in November and if you wish to meet we could meet on Thursday, November 21 in the Senate Conference Room. Please let me know as soon as possible if you would like to meet at that time.

Thank you.

RH:dkw  
attachment

OCT 17 1996

DRAFT

ByLaws for the

CONSTITUENT GROUPS CAUCUS

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5. The primary purpose of the caucus involves collaboration of the constituent groups for their mutual aid and support. When possible, issues having a common interest which require action by some or all of the group's legislative bodies should be processed before these bodies at similar times.
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## CONSTITUENT GROUPS CAUCUS

## Minutes of May 21, 1998 Meeting

Present : Deb Boyce, Faith Olson, Jay Samelak, Ron Taylor, Duane Whitmire, John Woods

Absent : Judy Adams, Veronica Gold, Kevin Hussey, Maryann Russell

Guests : Judy Ackerman, Donna Wittwer

Call to Order : Chair Woods called the meeting to order at 11:35 am with a quorum present.

Minutes : The minutes of the May 1, 1998 meeting were approved.

Ombuds Update : The Administrative Staff Council completed its first reading of their resolution. The second reading will take place on June 4, 1998. Discussion ensued about the mediation centers concept. Once all groups weigh in, CGC will coordinate with Dr. Joyce Gromko.

Fair Update : Woods is in contact with Walsh. Reiterating CGC desire to assist Admissions in the process. Walsh suggested Wood County and will support with signage. Suggestion for Hancock County also. Once determined, contact co-op office for coordination. A video would probably be appropriate.

VPUA Search : No update until May 26 or 27 meeting. Committee ranked top dozen (approx.) candidates. Inviting top half for meeting with the committee to visit the campus and community. Should be able to cut to the top 3 at that time. The July 1 target date is still attainable.

BOT Recognition : The current rotation is as follows : 98 CSC, 99 GSS, 00 USG (make sure to check with them), 01 ASC, 02 FS.

Other Business : Human Resources proposes to change the benefit year for health care to match the calendar year. Judy Ackerman and Donna Wittwer from HR represented the department. This effort is in response to benefit users in order to ease communication and coordination of benefit years with the calendar (Health, Wellness & Insurance Committee). During the next 6 months there will be 2 enrollment periods in order to complete the transition. In addition, certain qualifying changes trigger individuals ability to modify their health care benefit. Other topics relating to the health care benefit were also discussed (enrollment numbers, costs, and the fact that benefit brochures will be out to all groups shortly). The John Hancock Insurance representative from the area has booked an investment seminar for June 1 in the Student Union. HR was not aware of it until e-mail advertising the event was received by staff members. At the present time John Hancock is not an approved 403(b) plan option with BGSU.

By Laws : Review tabled until next meeting.

Other : Next meeting is scheduled for June 25, 1998 at 11 am in McFall.

Adjournment : Meeting was adjourned at approximately 12:45 pm.

**Administrative Staff Council  
Bowling Green State University  
University Ombuds Office Resolution (as amended)  
Passed June 4, 1998**

WHEREAS, there have been growing concerns with respect to conflict situations on campus, including but not limited to racial, sexual, and sexual orientation harassment as well as verbal and physical assaults; and

WHEREAS, Administrative Staff Council is committed to working proactively for the welfare of all members of the University community; and

WHEREAS, currently the University offers no formal, centralized training program in conflict resolution and no central office exists to help those who experience conflict situations, and

WHEREAS, an Ombuds office is one means of effectively dealing with conflict situations; and

WHEREAS, additional training to assist all members of the University to recognize the importance of respecting one another's personal well-being is another means to effectively deal with conflict situations;

THEREFORE, BE IT RESOLVED, that the Administrative Staff Council recommends that BGSU establish an independent Ombuds office to handle student, staff and faculty concerns along with establishing additional training programs.

X-Sender: samelak@mailbox.bgsu.edu
Mime-Version: 1.0
Date: Tue, 23 Jun 1998 10:44:43 -0500
To: vgold@bgnet.bgsu.edu, hgarrit@bgnet.bgsu.edu, dboyce@bgnet.bgsu.edu,
lopez@wbgu.bgsu.edu, sblackw@bgnet.bgsu.edu, samelak@bgnet.bgsu.edu,
kevinh@bgnet.bgsu.edu, rmarya@bgnet.bgsu.edu, ront@bgnet.bgsu.edu
From: Jonathan Samelak <samelak@bgnet.bgsu.edu>
Subject: Meeting Agenda
Status: RO

CONSTITUENTS GROUP CAUCUS
AGENDA
THURSDAY JUNE 25, 1998 11AM
FACULTY SENATE CONFERENCE ROOM, Mc FALL CENTER

gum?

GSS
CS

1. APPROVAL OF MINUTES OF 5/21/98

2. OLD BUSINESS

M. Walsh Ombuds Update
alumni Rep. County Fair Update
VPWA Search Update

Has Steve Richardson taken team to Wayne State Univ.
to take at. gay letter to Steve expressing CAC
Make date to scope concept that this going on -
\$121 week space need liaison for this effort.
\$135 grandstand \$90 tent charge - electric charge -
documents - principles - across the boardment
training - needed.
policy

3. NEW BUSINESS

Performance Evaluations - discussion
- My want to see results

4. BY - LAW REVIEW

Members,

Is there anything else we should be including on this month's agenda?
Let me know.

Jay

Get involved...It's OUR University. You DO make a difference!
Jonathan A. (Jay) Samelak
University Union
samelak@bgnet.bgsu.edu
(419) 372-2242 Union
(419) 372-7940 Union Fax

rotation of election of chair/vice chair

\* BOSU Banner on aepotical planes...

\* agenda deal to student 13over visit -

CONSTITUENT GROUPS CAUCUS

Minutes of June 25, 1998 Meeting

Present: Scott Blackwood, Scott Borgelt, Deb Boyce, Henry Garrity, Faith Olson, Jay Samelak, Ron Taylor, Duane Whitmire

Absent: ~~Judy Adams~~, Veronica Gold, Kevin Hussey, Maryann Russell

Call to Order: Jay Samelak called the meeting to order at 11:05 a.m.

Minutes: The minutes of the May 21, 1998 meeting were approved.

Ombuds Update: The Administrative Staff Council past a resolution affirming the desire that BGSU development an Ombuds office. It was discussed that Provost is considering a different model other than Ombuds office. This is a decentralized model. It was suggested that we need more information on the alternative model. Steve Richardson is currently acting as the Graduate student Ombuds Officer. Jay Samelak will contact Steve Richardson for additional information. It was also suggested, that someone should be representing the constituent group on the committee making the decision concerning the Ombuds office or alternative.

*Jay Eastland  
Ombuds*

Jay said that recently there have been problems that an Ombuds office would have been useful in resolving. Faith Olson said that the President has agreed to the Ombuds office.

The committee recommended that Jay draft a memo concerning the Ombuds issue. Copies will be forwarded to all constituent groups caucus members.

The committee discussed renting space at the Wood County Fair. The weekly rental cost for this year is \$120 or 135 in front of the grand stand. The only available space for this year was near the dairy barn. There is an additional charge of \$25 for Electricity hookup. Registering space in late March or early April would allow us to rent a better location next year. Hancock County Fair was similar in price and timing. It was suggested that we should consider counties that we do not have as large a student draw. It was suggested that we should consider an alternate forms of advertising at county or state fairs like airplane pulling banners with the BGSU Aviation Department assistance or a Blimp.

New Business

Does Faculty Senate have some guidelines in place for performance evaluations? Classified staff raises are completely based on being here verse performance. The board wants the classified staff to have raises based on performance. The Faculty Senate has 10 principle or guidelines to aid in determining raises. Faith said that the Faculty Senate would support a raise procedure that is the same for all groups. Faith suggested that we should have an open discussion with Michael Marsh concerning his stance on raises.

*all employees*

Faith suggested that the Graduate Students small stipend has not been adjusted for inflation.

Jay will be drafting a memo to invite the Provost to discuss the central administrations policy on merit and raises.

By Laws Review: The committee needs to develop a definition of what we consider a quorum. A quorum was defined as one (1) representative from all constituent groups. An emergency clause may need to be added to the definition. Additionally, remove exact meeting time, remove time constraint on bringing issues to the group, add Roberts Rules to the By Laws. Meeting times should be flexible and arranged in advance. Consider changing rotation of leadership.

Meeting Agenda: Consider moving student issues to the top of the agenda would make the USG representative feel more in tune.

Constituent Group Caucus should be meeting prior to the trustee meeting. It was suggested that this group should be receiving the trustee meeting packet at the same time as the VPS.

The next meeting times has been tentatively set for Thursday, July 8 or 9 in the afternoon and Wednesday, August 5 at 1:00 p.m.



**Jonathan Samelak, 08/04/98 7:38 PM +0100, 8/5/98 Meeting**

X-Sender: samelak@mailbox.bgsu.edu  
Mime-Version: 1.0  
Date: Tue, 4 Aug 1998 13:38:51 -0500  
To: vgold@bgnet.bgsu.edu, hgarrit@bgnet.bgsu.edu, dboyce@bgnet.bgsu.edu,  
lopez@wbgu.bgsu.edu, sblackw@bgnet.bgsu.edu, samelak@bgnet.bgsu.edu,  
kevinh@bgnet.bgsu.edu, rmarya@bgnet.bgsu.edu, ront@bgnet.bgsu.edu,  
rhughes@bgnet.bgsu.edu  
From: Jonathan Samelak <samelak@bgnet.bgsu.edu>  
Subject: 8/5/98 Meeting  
Status: RO

Constituent Groups Caucus  
8/5/98 1PM  
Faculty Senate Conference Room, McFall Center  
Agenda

Resolution

Problem

- 1. Approval of 6/25/98 minutes
- 2. New Business
  - Off Campus Network Access
  - Faculty "Lounge" In Student Union

Cincinnati - no  
Alfonso - no  
Miami - no  
Ashland - no  
CSU - no

Wright State - no  
Denison - no

Fac. Sen.  
Welfare  
Comm.  
Bud. Com.  
resort  
resolutions

- 3. Old Business
    - Ombuds Issues
    - Merit/Performance Evaluations Issues
- \* Both of the above items were contingent upon having the Provost in attendance- he is not able to attend - next

Discussion

Univ b. y  
hours for  
employees  
- pft week  
- price options  
need a range  
of options  
should it be a  
const. process

By Law Change Proposals

Is there anything else we need to cover? Let me know.  
Jay

Get involved....It's OUR University. You DO make a difference!  
Jonathan A. (Jay) Samelak  
University Union  
samelak@bgnet.bgsu.edu  
(419) 372-2242 Union  
(419) 372-7940 Union Fax

✓ BOT mtg's  
// minutes  
// technology fee

Agenda + conduct business  
SAT Nov 21st Andy Papade  
Deb Meyer - conduct

Scott Blackwood, 08:52 AM 9/24/98 , Minutes

---

From: Scott Blackwood <sblackw@bgnet.bgsu.edu>  
 To: "'Jonathan A Samelak'" <samelak@bgnet.bgsu.edu>  
 Subject: Minutes  
 Date: Thu, 24 Sep 1998 08:52:45 -0400

CONSTITUENT GROUPS CAUCUS

Minutes of August 5, 1998 Meeting

Present: Scott Blackwood, Scott Borgelt, Deb Boyce, Rich Hughes, Jay Samelak,  
 Maryann Russell, Veronica Gold

Absent: Henry Garrity, Ron Taylor, Paul Lopez,

Guest: George Stossel from DACOR

Minutes: Minutes for June 25, 1998 were submitted but not approved pending corrections.

Meeting called to order by Jay Samelak, Chair of Classified Staff Council.

Jay noted that a quorum is present.

Remote Access to the Campus Network (via Modem)

The memorandum on Remote Access to the Campus Network was distributed.

Many universities do not charge their faculty for modem access to their campus network.

Miami  
 Ashland  
 Central State  
 Arkon  
 Wright State  
 Cincinnati University

A number of the faculty have suggest alternative solutions which V. Gold was going to ask the Welfare committee to prepare a resolution recommending some possible solutions. A concerns was express that this is affecting many salary ranges, from Graduate Assistants to top salary administrators.

To put this in prospective.

52,000 Average Faculty Salary  
 1,750 salary increase (after taxes)

The faculty could lose 12% of their raise by paying for the modem access. The proposed to modem access fee \$12.95 a month or a total of \$ 154.40 annually.

One of the possible solutions would be to let departments pay for a limited number of hours.

This issue could impact negatively a majority of the students, since approximately 2/3 of the students live off-campus.

Rich Hughes and V. Gold will meet to draft a resolution.

The committee agreed to create an ad hoc committee on technology with the following members.

Ruch Hughes  
 V. Gold  
 Deb Boyce

Once the draft resolution has been proposed we will vote via e-mail.

V. Gold said some students thought that the technology fee was to include on and off-campus access. Did the technology fee include modems when this was originally proposed?

Another possible solution offered as an alternative was to limit the amount of time that individual can you the modem at any one time. Similar to the University of Toledo, which has 2 pools of modem, one set for 20 min access (primarily for E-mail) and the other for unlimited access.

Scott Blackwood, 08:52 AM 9/24/98 , Minutes

---

#### Faculty Lounge

Jay distributed the e-mail from Mark Gromko to Dave Crooks concerning the Faculty lounge.

Dave did not know whether this space was to be in the new Union, and whether it would be available to all constituent groups.

Faculty member would like a room that faculty could gather and could not be reserved by other groups.

There was a concern that this space is located in the Student Union where meeting space was already in high demand.

#### Ombuds Issues

The new name for an office that would perform the Ombuds functions was presented as "The Center for Conflict Resolution". It was suggested that we invite a department/committee member to discuss the new office in the near future.

#### Meeting time for Fall Semester

The following dates were tentatively set:

September 24, 1998	Thursday	10:00
October 1, 1998	Thursday	10:00
October 29, 1998	Thursday	10:00
November 5, 1998	Thursday	10:00
December 3, 1998	Thursday	10:00
December 10, 1998	Thursday	10:00

Attachment Converted: "c:\eudora\attach\Minutes"

CONSTITUENT GROUPS CAUCUS

MINUTES OF 9/24/98 MEETING

*Sent minutes  
b*

Called to order at 10 am

Members present: Veronica Gold, Henry Garrity, Rich Hughes, Deb Boyce, Jay Samelak, Ron Taylor, Paul Lopez, Kevin Hussey

Members absent: Scott Blackwood, Maryann Russell

A quorum was present.

The minutes of the 8/5/98 CGC meeting were approved after corrections.

Discussion on the Ombuds/Conflict Mediation Issue

*was scheduled to report*

Dr. Joyce Gromko reported on the proposal to the SEC. Process issues were involved. The CGC is trying to get a handle on the direction this issue is taking. The point person for this issue for GSS is Stefoni Bavin. R. Hughes impression through the Provost is that the President is not in favor of an Ombuds type system. The cooperative resolution process is in vogue. Steve Richardson, Dick Bowers, and Rebecca Ferguson attended a conference regarding this issue and reported back to the Provost. There are to be possibly 3 mediation centers. One for students, one for faculty, and one for staff. All are to have oversight by a conflict mediation specialist. The Provost and the Dean's Council are in a feedback mode. This process seems to be more informal than formal. Communication to other groups (ASC, CSC, and USG) seems to be absent. Currently there is no time frame for implementation.

Internet Service Provider Issue

GSS will, be addressing this issue 9/25/98. Impression is that GSS is against the fee and its implementation. So far there has been a lack of dialogue with the GSS on this issue. There is a 2-week timetable for GSS Senators.

USG – Issue addressed past Monday and tabled. Will be considered next Monday.

Larger issue is one of technology. The Telecommunications and Technology committees were to be reconstituted but are no where near the final result. The impression of the group is that modifications were to occur after implementation. Concerns were about the length of the contract, passing of costs through to the end users, and the replacement of approximately 1/3 of the computers per year across campus. The impression is that few people were actually involved in the decision making process prior to implementation. Ethical considerations voiced. The "red herrings" by the central administration were uneven use across campus and public accessibility. Broader based input needed. More information is needed. The timeframe for the dismantling of the modem pool is unknown. Has BOT been aware of the fee pass through for Internet Access from off campus? Alternative viable solutions are unknown at this time. What is known is that the university has been looking for auxiliary income streams to help fund

initiatives and programs. Any and all options are welcome from all constituents to the technology questions.

#### By Law Changes

By law changes were considered from previous meetings. The first addressed the question of what constitutes a quorum. D. Boyce presented to the group a possible solution on the definition. After much discussion and some adjustment of the wording, D. Boyce moved to amend the By Laws as discussed. The motion was properly seconded. The vote to amend the By Laws was unanimous. (See attached).

The second by law change dealt with the leadership of the group, chair and secretary. V. Gold presented to the group two options. During discussion, version two was the more acceptable of the options presented. The actual wording was adjusted to reflect timing of changes in the leadership. D. Boyce then moved to amend the By Laws as discussed. The motion was properly seconded. The vote to amend the By Laws was unanimous.

#### Educational Forums on Collective Bargaining

A question on whether the CGC would sponsor educational forums on collective bargaining was postponed to be considered at the next regularly scheduled meeting of the CGC.

The meeting was adjourned shortly after Noon.

Dunn

**DRAFT****ByLaws for the**  
**CONSTITUENT GROUPS CAUCUS**

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Constituent Group Caucus By-law Additions

Quorum—

For the purposes of conducting business, a quorum shall be achieved when a representative from each constituent group is in attendance. There may be instances, however, when constituent groups are not represented (e.g. student groups in the summer), and action may need to be taken. If the business at hand does not affect the unrepresented constituent group(s), ~~the members present may choose to conduct business by moving to the suspend this rule.~~ *The simple majority of 6 members must be present to conduct business.*

Roberts Rules of Order—

Collegiality and collaboration are the underpinnings of the Constituent Group Caucus's work. If agreement or consensus cannot be reached, Roberts Rules of Order shall be used ~~to~~ to govern the procedural operations of the group. *and shall govern its procedural operations when the By Laws are silent.*

DR. moved to add to by laws as amended

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### Constituent Group's Caucus

#### Substitute By-law Two

##### Version One

2. The caucus shall elect a chair and secretary from among each constituent group on a rotating basis as follows; representatives from the Classified Staff Council, representatives from the Undergraduate Student Government, representatives from the Administrative Staff Council, representatives from the Graduate Student Senate, representatives from the Faculty Senate. Once elected the term of the chair and secretary shall be for one semester with the summer being counted as one semester. The chair shall prepare an agenda for each meeting which reflects items proposed by members and distribute it at least two class days prior to each meeting. The secretary shall record the minutes of each meeting.

##### Version Two

2. A chair and <sup>vice chair</sup> ~~secretary~~ from each constituent group shall serve as chair and secretary of the Constituent Group's Caucus on a rotating basis in this order; representatives from the Classified Staff Council, representatives from the Undergraduate Student Government, representatives from the Administrative Staff Council, representatives from the Graduate Student Senate, representatives from the Faculty Senate. The vice chair of each constituent group shall serve as chair of the CGC with the chair of the constituent group serving as secretary. ~~The term of the chair and secretary shall be for one semester with the summer being counted as one semester.~~ The chair shall prepare an agenda for each meeting which reflects items proposed by members and distribute it at least two class days prior to each meeting. The secretary shall record the minutes of each meeting.

*3rd sentence*  
*term of the chair & secy will begin*  
 The rotation ~~will commence~~ with the first meeting of each new semester, with the summer being counted as one semester.

D.B. moved to ~~accept~~ adopt #2 as amended

r/K.H.



CONSTITUENT GROUPS CAUCUS

BY-LAWS

The Administrative Staff Council, Classified Staff Council, Faculty Senate, Graduate Student Senate, and the Undergraduate Student Government (hereafter, the constituent groups) have all passed the attached resolution and agree to meet according to these by-laws.

1. The caucus shall be comprised of the chair and vice chair or president and vice president or his or her designee of the constituent groups, amounting to ten members.

2. A chair and vice chair from each constituent group shall serve as chair and secretary of the Constituent Group's Caucus on a rotating basis in this order; representatives from the Classified Staff Council, representatives from the Undergraduate Student Government, representatives from the Administrative Staff Council, representatives from the Graduate Student Senate, representatives from the Faculty Senate. The vice chair of each constituent group shall serve as chair of the CGC with the chair of the constituent group serving as secretary. The term of the chair and secretary will begin with the first meeting of each new semester, with the summer being counted as one semester. The chair shall prepare an agenda for each meeting which reflects items proposed by members and distribute it at least two days prior to each meeting. The secretary shall record the minutes of each meeting.

3. The caucus shall meet once a month at 10:00 am Thursday morning before each Board of Trustees meeting during the academic year and during the summer. If no board meeting is scheduled for a particular month, the chair of the caucus shall schedule a meeting on any Thursday morning.

For the purposes of conducting business, a quorum shall be achieved when a representative from each constituent group is in attendance. There may be instances, however, when constituent groups are not represented (e.g. Student groups in the summer), and action may need to be taken. If the business at hand does not affect the unrepresented constituent group(s) the simple majority of six members must be present to conduct business.

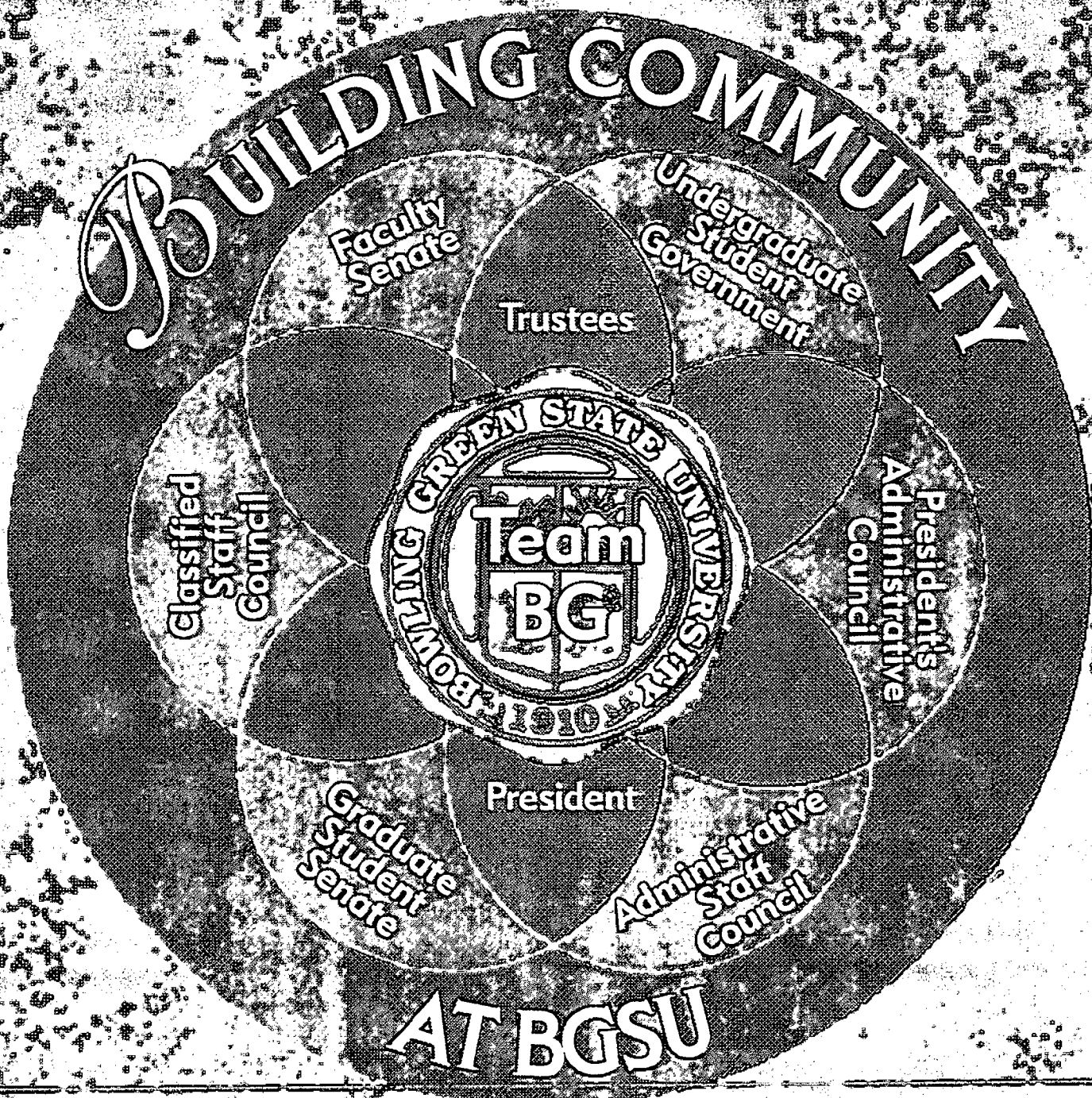
Roberts Rules of Order

Collegiality and collaboration are the underpinnings of the Constituent Group's Caucus' work. If agreement or consensus cannot be reached, Roberts Rules of Order shall be used to govern the procedural operations of the group, and shall govern its procedural operations when the by-laws are silent.

4. Items can be placed on the agenda by any caucus member. All agenda items must involve issues having a common interest to at least two of the constituent groups.

5. The primary purpose of the caucus group involves collaboration of the constituent groups for their mutual aid and support. When possible, issues having a common interest which require action by some or all of the group's legislative bodies should be processed before these bodies at similar times.

6. These by-laws must be adopted by a two-thirds vote of all caucus members and can only be amended by the same vote.



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## Executive Summary

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*This is a time of "rebirth," a new era with a new President. Let's all be instruments of change.*  
Participant, "Focus on February," BGSU,  
February 9, 1996

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### BACKGROUND

In September, 1995, President Sidney A. Ribeau established the University Task Force on Building Community in order to: (i) promote a spirit of collaboration among the faculty, staff, and students of Bowling Green State University; (ii) evaluate the current campus climate; and (iii) make recommendations for improving the work-life and study-life for all. In order to carry out this charge, the President appointed members to the Task Force who were representative of every campus constituent group.

During a campus Town Meeting on November 17, 1995, the President extended an open invitation to all members of the University community to become participants in change management at Bowling Green State University. The "Focus on February" event sponsored by the Task Force in February, 1996, served as an opportunity to solicit opinions in an open way and to provide faculty, staff, and students with a much needed public voice. It was a time to step back and take stock, a time to question the "usual," and a time to come up with new and creative ideas to move the institution forward and position it well to face the challenges and opportunities of the 21st century.

### TASK FORCE ACTION AND IMPLEMENTATION PLAN

Through the use of a campus-wide e-mail hotline, suggestion boxes, questionnaires, and a major week-long focus group/roundtable discussion event called "Focus on February," the Task Force solicited input from approximately 2,000 faculty, staff, and students (from both Bowling Green and Firelands campuses) regarding the current campus climate as well as recommendations on how to improve the work-life and study-life for all. The main section of this Report (Section II) is a summary presentation of the data collected on thirty-four key topics of concern as defined by the campus-wide community.

### REPORT FORMAT

**Key Issues Raised and the Use of Representative Quotes** The main charge to the Task Force was to listen and help the University move forward toward the future. To that end, in our reporting format, we have elected to preserve the participants' voices through the use of representative quotes (or paraphrasing where necessary). These representative quotes highlight key issues of concern noted by participants on the various themes and topics under discussion.

**Recommendations for Improvement** The recommendations presented are a compilation of participants' responses and suggestions made by members of the Task Force. Numerous recommendations are included in the body of this Report and many of the recommendations, if not most, are creative, low- or no-cost suggestions which have been offered by the campus community for the purpose of changing the culture of Bowling Green State University in order to position it well for the challenges and opportunities we face in the years ahead.

**Suggestions for Implementation Project Teams** Wherever possible, the Task Force has suggested that recommendations made be implemented by project teams whose members cross divisions and functions of the University. In some cases, we have included alumni, retired faculty and staff, Trustees, members of the Bowling Green community and other external partners. The suggestions for implementation teams are not intended to be exclusive. On the contrary, it is recommended that a broad representation of campus constituents be included in every project team endeavor. The groups or individuals cited in this Report are intended to serve as key coordinators of implementation project teams and it is suggested that they establish project teams in consultation and collaboration with other interested parties.

## HIGH LEVERAGE RECOMMENDATIONS

Finally, the Task Force has targeted the following "high-leverage" actions which have been selected for immediate attention. These recommendations for action are intended to address patterns of concerns which the Task Force identified as having been repeated with high frequency across constituent groups and divisions of the University.

### Clarify Institutional Mission

Throughout the "Focus on February" discussions, participants commented on the need for a clarification of the University's Mission, particularly in the area of the relationship between teaching, research, and service. Other institutional priorities should also be established and clearly communicated to the entire University community. *The Task Force recommends follow-up by the President in collaboration with Faculty Senate, Classified Staff Council, Administrative Staff Council, Undergraduate Student Government, Graduate Student Senate, the President's Administrative Council, and the Board of Trustees.*

### Align Reward Structures with Institutional Goals

Focus group participants stressed the need for the University reward structures to be aligned with institutional mission and goals. This includes the reward structure for faculty and staff in relation to monetary and other reward and recognition policies and practices. *The Task Force recommends follow-up by the President's Cross-Functional Management Team (the "Legions"). [Note: For membership list of the President's Cross-Functional Management Team, see Appendix A.]*

### Provide Mandatory Training on Participatory Management/Leadership

It is highly recommended that mandatory training be provided for supervisors, managers, and administrators in the area of participatory management and that training in the area of participatory leadership be available to all constituent groups. The Task Force recommends that a University-wide Project Team be established to address these and other training and development needs of all campus constituent groups - faculty,

staff, and students. This institutional Leadership Training and Development Project Team should have as its goal the creation of a culture of leadership at BGSU and the establishment of collaborative leadership processes across all divisions and lines of the University. Other training needs include conflict management, interpersonal communication skills, professional ethics, and technology skills. The Project Team should also address creative opportunities for job enrichment for all employees. Project Team membership should include (but not be limited to): Director of Training, Human Resources; Director of Faculty Center for Teaching, Learning, and Technology; University Computer Services; Library; Continuing Education; faculty, staff, and students in Organization Development, Psychology, Higher Education and Student Affairs, Social Work, and Technology; Student Affairs; ROTC; Athletics; and leaders of all University governance groups. It is recommended that the President appoint a coordinator of this Project Team who will report directly to the President. *The Task Force recommends follow-up by the President.*

**Promote President's Circular Organization Structure**

It is recommended that the President intentionally promote the circular organization structure that he presented to the campus-wide community during his Opening Day speeches in August of 1995. It is recommended that campus-wide discussion be initiated in order to move toward the new, collaborative institutional structure and away from the old, "top-down," pyramidal, hierarchical institutional structure. *(For a copy of the President's Circular Organization Chart, see Appendix C.) The Task Force recommends follow-up by the President and the President's Cross-Functional Management Team (the "Legions"). [Note: For membership list of the President's Cross-Functional Management Team, see Appendix A.]*

**Establish Acceptable Standards of Behavior or "Cultural Norms"**

In response to cross-constituent and cross-divisional concerns related to standards of behavior in the workplace, it is recommended that standards of acceptable behavior or cultural norms be developed and included in Faculty, Staff, and Student Handbooks. Furthermore, training on the importance of standards of acceptable behavior and professional ethics in the workplace should be made available to all constituent groups. Also, it is recommended that work environment evaluations be developed for all units and departments in order to address these issues (see recommendation below). *The Task Force recommends follow-up by Human Resources in consultation with Classified Staff Council, Administrative Staff Council, Faculty Senate, Undergraduate Student Government, and Graduate Student Senate.*

**Establish a Work Environment Evaluation**

It is recommended that a work environment evaluation be developed in order to assess the work environment for all employees of the University. These evaluations are separate from performance evaluations and should be completed on a regular basis in order to assess and improve the work environment for all employees in all departments and units. *The Task Force recommends follow-up by the President in consultation with Classified Staff Council, Administrative Staff Council, and Faculty Senate.*

**Hold Campus-Wide Forums on System or "Big Picture" Issues**

The Task Force recommends that the President institute a series of forums to address system or "big picture" issues for all members of the campus community. These forums should address issues such as enrollment and retention issues, University budget, capital planning, etc. as well as issues related to higher education in general. "System" knowledge should be one of the highest priorities of the learning community. *The Task Force recommends follow-up by the President in consultation*

with Classified Staff Council, Administrative Staff Council, Faculty Senate, President's Administrative Council, and the Board of Trustees.

**Establish a University Hour to Hold University-Wide Forums and Events**

The Task Force recommends the establishment of a University Hour as a time set aside weekly to allow for campus-wide participation at University forums and other community events. *The Task Force recommends follow-up by the Registrar, College Advisory Councils, and Faculty Senate.*

**Establish Community-Building Spaces for Faculty, Staff, and Students**

The importance of assigned, physical space for faculty, staff, and students to gather informally was highlighted throughout the "Focus on February" discussions in order to promote the learning community outside of the formal structures of classroom and office. It is the recommendation of the Task Force that space be assigned for this purpose beginning in the Fall 1996 semester. We should not wait until a new Union is built or the current Union is renovated to meet this need. *The Task Force recommends follow-up by the Vice President for Student Affairs, the Vice President for Academic Affairs, the Vice President for Operations, and the Director of the University Union. It is recommended that the President appoint a representative from his Office to coordinate this effort.*

**Increase Opportunities for Faculty/Staff/Student Interaction Outside of the Classroom**

The Task Force recommends that a representative from the President's Office coordinate efforts to increase opportunities for faculty/staff/student interaction outside of the classroom. Evening and weekend programs are strongly recommended. Possible activities might include: residence hall roundtable discussions in the evening; events at the Off-Campus Student Center; chess debate, and other clubs to meet in the Union in the evening; the promotion of a coffeehouse-like atmosphere in the Union and/or other dining halls during designated days/times. *The Task Force recommends follow-up by the President and Vice Presidents for Student and Academic Affairs. It is recommended that the President appoint a representative to serve as coordinator of this effort.*

**Appoint a University Ombudsperson for Classified and Administrative Staff**

The Task Force recommends that a University Ombudsperson be appointed by the President in order to serve the needs of classified and administrative staff in the area of conflict resolution and other professional concerns. It is recommended that this position report directly to the President, work closely with the Faculty Ombudsperson, and be funded through release time. *The Task Force recommends follow-up by the President.*

**Invite Classified Staff and Administrative Staff Councils to Submit Concerns and/or Recommendations Directly to President's Administrative Council**

The Task Force recommends that Classified Staff and Administrative Staff Councils submit recommendations and items for discussion directly to the President's Administrative Council as a first point of contact with the Central Administration. In order to facilitate this process, the Task Force recommends that the President appoint a member of his Council to serve as liaison to CSC and ASC in order to receive items of concern to be forwarded to the President's Council for discussion. The liaison person

assigned should also follow-up with regular status reports to CSC and ASC to ensure that matters are resolved in a timely manner. *The Task Force recommends follow-up by the President. [Note: For membership list of President's Administrative Council, see Appendix B.]*

❑ **Establish a "One-Stop-Shopping" Student Customer Service Project Team**

It should be noted that "Customer Service to Students" was the most highly attended focus group topic during the "Focus on February" event. The Task Force recommends that the President appoint a project team to work on the concept of "one-stop-shopping" for students. Include members of the Bursar's, Registrar's, and Financial Aid Offices as well Admissions, University Computer Services, and others. *The Task Force recommends follow-up by the President in consultation with the President's Cross-Functional Management Team (the "Legions"). [Note: For membership list of President's Cross-Functional Management Team, see Appendix A.]*

❑ **Appoint an Academic Advising Task Force**

The Task Force recommends that the President appoint an Academic Advising Task Force in order to review and evaluate the academic advising program, policies, and procedures at BGSU. Students attending focus group/roundtable discussions expressed serious concerns regarding academic advising at BGSU. *The Task Force recommends follow-up by the President in consultation with the Vice President of Student Affairs and the Vice President for Academic Affairs.*

❑ **Establish a Student Information Center in the Lobby of the Union**

The Task Force recommends that a Student Information Center be established in the lobby of the University Union. This Center would function year-around and serve all students, particularly new students, transfer students, commuter students, and non-traditional students. It is recommended that this Information Center be staffed during the early evening hours and during the weekend as well. *The Task Force recommends follow-up by the Vice President for Student Affairs, the Vice President for Operations, and the Director of the University Union.*

❑ **Establish a Coordinating Council on Diversity**

The Task Force recommends that the President establish University goals related to diversity and appoint a Coordinating Council in order to address issues of diversity at BGSU. It is also recommended that a data analysis on underrepresented faculty, staff, and students be prepared in relation to each department and division. *The Task Force recommends follow-up by the President.*

❑ **Establish a Women's Resource Center to Serve Faculty, Staff, and Students**

The Task Force recommends that the President establish a Women's Resource Center to serve the faculty, staff, and students of BGSU and that an Advisory Board be established representing Faculty Senate, Classified Staff Council, Administrative Staff Council, Undergraduate Student Government, and Graduate Student Senate. The Advisory Board should recommend the appointment of a director and staff to the President. The position should be funded through release time and through employment of graduate student interns and assistants. It is recommended that the director report directly to the President. *The Task Force recommends follow-up by the President in collaboration with Classified Staff Council, Administrative Staff Council, Faculty Senate, Undergraduate Student Government, and Graduate Student Senate.*

- ❑ **Establish a Centralized University Calendar**  
 The Task Force recommends that a centralized University calendar be established in order to promote campus-wide events, both internally and externally, and that it be published on a monthly basis. *The Task Force recommends follow-up by the President's Office in collaboration with University Relations.*
  
- ❑ **Establish Internal Web Sites to Share Summaries/Minutes of Administrative Meetings**  
 The Task Force recommends that summaries or minutes of administrative meetings be made available to all campus constituents on the web (for internal use only). *The Task Force recommends follow-up by the President, College Advisory Councils, Chairs' Steering Committee; Deans' Council; President's Cross-Functional Management Team (the "Legions"); President's Administrative Council; Board of Trustees; Foundation Board; Alumni Board; Faculty Senate; Administrative Staff Council; Classified Staff Council; Undergraduate Student Government; and Graduate Student Senate.*

**FUTURE DIRECTIONS AND NEXT STEPS**

Upon presentation of this Final Report to the President, the work of the University Task Force on Building Community will come to an end. The Task Force proposes the following recommendations in order to carry on the task of building community at BGSU.

- ❑ **Appoint "Task Force Follow-Up Team"**  
 Following the dissolution of the University Task Force on Building Community, it is recommended that the President appoint a "Task Force Follow-Up Team" in order to: (i) assist with the implementation of recommendations selected for action by the President, and (ii) monitor progress made.
  
- ❑ **Appoint Coordinator of Building Community Project, 1996-1997**  
 The Task Force recommends that the Building Community Project as a University-wide initiative continue following the dissolution of the Task Force and that the President appoint a Coordinator for the Project.
  
- ❑ **Establish Phase Two: "Expanding Community at BGSU: Moving Toward an Outreach Community"**  
 The Task Force recommends that the Building Community Project embark on a second phase which focuses on "Expanding Community at BGSU: Moving Toward an Outreach Community" and concentrates on outreach, partnering, and service to the external community at the local, regional, state, national, and international levels. The "Expanding Community" phase of the Building Community Project should involve alumni, retirees, parents and families of students, government and non-profit organizations, and business and industrial partners.
  
- ❑ **Implement "Focus on February 1997"** Finally, the Task Force recommends that the President implement "Focus on February 1997" as part of an ongoing institutional renewal process to provide the campus-wide community the opportunity to join together on an annual basis to: (i) evaluate progress made, and (ii) define new areas of concern for joint problem-solving and institutional planning.



## Constituent Group Caucus Minutes February 18, 1999 Meeting

**Present:** Deb Boyce (ASC), Sir Henry Garrity (FS), Veronica Gold (FS), Rich Hughes (GSS), Paul Lopez (ASC), Jay Samelak (CSC)

**Absent:** Scott Blackwood (CSC), Maryann Russell (USG), Kevin Hussey (USG), Ron Taylor (GSS)

Meeting was called to order by Paul when a quorum was achieved. The minutes from the November and December meetings have yet to be approved. There are no minutes from the January meeting since there was no quorum.

### Old Business:

#### Review of the "Building Community" Report --

The CGC discussed opportunities for constituent groups to collaborate on making positive contributions toward achieving University goals outlined in the "Building Community" report. The proposed Center for Conflict Resolution is an outgrowth of the call for the establishment of a University Ombuds Office. Paul will send a letter to President Ribeau, copying Deb Magrum requesting when this proposal will be considered, since four of the five groups have endorsed the initiative conceptually. USG will be considering the resolution in the near future. Jay suggested mandatory diversity training for all faculty and staff, as mandatory sexual harassment training was required a few years ago. Veronica suggested that Paul ask Lorna Pinto-Gonsalves to discuss this idea with the caucus.

#### PERS/STRS/Social Security --

The effort to date has involved individuals writing letters to legislative representatives. Henry suggested we need more of a coordinated and concerted effort. Discussion ensued regarding the CGC drafting a resolution that could be an action item for the Board of Trustees at some future date. Deb indicated that this would be an item the ASC leadership team would be discussing with the President on February 25<sup>th</sup>.

#### Information Technology Committee --

Veronica updated the CGC on the effort to merge the University Computing Council with the Telecommunications Committee, creating a new Information Technology Committee. The President's response to the committee proposal was shared with the two existing committees, who offered further changes in the new committee's membership. These suggestions subsequently were approved by the President. The Faculty Senate's Committee on Committee proposed additional committee functions. Veronica indicated that these items were going to be postponed, so as not to delay getting the new committee

formed and active this year. She will forward the new committee's purpose, functions, responsibilities and membership to the CGC.

**New Business:**

Resolution in support of OBOR's/Governor Taft's Call for Reading Volunteers --

Veronica reported that Governor Taft is calling on higher education to provide volunteers for this initiative. 200 students are currently helping with this effort in the Toledo schools. Jay reported that the Classified Staff Council endorsed the "Ohio Reads" program on February 1. The CGC endorsed this resolution as well.

University Health and Wellness Committee --

Jay indicated that this University Standing committee did not have Firelands College representation, which is seen as problematic, particularly with respect to the University's insurance programs, since Firelands College employees' medical providers are closer to Cleveland than Toledo. Veronica indicated she would put this on the agenda for the next meeting of the Committee on Committees.

Part-Time Employee Benefits --

Jay reported that the CSC is conducting a survey of permanent part-time employee's perceptions of their benefits. There is a concern that employees designated as "9-month, academic year," permanent part-time employees don't accrue vacation hours, and they are required to work 52 weeks a year. He indicated that Ohio University offers their part-time employees health care benefits.

After a brief discussion regarding the absence of USG representatives at the CGC meetings in recent months, the meeting was adjourned.

Minutes recorded by Deb Boyce.

## **Constituent Group Caucus**

### **Agenda**

3/18/99, 10:30am (Faculty Senate conference room)

Paul G. Lopez, Chair

Deborah Boyce, Secretary

Call to order

Approval of outstanding minutes (February)

Guest: Lorna Gonsalves-Pinto (Brainstorm ideas regarding Diversity sensitivity training for all constituent groups)

Old Business

-Benefits (Health, other) for Part-time employees (Report from Classified Staff survey)

-Conflict Resolution Center (Next steps)

New Business

Good of the Order

Adjournment

Next Meeting: Thurs., April 22nd, 10am, Faculty Senate conference room

*take 6  
ASC or Appits*

**Bowling Green State University**

**Constituent Groups Caucus**

**Resolution in Support of OhioReads**

- WHEREAS** Governor Bob Taft has made a commitment to improving the reading skills of Ohio's elementary school students and has identified a goal of ensuring all children will pass their 4<sup>th</sup> Grade Proficiency Test; and
- WHEREAS** Governor Taft has identified a need of 20,000 volunteers to assist him in his goal by helping teach children to read and prepare for the proficiency test; and
- WHEREAS** The Presidents of Ohio's public and independent colleges and universities, as well as the coalition of public college and university faculty senates and the State Employees Council of Ohio, and the Faculty Senate, the Classified Staff Council, ..... of Bowling Green State University have joined with the Ohio Board of Regents in supporting the Governor's goal and have resolved to encourage the students and faculty of Ohio's public and independent colleges and universities to join with the Governor as volunteers to help achieve this goal; and
- WHEREAS** The Constituent Groups Caucus of Bowling Green State University supports the goal of improving the reading skills of elementary school students; therefore
- LET IT BE RESOLVED** That the Constituent Groups Caucus of Bowling Green State University joins with the Ohio Board of Regents, public and independent college and university presidents, public college and university faculty senates, the State Employees Council of Ohio, and the Faculty Senate, the Classified Staff Council, ..... of Bowling Green State University in supporting Governor Taft's goal of improving the reading skills of Ohio's elementary school students; and
- LET IT BE FURTHER RESOLVED** That the Constituent Groups Caucus of Bowling Green State University encourages all staff, faculty, and administrators of Ohio's public colleges and universities to join with the Governor as volunteers to help achieve this goal.

Resolution approved March 18, 1999 by the representatives of the Constituent Groups Caucus of  
Bowling Green State University

# Constituent Group Caucus

## Agenda

5/6/99, 10am-11:30am (Tucker Center Conference room B)

Paul G. Lopez, Chair

Deborah Boyce, Secretary

Call to order

Approval of outstanding minutes (March)

Old Business

- Benefits (Part-time employees) — proposal to Chuck
- Conflict Resolution Center (Update) — President ✓ c. Rick
- Diversity "training" —

New Business

- "University Policy committee" (Deb) —
- CGC Leadership transfer for Fall (Graduate Student Senate)
- BOT Chair recognition

*Sumner*

Good of the Order

Adjournment

Next Meeting: TBD

- Paul Lopez (ASC)
- Deb Boyce (AS)
- Rob (GSS) Pres.
- Ron Taylor (GSS)
- Jay Sumner (ASC)
- Scott Blackwood (ASC)
- Clint Gault (USG)