

1989

Minutes 1988-1989

Bowling Green State University. Administrative Staff Council

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2. Colored Ink
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ADMINISTRATIVE STAFF COUNCIL AGENDA

September 1, 1988

Alumni Room

1. Guest: Mary E. Edmonds, Vice President for Student Affairs
Issues of concern to the Student Affairs area
2. Guest: Richard Bowers
Fitwell Program, etc.
3. Report from the Personnel Welfare Committee
4. Communication Network
5. Items for future ASC agendas
6. Announcements from the Chair
7. Good of the Order

ATTACHMENTS:

1988-89 Administrative Staff Council membership
Meeting times and places
ASC Committee memberships to date

ADMINISTRATIVE STAFF COUNCIL
1988-89

Academic Affairs

Beth Casey (1989)
Judy Donald (1989)
Barbara Keeley (1989)
Joyce Kepke (1990)
James Litwin (1990)
*Diane Regan (1990)
David Stanford (1991)
*Norma Stickler (1990) SECRETARY
Kathryn Thiede (1991)
Betty Ward (1989)
Jane Wood (1991)

Firelands

Dennis Horan (1989)

Operations

*Rebecca Heyman (1991)
Ed O'Donnell (1989)
Sam Ramirez (1990)
Jane Schimpf (1990)

Planning and Budgeting

Linda Hamilton (1989)
Jim Hoy (1990)
Richard Peper (1990)
*Charles Schultz (1989)
Richard Zolman (1991)

President's Area

Scott Bressler (1990)
William Jones (1990)
*Greg Jordan (1991)
Randy Sokoll (1990)
Fran Voll (1990)

Student Affairs

Bob Arrowsmith (1990)
*Jill Carr (1991), CHAIR-ELECT
Gregory DeCrane (1991)
Laura Emch (1990)
Sandra George (1990)
Richard Hughes (1989)
*Joshua Kaplan (1991)
Louise Paradis (1990)

University Relations

Melissa Firestone (1991)
*Patrick Fitzgerald (1990) CHAIR
Marcia Latta (1991)
*Linda Swaisgood (1989)

*Suzanne Crawford, Past Chair

* Members of the Executive Committee

ADMINISTRATIVE STAFF COUNCIL
1988-89 Meeting Schedule
1:30 - 3:00

September 1, 1988	Alumni Room
October 6, 1988	Alumni Room
November 3, 1988	Library Conference Room
December 1, 1988	Alumni Room
January 5, 1989	Alumni Room
February 2, 1989	Alumni Room
March 2, 1989	Alumni Room
April 6, 1989	Ohio Suite
May 4, 1989	Alumni Room
June 1, 1989	Library Conference Room

ADMINISTRATIVE STAFF COUNCIL COMMITTEES
1988-89

Personnel Welfare

Jill Carr
Becky Heyman
Rich Hughes, Chair
Greg Jordan
Ed O'Donnell
Diane Regan
Charles Schultz
David Stanford
Linda Swaisgood
Dick Zolman
(Annmarie Heldt)

Professional Development

Sandra George
Linda Hamilton
Jim Hoy
Jane Schimpf
Jane Wood
(Annmarie Heldt)

Scholarhsip Committee

Laura Emch
Melissa Firestone

Finance Committee

Jill Carr

Bylaws Committee

Jill Carr
Norma Stickler

Ferrari Award Committee

Jill Carr, Chair
Other members to be selected later

Administrative Staff Representatives to University Committees
1988-89

		<u>Term Expires</u>	<u>Length of Term</u>
ACGFA	Ron Zwerlein	1989	1 year
Bookstore	Jane Wood	1989	1 year
Computing Council	Duane Whitmire	1989	3 years
Equal Oppt. Comp.	James Litwin	1989	3 year
	Sam Ramirez	1990	
Human Relations	John Buckenmyer	1989	3 year
	Linda Hamilton		
Human Subjects Review Board	Ron Thompson	1989	1 year
Insurance	Annmarie Heldt	1990	2 years
		1989	1 year (PWC rep)
Insurance Appeals	Betty Ward	1989	3 year
Legal Services	Don Passmore	1989	1 year
Library Advisory	Kathryn Thiede	1989	3 years
Monitor Advisory	Jane Schimpf	1989	2 years
Parking Appeals	Linda Swaisgood	1989	2 years
Safety Committee	Gregg DeCrane	1989	1 year
Telecommunications	Don Passmore	1989	3 years
Union Advisory	John Buckenmyer	1989	2 years

ADMINISTRATIVE STAFF COUNCIL
September 1, 1988

PRESENT: Arrowsmith, Bressler, Carr, Crawford, DeCrane, Donald, Emch, Firestone, Fitzgerald, George, Hamilton, Horan, Hoy, Hughes, Jordan, Kaplan, Keeley, Kepke, Latta, Paradis, Peper, Ramirez, Regan, Schimpf, Schultz, Sokoll, Stanford, Stickler, Swaisgood, Thiede, Voll, Ward, Wood, Zolman

ABSENT: Casey, Heyman, Jones, Litwin, O'Donnell

The meeting was called to order at 1:30 by Chair Patrick Fitzgerald.

Mary Edmonds, Vice President for Student Affairs

Dr. Edmonds made a presentation on the organization of the Student Affairs area and called attention to the 1988-89 Student Code, with particular emphasis on the sections dealing with harassment and with the confidentiality of student records. Among the major issues facing the Student Affairs area this year are student retention, alcohol use, AIDS, racism, and fitness/wellness. Dr. Edmonds briefly discussed each of the issues, giving an indication of the progress made and further steps to be taken this year. The Freshman Convocation, for example, was one step toward building a sense of identity in the freshman class that may help improve the retention rate. More nonalcoholic functions are being planned as a step in an alcohol prevention program--a program which is mandated by the Federal government.

Communications Network

Chair Fitzgerald distributed copies of the ASC Communications Network and urged all ASC members to stay in close touch with each member of their constituent group. It is through this network that the ASC can receive comments from the entire administrative staff regarding issues that concern them and that ASC members can keep the full administrative staff informed of the discussions and action of ASC.

Richard Bowers

Dr. Richard Bowers, Fitness Director of the Student Recreation Center, made a presentation on the Fitwell program. He began by stressing that in the future, awareness of health will go beyond our present understandings. The Fitwell program consists of a health risk appraisal, a blood cholesterol test, a body composition test, a resting blood pressure test, and a treadmill test. The program begins September 12 and is available for \$30 to any member of the Student Recreation Center or for \$80 to nonmembers. There are plans to do the cholesterol screening around the campus for a minimal charge. Other activities to improve the fitness awareness of faculty, staff, and students are under consideration.

ASC Minutes

September 1, 1988

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Personnel Welfare Committee Report

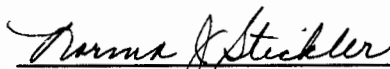
Rich Hughes, Chair of the PWC, reported that the committee's membership has been expanded this year and the majority of its time will be spent on salary issues. Related agenda items will also be considered. These items include examination of salary levels for internally vs. externally funded positions, establishment of regular guidelines for distribution of market adjustment monies, establishment of guidelines for promotion, review of process by which administrative staff are compensated for changes in their job description. There will be less emphasis placed on development of a new fringe benefit package this year.

Future Agenda Items

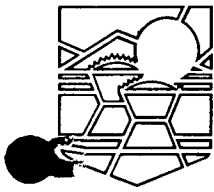
ASC members suggested several areas that may need attention this year: the appointment of a personnel director, screening for sensitivity to racial and sexual harassment issues when job applicants are interviewed, opportunities for participation in wellness programs, professional development workshops.

Announcements

Opportunities for social gatherings of administrative staff are being investigated. ASC Executive Committee will meet with Faculty Senate Executive Committee once per semester. Volunteers were sought for the Scholarship Committee. ASC has a Foundation Account to which tax deductible contributions may be made at any time.



Norma J. Stickler
Secretary of ASC



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

October 3, 1988

MEMORANDUM

TO: Administrative Staff Council

FROM: Norma J. Stickler *Norma J. Stickler*
Secretary, Administrative Staff Council

RE: October 6, 1988 Meeting

This memorandum is to remind you of the Administrative Staff Council meeting Thursday, October 6, 1988 at 1:30 p.m. in the Alumni Room of the Union. Vice Chair Carr is still finalizing one part of the agenda, but the agenda will include a report from Greg Jordan on United Way, and reports from the Scholarship Committee and the Personnel Welfare Committee.

WV

ADMINISTRATIVE STAFF COUNCIL AGENDA

October 6, 1988, 1:30 p.m.

Alumni Room

1. United Way Campaign
Greg Jordan
2. Committee Reports
Personnel Welfare Committee
Scholarship Committee
3. GASP starts tonight!
4. Good of the Order

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ADMINISTRATIVE STAFF COUNCIL

October, 6, 1988

PRESENT: Arrowsmith, Bressler, Casey, Crawford, DeCrane, Donald, Fahrer for Emch, Firestone, George, Hamilton, Heyman, Horan, Hoy, Hughes, Jordan, Kaplan, Hartley for Keeley, Kepke, Litwin, Paradis, Peper, Regan, Schimpf, Schultz, Sokoll, Stanford, Stickler, Swaisgood, Thiede, Ward, Wood, Zolman

ABSENT: Carr, Fitzgerald, Jones, Latta, O'Donnell, Ramirez, Voll

The meeting was called to order at 1:30 by Secretary Norma Stickler.

United Way

Greg Jordan, General Chairman of the 1988 United Way Campaign gave a presentation on the campaign. Charles Schultz is coordinating the Administrative Staff participation, and Linda Swaisgood is handling publicity. This year the coordinators hope to streamline the card system by which contributions are made. Other major goals are to improve the participation rate and to assure staff and faculty of the confidentiality of their contributions. In 1987, \$270,000 in contributions were sent from Wood County to the Toledo United Way; \$490,000 was allocated back to Wood County. Because the Toledo United Way has an endowment that can cover some administrative costs, 98.6% of contributions go directly to the agencies.

Personnel Welfare Committee

Rich Hughes, chair of the PWC, gave a brief report. The Committee has split into two groups, one to handle the salary data collection, and the other to study a fringe benefit request. The salary subcommittee will be composed of Jill Carr (Chair), Annmarie Heldt, Charles Schultz, Linda Swaisgood, Diane Regan, Becky Heyman, and Rich Hughes. The fringe benefit subcommittee will include David Stanford (Chair), Greg Jordan, Dick Zolman, Ed O'Donnell, Annmarie Heldt, and Rich Hughes. Any member of the Administrative Staff who has a question or concern about salary or benefit issues should contact a member of the Personnel Welfare Committee.

Scholarship Committee

The timetable for the scholarship was distributed. Norma Stickler reported that there is nearly \$15,000 in the fund now, which means that ASC will be able to give a scholarship of approximately \$1,000 next spring.

Announcements

Clyde Milligan, was introduced as the Classified Staff representative to Administrative Staff Council meetings.

ASC members are urged to collect comparative salary data from peers at the other state institutions or from other reliable sources. Please forward the data to Annmarie Heldt or Jill Carr.


Norma J. Stickler
Secretary of ASC

Attachment: Communications Network Updates



Bowling Green State University

Financial Aid and Student Employment
Bowling Green, Ohio 43403-0145
(419) 372-2651
Cable: BGSUOH

1988-89
ASC SCHOLARSHIP TIMELINE

- | | |
|----------------|---|
| December 8 | Scholarship Committee meeting 9-10:00 |
| December 15 | Finalize scholarship application and cover letter |
| December 16 | Send application to Typesetting |
| December 19 | Send application/letter to Duplicating |
| December 27 | Send request to R & R to top 10% GPA cut-off for each College |
| January 2 | Mail applications/letters to College Deans and Firelands (include GPA cut-off for each College and explain that it is cumulative GPA) |
| January 6 | Begin general distribution of applications to each college office and FASE |
| February 10 | Deadline date for applications - 5 p.m. |
| February 13-15 | Initial screening (GPA and financial need) |
| February 20-24 | ASC Scholarship Committee to review and rank applications |
| March 1 | Set meeting for Committee to decide on recipient 9-11:00 |
| March 6 | Mail award letter |
| March 16 | Scholarship Committee meet to set up ASC Scholarship fund drive |

Meetings will be held in the 4th Floor Student Services Conference Room, located through the Housing Office entrance in the Student Services Building

ADMINISTRATIVE STAFF COUNCIL AGENDA
November 3, 1988, 1:30 p.m.

Library Conference Room
(First Floor of Jerome Library)

1. President Paul J. Olscamp
(Come with questions for Dr. Olscamp)
2. Committee Reports and Updates
3. Announcements
4. Good of the Order

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ADMINISTRATIVE STAFF COUNCIL
November 3, 1988

PRESENT: Arrowsmith, Carr, MacVarish for DeCrane, Donald, Emch, Firestone, Fitzgerald, George, Hamilton, Duda for Heyman, Horan, Hoy, Hughes, Kaplan, Keeley, Kepke, Latta, Litwin, O'Donnell, Paradis, Peper, Thomas for Regan, Schimpf, Schultz, Stanford, Stickler, Swaisgood, Norden for Thiede, Voll, Ward, Wood

ABSENT: Bressler, Casey, Crawford, Jordan, Ramirez, Sokoll, Zolman

The meeting was called to order at 1:30 p.m. by Chair Pat Fitzgerald.

President Olscamp

Dr. Olscamp began his remarks by responding to questions that had been submitted by the Executive Committee. The first dealt with plans to consolidate the personnel functions. He sees a need for more coordination of effort on personnel issues particularly in areas such as retirement planning, benefits, insurance and records management. Some administrative and physical relocation is possible, and the Operations area seems to be a logical location for a centralized function.

There is little short-range change expected due to the modifications in the enrollment ceiling. The University is already close to the ceiling, and given the restrictions on available housing and the difficulty of recruiting more graduate students, dramatic enrollment change is not likely. An effort will be made to recruit junior and senior transfer students. For the long-term, BGSU needs to determine the kind of a school it wants to become if further modification is made to the ceiling allowing a higher enrollment.

A question had been raised about how to best present the ASC salary recommendation given the difficulty of obtaining comparison data. Dr. Olscamp said comparisons with other schools in Ohio would be useful if the positions are comparable to those at BGSU. Positions that recruit locally, statewide, and nationally should be identified.

Questions were then raised from members present. The first dealt with why BGSU's graduate programs are not more accessible to nontraditional students who must take classes in the evening. Dr. Olscamp responded that significant progress has been made in moving from one to six undergraduate programs that can be completed in the evening. The calendar and time sequence is a problem for graduate students, as is the lack of a large market in the immediate geographical area. He will check into the issue further.

In response to additional questions, Dr. Olscamp commented as follows: He has tried on three occasions to obtain state funding for day care facilities for faculty and staff, but without success. Placing a charge on students is not a possibility, and it has been judged impossible to raise enough funds via a user fee.

Dr. Olscamp hopes there will not be a tuition freeze. Student costs do need to come down, but the state university presidents will be proposing alternatives to a tuition cap.

There are no immediate major changes expected in the focus on higher education at the national level whichever party wins the presidency next week. In either case, there will probably be less controversy regarding higher education than during Bennett's tenure in the Cabinet.

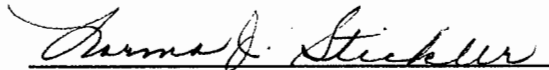
Another Early Retirement Incentive Plan for PERS members is not probable at this time. There is less opportunity for savings with PERS retirements than with STRS, and Dr. Olscamp has some reservations about whether the plan being proposed for faculty will ultimately work.

Committee Reports

Professional Development. Jim Hoy reported on preliminary plans under way and distributed a questionnaire for members to complete indicating their preferences for workshops.

Personnel Welfare Committee. Rich Hughes reported on the Committee's meeting with Vice President Dalton. The family health insurance coverage has been deferred. The two personal days are still under consideration. Jill Carr reported that the salary subcommittee has identified 46 positions at the assistant/associate director/manager level that will be examined and compared with counterparts in Ohio. Annmarie Heldt is assisting in the surveying. It is planned that there will be a proposal to ASC for the January meeting. David Stanford reported that the benefits subcommittee is in the process of comparing BG's benefit package with that of selected Ohio schools.

A question was raised about what the Council could do to pursue the issue of day care. Some schools have received federal grants to establish facilities. A committee will be established to look into the issue. Those interested in serving on the committee are to contact Rich Hughes immediately.



Norma J. Stickler
Administrative Staff Council Secretary

wv

Please note the attached additions to the Communications Network

Additions to Communications Network, 11/4/88

- Bob Arrowsmith
Add Janet Spieker, Student Health Services
- Scot Bressler
Add Jacqueline Joseph, Intercollegiate Athletics
- Sandra George
Add Thomas Gorman, Placement Services
- Jim Hoy
Add Phyllis Short, University Computer Services
- Greg Jordan
Add Wayne Wilson, Intercollegiate Athletics
- Jim Litwin
Add Jose Pereira de Almeida, Population & Society Research Center
- Louise Paradis
Add Julie Schroeder, Student Health Services
- Sam Ramirez
Add Larry Holland, Plant Operations and Maintenance
- Diane Regan
Add Carol Aldridge, Women's Studies
- Jane Schimpf
Add Gwen Ohlinger, University Bookstore
- Linda Swaisgood
Add Jeffrey Hall, Public Relations
- Kathryn Thiede
Add Robert Graham, IGLR
- Fran Voll
Add Susan Nutty, Intercollegiate Athletics
Add Gene Orlando, Intercollegiate Athletics
- Betty Ward
Add Nancy Mueller, Graduate College
Add Linda Crawford, Health and Human Services
- Richard Zolman
Add Chris Geib, Admissions

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Changes to Communications Network
October 11, 1988

Sandra George

Add: Dalila de Sousa-Kiple, Minority Affairs

Kathryn Thiede

Add: Jay Martin, Institute for Great Lakes Research

David Stanford

Delete: John Zimmerman

Add: Aurelio Sanchez, Academic Enhancement

Joyce Kepke:

Add: Ruth Rodau, Philosophy

Jane Wood

Add: Patricia Folkerth, Field Experience and Standards Compliance, College of Education and Allied Professions

Bill Jones

Delete: Gail Davenport

Linda Hamilton

Delete: Beryl Smith

Sam Ramirez

Delete: A. I. Milliron

ADMINISTRATIVE STAFF COUNCIL AGENDA
December 1, 1988, 1:30 p.m.

Alumni Room

1. Jean Yarnell, Director of Parking Services
2. James Morris, Benefits Manager
3. Administrative Staff Handbook Changes (see attachment)
4. Announcements
5. Good of the Order

ADMINISTRATIVE STAFF COUNCIL
December 1, 1988

PRESENT: Arrowsmith, Bressler, Crawford, DeCrane, Donald, Emch, Firestone, Fitzgerald, George, Hamilton, Heyman, Nemitz for Horan, Hoy, Hughes, Jordan, Kaplan, Keeley, Malanowski for Kepke, Latta, Litwin, O'Donnell, Paradis, Peper, Ramirez, Regan, Schimpf, Schultz, Stanford, Stickler, Swaisgood, Thiede, Ward, Wood, Zolman

ABSENT: Carr, Casey, Sokoll, Voll

The meeting was called to order at 1:30 p.m. by Chair Pat Fitzgerald.

Jean Yarnell, Parking Services

Ms. Yarnell said the new visitor information center is scheduled to open in the spring. Some of the funding will come from parking reserves; the rest will be borrowed.

Ms. Yarnell outlined changes in parking procedures and in the Parking Appeals Committee that are being recommended by the University Parking Committee. It is being proposed that one-semester tags be issued for faculty and staff members who are hired for only one semester. A copy was distributed of the proposed revisions to the composition and procedures for the Parking Appeals Committee. Several objections were raised to the recommendations: the two administrative and classified staff representatives were replaced with one representative from either administrative or classified staff; the faculty terms are three years but the staff terms are only two years; the summer compliance officer should be a member of the committee, not the Manager of Parking Services; there should not be a provision for repeat appeals; the members of the appeals committee should be elected or appointed by constituent bodies, not appointed by the Parking Committee; why have an undergraduate student on the committee if student appeals are not heard by this group. Linda Swaisgood, a member of the present Parking Appeals Committee, agreed to attend the next Parking Committee meeting to convey ASC's concerns about the recommendations.

Ms. Yarnell also clarified that by the use of hanging tags, it is the person and not the car that is registered. Therefore, if someone else, such as a child or spouse, drives the car using the staff member's tag, it is a parking violation.

James Morris, Benefits Manager

Mr. Morris was asked to speak about second opinions and cost containment measures. He said the second opinion stipulation is a part of cost containment, but the carrier is not interested in saving money by penalties or by failure to comply. We now have mandatory second opinion for all employees for non-emergency surgery. Each case is determined on an individual basis. Employees who have any doubt about whether a surgery requires a second opinion should consult with the Benefits Office or the carrier. Questions have been raised about who is qualified to give the "first" opinion because the University's brochures do not agree with each other. If the family physician feels that surgery is necessary, opinions must be sought from two additional qualified specialists.

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Mr. Morris said that without cost containment, the University has no control over the costs, and there continues to be a tremendous increase in health care costs. Some specific cases are reaching the upper limits. In a recent case, the costs had approached \$100,000 before the Benefits Office was ever informed that there would be a claim coming in.

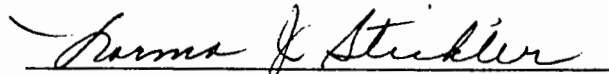
There have been concerns expressed by university employees that the written communications from the carrier are rude, and Mr. Morris has worked with the carrier administration to soften the harsh language of the mailings.

Handbook

Questions were raised about the nepotism policy and about the grievance policy. Due to the late hour, voting on the handbook changes was delayed until the January meeting.

Early Retirement

An ad hoc committee has been formed to investigate the possibility of another early retirement incentive program. Anyone interested in serving on the committee should contact Pat Fitzgerald.


Norma J. Stickler
ASC Secretary

WV

Please note the following updates to the Communications Network

Joyce Kepke: Add Douglas Martin, Chemistry
Diane Regan: Add Barbara Steiner, Biological Sciences
Ed O'Donnell: Add Robert Boucher, Plant Operations & Maintenance
Becky Heyman: Add Robert Martin, VP Operations
Greg Jordan: Add Steve Barr, Sports Information Director
Norma Stickler: Add Sheila Thompson, Business Education



November 23, 1988

MEMORANDUM

TO: Administrative Staff Council

FROM: Norma J. Stickler *Norma J. Stickler*
Secretary, Administrative Staff Council

The Handbook Review Committee (Norma Stickler, Deb McLaughlin, Sue Crawford) presents the following recommendations for changes to the Administrative Staff Handbook.

1. Deletion of the major subdivisions of the handbook resulting in one section that will be arranged alphabetically by topic. We believe this change will make it easier to find a policy quickly.
2. Expansion of the index in order also to assist in the ease of finding a policy or procedure. (attachment 1)
3. Expansion of the introduction of the Handbook to define the Administrative Staff and to explain the role of the Office of Administrative Staff Services. (attachment 2)
4. Revision of the Key Policy and Procedure to omit the procedural details. The essence of the key policy is retained. (attachment 3)
5. Revision of the Nepotism Policy to include an expanded statement that was approved by the Administration in 1984. (attachment 4)
6. Revision of the general Grievance Procedures (attachment 5) so that they are not a repetition of the Affirmative Action Grievance Procedures. The current policy, for example, calls for involvement of the Director of Affirmative Action in grievances involving working conditions. Such involvement is appropriately a part of an affirmative action grievance, but in cases of work related grievances, the Director of Administrative Staff Personnel Services is the more appropriate coordinating official.

The first paragraph of the policy has been rearranged to flow more logically and to insert grounds for petition of grievance. (The language for the latter is based on provisions in the Academic Charter.)

It is also recommended that the section outlining the details of the hearing procedures be removed from the Handbook and be retained on file in the Administrative Staff Personnel Services Office.

3. Notation on all University Trustee-approved policies of the date of Trustee approval.
7. Placement of "Parking for Handicapped" within the Parking Policy.
8. Placement of "Posting of Smoking Areas" as a part of the "Smoking Regulations" section.

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ADMINISTRATIVE STAFF HANDBOOK
Introduction

The administrative staff members at BGSU are responsible for promoting a healthy climate for learning and professional growth and for asserting the leadership and support essential to enhancing the University's programs and services. Effective administration promotes an institutional reputation of academic and professional excellence as well as the sound management of institutional resources. A code of ethics, on page XX, further details the responsibilities of administrative staff members to the University community.

All administrative staff members should share a sense of working toward a common goal--that of maintaining the high standards of the University and its mission. To promote communication and a sense of common purpose, various support structures have been implemented for the administrative staff.

The Administrative Staff Council is an elected body whose purpose is to represent administrative staff in matters of welfare, professional development and institutional policy. Chartered in 1980, ASC has a membership of ten percent of the total administrative staff.

1982

The Office of Administrative Staff Personnel Services exists to counsel administrative staff members on matters such as benefits, policies and professional development, among others.

The Administrative Staff Handbook contains policies relating to the employment and benefits of administrative staff, as well as general University policies. The 1988-89 Handbook was approved by the Board of Trustees on XXX, and becomes effective for subsequently signed contracts. In conjunction with the Office of Administrative Staff Personnel Services, a committee of the Administrative Staff Council annually recommends revisions to the policies herein. Questions regarding interpretation of Handbook policies will be resolved by the Director of Administrative Staff Personnel Services who will consult, as appropriate, with the officers of the Administrative Staff Council.

KEY REGULATIONS

(Delete all of present "Key Regulations" on page 40-41 and "Key Replacement Policy" on page 41.)

ADMINISTRATIVE STAFF MEMBERS ARE ISSUED OFFICE AND BUILDING KEYS AS NEEDED FOR THEIR ASSIGNMENTS. KEYS ARE ISSUED BY THE KEY OFFICE, PLANT OPERATIONS AND MAINTENANCE, 48 HOURS AFTER SUBMISSION OF A KEY AUTHORIZATION CARD SIGNED BY THE EMPLOYEE'S SUPERVISOR. GRAND MASTER KEYS ARE ISSUED BY THE DIRECTOR OF PUBLIC SAFETY. WHEN A STAFF MEMBER LEAVES THE UNIVERSITY OR TRANSFERS TO A DIFFERENT LOCATION ON CAMPUS, KEYS MUST BE RETURNED, EITHER AT THE EXIT INTERVIEW IN THE CASE OF RESIGNATION OR AT THE KEY OFFICE IN THE CASE OF TRANSFER. MASTER KEYS ARE RETURNED TO PUBLIC SAFETY. ALL KEYS REMAIN THE PROPERTY OF THE STATE OF OHIO AND MAY NOT BE DUPLICATED. EMPLOYEES WILL BE ASSESSED A FEE OF \$5 PER KEY FOR LOST KEYS.

+ alarm key

Master and \$50 for a grand master, office; \$25 for a building

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COMPENSATORY TIME

Under normal circumstances, a full-time administrative staff member is expected to work a minimum of forty hours per week. There may be occasions, however, when it will be necessary to work beyond the forty hours in order to fulfill the contracted obligations. No compensatory time is earned for these occasional extra hours of service. When an administrative staff member's normal duties perpetually require work beyond the forty hour week, it is assumed that this situation will be taken into account in the employee's overall compensation. (See also Holiday Policy).

JURY DUTY

Full University pay shall be granted when an administrative staff member is subpoenaed for any court or jury duty by the U.S., the State of Ohio, or a political subdivision. All compensation received for court or jury duty shall be remitted by the administrative staff member to the Office of the Bursar, Bowling Green State University, except when such duty is performed outside the normal working hours or while the administrative staff member is on vacation.

KEY REGULATIONS

Administrative staff members are issued office and building keys necessary to their assignments. No keys are issued until a key authorization card is approved by the staff member's area head. Keys may be signed for and obtained at the Physical Plant Office 48 hours after the authorization card has been submitted. All keys remain the property of the State of Ohio. When an administrative staff member terminates or changes assignment and certain keys are no longer required, the keys must be returned to the Physical Plant Office.

It is to everyone's advantage that the locking system at the University be as secure as possible. For that reason, the following procedures apply:

1. All keys will be requested by description of the area to be accessed, not by university key number.
2. All requests will be signed by a department chair, director, dean, vice president, or appropriate administrator.
3. When an employee transfers to another position on the campus, his/her keys will be returned to the Plant Operations Department and not taken to the new assignment. The new position will affect which keys will be assigned.
4. Keys may be ordered by telephone to save a trip to Plant Operations so they will be ready when the employee picks them up. Each person must pick up his/her own keys. Grand Master keys are authorized through the Director of Public Safety, and are to be picked up at Public Safety.

7/87

- 5. Employee keys will not be passed on to an employee's replacement but will be reissued by the Plant Operations Department, or Public Safety, as appropriate.
- 6. When an employee loses a key, the replacement key must be reauthorized in writing by the department head and approved by a dean of vice president. A charge may be assessed.
- 7. When any person having a university key leaves the employment of the University, all keys are to be returned to the Plant Operations Department and a receipt issued before issuance of a final pay check. Grand Master keys are to be returned to the Director of Public Safety.
- 8. On March 8, 1962, the Board of Trustees passed a resolution which forbids duplication of keys for any university facility or equipment except by the authorization of the Director of Plant Operations and Maintenance of Bowling Green State University.

Key Replacement Policy

Consistent with the key regulations, Item 6., referring to assessments for key replacement, the following applies:

- 1. All key replacements are charged at a rate of \$5 each key.
- 2. Payment for lost keys will be the responsibility of the person to whom the keys were issued.
- 3. Payment for stolen keys, unless the result of negligence, will be the responsibility of the department of the person to whom the keys were issued. Keys stolen as the proven result of negligence will be considered lost keys.
- 4. Payment for lock changes for academic or nonacademic buildings will be by the responsible requesting department. Charges may vary, depending on the types of changes and locks.
- 5. If a student room door key is lost or stolen, a new lock will be installed. If a front door key is lost or stolen, all locks in the living unit will be changed. The student losing the key will be billed for the cost of the replacement of locks and keys.

PARKING

Vehicle identification is necessary for parking needs, assessment and control. All vehicles must be registered and display the appropriate decal/permit when parked in any BGSU parking area other than a metered parking space. Faculty/staff parking areas are identified with the appropriate signature and are located in strategic areas throughout the campus.

Registration should be completed during the first two days of employment. Each staff member is provided a transferable parking decal. To obtain a decal, the staff member must provide the Office of Parking and Traffic with his/her social security number and the auto registration fee waiver obtained from and signed by the departmental budget administrator.

NEPOTISM

immediately

In keeping with good personnel management procedures and to guarantee equal opportunities to all, applicants may not be hired for or promoted into positions in which they would supervise or be subject to the immediate supervision of a member of their immediate family. This policy will be upheld regardless of the sex of the relatives involved and will be equally applied to both males and females.

IF A [?] [PROPOSED HIRE] PROMOTION, MARRIAGE, OR OTHER ACTION PLACES A MEMBER OF A FAMILY IN SUPERVISION OF ANOTHER FAMILY MEMBER, THE MATTER SHOULD BE BROUGHT TO THE IMMEDIATE ATTENTION OF THE COGNIZANT VICE PRESIDENT. EASY ACCOMMODATION OF THE SITUATION MAY NOT ALWAYS BE POSSIBLE.

APPOINTMENT OF SPOUSES OR OTHER RELATIVES TO THE SAME DEPARTMENT IS NOT NECESSARILY NEPOTISM, BUT RELATIVES MAY NOT PARTICIPATE IN CAREER DECISIONS ON EACH OTHER.

For ~~more~~/specific/information QUESTIONS relative to nepotism, you may contact the Office of Affirmative Action.

What is a family member? What is a relative?

GRIEVANCE AND HEARING PROCEDURES

I. Grievance Procedures

A. Purpose

Among others,

The purpose of the grievance procedure is to ensure the prompt resolution of complaints by administrative staff members regarding the terms and conditions of employment, salary, benefits, or other job-related concerns. GROUNDS FOR PETITION OF GRIEVANCE MAY BE ANY OR ALL OF THE FOLLOWING ALLEGATIONS:

- A. FAILURE TO OBSERVE DUE PROCESS IN DECISIONS AT THE ~~UNIT LEVEL~~ *defense*
- B. INADEQUATE OR INEQUITABLE CONSIDERATION OF PROFESSIONAL COMPETENCE
- C. TERMINATION OF APPOINTMENT FOR CAUSE

Non-renewal of contract for an administrative staff member of three or more years standing must be reviewed and authorized by the appropriate vice president. The decision not to continue the contract of an administrative staff member is not grievable, and therefore, not subject to this procedure.

Complaints dealing with alleged discrimination will be processed according to the provisions of the University's affirmative action plan.

B. Area review committee

The President (or designee) and each vice president will establish a three-member committee to assist in resolving grievances within the vice-presidential area. Committee members will serve for three years except initial appointments which will be staggered one, two and three years.

C. Initial review and transmittal of grievance petition

When a complaint arises, the administrative staff member should first attempt to resolve the issue with the immediate supervisor. Efforts in this direction should be documented. If the grievance is not resolved to the satisfaction of both parties, the grievant may submit a petition, in writing, to the chair of the area review committee.

Should the complainant be a member of the hearing panel or should a particular case indicate the potential for a conflict of interest, the appropriate vice president will select a new person to hear the case in question.

The Area Review committee will investigate the grievance, and within fourteen calendar days after its receipt, submit a written recommendation for resolution to the President (or designee) or appropriate vice president. The President (or designee) or Vice President will present a written decision to the staff member within seven calendar days after receipt of the Area Review Committee's report. A copy of the Review Committee's report will also be forwarded to the staff member.

If the complainant identified the potential for a conflict of interest with the vice president, the duties herein delegated to that position will be reassigned as directed by the President.

II. Hearing Procedure

A. Purpose

The purpose of the hearing procedure is to provide the further review of complaints by administrative staff members regarding the terms and conditions of employment, salary, benefits, or other job-related concerns. This procedure will be used if resolution of the problem has been unsuccessful at prior levels.

B. Request for hearing

1. If the administrative staff member is not satisfied with the decision rendered at the area review committee level, that person may request that a hearing panel be convened. This request must be made within seven calendar days after receipt of the written decision of the President (or designee) or vice president. The request must be submitted in writing to the President (or designee) or vice president and include the name of one BGSU employee selected by the complainant, who is willing and available to serve as a member of the hearing panel.
2. Within three calendar days after receipt of a request for a hearing, the President (or designee) or vice president will notify the Director of ~~Affirmative///Action~~ ADMINISTRATIVE STAFF PERSONNEL. Within fourteen calendar days after notification, the Director of ~~Affirmative/Action~~ ADMINISTRATIVE STAFF PERSONNEL will coordinate all aspects of the hearing process. This will include contacting the complainant and the respondent to review the hearing procedures and will also include facilitating the establishment of the hearing panel.
3. The hearing must take place within fourteen calendar days after the establishment of the hearing panel (the Director of ~~Affirmative/Action~~ ADMINISTRATIVE STAFF PERSONNEL will be responsible for scheduling the hearing).

C. The Hearing Panel

GUIDELINES FOR ESTABLISHING THE HEARING PANEL AND FOR CONDUCTING THE HEARING RESIDE IN THE OFFICE OF THE DIRECTOR OF ADMINISTRATIVE STAFF PERSONNEL SERVICES.

~~The Hearing Panel will consist of three voting members.~~

1. Selection of members
~~The complainant's nomination of a member will be noted in the "request for hearing." The respondent will nominate one University employee who is willing and available to serve as the second member of the hearing panel.~~

A third panel person, who will also serve as chair of the hearing panel, will be selected by mutual agreement of the chosen members. This person must be an employee of the University. If the two members of hearing panel cannot reach agreement in this matter, the chair will be appointed by the Director of Administrative Staff Personnel.

2. Obligations and powers of the hearing panel

It is the duty of the hearing panel to conduct a fair and impartial hearing.

The hearing panel will have access to all available witnesses and records concerning the matter before it. The hearing panel will conduct its proceedings as expeditiously as possible.

D. Hearing guidelines

Hearings will be informal. Legal rules of conduct will not govern the proceedings.

The burden of proof for any grievance rests with the complainant.

The complainant and the respondent may be represented by an advisor of their choice who may participate fully in the hearing.

The hearing will be closed unless all parties agree that it be open. If it is open, each party may invite two observers from the University work force in addition to the advisor.

A tape recording will be made of each hearing and shall become part of the record of the hearing. This will be used 1) to assist the panel in its deliberations and 2) for appeals. It will be available to the complainant or the respondent on request to the request to the Director of Administrative Staff Personnel and it will be kept only until the University appeal procedure has been exhausted. Any cost of making a written transcript will be borne by the person making the request.

By mutual agreement, a maximum of seven calendar days extension of the time period in the hearing procedure will be allowed at any phase of the proceedings. (The Director of Administrative Staff Personnel will be responsible for adherence to the timetable.)

Expenses incurred during the hearing will be borne by the University, excepting those expenses incurred through the use of individuals external to the University which shall be borne by the party utilizing such individuals. The University will not pay expenses incurred by the complainant during preparation for the hearing. Staff members will not be given time off with pay to prepare for the hearing nor receive extra compensation for the time spent beyond the normal working hours.

The hearing will be conducted in the following manner:

The name of the case and persons present at the hearing will be given.

The powers, duties, and functions of the panel will be read by the chair.

Complainant (or advisor)* will make an opening statement, explaining the grounds for the complaint, what the complainant intends to prove, and outlining the evidence supporting it.

The hearing panel will allow for the presentation of evidence limited only by the requirement that, in the panel's judgment, it must be relevant to the case at hand.

Complainant may call witnesses and/or present any documentary evidence.

Prior to testimony of a witness, the chair will administer an oath which will affirm the veracity of the statements. Witnesses may testify either in narrative form or in response to specific questions.

At the conclusion of each witness' testimony offered by the complainant, the respondent will have an opportunity to ask questions. The panel will then be allowed to ask any questions it may have.

Respondent will make an opening statement which will consist of what the respondent will attempt to prove. Respondent may call witnesses and/or present any documentary evidence.

At the conclusion of each witness' testimony offered for the respondent, the complainant will have an opportunity to ask questions. The panel will then be allowed to ask any questions it may have.

Complainant will be allowed to introduce additional evidence or testimony in rebuttal of any newly introduced testimony or evidence brought forward in the respondent's case.

Respondent will be allowed to introduce additional evidence or testimony in rebuttal of any newly introduced testimony or evidence brought forward in the complainant's rebuttal.

Complainant will make closing arguments summarizing the case.

Respondent will make closing arguments summarizing the case.

*It is hereinafter understood that the term respondent or complainant also includes that person's advisor.

E. Resolution

The hearing panel will give written notice of its recommended disposition of the complaint, including rationale for the recommendation, to the Director of *Affirmative/Action* ADMINISTRATIVE STAFF PERSONNEL. This must occur within seven calendar days after the conclusion of the hearing. (The panel's recommendation will be made by majority vote.)

Copies of the panel's recommendations will be forwarded to the complainant, the respondent, and the President (or designee) or appropriate vice president.

The Director of *Affirmative/Action* ADMINISTRATIVE STAFF PERSONNEL will facilitate the process for resolution of the complaint and will insure that the appropriate administrator makes a decision in a timely manner.

F. Appeal

The recommendation of the hearing panel and the decision of the appropriate administrator may be appealed in writing within seven calendar days of the decision, to the President of the University. The President (or designee) will respond in writing to all parties--complainant, respondent, chair of the hearing panel, Director of *Affirmative/Action* ADMINISTRATIVE STAFF PERSONNEL, and the appropriate vice president--concerning final disposition of the appeal within fourteen calendar days after receiving the appeal. The President's (or designee's) decision is final.

ADMINISTRATIVE STAFF COUNCIL
December 1, 1988

PRESENT: Arrowsmith, Bressler, Crawford, DeCrane, Donald, Emch, Firestone, Fitzgerald, George, Hamilton, Heyman, Nemitz for Horan, Hoy, Hughes, Jordan, Kaplan, Keeley, Malanowski for Kepke, Latta, Litwin, O'Donnell, Paradis, Peper, Ramirez, Regan, Schimpf, Schultz, Stanford, Stickler, Swaisgood, Thiede, Ward, Wood, Zolman

ABSENT: Carr, Casey, Sokoll, Voll

The meeting was called to order at 1:30 p.m. by Chair Pat Fitzgerald.

Jean Yarnell, Parking Services

Ms. Yarnell said the new visitor information center is scheduled to open in the spring. Some of the funding will come from parking reserves; the rest will be borrowed.

Ms. Yarnell outlined changes in parking procedures and in the Parking Appeals Committee that are being recommended by the University Parking Committee. It is being proposed that one-semester tags be issued for faculty and staff members who are hired for only one semester. A copy was distributed of the proposed revisions to the composition and procedures for the Parking Appeals Committee. Several objections were raised to the recommendations: the two administrative and classified staff representatives were replaced with one representative from either administrative or classified staff; the faculty terms are three years but the staff terms are only two years; the summer compliance officer should be a member of the committee, not the Manager of Parking Services; there should not be a provision for repeat appeals; the members of the appeals committee should be elected or appointed by constituent bodies, not appointed by the Parking Committee; why have an undergraduate student on the committee if student appeals are not heard by this group. Linda Swaisgood, a member of the present Parking Appeals Committee, agreed to attend the next Parking Committee meeting to convey ASC's concerns about the recommendations.

Ms. Yarnell also clarified that by the use of hanging tags, it is the person and not the car that is registered. Therefore, if someone else, such as a child or spouse, drives the car using the staff member's tag, it is a parking violation.

James Morris, Benefits Manager

Mr. Morris was asked to speak about second opinions and cost containment measures. He said the second opinion stipulation is a part of cost containment, but the carrier is not interested in saving money by penalties or by failure to comply. We now have mandatory second opinion for all employees for non-emergency surgery. Each case is determined on an individual basis. Employees who have any doubt about whether a surgery requires a second opinion should consult with the Benefits Office or the carrier. Questions have been raised about who is qualified to give the "first" opinion because the University's brochures do not agree with each other. If the family physician feels that surgery is necessary, opinions must be sought from two additional qualified specialists.

Mr. Morris said that without cost containment, the University has no control over the costs, and there continues to be a tremendous increase in health care costs. Some specific cases are reaching the upper limits. In a recent case, the costs had approached \$100,000 before the Benefits Office was ever informed that there would be a claim coming in.


There have been concerns expressed by university employees that the written communications from the carrier are rude, and Mr. Morris has worked with the carrier administration to soften the harsh language of the mailings.

Handbook

Questions were raised about the nepotism policy and about the grievance policy. Due to the late hour, voting on the handbook changes was delayed until the January meeting.

Early Retirement

An ad hoc committee has been formed to investigate the possibility of another early retirement incentive program. Anyone interested in serving on the committee should contact Pat Fitzgerald.



Norma J. Stickler
ASC Secretary

WV

Please note the following updates to the Communications Network

Joyce Kepke: Add Douglas Martin, Chemistry
 Diane Regan: Add Barbara Steiner, Biological Sciences
 Ed O'Donnell: Add Robert Boucher, Plant Operations & Maintenance
 Becky Heyman: Add Robert Martin, VP Operations
 Greg Jordan: Add Steve Barr, Sports Information Director
 Norma Stickler: Add Sheila Thompson, Business Education

*Kevin Work-
Chair*

*2:30-4:00.
226 Ed Bldg.*

**Recommendations for Parking Appeals Committee
by the University Parking Committee
November 18, 1988**

The University Parking Committee has been asked by several persons and groups on campus to find a way to improve the present parking appeals process for faculty, staff, and graduate assistants at BGSU. It must be made clear at this time that the University Parking Committee has no jurisdiction over the Parking Appeals Committee at this time (the University Parking Committee is under the Committee on Committees of the Faculty Senate and the Parking Appeals Committee is presently under the VP for Operations) and that the following are merely our recommendations for improving the process. We stress, however, that we feel that the recommendations are strong ones and that the present situation should be changed as soon as possible.

A. MEMBERSHIP OF PARKING APPEALS COMMITTEE

The membership of the Parking Appeals Committee should consist of five positions:

2 Faculty members, one of whom shall serve as chair, serving for three-year terms that are not totally concurrent with each other.

1 Administrative or **Classified Staff member**, who shall serve a two-year term.

1 Graduate Assistant, who shall serve a one-year term.

Why here?



1 Undergraduate Student, preferably one who has served on Student Court, who shall serve a one-year term.

We would also wish to see the following become policy for the Parking Appeals Committee:

- 1) One member of the Parking Appeals Committee should also serve on the University Parking Committee to ensure communication between the two bodies.

- 2) Each member should designate an alternate member, subject to approval by the Parking Appeals Chair, who shall attend meetings in the member's absence.
- 3) Three members present at a meeting shall constitute a quorum.
- 4) The Chair should have served on the committee for at least one year previous to becoming Chair of the Parking Appeals Committee.
- 5) No one shall serve as Chair for more than three years consecutively.
- 6) Members can be reappointed to a new term on the Parking Appeals Committee immediately following the completion of their term.

B. OVERSIGHT OF PARKING APPEALS COMMITTEE

- 1) The oversight of the Parking Appeals Committee should be transferred from the VP of Operations to the University Parking Committee.
- 2) The University Parking Committee will appoint members to the Parking Appeals Committee for terms beginning on July 1 at the University Parking Committee's April meeting. *subject to ASC + CSC.*
- 3) The University Parking Committee shall be the body that rules on second appeals, if the Chair of the University Parking Committee deems that an appeal merits a second consideration.

C. MEETINGS OF PARKING APPEALS COMMITTEE

At present, the Parking Appeals Committee does not meet together at any designated time as a group. Instead, members read the appeals whenever it is convenient for them and rule on appeals without discussion with other members. The University Parking Committee feels that this is not a fair or expeditious process. We, therefore, recommend the following:

- 1) Committee meetings shall be held every two weeks at a set time and in a designated location.
- 2) The Chair of the Parking Appeals Committee shall review all appeals prior to the meeting and shall deny appeals that appear to be clear-cut violations and have no basis for consideration (e.g., "I

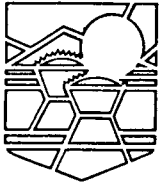
didn't see the sign," "I was only parked there for a couple of minutes," etc.).

- 3) The Parking Appeals Committee should discuss all appeals that were not denied under C. 2 (ABOVE).
- 4) The Parking Appeals Committee shall decide on appeals by a simple majority vote. The Chair shall vote only in the case of a tie.
- 5) The Parking Appeals Committee will meet in closed session.

^{es}
D. PROCEDURAL CHANGES

- 1) Any person wishing to appeal a parking citation must file their written appeal within 10 calendar days of the date of issuance of the citation.
- 2) A decision must be made on every appeal within 21 days of the initial filing. This rule will not apply to any second appeals, nor will it apply to first appeals during EGSU break or holiday periods when an additional 10 day adjudication grace period shall be in effect.
- 3) A Compliance Officer (the Manager of Parking Services or a person designated by the Manager of Parking Services) shall rule on all appeals during Summer Term and Christmas break. *No. mbr of The Committee*
- 4) In order to better facilitate communication and accountability, we recommend that a three-part parking appeals form should be adopted and used.
- 5) Given the high volume of paperwork and correspondence that is necessarily generated by this committee, we recommend that some clerical support should be given to them.

Why allow repeat appeals?



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

December 21, 1988

MEMORANDUM

TO: Administrative Staff Council

FROM: Norma J. Stickler *Norma J. Stickler*
Secretary, Administrative Staff Council

RE: January Agenda

The January meeting of the Administrative Staff Council will be held on Thursday, January 12 at 1:30 p.m. in the Town Room of the Union. The January 5 meeting in the Alumni Room is cancelled. The agenda will be as follows:

1. Announcements
2. Action on Handbook Revisions (See attached Kay, Nepotism, and Grievance Policies)
3. Discussion and action on Salary Proposal (to be distributed at the meeting)
4. Good of the Order

WV

KEY REGULATIONS

(Delete all of present "Key Regulations" on page 40-41 and "Key Replacement Policy" on page 41.)

ADMINISTRATIVE STAFF MEMBERS ARE ISSUED OFFICE AND BUILDING KEYS AS NEEDED FOR THEIR ASSIGNMENTS. KEYS ARE ISSUED BY THE KEY OFFICE, PLANT OPERATIONS AND MAINTENANCE, 48 HOURS AFTER SUBMISSION OF A KEY AUTHORIZATION CARD SIGNED BY THE EMPLOYEE'S SUPERVISOR. GRAND MASTER KEYS AND ALARM KEYS ARE ISSUED BY THE DIRECTOR OF PUBLIC SAFETY. WHEN A STAFF MEMBER LEAVES THE UNIVERSITY OR TRANSFERS TO A DIFFERENT LOCATION ON CAMPUS, KEYS MUST BE RETURNED, EITHER AT THE EXIT INTERVIEW IN THE CASE OF RESIGNATION OR AT THE KEY OFFICE IN THE CASE OF TRANSFER. MASTER KEYS ARE RETURNED TO PUBLIC SAFETY. ALL KEYS REMAIN THE PROPERTY OF THE STATE OF OHIO AND MAY NOT BE DUPLICATED. EMPLOYEES WILL BE ASSESSED THE FOLLOWING FEES FOR LOST KEYS: \$5 PER KEY FOR OFFICE KEYS, \$25 FOR A BUILDING KEY, AND \$50 FOR A GRAND MASTER.

NEPOTISM

In keeping with good personnel management procedures and to guarantee equal opportunities to all, applicants may not be hired for or promoted into positions in which they would IMMEDIATELY supervise or be subject to the immediate supervision of a member of their immediate family*. This policy will be upheld regardless of the sex of the relatives involved and will be equally applied to both males and females.

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APPOINTMENT OF SPOUSES OR OTHER MEMBERS OF THE IMMEDIATE FAMILY TO THE SAME DEPARTMENT IS NOT NECESSARILY NEPOTISM, BUT EMPLOYEES MAY NOT PARTICIPATE IN CAREER DECISIONS ON OTHER MEMBERS OF THEIR IMMEDIATE FAMILY.

For ~~more/specific/information~~ QUESTIONS relative to nepotism, you may contact the Office of Affirmative Action.

* IMMEDIATE FAMILY IS DEFINED AS: SPOUSE, MOTHER, FATHER, SON, DAUGHTER, BROTHER, SISTER, MOTHER-IN-LAW, FATHER-IN-LAW, SON-IN-LAW, DAUGHTER-IN-LAW, BROTHER-IN-LAW, SISTER-IN-LAW, GRANDPARENT, AND LEGAL GUARDIAN OR OTHER PERSON WHO STANDS IN PLACE OF A PARENT.

GRIEVANCE AND HEARING PROCEDURES

I. Grievance Procedures

A. Purpose

The purpose of the grievance procedure is to ensure the prompt resolution of complaints by administrative staff members regarding the terms and conditions of employment, salary, benefits, or other job-related concerns. GROUNDS FOR PETITION OF GRIEVANCE MAY BE ANY OR ALL OF THE FOLLOWING ALLEGATIONS:

- A. FAILURE TO OBSERVE DUE PROCESS IN DECISIONS AT THE UNIT LEVEL
- B. INADEQUATE OR INEQUITABLE CONSIDERATION OF PROFESSIONAL COMPETENCE
- C. TERMINATION OF APPOINTMENT FOR CAUSE

Non-renewal of contract for an administrative staff member of three or more years standing must be reviewed and authorized by the appropriate vice president. The decision not to continue the contract of an administrative staff member is not grievable, and therefore, not subject to this procedure.

Complaints dealing with alleged discrimination will be processed according to the provisions of the University's affirmative action plan.

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Should the complainant be a member of the hearing panel or should a particular case indicate the potential for a conflict of interest, the appropriate vice president will select a new person to hear the case in question.

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If the complainant identified the potential for a conflict of interest with the vice president, the duties herein delegated to the vice president will be reassigned as directed by the President.

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The purpose of the hearing procedure is to provide the further review of complaints by administrative staff members regarding the terms and conditions of employment, salary, benefits, or other job-related concerns. This procedure will be used if resolution of the problem has been unsuccessful at prior levels.

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2. Within three calendar days after receipt of a request for a hearing, the President (or designee) or vice president will notify the Director of *Affirmative Action* ADMINISTRATIVE STAFF PERSONNEL OF SUCH REQUESTS AND SHALL SEND TO THE DIRECTOR OF ADMINISTRATIVE STAFF PERSONNEL A COPY OF THE REQUEST FOR A HEARING. Within fourteen calendar days after notification, the Director of *Affirmative Action* ADMINISTRATIVE STAFF PERSONNEL will coordinate all aspects of the hearing process. This will include contacting the complainant and the respondent to review the hearing procedures and will also include facilitating the establishment of the hearing panel.
3. The hearing must take place within fourteen calendar days after the establishment of the hearing panel (the Director of *Affirmative Action* ADMINISTRATIVE STAFF PERSONNEL will be responsible for scheduling the hearing).

C. The Hearing Panel

GUIDELINES FOR ESTABLISHING THE HEARING PANEL AND FOR CONDUCTING THE HEARING RESIDE IN AND ARE AVAILABLE FROM THE OFFICE OF THE DIRECTOR OF ADMINISTRATIVE STAFF PERSONNEL SERVICES. THE ADMINISTRATIVE STAFF COUNCIL SHALL BE RESPONSIBLE FOR APPROVAL AND REVISION OF THE HEARING PROCEDURES.

(The remainder of Section C and All of Section D as the policy now appears in the Handbook would (as noted in C above be removed from the Handbook and would reside in the ASPS Office).

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ADMINISTRATIVE STAFF COUNCIL

January 12, 1989

PRESENT: Arrowsmith, Bressler, Carr, Casey, Crawford, DeCrane, Donald, Emch, Firestone, Fitzgerald, George, Joe Martini for Hamilton, Heyman, Horan, Hoy, Hughes, Jordan, Kaplan, Keeley, Kepke, Latta, Litwin, O'Donnell, Paradis, Peper, Regan, Schimpf, Schultz, Sokoll, Stanford, Stickler, Swaisgood, Gail Richmond for Thiede, Voll, Ward, Wood, Zolman

ABSENT: Ramirez

The meeting was called to order at 1:30 p.m. by Chair Pat Fitzgerald.

Announcements from the Chair

Chair Fitzgerald reported on a December meeting that was held with the officers of the ASC, Faculty Senate, and Classified Staff Council. Topics of discussion included insurance, day care, and the combined personnel office. Future meetings once or twice a semester are planned.

Administrative Staff Handbook

The proposed changes to the policies on keys, nepotism, and grievance were presented. Editorial changes had been made to these policies based on the discussion at the December meeting. An additional correction was noted to the paragraph of introduction for the front of the Handbook. It was moved by Greg Jordan and seconded by Gregg DeCrane that the changes be approved. The motion was approved.

Salary Recommendation for 1989-90

The Personnel Welfare Committee and the Salary Subcommittee have conducted a detailed study of the 49 positions with which we can compare BGSU to other Ohio institutions on the CUPA survey. This survey forms the basis for the salary recommendation; however, additional study will continue using our own survey of Ohio schools relative to other positions. After brief discussion, it was moved by Greg Jordan and seconded by Rich Peper that the recommendation be approved. The motion was approved unanimously. A special thanks was extended to Jill Carr, Chair of the Salary Subcommittee, and to other members Rich Hughes, Linda Swaisgood, Gregg DeCrane, and Charles Schultz, and to Annmarie Heldt who provided assistance to the committee.

Smoking on campus

Chair Fitzgerald asked the Council's reaction to suggestions being made that smoking and the sale of cigarettes be banned on campus. Comments indicated that increasingly buildings are being declared non-smoking and that fewer vending machines are now available selling cigarettes. So long as smoking is allowed, it is not practical to ban the sale of cigarettes.

Announcements

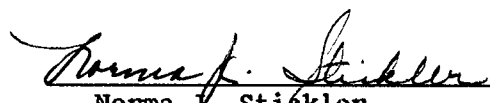
Jim Hoy: The ASC Professional Development Committee plans a noon seminar in early February on personal nutrition--strategies to control cholesterol and fat in the diet.

Jim Litwin: The Equal Opportunity Committee is planning a series of seminars over the next few months. A schedule was distributed. The Committee will also be interviewing departments who have been successful in recruiting minorities to determine if their techniques can be used by other areas.

Linda Swaisgood: Ms. Swaisgood communicated the concerns of the ASC regarding the Parking and Parking Appeals Committee to the Parking Committee and to Vice President Vogt. Dr. Vogt asked the Parking Committee to change its recommendations and to provide balanced representation among the constituent groups. The Committee's recommendations will not be approved until ASC's concerns have been addressed.

Laura Emch: The ASC Scholarship Committee is proceeding on schedule. It is expected that a scholarship(s) of \$700-\$800 can be given this year.

Louise Paradis: The Human Relations Commission will be holding a series of seminars with the theme of Justice.


Norma J. Stickler
Secretary of ASC

PLEASE NOTE THE FOLLOWING CHANGES TO THE COMMUNICATIONS NETWORK:

- Bob Arrowsmith: Delete Rebecca Pulling-Klein
Add Christine Webb, Residential Services
- Beth Casey: Add Ana Flys, Romance Languages
- Sue Crawford: Add Ray Abair, Biological Sciences
- Laura Emch: Delete Judy Gardner, FASE
Add Jacqueline Daley, Center for Alcohol and Substance Abuse Prevention
- Rich Hughes: Add Mark Shannon, Residential Services
- Greg Jordan: Delete John Farina, Athletic Department
Add Todd Brunsink, Golf Course
- Barbara Keeley: Add Shelley Rogers, Music Library
Add Donna Kae Trautman, College of Technology
- Joyce Kepke: Delete Anna Miller, Romance Languages
- Jim Litwin: Add Cheryl Carothers, Gerontology Program
- Sam Ramirez: Add Cynthia Zantow, Architect's Office
- Jane Schimpf: Add Barbara Dickman, University Union
Add Jean Roe, University Union
- Dave Stanford: Add Conrad Payne, Academic Enhancement
- Kathryn Thiede: Add Cynthia Crow, Philosophy
- Jane Wood: Delete Meredith Martin, Business Education
Delete Kathy Steiger, Business Administration



Bowling Green State University

January 12, 1989

Administrative Staff Council
Bowling Green, Ohio 43403

MEMORANDUM

TO: Dr. J. Christopher Dalton, Vice President for Planning and Budgeting

FROM: Richard Hughes, Chairperson, Personnel Welfare Committee, Administrative Staff Council *Richard Hughes*

RE: 1989-90 Administrative Staff Salary Recommendation

As requested by you and Dr. Olscamp, the Personnel Welfare Committee of the Administrative Staff Council has developed a salary recommendation for the 1989-90 contract year. This recommendation is based on data collected from 1987-88 Ohio CUPA* salary materials. Summary tables and graphs are submitted as appendices to this recommendation to document our request. The following point by point summation explains our rationale for our recommendation.

1. In comparison with all 129 positions reported in Ohio CUPA materials, BGSU ranks 8th out of 12 institutions. (The Medical College of Ohio and Shawnee State University were eliminated due to the difference in the subsidy base for MCO and the "newness" of Shawnee State with few administrative positions.) However, we do not feel that this is a fair representation due to the fact that faculty contract positions such as vice presidents, deans, etc. are included in this material as well as positions not occupied at BGSU. (See Appendix A)
2. Therefore, a comparison of "like" administrative positions with similar titles and position descriptions was undertaken. This comparison included only the 49 administrative staff positions in the CUPA study that are common to BGSU. Our comparison ranks BGSU 11th out of 12 Ohio institutions. (See Appendix B)
3. Additionally, we completed a comparison of 1987-88 salaries, using the same 49 select CUPA positions, of the "4 corner institutions" (OU, Miami, Kent and BG) and the University of Toledo. We chose this method due to the fact that BGSU is similar to these institutions in size, profile, and academic goals. In this comparison BGSU ranks 5th out of the five institutions, or has the lowest average administrative salary for 1987-88. It should also be noted that in comparison with the "four corner institutions" and the University of Toledo, we continue to rank 5th out of five, or 4.84% behind the other institutions for the current contract year. (See Appendix C)
4. Using data that compares average salaries within each of the 49 select positions, 18 positions at BGSU fall above the average, 1 falls at the average, and 30 positions fall below the average. Again, BGSU clearly falls behind most other institutions. We understand that a more complete comparison of the 390 administrative staff positions at BGSU should be completed. However, since this is not feasible, upon examining the 49 positions that we can compare to other institutions, we have concluded that they represent a broad spectrum of the administrative staff at BGSU and are representative of many levels of responsibility and salary level. (See Appendix D)

5. For at least ten years, the University's salary recommendations made to the Board of Trustees has been to be salary competitive at the 60th percentile. Our salary study shows that 1987-88 BGSU administrative staff salaries are at the 45th percentile. In keeping with the University's position, we feel that the 60th percentile is an appropriate target to achieve for administrative staff salaries.

6. Using 1987-88 CUPA information, to achieve a 60th percentile ranking in one year, a 18.98% increase would have been necessary for the 1988-89 contract year. BGSU's administrative staff salary increase for 1988-89, in fact, was only 8.2% for across the board and merit increases. Therefore a one time increase for 1989-90 would have to be 15.46%. We understand that this is an unreasonable and a highly improbable request to make. Therefore, over a three year period, assuming that the state-wide average salary increase is 5% annually, we recommend an 8.37% increase each year beginning with the 1989-90 contract year (See Appendix E). It should also be noted that with an 8.37% increase for the 1989-90 contract year and maintaining the assumption that the average statewide increase will be 5.00%, in comparison with the "4 corner institutions" and the University of Toledo, we would remain 1.76% behind the other institutions in 1989-90 (See Appendix C).

We acknowledge the need for market adjustments for certain positions and the need for a pool of money to accomplish this task; however, it is our strong suggestion that the above stated recommendation of an 8.37% increase each year for three years, be used only for across the board and merit increases. This recommendation is subject to annual review by the Personnel Welfare Committee of the Administrative Staff Council.

Our supporting documentation is attached for your review. We request the opportunity to meet with you to discuss this recommendation and offer any needed clarification or explanation. Please contact me to arrange a convenient time for this meeting.

Thank you for your time and consideration.

* 1988-89 CUPA salary information will not be available until March 1989.

ADMINISTRATIVE STAFF COUNCIL AGENDA
February 2, 1989, 1:30 p.m.

Alumni Room

1. Response to attached memorandum regarding smoking
2. Discussion of President Olscamp's response to Health Promotion Task Force
3. Committee Reports
4. Announcements
5. Good of the Order

49 ✓

ADMINISTRATIVE STAFF COUNCIL
February 2, 1989

PRESENT: Carr, Casey, Crawford, DeCrane, Lorene Malanowski for Donald, Emch, Firestone, Fitzgerald, George, Hamilton, Penny Nemitz for Horan, Hughes, Jordan, Kaplan, Jan Peterson for Kepke, Latta, Litwin, O'Donnell, Paradis, Peper, Regan, Schimpf, Schultz, Stanford, Stickler, Lane Aldridge for Ward, Zolman

ABSENT: Arrowsmith, Bressler, Heyman, Hoy, Keeley, Ramirez, Sokoll, Swaisgood, Thiede, Voll, Wood

The meeting was called to order at 1:30 p.m. by Chair Pat Fitzgerald.

Resolution on Smoking

In a recent memorandum to Chair Fitzgerald, President Olscamp asked the Administrative Staff Council to consider the following resolution which is based on the recommendation submitted to him by the University-Wide Health Promotion Task Force:

RESOLVED, that Bowling Green State University adopt the policy that there shall be no smoking in any of its physical facilities.

FURTHERMORE RESOLVED, that Bowling Green State University will not sell any tobacco products in any of its facilities.

Discussion of the proposal elicited arguments pro and con. If the policy were adopted, what would be the impact on visitors to the campus, particularly those who use the University Union or Miletic Alumni Center for conferences or who come to indoor athletic events? While it was agreed that having a non-smoking campus might deter some organizations from scheduling their meetings here, it might also be the case that some groups would prefer a non-smoking environment. The point was also made that our first obligation is to the staff of the University and not to visitors.

Is it being hypocritical to ban smoking but not alcohol? The issue was defined differently in that the smoking ban is an attempt to control the work environment. Studies have shown that secondary smoke has a detrimental effect on the health of other people in the area who do not smoke, whereas the detrimental health effects of alcohol are largely upon the person drinking. Drunk drivers affect others, but that is not a health hazard of the University work place.

Should there be some public area in each building where smoking is allowed? It was noted that there is no building on campus in which the air circulation system does not recycle the air throughout the entire building; therefore, smoke from an office or lounge where smoking is allowed circulates to all other areas in the building. Ohio law now says that every public building must have designated non-smoking areas; this can be the entire building. There are now 15 designated non-smoking buildings on the campus.

- 2 -

Will the University offer programs to help employees stop smoking? Some Council members related that staff members had told them they would use a smoking ban as the needed incentive to quit smoking.

Is such a policy in opposition to the smoker's civil liberties? This question has been tested in the courts, and the determination made that civil liberties are not infringed because of the evidence that smokers damage the health of others via the secondary smoke.

It was noted that in the past year, wellness has been the focus of many ASC and committee discussions, and the ASC has asserted the importance of keeping the University employees healthy. The smoking ban was viewed by some members as a means of attesting to Council's sincerity in wellness efforts. It was pointed out that the correlation between smoking and health problems is well-established and it follows, therefore, that smokers are a factor that increases the cost of employee insurance coverage.

Concern was expressed that it may be neither appropriate nor legal to ban smoking in the student rooms in residence halls. Currently students may request a non-smoking room, and about 3500 do so each year. Because the University requires that some students live on campus, this is an issue that should be investigated further. It was suggested that non-smoking residence halls could be phased in and the smokers could all be placed in designated smoking residence halls rather than mixing smokers and non-smokers in one hall.

Questions were raised about enforcement of a smoking ban. Some members related very positive experiences with people adhering to non-smoking policies; others noted instances where smokers continued to smoke in rest rooms or other confined areas. In general, the peer pressure seems to provide sufficient enforcement.

It was moved by Josh Kaplan and seconded by Greg Jordan to support the two recommendations and to consider each separately, with the stipulation that the law should be checked to determine whether the University has the authority to ban smoking in student residence hall rooms. The first recommendation--to ban smoking from all University buildings--passed. The second recommendation--to ban the sale of tobacco products in any University facility--also passed.

Health Promotion Task Force Report

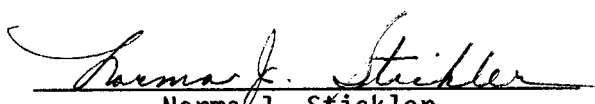
Chair Fitzgerald distributed a copy of two additional recommendations that were made to President Olscamp by the University-Wide Health Promotion Task Force. The first recommendation is that the University cover the cost of preventive examinations; the second recommendation is to provide Fitwell Assessment/Counseling. President Olscamp has indicated his support of the preventive health examination if the benefit is requested by Faculty Senate, ASC, and CSC as an inclusion in the 1989-90 wage/salary increase proposal and is approved by the University Budget Committee. He requests that it be

presented as a part of the wage/salary increase package; if presented as a separate line item, the salary increase would be reduced by a corresponding amount. The cost of the program is estimated at \$300,000, roughly equivalent to a one percent salary increase. It was moved by Gregg DeCrane and seconded by Jim Litwin to support the recommendation endorsing a preventive health examination in lieu of the equivalent salary increase.

In discussion, several questions were debated. The average cost of a physical examination as reported in the task force report is less than one percent of the average administrative staff member's salary; therefore, proposing coverage for an examination may be considered a net loss to the staff. On the other hand, if staff members are able to forestall serious medical problems because they have had an annual physical, insurance costs will not rise as fast. Last year, the ASC requested a physical examination as part of the fringe benefit request but not as a part of the salary package.

Questions were raised about whether \$250 was an accurate figure for a physical examination and about whether the anticipated 25 percent participation was a logical expectation.

It was moved by Greg Jordan and seconded by Marcia Latta to table the motion until such time as the Personnel Welfare Committee and the Executive Committee can gather additional data and background information. The motion to table was approved.



 Norma J. Stickler

WV



Bowling Green State University

Office of the President
Bowling Green, Ohio 43403-0010
Cable: BGSUOH

January 20, 1989

Mr. Pat Fitzgerald
Chair
Administrative Staff Council

Dear Pat:

Recently a great deal of new information has been published in the national press concerning the dangers of cigarette smoking. There seems to be no doubt whatsoever that cigarette smoking is a contributing cause of death by cancer, heart disease and stroke. It is also intimately linked with breast cancer, birth defects and hypertension. As an institution whose role and mission is committed to education, I cannot see how we can fulfill that role while continuing to permit the belief that smoking is an acceptable mode of conduct on the Bowling Green State University campus. The dissonance between our professed commitment to rational conduct on the one hand and our permitting this deadly activity to proceed on our campus on the other is surely clear, and not in the best interests of the health and welfare of the members of our community.

Recently I received a report containing a set of recommendations from the University Wide Health Promotion Task Force. One of their recommendations was that we move to a smoke free campus environment. I am in total support of this recommendation. It seems to me that it is reasonable to request that you seek the endorsement of the Administrative Staff Council in support of a smoke free Bowling Green State University. If your organization and our other colleagues in the governance structure of the University do endorse this principle, then I will make the following recommendation to the Board of Trustees of the University:

RESOLVED, that Bowling Green State University adopt the policy that there shall be no smoking in any of its physical facilities.

FURTHERMORE RESOLVED, that Bowling Green State University will not sell any tobacco products in any of its facilities.

I urge the adoption of this resolution for the sake of the health and well being of our entire campus community, their families, and their descendents.

Many thanks.

Sincerely,

Paul J. Olscamp
President



Bowling Green State University

Office of the President
Bowling Green, Ohio 43403-0010
Cable: BGSUOH

January 20, 1989

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Chair
Administrative Staff Council

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I urge the adoption of this resolution for the sake of the health and well being of our entire campus community, their families, and their descendents.

Many thanks.

Sincerely,

Paul J. Olscamp
President



Bowling Green State University

Office of the President
Bowling Green, Ohio 43403-0010
Cable: BCSUOH

January 20, 1989

VICE PRESIDENT

JAN 23 REC'D

STUDENT AFFAIRS

MEMORANDUM

TO: Mary Edmonds
Vice President for Student Affairs

FROM: Paul J. Olscamp
President *Paul Olscamp*

SUBJECT: Report on University Wide Health Promotion Task Force

Thank you and each of the members of the Health Promotion Task Force for your hard work and worthwhile report. I have reviewed the recommendation provided by your group and have the following comments:

I support recommendation A, Preventive Medicine Detection Examination in concept. I believe this benefit if requested by the Faculty Senate Welfare Committee, the Administrative Staff Council and the Classified Staff Council should be included in the 1989-90 wage/salary increase proposal, when and if it is proposed by the University Budget Committee, and not presented as a separate line item in addition to a prospective 1989-90 increase in wage or salary. If it is presented as a separate line item, then the prospective wage/salary increase should be reduced by a corresponding amount.

I support recommendation B, Fitwell Assessment/Counseling in total at a cost of \$32,340.

I do not support recommendation C, Establishment of a Health Promotion Office, as presented. I suggest we explore the possibility of creating a relationship with the Wood County Hospital for purposes of providing such services as presented in item C.

I support recommendation D, Promotion of a Smoke Free Campus.

Please arrange to have the report placed on an up coming Ad Council agenda in order to obtain comments from the other vice presidents.

Again, thank you.

Components of any Bowling Green State University employee/dependent health enhancement efforts should involve:

1. Preventive medical services;
2. Health protection;
3. Health promotion.

BGSU Health Promotion Benefits Package for Faculty/Staff - Proposal

Medical A. Preventive Medicine Detection Examinations Examinations

✓ IF in wage package

To reduce mortality and morbidity of BGSU employees and dependents and thus decrease the resultant medical care costs, a selective approach of medical evaluation per guidelines of the American College of Physicians would be determined by the individual's age and gender. Such optional examinations ranging in cost from \$25 to perhaps \$500 each would be subsidized once per twelve months by Bowling Green State University.

(\$270,000) Probable cost: At an average evaluation cost of \$250 and with a 25% faculty/staff and dependent participation rate (per the claims director of Benefit Plans Risk Management) a probable final cost of \$270,000 results.

Please refer to Appendix A for a proposed schedule of preventive medicine detection examinations.

✓ B. FITWELL Assessment/Counseling
(a Student Recreation Center Program)

Positive Lifestyle Promotion

The FITWELL assessment/counseling option now operational for Student Recreation Center members includes:

1. blood pressure screening
2. health risk appraisal (CDC Program)
3. cholesterol screening (total cholesterol)
4. body composition analysis by computer
5. ECG-monitored exercise treadmill examination.

Probable cost: Designed to incite "healthy people" to adopt and adhere to an active lifestyle, current FITWELL assessment/counseling carries a \$30 fee if an SRC member. To encourage "shared responsibility" for health promotion it is recommended that the University subsidize the \$30 FITWELL assessment fee if the employee/dependent first purchases SRC membership; for non-SRC members the \$45 FITWELL assessment fee would require a \$15 employee contribution (which is equal to the current BGSU student fee for a FITWELL assessment).

(\$32,340) Total probable cost: With 25% of BGSU employees and spouses subsidized by BGSU at \$30 per FITWELL assessment, the \$32,340 cost to the University would enable procurement of additional part-time personnel -- largely graduate assistants -- to enable such additional assessments.

Further detail of FITWELL option is available in Appendix B.

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Appendix A
Preventive Medicine Services

Health is a continuum. The range from illness to lack of illness is only half the range; the other half extends from lack of illness to wellness. It is important to keep in mind that although our ultimate goal is wellness, we must first assure that we achieve a lack of illness. To accomplish this the University provides health benefit to its employees. These benefits for the most part provide access to health care to treat illness. Unfortunately, our current plan does not readily provide access to health care to prevent illness. There are certain preventive medicine interventions which are certainly effective; examples include vaccination against serious infectious disease, screening programs to identify treatable conditions such as high blood pressure. Unfortunately, not all health professionals will agree about which screening procedures are appropriate, or for whom. This provides a problem when trying to design a program that will prevent unnecessary illness, and yet be affordable.

The screening program recommended by this Committee is based on recommendations from the Medical Practice Committee of the American College of Physicians, published in the Annals of Internal Medicine (American, 1981). The Committee recommended that each patient be evaluated on an individualized basis depending on the patient's sex and age. Included in this appendix are their recommendations, as well as an example of a screening program that is currently being provided by Parkside Health Management Corporation of Cleveland.

It is difficult to estimate the financial impact of such a program. In order to make an estimate, the following assumptions were made:

1. Covered testing would be limited to once per twelve-month period;
2. Coverage would include the employee and spouse only;
3. Screening would be available from specific providers who would follow recommended protocols, and who would charge a negotiated schedule of fees;
4. All positive physical findings would be referred to the individual's physician for treatment.

Based on those assumptions, Raleigh Hahn, formerly of Benefit Plans Risk Management, estimated that the cost of this plan would average approximately \$125 per employee per year. He estimated that the average cost of an evaluation would be \$250, and that 25% of the eligible staff and spouses would take advantage of the program. Mr. Hahn also estimated that although there would be an initial increase in claims, long-range health care savings would result in breaking even in about ten years, and net savings after that.

It should be noted that the above cost estimates do not consider employee morale, improved employee productivity based on better health, or more effective employee recruitment based on a better benefit package.

Periodic Health Examination: A Guide for Designing Individualized Preventive Health Care in the Asymptomatic Patient

MEDICAL PRACTICE COMMITTEE*, AMERICAN COLLEGE OF PHYSICIANS; Philadelphia, Pennsylvania

Present data are not adequate evidence justifying annual complete examination of the asymptomatic patient at low medical risk. The American College of Physicians recommends that each internist develop individualized plans for patient examination. Such plans can be developed from the recommendations made in four published studies and summarized in graphic form.

THE HISTORY taking and physical examination by the personal physician early in the course of ongoing medical care provide a necessary data base as well as an excellent cornerstone for developing and continuing the desirable close relationship between physician and patient. Although thorough histories and physical examinations can be effective mechanisms for detecting significant disease, there are insufficient data to justify annual history-taking and examination of the asymptomatic patient at low medical risk.

The American College of Physicians recommends that in lieu of the traditional annual physical examination each internist develop an *individualized plan* for preventive health care for each patient. To serve as a guide for tailoring a program for each patient, the College has compiled a graphic summary (Figure 1) of age- and sex-related recommendations from four recent major studies: Frame and Carlson (1), Breslow and Somers (2), Canadian Task Force on Periodic Health Examinations (3), and American Cancer Society (4).

These recommendations represent *minimal* preventive measures for asymptomatic persons at low medical risk. Furthermore, these recommendations are based on expert opinion and available evidence; continued research is needed to expand and refine the knowledge on which these recommendations are based.

Background

After decades of unquestioned, uncritical acceptance by the medical profession and the public, the effectiveness of a general, nontargeted approach to the periodic health examination for the asymptomatic, apparently healthy

person is being questioned. The American College of Physicians' Medical Practice Committee reviewed the recent literature on the periodic health examination. The current state of the art appears to be best reflected in the four major studies described below. These studies led to the conclusion that for the low-risk, asymptomatic patient, prevention and early detection of disease can be better accomplished through a selective approach based on age and sex of the patient.

FRAME AND CARLSON

In 1975, Frame and Carlson (1) noted a lack of a sound scientific basis for the periodic examination. They reviewed 36 diseases selected on the basis of "incidence and prevalence, progression with and without treatment, risk factors associated with development of disease, and availability of screening tests." The feasibility of screening for each disease was analyzed. Justification for screening for a specific disease was based on criteria ranging from the disease's effect on quality and length of life to the availability of tests to detect the disease in asymptomatic patients. If the disease or test did not meet one criterion it was considered ineligible for screening consideration. For example, routine chest roentgenogram is not recommended as a screening procedure for lung cancer or ischemic heart disease. Application of these criteria led Frame and Carlson to propose that physicians select examination procedures in relation to age and sex.

BRESLOW AND SOMERS

In 1977 Breslow and Somers (2) proposed a similar approach in their "Lifetime Health-Monitoring Program," which emphasized the need for cost-effective and health-effective preventive measures to be integrated into patient care. Based on eight clinical and epidemiologic criteria, health goals and professional services suitable for 10 different age groups were recommended. It should be noted that chest roentgenograms and tonometry are not recommended as routine screening procedures.

CANADIAN TASK FORCE ON PERIODIC HEALTH EXAMINATIONS

In 1979, a Canadian Task Force, which had been established in 1976, published a "lifetime plan for preventive medicine" (3). A group of distinguished clinicians and scientists, assisted by an international group of consultants, identified 78 major preventable conditions affecting Canadians. The world literature was reviewed to ascertain whether early detection of these conditions would be beneficial. The "effectiveness of the ensuing treatment or preventive measure, the burden of suffering

* Members of the Medical Practice Committee for the 1980-1981 and 1981-1982 terms are as follows: Lawrence Scherr, M.D., *Chairman*, 1980-1981; Edwin P. Maynard, III, M.D., *Chairman*, 1981-1982; Richard Allyn, M.D.; Nicholas E. Davies, M.D.; Adrian L. Edwards, M.D.; John M. Eisenberg, M.D.; Robert V. Elliott, M.D.; Blair D. Erb, M.D.; Herbert C. Flessa, M.D.; Christopher C. Furdham, III, M.D.; John R. Gamble, M.D.; Paul F. Griner, M.D.; Rolf M. Gunnar, M.D.; Virgil Loeb, Jr., M.D.; Hope Lowry, M.D., *Chairman, Health Practice Assessment Subcommittee*, 1980-1981; Frank G. MacMurray, M.D.; George E. Magnin, M.D.; Samuel P. Martin, M.D.; James R. McPherson, M.D.; James M. Moss, M.D.; Donald E. Olson, M.D., *Chairman, Health Practice Assessment Subcommittee*, 1981-1982; Beverly C. Payne, M.D.; Seymour Perry, M.D.; Malcolm L. Peterson, M.D.; Albert D. Roberts, Jr., M.D.; Fenton Schaffner, M.D.; Henry E. Simmons, M.D.; Helen Smits, M.D.; Donald M. Switz, M.D.; Robert B. Talley, M.D. Lea Gamble provided ACP staff liaison for this project.

► From the American College of Physicians; Philadelphia, Pennsylvania.

excessive use of alcohol.

The American College of Physicians commends these recommendations to its members and to other clinicians and encourages them to integrate the recommendations into care of patients.

References

1. FRAME PS, CARLSON SJ. A critical review of periodic health screening

using specific screening criteria. *J Fam Pract.* 1975;2:29-36, 123-9, 189-94, 283-9. 60

2. BRESLOW L, SOMERS AR. The lifetime health-monitoring program: a practical approach to preventive medicine. *N Engl J Med.* 1977;296:601-8.
3. SPITZER WO, chairman. Report of the Task Force on the Periodic Health Examination. *Can Med Assoc J.* 1979;121:1193-254.
4. ACS report on the cancer-related health checkup. *CA.* 1980;30:194-240.
5. FLETCHER SW, SPITZER WO. Approach of the Canadian Task Force to the periodic health examination. *Ann Intern Med.* 1980;92:253-4. Editorial note.

COMMON TESTS USED IN THE COMPLETE PHYSICAL

Comprehensive History and Physical (CHP) — An extensive health history and complete physical examination performed by a physician that specializes in Internal Medicine. Counseling on health risks and a detailed report letter with recommendations and interpretation of test results is included.

Glaucoma Check (Glaucoma) — A test for intraocular pressure to detect the potential for presence of glaucoma (a preventable cause of blindness). A vision evaluation is included as part of this examination.

Vision Evaluation — Includes visual acuity, depth perception, visual fields and color vision.

Audiometric Screen (Audiol) — An OSHA approved hearing test to provide baseline data on hearing, to detect hearing loss, and to provide information for referral of potentially correctable ear or central nervous system diseases.

Hemoglobin (Hemo) — An inexpensive test for anemia and other blood disorders.

Urinalysis — A test of the urine for sugar and protein to detect the presence of diabetes or kidney disorders.

Sedimentation Rate — Screening test for any inflammatory diseases such as infection, cancer, arthritis, etc.

RPR — Screening test for syphilis.

Routine B — Tests to detect presence of anemia, leukemia, infections and other abnormalities of blood cells as well as kidney diseases including bladder cancer etc. (includes complete blood count and complete urinalysis).

Electrocardiogram (EKG) — A test to evaluate electro-mechanical function of the heart and detect any underlying heart disease and myocardial ischemia (a precursor of heart attacks).

Chest X-ray (CXR) — A two view x-ray of the chest designed to evaluate the status of heart and lungs and to discover any abnormalities such as lung cancer, emphysema, tuberculosis, and cardiac enlargement.

Biochemical Survey (Biochem) — A blood test to evaluate kidney function, liver function, bone disease, arthritis, serum cholesterol, uric acid metabolism (gout), diabetes, heart and muscle disease, and overall nutritional status. Twelve tests in all.

Occult Blood (Occult) — A stool test to determine the presence of various gastrointestinal diseases including peptic ulcer disease, cancer, diverticulosis, ulcerative colitis, and other bowel diseases.

Pap Smear (Pap) — A cytologic evaluation of cervical and vaginal cells to detect early evidence of cervical or vaginal cancer.

Mammography (Mammo) — A xerogram (special breast x-ray) with low dose radiation to identify suspected areas of malignancy (breast cancer).

T.B. Tine Test — Screening test for exposure to or presence of tuberculosis.

Diphtheria & Tetanus — Booster shots to maintain immunity for diphtheria and tetanus (orily needed every 7 years).

Treadmill — A test conducted under exercise conditions designed specifically to detect early coronary artery disease so that correctable measures may be taken.

Cardiovascular Evaluation (CVE) — A battery of blood tests to evaluate the risk of heart attacks due to elevation of lipids in the blood (cholesterol, triglycerides, HDL and LDL). Relative risk of cardiovascular disease compared to the general population is included.

Pulmonary Function Test (PFT) — A series of tests to evaluate the mechanical function of the lungs and to detect airway disease such as asthma, bronchitis, emphysema, etc.

Proctosigmoidoscopy (Procto) — A procedure for the detection of cancer, polyps and other disease in the colon or the rectum.

Upper G.I. — Contrast x-ray study of the esophagus, stomach and small intestine which may be diagnostic for presence of ulcers, hiatal hernias (frequent cause of heartburn) and other causes of abdominal pain.

Barium Enema — Contrast x-ray study of the large bowel which may be diagnostic for carcinoma, polyps, inflammatory bowel disease, etc.

Gallbladder Study — Contrast x-ray of the gall bladder which may be diagnostic for the presence of stones or other biliary tract disease which may cause abdominal pain, jaundice, etc.

Parkside Health Mgmt. Corp.
1313 Superior Avenue
Cleveland, Ohio 44114
(216) 589-5505

Lutheran Medical Center
Downtown Healthcare Services
1313 Superior Avenue
Cleveland, Ohio 44114
(216) 589-9650

This health information provided courtesy of



Parkside Health Management Corporation of Cleveland
1313 Superior Avenue, Cleveland, OH 44114

YOUR
Guidelines
to the
Complete
Physical

Managers of Lutheran Medical Center's
Downtown Healthcare Services

63 ✓

ADMINISTRATIVE STAFF COUNCIL AGENDA
March 2, 1989, 1:30 p.m.

Alumni Room

1. Guest: Melvin L. Murray, President of Board of Trustees
2. Insurance coverage
3. Committee Reports
4. Announcements and New Business
5. Good of the Order

3/06/89 ✓ 64

ADMINISTRATIVE STAFF COUNCIL
March 2, 1989

PRESENT: Arrowsmith, Carr, Casey, Crawford, DeCrane, Donald, Emch, Fitzgerald, George, Hamilton, Heyman, Horan, Hoy, Hughes, Jordan, Kaplan, Keeley, Latta, O'Donnell, Paradis, Peper, Ramirez, Regan, Schimpf, Schultz, Sokoll, Stanford, Stickler, Swaisgood, Thiede, Voll, Wood, Ward, Zolman

ABSENT: Bressler, Firestone, Kepke, Litwin

The meeting was called to order at 1:30 p.m. by Chair Pat Fitzgerald.

Guest: Mr. Melvin Murray, President of Board of Trustees

Mr. Murray gave an overview of his tenure on the Board of Trustees and of the very positive impressions the experience has given him of the other Trustees, the University, and higher education in general. He said he would be in favor of open meetings for all Board deliberations, even if that meant all-day meetings. He cautioned that University employees must remember that they are public servants and are here working for the benefit of the students and their parents. Although the Celeste plan for higher education funding seemed to have some promise at first, Mr. Murray said he is pessimistic about passage of the current plan, even though he believes Mr. Celeste is sincere about increasing the funding for education.

In response to questions and comments, Mr. Murray noted that BGSU's reputation is improving in Northwest Ohio. The University could do even more to effect working relationships with small industries in the area who might be interested in limited use of the University's equipment or expertise. As he travels around the State, he finds that high school students always express a positive reaction to BGSU--much more so than 10 years ago. Parents who call him are often angry, but this reaction is probably the same at any institution.

The new entrance to the University was viewed as an important project by the Board of Trustees in order to establish an entrance and to overcome the negative feeling created by the row of walls one encounters driving down Wooster Street. While he agrees that the money could have been spent on scholarships, the argument could likewise be made that we could convert salary pool money to scholarships.

A Council member noted that the Administrative Staff members feel they are in partnership with the Trustees in caring about the University and being dedicated to their positions. Because the Administrative Staff is the only employee group without job security, staff members feel pressure to prove themselves every year.

Pursuing the issue of the public's perception of the University, it was noted by Council members that University employees' percentage salary increases are reported in the news media without notation that the percentage increase may be on a much lower base salary than is often found in business and industry. There was discussion of administrative staff salary levels and of the methods by which the Administrative Staff can best present their salary recommendations to the Trustees and transmit general Administrative Staff concerns to the Board of Trustees. Mr. Murray suggested a follow-up discussion.

Committee Reports

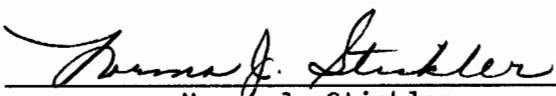
Scholarship. There were 124 applicants; a recipient has been selected and we will be able to award a scholarship of \$800.

Welfare Committee. The ASC officers and Rich Hughes met recently with Vice President Dalton to review the ASC salary proposal. Dr. Dalton made some suggestions to improve the proposal and suggested eliminating the first portion of the study. Rich is working with Dr. Dalton's office to rework the data.

Ferrari Committee. The Committee has been selected and will be beginning its work shortly.

Drug Free Workplace

As a recipient of Federal grant money the University is obligated to confirm by March 18 that we have a policy in place to maintain a drug free work environment. Chair Fitzgerald read the general statement that will be presented to the Board of Trustees at their March meeting. An implementation procedure must still be developed.


Norma J. Stickler

Please note the following changes to the Communication Network.

- Firestone: Delete Bret Guthrie
- Peper: Delete Don Passmore
- DeCrane: Delete David Weinandy

ADMINISTRATIVE STAFF COUNCIL AGENDA
April 6, 1989, 1:30 p.m.

OHIO SUITE

- 1. Awarding of this year's Administrative Staff Scholarship
- 2. Guest: Robert Martin, Vice President for Operations
- 3. Revision to Bylaws (see attached)
- 4. Screening Committee Statement (see attached)
- 5. Committee Reports *Day Care - Jonnia Stewart*
- 6. Announcements and New Business
- 7. Good of the Order

Teleconference May 19



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

March 14, 1989

MEMORANDUM

TO: Administrative Staff Council
FROM: Bylaws Committee
RE: Amendments to the ASC Bylaws

Three groups of amendments are proposed to the ASC Bylaws.

The first amendment proposes that when an ASC member has missed more than the allowed number of meetings and is, therefore, to be replaced on the Council, it be the Executive Committee rather than the full Council that votes to remove the "absent" member from the Council. This is a more practical approach and will result in less public focus on the issue.

The second group of amendments revises the ASC committee descriptions by removing references to the number of persons who are to be on each committee. Experience has shown that the number of committee members needed in a given year varies, as does the number of people who are able to serve.

The Executive Committee is also recommending the establishment of a separate Salary Committee so that this committee can donate its efforts exclusively to the yearly salary recommendation. Compilation of the necessary data and assessment of the statistics takes a great deal of time. The Personnel Welfare Committee will handle the handbook review, policy proposals, and fringe benefit review. The work of the Salary Committee and the Personnel Welfare Committee will be coordinated through the Executive Committee.

The third amendment proposes that the Executive Committee fill vacancies on ASC standing committees--as has been our practice. It seems pointless to hold elections for committees when, in fact, it is sometimes difficult to find volunteers. There will continue to be an effort to involve as many ASC members as possible on standing committees and to have broad representation.

wv
attachment

Proposed Amendments to the Bylaws
of Administrative Staff Council

ARTICLE 1: MEETINGS, Section 6, Attendance Policy

After the absentee Administrative Staff Council member has been notified by the Secretary of his/her designation as absentee, his/her name shall be placed before ~~all Administrative Staff Council~~ members OF THE EXECUTIVE COMMITTEE at any regular meeting. At that time a vote of two-thirds of those present shall be sufficient to remove the absentee Administrative Staff member from office.

ARTICLE 2: COMMITTEES, Section 2, ASC Standing Committees

- A. Elections Committee - This committee shall be composed of the ASC secretary, who shall be its chair, and ~~two~~ other council members AS NEEDED. . . .
- B. Professional Development Committee - This ~~four-member~~ committee is charged with . . .
- C. Personnel/Welfare - This committee shall ~~be composed of four members// who//will~~ annually review the administrative staff handbook. The committee shall also review, . . .
- D. Finance - This committee, ~~of two members~~, one of WHOSE MEMBERS will be the Chair-Elect, shall prepare annually the ASC budget . . .
- E. Scholarship - ~~This committee shall be composed of three members.~~ The responsibility of the committee . . .

F. Amendments - This committee shall ~~be composed of two members // It~~ shall both initiate and receive proposed amendments . . .

G. SALARY - THIS COMMITTEE SHALL COMPILE COMPARATIVE DATA AND MAKE A SALARY PROPOSAL EACH YEAR ON BEHALF OF THE ADMINISTRATIVE STAFF.

ARTICLE 4: ELECTIONS, Section 5, Nomination and ~~Election~~ SELECTION to ASC Standing Committees

A. Nominations

ASC members may be nominated or may volunteer to serve on ASC Standing Committees. Annually the Election Committee will solicit nominations and volunteers to serve on ASC Standing Committees.

B. ~~Election~~ SELECTION

~~The/Election/Committee/annually/and/following/certification/of candidates, // shall/conduct/the/election/of/the/members/ to/ASC Standing/Committees // Votes/shall/be/cast/by/the/total/ASC/ membership.~~ FROM AMONG THE NOMINEES AND VOLUNTEERS, THE ASC EXECUTIVE COMMITTEE SHALL ANNUALLY FILL VACANCIES ON ASC STANDING COMMITTEES.

Screening Committees for Administrative Staff Positions

The Screening Committee of 3 to 6 individuals is formed as soon as the position is advertised, and its composition is mutually agreed upon between the hiring department and Administrative Staff Personnel Services. Screening Committees for administrative staff positions should ordinarily be composed of administrative staff members; however, when the position is one that has a direct relationship with students, faculty, or classified staff as a constituency, there should be representation from that respective group. The majority of the screening committee should be administrative staff and there should be both male and female membership. If the position is one that has an impact in other vice presidential areas, representatives from some of those areas should be included on the search committee. Neither the contracting officer nor the supervisor of the advertised position is to be a member of the screening committee.

Approved
April 6, 1989

Selecting
officer

ADMINISTRATIVE STAFF COUNCIL

April 6, 1989

PRESENT: Arrowsmith, Bressler, Carr, Crawford, MacVarish for DeCrane, Donald, Emch, Firestone, George, Hamilton, Heldt, Duda for Heyman, Hilborn for Horan, Hoy, Hughes, Kavanagh for Jordan, Kaplan, Keeley, Kepke, Latta, O'Donnell, Paradis, Peper, Ramirez, Regan, Schimpf, Schultz, Stickler, Swaisgood, Thiede, Voll, Thomas for Ward, Wood, Zolman

ABSENT: Casey, Fitzgerald, Litwin, Sokoll, Stanford

The meeting was called to order at 1:30 p.m. by Vice Chair Jill Carr.

ASC Scholarship

Laura Emch, Chair of the Scholarship Committee, presented the 1989 ASC scholarship to Ms. Karen Phillips who was selected from among 127 applicants. Ms. Phillips is an elementary education major with a 3.91 GPA and will receive an award of \$800. Ms. Emch concluded by reminding Council members of the next fund drive for the scholarship fund and the distribution of solicitation materials to be sent to constituents.

Guest: Robert Martin, Vice President for Operations

Mr. Martin began by commenting that he was very impressed with the physical appearance of the campus when he visited last fall. It has been well established that an attractive campus is an important factor in recruiting students. He said BGSU is very fortunate to have had good financial support.

Mr. Martin addressed the issue of toxic waste which has gained much publicity across the campus this year. Two internal studies have been conducted since he has arrived, examining the three types of waste: biological, chemical, and radiological. Many of the reports that have circulated this year are only rumors or have become confused with the PCB work. There is, for example, no toxic waste buried under McFall Center as was alleged, nor radioactive waste stored in Shatzel Hall. Mr. Martin has appointed a study group to develop a university-wide policy on the purchase, storage, and disposal of toxic waste.

In response to other questions, Mr. Martin noted that increases in personnel are not likely, but there may be some reallocations. There is an ongoing program to renovate the residence halls. Presently, the academic classroom facilities are in bad shape, and planning is underway to make renovations. After some time to assess the situation at BGSU, Mr. Martin said he has three major concerns: the infrastructure of utilities needs major care; there is a need for more manpower; the University is falling behind in technology, as evidenced by the 20 year-old financial accounting system.

He reported that the classified staff wage proposal is done and has resulted in an estimate of approximately \$600,000 to reduce identified inequities. The adjustments will probably be made over a two year period. There has not been recent discussion on changes to the process of conducting performance evaluations.

Bylaws

Proposed revisions to the ASC Bylaws were described. The revisions are primarily intended to allow more flexibility in determining committee structure, to institute a separate salary committee, and to allow a more informal manner of dismissing a Council member who fails to attend meetings. A vote will be taken at the May meeting.

Screening Committees for Administrative Staff Positions

The proposal was submitted by the Personnel Welfare Committee as a guideline to the Office of Administrative Staff Personnel Services. The proposal was suggested because of instances in which hiring units have established screening committees for administrative staff that contain no or very few administrative staff or that contain hiring officials who can unduly influence the outcome of the proceedings. After discussion it was moved by Rich Hughes and seconded by Josh Kaplan to approve the statement. It was then moved by Kathryn Thiede and seconded by Sue Crawford to amend the statement to say that the "selecting official" rather than the "supervisor" should not be on the screening committee. The amendment and the original motion were approved.

Market Adjustment

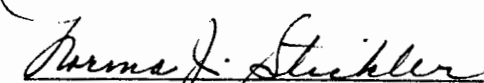
The statement proposes general procedures by which administrative staff may seek market adjustments. Questions were raised about the interpretation of "comparable positions" and whether that included classified positions as well as administrative staff. The phrase was meant to include all positions that include similar duties--both on campus and external positions. The submission process is left in the hands of the administrative staff member so that staff members may initiate a request and take it forward. It was pointed out that it may be necessary to include a reference to the timing of submissions so that requests coincide with budgeting cycles. Council members are asked to consult with constituents; there will be a vote at the May meeting.

Rich Hughes, Chair of the Personnel Welfare Committee, reported that revised salary data have been forwarded to Vice President Dalton, along with demographic data on the Administrative Staff.

Day Care

Tonia Stewart is the Administrative Staff representative to the university-wide committee studying the issue of day care. Ms. Stewart reported on the activities of the committee and on the survey that was recently distributed. The committee is studying whether day care should be available on campus or off campus, to whom it should be available, the hours of availability, and financing possibilities. It was noted that clients of the Research Enterprise Park have expressed an interest in day care facilities.

The meeting was adjourned at 3:00 p.m.


Norma J. Stickler
Secretary of ASC

May

- Draft -

Market Adjustment in Salaries

In situations where the salary of an Administrative Staff member is not competitive with other comparable positions, a market adjustment in salary can be requested. Requests for market adjustments in salary are independent of the merit evaluation process and can be initiated by the Administrative Staff member. These requests should be in writing and should include a survey of salaries of comparable positions and other relevant supportive documentation. Administrative Staff members ~~are encouraged~~ to seek the guidance of Administrative Staff Personnel Services when gathering materials to support a request for a market adjustment in salary.

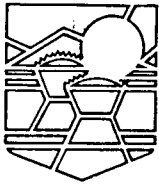
from whom?

shall

^{of ASM, sup. &} The process for requesting a market adjustment in salary should begin with a meeting ~~with~~ the Administrative Staff member's immediate supervisor and the budget administrator for his/her area. Following this meeting, the request for a market adjustment in salary should be forwarded, by the Administrative Staff member, to his/her Vice President for review. ^{submitted}

Minimum? \$ H

The staff member's



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

April 24, 1989

MEMORANDUM

TO: Administrative Staff Members

FROM: Norma J. Stickler *Norma J. Stickler*
Secretary of Administrative Staff Council

The elections committee is pleased to announce the results of this year's elections for membership on the Administrative Staff Council and on several University committees. On the back of this memorandum you will find the full membership of next year's Council. Those whose terms expire in 1992 are the newly elected members. Our congratulations to these new Council members and to the following individuals who have been elected to committees:

Human Relations Commission, Denise Van DeWalle
Equal Opportunity Compliance, Diane Regan
Union Advisory, John Buckenmyer
Insurance Appeals, Annmarie Heldt
Advisory Committee on General Fee Allocations, Richard Peper
Library Advisory, Regina Kostyu
Telecommunications, Barry Piersol
Strategic Planning, Suzanne Crawford

Enclosed with this memorandum is a ballot on which you are to select Administrative Staff Council officers and your area's representative to the ASC Executive Committee. We have been pleased with the response to our previous ballots this spring and hope that you will participate in the final election as well.

wv
enclosure

75

ADMINISTRATIVE STAFF COUNCIL
1989-90

Academic Affairs

Ann Bowers (1992)
Cindy Colvin (1992)
Joyce Kepke (1990)
James Litwin (1990)
Lorene Malanowski (1992)
Gail McRoberts (1992)
Barry Piersol (1992)
Diane Regan (1990)
David Stanford (1991)
Norma Stickler (1990)
Kathryn Thiede (1991)
Jane Wood (1991)

Firelands

Penny Nemitz (1992)

Operations

Timothy Burns (1992)
Rebecca Heyman (1991)
Sam Ramirez (1990)
Jane Schimpf (1990)

Planning and Budgeting

Richard Conrad (1992)
James Hoy (1990)
Richard Peper (1990)
Duane Whitmire (1992)
Richard Zolman (1991)

President's Area

Scott Bressler (1990)
Gregory Jordan (1991)
Kenneth Kavanagh (1992)
Randolph Sokoll (1990)
Fran Voll (1990)

Student Affairs

Bob Arrowsmith (1990)
Jill Carr (1991), CHAIR
Gregory DeCrane (1991)
Laura Emch (1990)
Sandra George (1990)
Joshua Kaplan (1991)
Louise Paradis (1990)
Tonia Stewart (1992)

University Relations

Melissa Firestone (1991)
Patrick Fitzgerald (1990) PAST CHAIR
Patricia Koehler (1992)
Marcia Latta (1991)
Deborah McLaughlin (1992)

ADMINISTRATIVE STAFF COUNCIL AGENDA
May 4, 1989, 1:30 p.m.

1. Action on revision to ASC Bylaws (distributed with April agenda)
2. Action on market adjustment policy (distributed with April agenda)
3. Committee Reports
 - Ferrari Award Committee
 - Personnel Welfare Committee
 - Professional Development Committee
 - Scholarship Committee
4. Good of the Order

Market Adjustment in Salary

The purpose of a market adjustment in salary (market adjustment) is to provide compensation, exclusive of across-the-board and merit compensation, for an administrative staff member when his/her salary is documented to be not competitive with salaries for comparable positions. The market adjustment process will involve documentation of the need for a market adjustment and consideration of the request for a market adjustment.

1. Documentation of need for a market adjustment

Prior to the submission of a request for a market adjustment, an administrative staff member shall seek in writing the assistance of Administrative Staff Personnel Services in preparing documentation relative to a market adjustment. The request shall specify whether the comparable positions to be considered are internal or external to the University, or both.

why not always external? should this be left to #H?

Administrative Staff Personnel Services shall assist by preparing the appropriate documentation which shall include, but is not limited to, a survey of salaries for comparable positions and a consideration of the salary history of the administrative staff member. Based on the documentation, Administrative Staff Personnel Services shall prepare written comments relative to the need for a market adjustment. The administrative staff member and a representative from Administrative Staff Personnel Services shall meet and discuss the documentation and comments prepared by Administrative Staff Personnel Services.

2. Consideration of a request for market adjustment

Following the meeting between the administrative staff member and Administrative Staff Personnel Services, the administrative staff member can initiate a request for a market adjustment. Consideration of the request shall be made on the basis of procedures determined by the presidential or vice presidential area. Such procedures shall, however, require that: a) the request be in writing, and submitted by January 1st. b) the documentation and comments prepared by the Administrative Staff Personnel Services be submitted with the request, and c) the process of considering the request shall include, as a final step, a meeting between the administrative staff member and his/her contracting officer.

why not considered? Won't work

The President and Vice Presidents are responsible for approving or disapproving requests for market adjustments for administrative staff members in their respective areas. Approved requests for market adjustments shall be submitted with the three-year personnel budget request.

ADMINISTRATIVE STAFF COUNCIL
May 5, 1989

PRESENT: Witschi for Arrowsmith, Stewart for Carr, Casey, Crawford, DeCrane, Donald, Emch, Firestone, Fitzgerald, Gorman for George, Hamilton, Heldt, Horan, Hoy, Hughes, Jordan, Kaplan, Keeley, Kepke, Latta, Litwin, O'Donnell, Paradis, Peper, Ramirez, Regan, Schimpf, Schultz, Stanford, Stickler, Swaisgood, Thiede, Voll, Ward, Zolman

ABSENT: Bressler, Heyman, Sokoll, Wood

The meeting was called to order at 1:30 p.m. by Chair Patrick Fitzgerald.

Bylaws Amendments

It was moved by Suzanne Crawford and seconded by Greg Jordan to approve the revisions to the ASC Bylaws as presented at the April meeting. The motion was approved unanimously.

Market Adjustment Procedures

A draft procedure had been distributed prior to the April meeting. Following that discussion, Rich Hughes and Greg Jordan from the Personnel Welfare Committee met with Bob Arrowsmith to discuss his suggested revisions to the draft. A second draft resulted from that meeting and was distributed for this meeting.

Annamarie Heldt raised three questions and concerns with the second draft. She said it should not be left to the discretion of the staff member to determine whether his or her salary will be compared to internal or external positions. In order to be accurate and honest, the comparisons should be made on the basis of the best information available. The draft suggests that ASC will define the role of the Director of Administrative Staff Personnel Services. Ms. Heldt noted that this could be in conflict with her reporting responsibilities to the Vice President. Finally Ms. Heldt remarked that a January submission date may not be the best timing because of new information on salaries that becomes available later in the spring.

Other members said that the more pressing issue now was to have distribution guidelines instead of application guidelines. The Planning and Budgeting Office has already made a request for this year's market adjustments, and ASC does not have any distribution guidelines. It was also noted that it should be administrative staff and not the vice presidential areas that determine the distribution guidelines.

Ms. Regan moved and Linda Swaisgood seconded a motion to table action on the application guidelines. The motion was approved.

Committee Reports

Ferrari Award Committee: Applications have been coming in. The recipient will be selected by June 9.

Professional Development: Jim Hoy reported on the workshops that had been offered during the year. There was agreement that summer workshops should be offered.

Scholarships: Laura Emch reported that contributions are down from previous years. We have fewer than 50 donors and only about \$1200 in contributions so far. Members are urged to remind their constituents to respond to the request for contributions.

Insurance Committee: Richard Zolman said that the Committee completed a position paper on second opinions that was drafted by Park Leathers. James Morris reported to the Committee that our insurance benefits are in good shape, however, we have had a 21% increase last year and a 24% increase this year in costs. Such increases will inevitably lead to an increase in shared costs or a decrease in benefits. Mr. Zolman distributed a benefit planning timetable that is being discussed by the committee. He had concerns about the fact that it stretches over 18 months and nothing is happening from April to September.

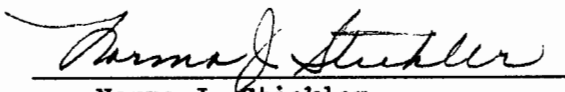
Market Adjustments

Chair Fitzgerald said he had today spoken with Dr. Dalton who asked for distribution guidelines for this year's market adjustments for administrative staff. ASC needs to define who should be eligible for adjustments, on what basis, and what priorities will be given. Mr. Fitzgerald asked for some discussion and agreement that, given the time pressure, the Executive Committee be authorized to submit guidelines for this year's distribution.

Concern was expressed that whatever is done with market adjustments, there should not be a repeat of last year's situation in which it was announced that administrative staff were to receive a salary pool of 8.5 percent, but the market adjustments were then taken out of that pool, reducing the overall increase to 8.2 percent. It was moved by Diane Regan and seconded by Josh Kaplan that Administrative Staff Council support the concept that market adjustment needs are a University responsibility and that a separate pool be established against which all legitimate market adjustments be charged. The motion was approved.

It was further moved by Josh Kaplan and seconded by Greg Jordan that ASC request that when the percentage salary increase is announced, it not include the market adjustment monies. The motion was approved.

There was then discussion on distribution criteria. It was suggested that adjustments be made on the basis of a percentage difference from the average rather than on a minimum dollar amount. Mr. Fitzgerald noted that there has been preliminary discussion of considering market adjustments for those who are 10 percent or more below market. It was agreed that there should not be a maximum number of adjustments allowed. It should be based on the case that can be made and the available funds.



Norma J. Stickler
ASC Secretary

✓ 5/23/89 80



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

May 23, 1989

MEMORANDUM

TO: New Members of Administrative Staff Council

FROM: Norma J. Stickler *Norma*
Secretary of Administrative Staff Council

Although your term on Administrative Staff Council begins in July, 1989, it is traditional that new members are invited to attend the June meeting to be welcomed and to become familiar with some of the issues before the Council. You will also be invited to sign up for Administrative Staff Council committees.

We look forward to having you there. Congratulations on your election!

wv
attachments

ADMINISTRATIVE STAFF COUNCIL AGENDA
June 1, 1989, 1:30 p.m.

Jerome Library Conference Room

1. Welcome to the New Members

- Academic Affairs
 - Ann Bowers
 - Cindy Colvin
 - Lorene Malanowski
 - Gail McRoberts
 - Penny Nemitz
 - Barry Piersol
- Planning and Budgeting
 - Dick Conrad
 - Duane Whitmire
- Operations
 - Timothy Burns
- President's Area
 - Ken Kavanagh
- Student Affairs
 - Tonia Stewart
- University Relations
 - Pat Koehler
 - Deb McLaughlin

2. Recognition of Members Going Off Council this Year

- Academic Affairs
 - Judy Donald
 - Beth Casey
 - Betty Ward
 - Dennis Horan
 - Barbara Keeley
 - Suzanne Crawford
- Operations
 - Ed O'Donnell
- Planning and Budgeting
 - Linda Hamilton
 - Charles Schultz
- Student Affairs
 - Richard Hughes
- University Relations
 - Linda Swaisgood

3. ASC Committees for Next Year

4. Market Adjustment Statements

5. Committee Reports

6. Good of the Order

ADMINISTRATIVE STAFF COUNCIL
June 1, 1989

PRESENT: Arrowsmith, Bressler, Carr, Crawford, DeCrane, Donald, Emch, Fitzgerald, MacVarish for George, Heldt, Nemitz for Horan, Hoy, Hughes, Jordan, Kaplan, Kepke, Latta, Litwin, O'Donnell, Paradis, Peper, Ramirez, Regan, Schimpf, Schultz, Stanford, Stickler, Swaisgood, Kostyu for Thiede, Voll, Ward, Zolman

ABSENT: Casey, Firestone, Hamilton, Heyman, Keeley, Sokoll, Wood

The meeting was called to order at 1:30 p.m. by Chair Patrick Fitzgerald.

New members were welcomed and introduced. Certificates of appreciation were given to members who are going off the Council this year. Chair Fitzgerald also gave particular thanks to the Executive Committee and encouraged all members of next year's Council to sign up for committees as that is the best way to become actively involved in the Council.

Market Adjustments

The statement as distributed with the April agenda was presented to the Council again. It was moved by Richard Hughes and seconded by Jill Carr that the statement be approved. It was moved by Greg Jordan that the last sentence be amended to add "or his/her designate" to the reference to contracting officer. The amendment was accepted as an editorial change. Dr. Arrowsmith asked what it meant to "seek the guidance of the Administrative Staff Personnel Services Office." The Personnel Welfare Committee members noted that the ASPS office should be involved in any market adjustment request; however, the exact role of the Director would be hard to define and should not be described in the policy statement. The statement, as amended, was approved with one negative vote.

Pat Fitzgerald read the market adjustment distribution guidelines that were approved in May by the Executive Committee and forwarded to Dr. Dalton for this year's distributions. The Committee requested that to be considered for a market adjustment, the staff member should be at least 10% below the average market salary for comparable positions. Highest priority should be given to those whose salary is the farthest percentage below market regardless of the actual dollar amount this represents. Market adjustments should be made only to those who have been in their current University position for 3 years or more at the end of the current fiscal year. Other criteria being equal, priority should be given to those who have served the University the longest. Market adjustments should be given in sufficient amount to assure that the staff member's resulting salary would be at least within the market range. The Personnel Welfare Committee will discuss permanent guidelines early next fall.

Committee Reports

Ferrari Committee: There have been 16 nominations. A decision will be made by mid-June.

Scholarship Committee: A total of \$1504 was raised this year.

Personnel Welfare: Rich Hughes thanked the other members of the Committee for their work during the year--Gregg DeCrane, Linda Swaisgood, Ed O'Donnell, Charles Schultz, Greg Jordan, Jill Carr, and Richard Zolman.

Professional Development Committee: Jim Hoy thanked the members of the committee--Jane Schimpf, Linda Hamilton, Sandra George, and Jane Wood.

Pat Fitzgerald reported briefly on a meeting held the day before among the officers of ASC, Faculty Senate and CSC. Topics discussed were day care, insurance, professional development, Faculty Senate Budget Committee, and timetable for benefits.

Pat Fitzgerald summarized the year's activities and accomplishments: salary study procedures were refined; surveys were developed for gathering salary information; a separate salary committee was established; a market adjustment procedures statement was approved; the Bylaws were revised to reflect the Council's new committee structure; the President, Mr. Murray, Mr. Martin, and other guests were invited to exchange viewpoints; meetings were initiated with the SEC officers; the Handbook was completely revised.

Appreciation was expressed by the Council to Pat Fitzgerald for his dedicated service as Chair of the Council this year.



Norma J. Stickler
ASC Secretary

Market Adjustment in Salaries

In situations where the salary of an Administrative Staff member is not competitive with other comparable positions, a market adjustment in salary can be requested. Administrative Staff members shall seek the guidance of Administrative Staff Personnel Services when gathering materials to support a request for a market adjustment in salary. Requests for market adjustments in salary are independent of the merit evaluation process and can be initiated by the Administrative staff member. These requests shall be in writing and shall include a survey of salaries of comparable positions, comments from Administrative Staff Personnel Services and other relevant supportive documentation.

The process for requesting a market adjustment in salary shall begin with a meeting of the Administrative Staff member, the staff members's immediate supervisor and the budget administrator for the staff member's area. Following this meeting, the request for a market adjustment in salary shall be submitted, by the Administrative Staff member, to his/her contracting officer for review.

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Approved by the Administrative Staff Council June 1, 1989

ACCOMPLISHMENTS FROM 1988-89

- Comprehensive salary comparison and recommendation forwarded to the VP for Planning and Budgeting
- Established database for future salary recommendations
- Began the process of studying salaries within the state of staff at the assistant and associate director level
- Requested and received funds for professional development
- Reviewed and edited the handbook
- Recommended revisions to several policies
- Continued strong committee structure
- Continued to have good representation on many University committees
- Continued scholarship program
- Dialog with SEC & CSC
- Studied and recommended market adjustment procedure
- Continued lunch time Professional Development programs
- Revised our by-laws