

1998

## Executive Committee Minutes July 1997-August 1998

Bowling Green State University. Administrative Staff Council

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## Pre-Microfilm Inventory

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

**Location:** Bowling Green, Ohio

**Title of Series:** Executive Committee Minutes

**Inclusive Dates:** July 1997-August 1998

**Format:** \_\_\_ Bound    X Loose

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

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

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### *Notes*

1. Colored Paper
2. Pencil
3. Colored Ink
4. Photocopies
5. Post-It Notes

To: ASCEXEC-97/98  
From: whitmire@bgnet.bgsu.edu (Duane Whitmire)  
Subject: Agenda for the Combined Meeting of the 1996-97 ASC Exec and the 1997-98 ASC Exec at Firelands on Tuesday, June 10th  
Cc:  
Bcc:  
X-Attachments:

Agenda (Handout)  
1996-97 and 1997-98 ASC Executive Committees  
Firelands Campus  
June 10, 1997  
10:00-11:30 AM

Self-Introduction

- I. Firelands Summer Huron Playhouse Brochures (Handouts)
- II. Identification of Carry Over Items from 1996-97
  - A. ASC Student Scholarship Fund Drive - e.g. Former Chairs, Exec, Council, entire admin staff
  - B. Collective Bargaining Educational Forum
  - C. Administrative Staff Compensation Plan Follow-Up Items (Handouts)
  - D. Other Carry Over Items

Post Chairs  
6/9/97

III. Summer Meeting of Former ASC Chairs and the 1997-98 Executive Committee - Monday, Aug 11 2-4 Union (Ohio Suite)

IV. ASC Fall Reception Location - Community Suite, Olscamp 101, on Millett Alumni Ctr  
Deb & External Affairs Com - led by Shannon Knorr - 2 students, Joan, Ted, Fern

V. 1997-98 Committee Assignment Process - send an e-mail message to both asc and asc-neps (for those not at the mtg)?  
(Show copy of sign-up sheet)

VI. 1997-98 ASC Executive Committee Summer Meeting Schedule (Handouts)

VII. Other Agenda Items - ASC Team Leadership Mtgs with Ribean, Middleton, Ferguson

Constituents List (Joe Luthman)  
Don't forget that we will be leaving the Ice Arena parking lot at 8:30 AM. If you need additional information, please feel free to contact me.

Thanks! Paul Oberger e April ASC mtg  
Pardon my teaching (Jim Peterson, Paul,?)

T. Blake 5/27/97 ASC Exec Mtg

Ref. of Adm Staff in view of coaches & upper level administrative exemptions associated with Marler

B. Holmes + J. Morgan CBC Mtg 5/29/97

Put on handbook in the Charter (e.g. grievance process)

Review Report of Committee on Dual Career Couples - P. You spoke at an ASC Exec Mtg (Attached)

Take Your Pledge to Your Day (ASC/CSC)

Review Harassment Policy (Attached)

Update ASC Bylaws in view of reorganization  
6/2/97 Amendments Com Report

Finalize Merit Plan

Update Handbook - e.g. Int Aff; Ext Aff - B.  
Stearns suggestion at 6/5 ASC mtg

ASC web Presence (Culson Williams)

Internal Affairs Officer - J. Grilloff

Ad Hoc Task Force on Benefits - P. Green, A. Fowey?

To: ASCEXEC-97/98  
From: whitmire@bgnet.bgsu.edu (Duane Whitmire)  
Subject: Agenda for the 6/25 ASC Exec Meeting  
Cc:  
Bcc:  
X-Attachments:

PB, JD, LH, JR, PG, CCR, DW, JE, JW  
↓ NA JM ME JL

Please be advised that Deb Boyce and I will be representing administrative staff at the Legions Retreat on 6/23 and 6/24. As a result of that meeting, I am sending the agenda for the 6/25 ASC Exec meeting a little early as opposed to waiting until the last minute.

Agenda  
ASC Executive Committee  
Hayes 203  
June 25, 1997  
11:45 AM - 1:00 PM

- I. ✓ Merit Plan Feedback from the Central Administration (H. Stout)
- II. ✓ Status of Forming ASC Standing Committees (list for Plan to exec)
- III. ✓ Constituent List
- IV. ✓ ASC "Theme for the Year" Rhetoric to Reality Let's Be Pushy Beig Bold  
"Working Together For Success"
- V. ✓ ASC Student Scholarship Fund Drive Collaboration, Cooperation, and Communication
- VI. ✓ Collective Bargaining Educational Forum
- VII. ✓ Administrative Staff Compensation Plan and Merit Plan Follow-Up (Handout)
- VIII. Other Agenda Items

If you need any additional information, please feel free to contact me.  
Thanks!

To: ASCEXEC-97/98  
From: whitmire@bgnet.bgsu.edu (Duane Whitmire)  
Subject: Agenda for the 7/22 ASC Exec Meeting  
Cc:  
Bcc:  
X-Attachments:

Duane's Copy

PG, JP, JE, JW, CCR, DW, ME  
ASC Executive Committee  
Hayes 203  
July 22, 1997  
11:45 AM - 1:15 PM

- I. Update on Forming ASC Standing Committees (handout)
- II. ASC "Theme for the Year"
- III. ASC Student Scholarship Fund Drive - A Creative Imagining
- IV. Report on Meeting with Becca Ferguson
- V. Harassment Policy and Procedures - Guest, Bob Holmes (maybe)
- VI. Report on Constituent Groups Caucus Meeting
- VII. Other Agenda Items - Ferrari Award - recent retiree eligible?  
ASC Web Page

etd  
 have Amendments  
 & Bev Stearns needs  
 bylaws in / Whitmire  
 re-organization  
 TOPO e-mail  
 etd Earnest He  
 other done  
 TOPO 7/22/97  
 ASC Exec supports the concept  
 of a single harassment  
 policy for the  
 University.

If you need any additional information, please feel free to contact me.  
Thanks!

~~mailto:~~  
 Bob  
 (e-mail  
 to ↓  
 Versora)  
 cc  
 Bob  
 Judy

**ASCEXEC-97/98,8/1/97 8:16 AM,Time Change and Agenda for the 8/5 ASC Exe 1**

To: ASCEXEC-97/98  
From: whitmire@bgnet.bgsu.edu (Duane Whitmire)  
Subject: Time Change and Agenda for the 8/5 ASC Exec Meeting  
Cc:  
Bcc: JR, LH, PW, PF, ME, JD  
X-Attachments: JW, JM, CCR

Due to the Community Gathering for Darby Williams scheduled from 12:00 - 12:45 on 8/5 in Prout Chapel, ASC Exec will meet from 12:50 - 1:30 in Hayes 203. I hope the time change does not inconvenience anyone too much.

ASC Executive Committee  
Hayes 203  
August 5, 1997  
~~12:50~~ PM - ~~1:30~~ PM  
11:45 1:15

- ✓ I. Finalizing ASC Standing Committees (Results of Phone Calls-Salary Committee?) *TO DO email L. Hamilton re: Internal Affairs*
- ✓ II. ASC "Theme for the Year"-Master List for the 8/11 Former Chairs/Exec Mtg. *TO DO 2 additions*
- ✓ III. ASC Student Scholarship Fund Drive-A Creative Imagining (Update)
- ✓ IV. Administrative Staff Data on the Web
- ✓ V. Decision on Retirees Being Eligible for the Ferrari Award
- ✓ VI. Summer Hours at Other Ohio Schools "Heads Up" - *TO DO PB/JD/ME call to*
- ✓ VII. Performance Appraisal Form Implementation at Firelands *7 schools to see if ASC Chair + what "flex" means*
- ✓ VIII. ASC Fall Reception (Update)
- IX. Other Agenda Items - *Equalizing representation on President's Panel*

If you need any additional information, please feel free to contact me. Thanks!

*Moment of a grateful silence for Darby*

*Appointment to Health, Welfare, & Insurance*  
*mtg 8/14*



ASC Former Chairs/Executive Committee  
Monday, August 11, 1997

Present: Ann Bowers, Deborah Boyce, Jill Carr, Carmen Castro-Rivera, Sue Crawford, Greg DeCrane, Judy Donald, Pat Green, Linda Hamilton, Joe Martini, Joan Morgan, Jan Ruffner, Deb Wells, Duane Whitmire, Paul Yon.

Topics related to 1997-98 Goals:

Administrative Staff Compensation Plan Implementation

- Refer to Mercer when referring to the plan to avoid confusion
- Change wording in bullet #4 to equities instead of inequities
- Delete humanely in bullet #6 possibly use equitably
- Establish and follow specified time frame
- Emphasize the lack of a grievance process
- Review internal promotion procedures as related to salary compensation

Scholarship

- Explain the basis for the matching funds
- Establish a long-range goal and advertise that
- There is a concern about too many golf outings
- Auction "services" that administrative staff could provide

Merit/Appraisal

- Are they linked (completion of form with supervisor's evaluation)
- Qualitative vs. Quantitative
- Consistent use of form and process throughout total group
- Clarification of performance and merit

Educational Forum(s) on Collective Bargaining

- Include all employee groups
- Make sure message clear that an educational forum
- Concern expressed about what message sends

Charter/Bylaws

- Take into account the University reorganization
- Consider a smaller council
- Divide Academic Affairs
- Include the Administrative Staff Compensation (Mercer) Plan
- Require ASC Reps to be on a standing committee
- Should our handbook, charter, and bylaws be part of the University Charter?
- Need to update handbook as it relates to grievance policies, merit, performance appraisal process, compensation plan

**Part-time Teaching**

- Collect former data (Ann Bowers will check the ASC archives)
- Include UNIV 100 and seminars (e.g. University Computer Services) in compensation

**Other Ideas:**

- Cross-functional training
- Grant writing should be cross-functional, too
- Multi-year contracts (ask Sidney at the Sept ACS meeting)
- Who are we dealing with (i.e. President or Provost)
- Invite more Trustees to ASC meetings (e.g. Mike, Ray, Del, etc.)
- Re-emphasize succession planning
- Emphasize the lack of hiring procedures
- Reorganization vs promotion
- Highlight ASC items at Board of Trustees meeting

**Themes**

- Some people liked the 3 themes that emphasized ASC
- Some people did not like the 2 themes that contained the words "Customer Service"
- Some thought Rhetoric to Reality should be eliminated

**Historical Words of Wisdom**

- Training in the Traditions of BGSU is lacking
- Walk the talk is essential
- Know the trustees
- Be cognizant of high education in the world at large
- Feds/accountability
- A historical ASC self-esteem problem
- Vintage flexibility needs to be communicated
- Keep issues on the front burner, persistence pays off
- Perception that administration threatened by long-term employees and are resistant to change. Should emphasize the support ASC has given throughout the years when changes/reorganizations have occurred.
- ASC is a professional development experience.

Meeting adjourned at 4:20 p.m.



Feedback from  
Former Chair  
I  
Decide at  
8/19  
Exec  
M4

**Administrative Staff Council**

**Possible Themes**

**1997-98**

Action Success Collaboration

**Achieving Success thru Collaboration**  
Communication

**ASC = Action Service Cooperation**

Communication

**Bringing the Magic of Customer Service to BGSU**

**Building Customer Service at BGSU**

**Improving via Implementation**

**Rhetoric to Reality**

**Walking the Talk**

**Working Together for Success**

## Administrative Staff Headcount by Salary Range

	Fall 1993		Fall 1995	
	N	%	N	%
Below \$25,000	70	15.0%	59	12.1%
\$25,000 - \$29,999	63	13.5%	51	10.5%
\$30,000 - \$34,999	90	19.3%	93	19.1%
\$35,000 - \$39,999	65	13.9%	68	14.0%
\$40,000 - \$44,999	44	9.4%	52	10.7%
\$45,000 - \$54,999	57	12.2%	73	15.0%
\$50,000 and above	78	16.7%	0	0.0%
\$55,000 - \$64,999	0	0.0%	<del>30</del>	6.2%
\$65,000 - \$74,999	0	0.0%	19	3.9%
\$75,000 and above	0	0.0%	42	8.6%
<b>Total</b>	<b>467</b>	<b>100.0%</b>	<b>487</b>	<b>100.0%</b>

these 3 categories didn't exist in F93

Bell said he will clarify it by re-formatting the table or adding a footnote

TO DO remove the link until fixed

ASCEXEC-97/98,8/15/97 8:48 AM -0500,Agenda for the 8/19 ASC Exec Meetin 1

To: ASCEXEC-97/98  
From: Duane Whitmire <whitmire@bgnet.bgsu.edu>  
Subject: Agenda for the 8/19 ASC Exec Meeting  
Cc:  
Bcc:  
X-Attachments:

ASC Executive Committee  
Hayes 203  
August 19, 1997  
11:45 AM - 1:15 PM

*Judy D.*

- I. Summary Notes from the ASC Former Chairs/Exec. Meeting (Handout)
- II. ASC Former Chairs/Exec. Committee Mtg. Booklet to Those Unable to Attend - *Jim Elsasser + Judi Webb*

~~TO DO~~

- III. ASC and Executive Committee Meetings Calendar for 1997-98 (Handout)

~~TO DO~~

- IV. Updated 97-98 Goals as a Result of the Former Chairs/Exec. Mtg. (Handout)

- V. Prioritizing 97-98 Goals *not necessary*

- VI. Assigning Goals to Appropriate Standing Committees

~~TO DO~~

- VII. ASC Theme for the Year (Final Recommendation) *(Handout)*

- VII. Definition of "Flex" Time at 7 Ohio Schools (Deb/Duane/Judy) *(See a Handout)*

- VIII. Other Agenda Items - *Constituent Lists, feed back to Joe Luthman by 8/26*

*Thank Deb Wells for Educational Postings to asc listserve*

If you need any additional information, please feel free to contact me.  
Thanks!

*Former Chair to Individuals Ohio  
ASC Chairs & a unit, here  
Ann/Jill next year  
Gregg*

ASCEXEC-97/98,8/31/97 4:10 PM -0500,Agenda for the 9/2 ASC Exec Meeting

To: ASCEXEC-97/98
From: Duane Whitmire <whitmire@bgnet.bgsu.edu>
Subject: Agenda for the 9/2 ASC Exec Meeting @ Club 57
Cc:
Bcc:
X-Attachments:

LH, JP, PG, JM, ME, PR, CCR
ASC Executive Committee
Club 57
September 2, 1997
11:45 AM - 1:15 PM

I. ASC and Executive Committee Meetings Calendar for 1997-98
(Handout)
{Clarification of 11/11 Meeting}

II. "Flex" Time at 7 Ohio Schools (i.e. Summer Hours) Next Step?

III. Representation on President's Panel (Handout)

productive
discussion @ 9/4
ASC only

IV. Student Affairs Election (Judy Donald)

V. Update on ASC Fall Reception (Judy, Deb, Duane)

PKC

VI. Two Requests to Becca Ferguson (Handout)

-Penny call Pat Boyce
Music

VII. Preparation for 9/4 ASC Meeting? - Agenda + Show-Up

VIII. Representation on University Budget Committee (Handout)

Food
Reminders
on ASC Listgroup
9/8

IX. Other Agenda Items

about lists (for
Reps by Ann (July)
Standing Committee of Chairs (Pam)
Handout of Goals (Duane)
Calendar (Pam)

If you need any additional information, please feel free to contact me.
Thanks!

Agenda - Scholarship list

Speakers
PKC

Chuck
Becca
2 Mac Trustees
in Sympy
Michael holds 2

Questions for Dr. R. Bean for 9/4 ASC mtg

- (1) When reorganizations occur, the Administrative Staff Steve Richardson Corporation Plan (Merco) should be followed Mark Bank prior to the reorganization.
(2) ~~Corporate Plan~~ Where is ~~succession planning~~ the ~~critical~~ <sup>the critical</sup> ~~planning~~ <sup>planning process</sup> for administration staff when reorganization occurs? and/or new hires
(3) How can the University deal with the perceived lack of heavy procedures?
(4) How do you view the role of administrative staff in

Why did multiple year contracts not materialize?

What is your perception of the relationship between merit and performance evaluation?

ASCEXEC-97/98,9/16/97 7:14 AM -0500,Agenda for the 9/16 ASC Exec Meetin

To: ASCEXEC-97/98  
From: Duane Whitmire <whitmire@bgnet.bgsu.edu>  
Subject: Agenda for the 9/16 ASC Exec Meeting @ Club 57  
Cc:  
Bcc:  
X-Attachments:

PG, JM, JE, DB, ME, JW

ASC Executive Committee  
Club 57  
September 16, 1997  
11:45 AM - 1:15 PM

- ✓ I. Administrative Staff Luncheon at the President's House ~~7/20~~ full July
- ✓ II. ASC Fall Reception Follow-Up - Wtr Recept week of May 12th
- ✓ III. Fall 1996 Mercer Review of Positions (Handout)
- ✓ IV. Protected Speech Policy (Handout) just for Exec now Ed/Any to sig
- ✓ V. Harassment Policy Clarification and Advice ~~7/20~~ a draft for 9/30 the whole list should go to all admin staff
- ✓ VI. Report on 9/5 Meeting with Chuck Middleton ~~7/20~~ meet with Bob
- ✓ VII. Report on 9/12 Meeting with Becca Ferguson
- VIII. Other Agenda Items - pwc

If you need any additional information, please feel free to contact me.  
Thanks!

~~7/20~~  
talk to Sandra (maybe Chuck)  
Becca's talk  
on 90 day  
modification  
Becca mts)

Creation of subcommittee  
to develop a  
survey guide  
for harassment

included,  
the 2 dates  
not missed  
del at 4/16 document  
is better  
for race

CC: Ribera

To: ASCEXEC-97/98  
From: Duane Whitmire <whitmire@bgnet.bgsu.edu>  
Subject: Agenda for the 9/30 ASC Exec Meeting @ Club 57  
Cc:  
Bcc:  
X-Attachments: JR, LH, DB, JD, PB, Nick Kadel, ME, DW, CCR, JW

Duane's  
Copy

ASC Executive Committee  
Club 57  
September 30, 1997  
11:45 AM - 1:15 PM

- ✓ I. ~~70/76~~ Protected Speech Policy - Guest, Nick Kadel and a Draft Memo
- ✓ II. Administrative Staff Luncheon at the President's House
- ✓ III. ~~70/76~~ Harassment Policy - A Draft Memo
- ✓ IV. Report on ASC "Booster Bucks" Day at Cedar Point - Carmen Castro-Rivera
- ✓ V. Report on Initial Human Resources, ASC, CSC Meeting on Handbooks - Pat Green
- ✓ VI. Report on Constituent Groups Caucus Meeting (including the question about membership on CGC) - Deb Boyce and Duane Whitmire
- ✓ VII. Report on Initial Enrollment Initiatives for Staff Meeting - Judy Donald and Duane Whitmire
- ✓ VIII. President's Panel Agenda Items + Equalizing Representation Pres. Paul
- IX. Marshall Rose's Request to Provide Sexual Harassment Training to Administrative Staff
- X. Other Agenda Items Flex / Summer / Year Round / Hours of Operation

If you need any additional information, please feel free to contact me.  
Thanks!

~~70/76~~

↓  
X-Mas Party at Our House

Connellan visit

To: ASCEXEC-97/98  
 From: Duane Whitmire <whitmire@bgnet.bgsu.edu>  
 Subject: Agenda for the 10/14 ASC Exec Meeting @ Club 57  
 Cc:  
 Bcc:  
 X-Attachments:

*Duane's Copy*

Sorry for the late notice!

ASC Executive Committee  
 Club 57  
 October 14, 1997  
 11:45 AM - 1:15 PM

- ✓ I. Administrative Staff Luncheon at the President's House  
(don't forget to RSVP if you haven't already)
- ✓ II. Service on 2 Faculty Senate Ad Hoc Committees  
(Student Services and Domestic Partners)
- ✓ III. Report on Meeting with Becca Ferguson
- ✓ IV. Report on Meeting with Becca Ferguson and Chuck Middleton
- ✓ V. Report on Constituent Groups Caucus Meeting
- ✓ VI. ASC Participation in the Bowling Green Community Holiday Parade
- ✓ VII. Internal Affairs Officer Position
- ✓ VIII. Flex Time, Summer Hours, Year Round Operation Preliminary Feedback
- ✓ IX. Holiday "Party" at the Whitmire's
- ✓ X. Other Agenda Items - *PWC Timeline*

*done 10/24/97*  
~~TO DO~~ *put on list page*  
~~TO DO~~ *CCR*  
*Wal-Mart Matchup Dollars*  
*SCM*

If you need any additional information, please feel free to contact me. Thanks!

To: ASCEXEC-97/98  
 From: Duane Whitmire <whitmire@bgnet.bgsu.edu>  
 Subject: Agenda for the 10/28 ASC Exec Meeting @ Club 57  
 Cc:  
 Bcc:  
 X-Attachments:

ASC Executive Committee  
 Club 57  
 October 28, 1997  
 11:45 AM - 1:15 PM

- ✓ I. Administrative Staff Luncheon at the President's House on 10/30 (18 attending)
- ✓ II. Service on 2 Faculty Senate Ad Hoc Committees (Student Services and Domestic Partners-Deadline is 5:00 PM on 10/31-next step) → *I want to decide*
- ✓ III. Report on Employee Enrollment Initiatives Meeting - *Options Program* - Feb
- IV. BGSU & ASC Participation in the Bowling Green Community Holiday Parade
- V. Status of Flex Time, Summer Hours, Year Round Operation Preliminary Feedback *85+ next step* *Summary 19 pages*
- VI. Reminder of Holiday "Party" at the Whitmire's *12/10 6:30-8:00*
- VII. ASC Scholarship Committee Wal-Mart Effort *Letter Campaign in 2-3 wks*
- VIII. ASC Awards & Special Recognitions Preliminary Work *Raffle in Spring*
- IX. Report on Meeting with Chair of the ASC Salary Committee
- X. Reminder of Tom Connellan's Presentation on 11/10 from 3:30-5:00 pm
- XI. Other Agenda Items - Barbara Waddell ; Bob's *10/16/97 Memo* *short-version copy something*

If you need any additional information, please feel free to contact me.  
 Thanks!

↓  
 have reps ask  
 constituents

*TO PO* call Joe Luthman *SCM*  
 re: EFO on CB  
 a couple in Dec  
 a couple in Spring

*Open Session*  
 11/4 1-3 Telt Rm  
 11/17 9:30-11:30 Telt Rm  
 RSVP to Stella 8495



Veronica Gold, 10/24/97 4:19 PM -0400, October 30, 1997 CGC Agenda

Date: Fri, 24 Oct 1997 16:19:38 -0400 (EDT)
To: dboyce@bgnet.bgsu.edu, rcallaw@bgnet.bgsu.edu, vgold@bgnet.bgsu.edu,
tgore@bgnet.bgsu.edu, rholmes@cba.bgsu.edu,
kashuba@bgnet.bgsu.edu,
folson@bgnet.bgsu.edu, samelak@bgnet.bgsu.edu,
tartara@bgnet.bgsu.edu,
dawarno@bgnet.bgsu.edu, whitmire@bgnet.bgsu.edu,
jtwoods@bgnet.bgsu.edu
From: vgold@bgnet.bgsu.edu (Veronica Gold)
X-Sender: vgold@mailbox.bgsu.edu
Subject: October 30, 1997 CGC Agenda
Status:

Hi everyone,

The next meeting of the Constituent's Group Caucus is scheduled for October 30, 1997 at 1:30 p.m. in the Faculty Senate Conference Room. Following is our agenda. If you wish me to include other items on it, just send me an e-mail or call. Veronica

- 1. Larry Weiss, Director of Alumni Affairs
2. President Panel Items-Sandra MacNevin
3. Approval of the 9/25/97 Minutes
4. BG Holiday Parade
5. CGC Recruitment Initiative-Discussion
6. Third Member Request
7. Joint Committee Process
8. Dismissal Policy
9. Harassment Policy and Procedures

7 Alumni in House
6 in Senate
Admissions Com of Alumni Bd
Legislative Com on Campus & involve CGC

ASC External Affairs Com
& Leadership Team

2 Alumni Chapters served by
5 Chans &/or 5 Vice Chans

TO DO we will meet
TO DO

asc lotserv
re: Candy after
Faith sends
it to me

Since there are many old and new items on our agenda, we may need to consider meeting for two hours or more frequently until this agenda becomes more manageable. See you next week.

ASC Leadership Team
vs.
15 people for pre-discussion
smaller group
is better
Original Collaborative Resolution
Preview Pys 12/16
President's Day
at 11/6/97
ASC mts target
a motion

TO DO

TO DO

submit
Pre Panel
representative
or
Provost Panel
for agenda
item to

Veronica 1
next time

**Agenda  
Chuck Middleton  
10/31/97**

- ✓ I. Status of the Human Resources Lists that have been requested - memo *Speak to A 11/6/97 & maybe mid-November*
- ✓ II. On-Going Work Associated with the "Perceived Lack of Hiring Procedures"
- ✓ III. Very Preliminary Feedback on Flex Time, Summer Hours, and Year Round Operation (no faculty classes, make an early decision, overwhelming desire to retain summer hours yet some see it as a disservice to students, very good creative imaginings) - *Hours from Human Resources*
- ✓ IV. Improving staff valuing while emphasizing the importance of students and faculty
- V. Update on ASC Goals in the year of Action and Success through Collaboration
  - ✓ A. To Implement the Administrative Staff Compensation ~~Plan~~ Plan
  - ✓ B. To Raise the ASC Student Scholarship Fund by At Least \$10,000
  - ✓ C. To Implement the Performance-Based Merit System and Performance Appraisal Process
  - ✓ D. To Hold Educational Forum(s) on Collective Bargaining
  - ✓ E. To Update the ASC Charter and Bylaws
  - ✓ F. To Analyze Administrative Staff Teaching Part-Time
  - ✓ G. To Develop an ASC Web Presence
  - ✓ H. To Make Appropriate Recommendations Regarding Salary Matters Pertaining to Administrative Staff
  - ✓ I. To Increase University Enrollments by Collaboratively Working with Other Groups on Campus
  - ✓ J. To Develop Ways to Recognize Administrative Staff for Their Achievements
- VI. Other Agenda Items

ASCEXEC-97/98, 11/24/97 4:50 PM -0500, Agenda for the 11/25 ASC Exec Meet

To: ASCEXEC-97/98
From: Duane Whitmire <whitmire@bgnnet.bgsu.edu>
Subject: Agenda for the 11/25 ASC Exec Meeting @ Club 57 (It Only Looks Long)
Cc:
Bcc:
X-Attachments:

CCR, JX, CH, DB, JM, JE, JD

ASC Executive Committee
Club 57

November 25, 1997
11:45 AM - 1:15 PM

Student Services
9 to 7 to 3
Linda Newman, Dean Purdy,
Kay Gudehus
Domestic Partners
Tim Smith, Dave Crooks

unable to attend PG, JR, Phyllis, JE, JW

- I. Appointments to the 2 Faculty Senate Ad Hoc Committees
II. Report on Enrollment Stakeholders Meeting - A number of positive recruitment efforts that needs to be externally communicated, too
III. ASC Participation in the Bowling Green Community Holiday Parade - 7 adults, 5 children - 60-70 lbs of candy - (2 banners) a good foundation for next year
IV. Status of Flex Time, Summer Hours, Year Round Operation Preliminary Feedback (Where Do We Go From Here?) -> A Decision is Coming - Proposed Flex Time vs. Elimination of Summer hrs
V. Any More RSVP's for the Holiday Gathering at the Whitmire's? extended year round hrs with flex time
VI. ASC Scholarship Committee Efforts - Raffle Items Tickets
VII. ASC Professional Development Budget Request - \$4000 - Mentoring Program
VIII. 11/19/97 Memo from Chuck Middleton regarding "Calendar Change" (concern from an administrative staff member about an additional faculty benefit')
IX. Report on Constituent Groups Caucus Meeting (attached)
X. Report on Meeting with Chuck Middleton and Becca Ferguson (attached)
XI. Report on the Board of Trustees Finance Committee Meeting
XII. Report on the Legions Meeting - Sidney's Perception of Leadership & open group discussion on Culture of Leadership
XIII. FYI - Connellan Follow-Up Team
XIV. Other Agenda Items - Up coming ASC Mtg with the De/Mize

+then cry stall our 10/19/97
a discussion process memo is coming
10/10
Feb - No Linda?

Decision is far off, e-mail exec to get 3 to do a 2 page exec summary
call Chuck to see when a memo is coming
SAM 12/12/97 call Faith & then a joint memo to Chuck

If you need any additional information, please feel free to contact me. Thanks!

Value of Staff in a Higher Ed Environment
Staff Morale
What's the role of a trustee? movement through the levels
Implementation of the Administration Staff Compensation Plan

TU/100
Joe Luthman
asc @ I. Agone
3 issues
Call Joan-Morgan if he needs help.



VP of area, AA, & HR

termination for cause

reorganization / reassignment

if the position is vacant then it is advertised

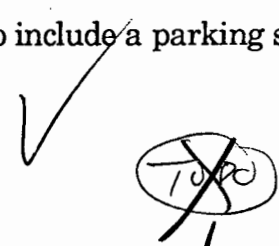
### Discussion Points Becca Ferguson 12/19/97

#### Administrative Staff Compensation Plan

- I. How does the situation fit into the context of the Administrative Staff Compensation Plan (ASCP)?
  - ← SA
  - longevity
  - for their non renewal
  - 3 non renewals with
  - UCTS
  - 1 non-renewal
  - 5 reassignments
  - job conduct questionnaire
- II. Has the situation been graded in the ASCP?
  - new post, jobs
- III. What role did the Affirmative Action office play in this process?
  - ← ~~table~~ logical
  - Affirmative Action review - females, age, etc.
- IV. What are the early channels of communication that should be used?
  - describing the continuum
- V. Who is responsible for the "big picture" of implementing the ASCP? - HR, ASC,
- VI. When additional responsibilities are assigned to a position, what triggers a position reevaluation?
  - the new PWC document

#### Other

- I. Why does an area with good dialog between supervisors and employees have to complete a Mid-Year Appraisal? - Nov 15 - Jan 15 - just for the original form done 6 months ago
  - with whatever
- II. Could Becca inform Jodi Webb about the request to include a parking space as a raffle item?
  - retention about ongoing dialog they want to include & return it
  - discuss at ASC Exec, too



12/8/97 (Draft)

*wait to hear from VPs*

*Paul Lopez  
Steve Harne*

**Summary/Recommendations:**

Wait for Human Resources to run the Performance Appraisal form (PAF) through the process at least one full time before attempting to use the PAF as a measure for merit. In the interim, all satisfactory performance reviews should receive full merit.

Recommendations with regard to PAF (below).

Make some changes to "Principles and Recommendations" document now (below) and maybe some down the road changes based on the acceptance and use of the PAF.

\*\*\*\*\*

**PAF recommendations:**

- 1) Human resources lead supervisors through mid-year evaluations due to be completed between Nov 15 - Jan 15.
- 2) Communicate an understanding that this FY was a grace period for use of the form; penalties or reduced merit pay, based on the goal-setting process, are not to be imposed until next FY.
- 3) A timeline, including absolute deadlines, must be clearly established for the PAF process, beginning with goal-setting this spring. The University's goals must be set before employees are asked to establish personal goals for the coming year.
- 4) The Administration must issue a reminder statement defining the strategy for PAF, supporting Human Resource's implementation of it and clarifying penalties that will be imposed next FY if the form isn't used by supervisors.
- 5) There should be another training session (mandatory) for supervisors before the form is used again in May/June.
- 6) Administrative staff should be surveyed asking their reaction to the use of the PAF this past Spring and their recommendation as to how it can be improved before it is used again.
- 7) The grievance procedure is defined so that employees have a clear knowledge of their opportunity for recourse. ?

**Suggested changes to "Principles and Recommendations for a Performance-Based Merit System for Administrative Staff at Bowling Green State University":**

**Principles...**

Principle #2 should be deleted from this discussion as it focuses on the Compensation Plan and issues that should be independent of Performance and Merit.

Principle #8 suggest inquiry of Human Resources to determine how they may do this.

**Recommendations...**

Current:

- 9. If the total merit pool for salary increments in a given year is three percent (3%) or less, all employees who qualify for merit in their annual performance review will receive the same percentage increase in salary.

Change to:

- 9. If the total merit pool for salary increments in a given year is **BELOW OR EQUAL** TO THE "SPECIFIC ECONOMIC INDEX", all employees who qualify for merit in their annual performance reviews (SEE #7) will receive the same percentage increase in salary.

*why didn't PWC take this approach last year? (consider to be consistent with faculty) use keyinger*

Current:

- 10. If the total merit pool for salary increments in a given year is more than three percent (3%) but less than five percent (5%), it will be allocated according to the following guidelines:
  - a. Three percent (3%) of the total salaries of employees shall be allocated as a three percent (3%) increase in salary to all employees who qualify for merit based on their annual performance reviews.
  - b. The remaining difference between the total merit pool and the three percent (3%) of the total salaries of for administrative staff shall be allocated to departments and units for recognition of those employees whose level of performance exceeds department or unit expectations as defined by the merit policy of the department or unit.

Change to:

- 10. If the total merit pool for salary increments in a given year is more than THE "SPECIFIC ECONOMIC INDEX", it will be allocated according to the following guidelines:
  - a. All employees who qualify for merit in their annual performance reviews (SEE #7) will receive the same percentage increase in salary up to the "SPECIFIC ECONOMIC INDEX" PERCENTAGE.
  - b. The remaining difference between this percentage and the Salary pool of total salaries for administrative staff shall be allocated to departments and units for recognition of those employees whose level of performance exceeds department or unit expectations as defined by the merit policy of the department or unit.

Current:

- 11. If the total merit pool is five percent (5%) or more, it will be allocated according to the following guidelines:

- a. Sixty percent (60%) shall be allocated to departments/units to be used as an equal percentage increase in salary to all employees who meet or exceed department/unit expectations and thereby qualify for merit in their annual performance reviews.
- b. Forty percent (40%) shall be allocated to departments/units for recognition and reward of those employees whose level of performance exceeds department/unit expectations as defined by the merit policy of the department/unit.

**Change to:**

- 11. ~~RECOMMENDATION #10~~ DELETED. Recommendation #10 as changed handles this...100% merit environment (Board's desire) with a guarantee of salaries keeping pace with "SPECIFIC ECONOMIC INDEX" (employee's minimum expectation).



Administrative Staff Handbook Changes  
Draft 12/8/97

Change to Fee Waiver Policy

Section V. Retired Administrative Staff Members Part B. Benefit

Current:

Benefit. Retired administrative staff members may take courses on a space available basis. In addition, dependents of retirees may enroll in classes without payment of tuition fees for a period of five years following the employee's retirement.

Change to:

Benefit. Retired administrative staff members may take courses on a space available basis. In addition, dependents may enroll in classes without payment of tuition fees as long as they satisfy the requirements for dependent status. *Similar to faculty*

Birth/Adoption Leave

Replace Maternity/Paternity/Adoption Leave page 42-43 - eliminate section on paternity/adoption/leave

1. Each staff member is eligible for natal (change to birth/adoption) leave up to six months.
2. The six month leave need not be taken as consecutive days if mutually agreeable to the administrative staff member and the immediate supervisor.
3. Accrued sick leave, accrued vacation credit and a leave of absence without pay can be used during this six month period. A staff member may use any or all of the accrued vacation credit and/or accrued sick leave or personal leave before going on a leave of absence without pay.
4. A staff member will notify, in writing, the supervisor and the Office of Personnel Services (**Human Resources**), prior to the start of the leave, as to the number of days to be taken as sick leave, the number of days to be taken as vacation and number of days to be taken as a leave of absence without pay.
5. Should a staff member decide not to return to the University following leave, the staff member must notify the supervisor, in writing, no less than 30 calendar days preceding the scheduled return to work.
6. Staff members taking leave are guaranteed their positions and job title upon return. If these proposed changes are adopted, then the section on Paternity/Adoption Leave would be deleted from page 43 of the current handbook.

Adopted ASC 1/19/95

Note: This policy change was forwarded to the administration in early Spring 1995 to be included in handbook changes. There has never been a response. Basically ASC wanted to change maternity/paternity/adoption to six months from 4 and make the current maternity policy all-inclusive for fathers and adoption.

↓  
*to be consistent with CSC*

**Other**

**General Policy**

It is recommended that a standard operating procedure be established through Human Resources that any benefit which affects more than one constituent group be forwarded to an ad hoc group of the constituents involved in conjunction with Donna Wittwer , benefits manager, in Human Resources. Human Resources should create a process for the constituents groups to get their concerns to this ad hoc committee and a timeline for determination of outcomes.

This should include

fee waivers for dependents of part time employees.  
*reciprocal fee waivers?*

**Grievance policy for non salary issues - this is being worked on**

*Joyce Kayke  
+  
Ann Beatts*

To: ASCEXEC-97/98  
 From: Duane Whitmire <whitmire@bgnet.bgsu.edu>  
 Subject: Happy New Year and an Agenda for the 1/6/98 ASC Exec Meeting @ Hayes 203 (Brown Bag Lunch - Please Note the Meeting Location)  
 Cc:  
 Bcc:  
 X-Attachments:

ASC Executive Committee  
 Hayes 203  
 (Brown Bag Lunch)  
 January 6, 1998  
 11:45 AM - 1:15 PM

- ✓ I. ASC Executive Committee Feedback on PWC Items (Please come prepared to offer feedback to PWC)
- ✓ II. Selecting 3 Administrative Staff Nominees (1 person to be selected from each constituent group) for the follow up team on Dr. Tom Connellan's presentation entitled "Students First: Using Service Quality at BGSU".
- ✓ III. 12/15/97 Administrative Staff Performance Appraisal - FRIENDLY REMINDER  
Memo
- ✓ IV. 12/24/97 Administrative Staff Pay Grades Memo
- ✓ V. Report on 12/19/97 Meeting with Becca Ferguson *3 months notice →*
- ✓ VI. Status of Advisory Panel on Equal Opportunity and Anti-Harassment Policies *Severance package*
- ✓ VII. Topics of Interest for the 1/8/98 ASC Meeting

If you need any additional information, please feel free to contact me.  
 Thanks!

*10th PDC*

ASCEXEC-97/98,1/16/98 1:28 PM -0500,Agenda for the 1/20/98 ASC Exec Mee

To: ASCEXEC-97/98  
From: Duane Whitmire <whitmire@bgnet.bgsu.edu>  
Subject: Agenda for the 1/20/98 ASC Exec Meeting  
Cc:  
Bcc:  
X-Attachments:

JP/Becca 1/20  
PWC on 1/28  
ASC Executive Committee  
Club 57  
2/3 Exec January 20, 1998  
2/5 ASC 11:45 AM - 1:15 PM

Account Board = the Table Round

✓ I. Clarification of Meeting Dates for ASC Exec Spring 98

✓ II. Review of Most Recent PWC Draft - Progression Through the Range

✓ III. <sup>informational</sup> Educational Forums on Collective Bargaining Carry-over  
Joe Luthman, Joan Morgan, Paul Yon - workshop (mediator & pro & con) <sup>3 options</sup>  
<sup>no union action status quo</sup>  
Appt if possible asc/csc/daaup maybe 9-12

voice vote approval for the 3 of them to be an Ad Hoc Com

IV. "Faculty Focus" Section of the Monitor  
on Faculty & Staff on the Community <sup>do it for the right reasons</sup>

V. Update from the Scholarship Committee  
10 prizes - meeting to call setting for mid-Feb or early Mar.

VI. Update on the Employee Enrollment Initiative

VII. Combining Guests and Work at ASC Meetings - Spring 98  
e.g. maybe Tara Fox & John Woods

VIII. Other Items

If you need any additional information, please feel free to contact me.  
Thanks!

~~TO/DO~~ Focus  
e-mail to Sue Kishuba

2/5 No Speakers  
3/5 No Speakers

be inclusive re highlighting new employees

~~TO DO~~  
May or June  
new President  
of US6  
J  
GSS

~~TO/DO~~  
e-mail Bev to see  
if she can hand out  
anything ahead

# Agenda Chuck Middleton 1/22/98

get from CCR at  
next Exec  
give details to  
**TO DO** Chuck  
Provost/Council  
Provost Mtg

e.g. maybe we would  
recommend the to Ann  
quantile would be  
I. 100% of first

What can the Office of the Provost do to help "get the word out" about the ASC Scholarship Committee's raffle that will benefit the Student Scholarship Fund? (10 prizes)

ask Chuck to ask Sidney re: a dinner with the Pres and/or Prov as a raffle item - the Committee is too long

20% of document  
evaluation by group  
Mark Gunko & Becca are contact persons

II. Are you seeking any further definition of "exceptional merit" other than what has already been passed by the Board of Trustees?

tell Pat + Exec

**TO DO**

start thinking about how do you define it  
The concept of thresholds & how to define  
3 categories: no merit, merit, exceeding expectations

III. "Creative imaginings" are needed to deal with the fact that classified staff automatically receive the full percentage when a raise occurs (i.e. no merit process) - possible compensation review; eventually a merit system - it may be a while

by the end of the semester  
or  
September

IV. What are the possibilities for exploring reciprocal fee waivers in Ohio for dependents? - private do, but not public; ~~legislation~~ legislation probably still not in favor

V. What is the best way to reach a final conclusion to the Administrative Staff Compensation Plan implementation items that the ASC Personnel Welfare Committee is working on?

-VP will comment to Becca  
Systematic on-going review + suggest built-in review periods

## VI. Other Agenda Items

Service Weather Policy

all get agreement before any voting  
HR, PWC, VPs all agree before going to ASC  
Barner

Discussion at ASC

**TO DO**

Provost  
ASC Exec  
& ASC  
Soldier

Provost  
make a decision to delay or

(closing at 3:30)

IT team to discuss

Staggered leaving  
Begin to shut down more than 20 mins 3:30  
with a by 4:15



ASCEXEC-97/98,3/2/98 11:44 AM -0500,Agenda for the 3/3/98 ASC Exec Meeti

To: ASCEXEC-97/98  
From: Duane Whitmire <whitmire@bgnet.bgsu.edu>  
Subject: Agenda for the 3/3/98 ASC Exec Meeting  
Cc:  
Bcc:  
X-Attachments:

ASC Executive Committee  
Club 57  
March 3, 1998  
11:45 AM - 1:15 PM

~~TOP~~ e-mail or call  
Jan & Betty  
yes! Exec will make decisions  
for areas not covered with  
functional area placement

- I. A Request from the Internal Affairs Committee
- II. Salary Recommendations (Guest-Gene Palmer, Chair of Salary Committee) — *CUPA still not here; assume similar to 96-97; B6 was 7th out of 11*
- III. B.G. Best Awards (Guest-Jane Schimpf, Chair of Awards and Special Recognitions Committee)
- IV. Rough Draft Letter Regarding Elections (Judy Donald, Secretary)
- V. Update on the Raffle (Carmen Castro-Rivera, Chair of Scholarship Committee) — *\$1181 + 2346*
- VI. Administrative Staff Compensation Plan Implementation Items (Pat Green, Chair of Personnel Welfare Committee and Guests-Pat Patton and Donna Wittwer from Human Resources)
- VII. Other Items

~~TOP~~ call re-e-mail Judy

If you need any additional information, please feel free to contact me.  
Thanks!

*Raffler*  
Jan will e-mail to asc-reps

*salary level*  
BGSU ASC increases relative to other schools similar to B6

Base salary for all ASC should allow & maintain relative position within the salary range — by rule 9 3% 2% table increase, i.e. minimum should be 2%

If additional money available over 3%, those funds be devoted to employees  
for 2nd quartile of their range for progression through the range

ASC Exec 3/3

Join area (Student Support)

Rec Center (Athletics)

If these 2 areas or  
others, are concerned at  
the ASC meeting, will  
Exec help reach  
resolution



**Background Information  
Meeting with Sidney Ribeau  
3/12/98**

**I. President's Panel**

Thank you for inviting the Vice Chairs of ASC and CSC as guests to the President's Panel meeting on March 18th. It is much appreciated as Faculty Senate goes through the formal procedure to amend the University Charter in order to permanently appoint the Vice Chairs of all constituent groups to the President's Panel.

**II. Work of ASC Committees**

Amendments Committee

Beverly Stearns and the Amendments Committee are recommending a number of proposals that will improve the follow through and documentation associated with Handbook changes.

Awards and Special Recognitions Committee

Jane Schimpf and the Awards and Special Recognitions Committee have created B.G. Best Awards. This could result in the recognition of up to 12 administrative staff per year for any of five different award criteria (yellow form). Jane asked us to inquire about financial support (\$660 budget) for this program, because she had inquired earlier and was told to submit something specific.

External Affairs Committee

Bonita Sanders-Bembry and the External Affairs Committee are working in conjunction with Human Resources on "Bring Your Daughter to Work Day". It is being targeted for 9-15 year old females and will take place on April 22nd.

Internal Affairs Committee

Jan Peterson, Betty Ward, and the Internal Affairs Committee have been working on the ASC election process in view of the organizational changes within the University. Some proposals include electing representatives on the basis of functional areas as opposed to vice presidential areas. Other proposed changes include decreasing the size of Council and extending the length of time for staying off of Council.

Personnel Welfare Committee

Pat Green and the Personnel Welfare Committee have been actively working on the Administrative Staff Council Implementation Items. The key new

ingredients are the inclusion of definitions and time lines associated with various procedures. The refreshing change in approach is the collaborative interaction between Human Resources and the Personnel Welfare Committee.

Professional Development Committee

Dawn Mays and the Professional Development Committee have created the Professional Connection program. The goal is to encourage growth of professional staff by establishing a mentoring program for newly hired administrative staff. The mentoring program is intended to assist new employees in adjusting to University employment and community involvement in ways that lead to positively-motivated staff members who contribute to their department, the University, and their profession.

Salary Committee

Gene Palmer and the Salary Committee made three specific recommendations (which were approved) to ASC on March 5th. These include:

1. Improve BGSU administrative staff salary levels relative to Ohio institutions similar to BGSU. Specifically, Miami, Kent and Ohio University.
2. Provide a base salary increase for all administrative staff members that will allow each person to maintain their relative position in their salary range. Such as, if the average salary increase is 3% then by Administrative Staff Compensation Plan, Policy #9, the ranges will increase by 2%.

Amendment - While the pay ranges increase annually at 1% less than the total raise (combination of merit and across the board increase), it is recommended administrative staff receive an across the board increase equivalent to the increase in the pay range. For example, if the total raise is 3% and the pay range increases by 2%, the across the board raise should be 2%. This prevents administrative staff from moving backward in the pay range and possibly falling below the minimum.

3. If additional money becomes available for increases, then it should be allocated to meritorious administrative staff employees progressively through the ranks.

Scholarship Committee

Carmen Castro-Rivera and the Scholarship Committee have been diligently working to increase the donations to the ASC Student Scholarship Fund this year. Through the first ever work day at Cedar Point, the annual fund drive, and a new spring raffle, they have generated approximately \$3500 (\$7000 in the year of matching dollars) in just the first eight months of this year compared to about \$1580 in all twelve months of last year. Carmen asked us to inquire about your availability on April 2nd at 1:30 to draw the raffle winners.

### Ad Hoc Part-Time Teaching Committee

Jan Peterson and the Ad Hoc Part-Time Teaching Committee have conducted a survey and completed analysis of a complex process whereby administrative staff teach in a variety of contexts. They will be making recommendations to the ASC Executive Committee and the entire Council in the near future.

### Ad Hoc Educational Forums on Collective Bargaining Committee

Paul Yon and the Educational Forums on Collective Bargaining Committee have made some preliminary contacts to identify participants for a panel presentation. The purpose is to conduct the forum in a professional, positive, and proactive manner.

### III. **Administrative Staff Council/Human Resources Interaction During Reorganization**

At times of reorganization within various units of the University, it is essential that lines of communication are open between the ASC Leadership and Human Resources. With that goal in mind, we met with Becca Ferguson on December 19th and had a productive discussion that focused on the following five questions.

- 1) How does the situation fit into the context of the Administrative Staff Compensation Plan (ASCP)?
- 2) Has the situation been graded in the ASCP?
- 3) What role did the Affirmative Action office play in this process?
- 4) What are the early channels of communication that should be used?
- 5) Who is responsible for the "big picture" of implementing the ASCP?

### IV. **Employee Enrollment Initiative**

The collaborative effort among the leadership of Administrative Staff Council, Classified Staff Council, Human Resources, and Admissions has been a refreshing experience. Surveying staff to identify their academic needs and working with department chairs to offer Saturday classes is indicative of what can be accomplished when groups work together.

### V. **Other Items**

ASCEXEC-97/98,3/16/98 1:37 PM -0500,Agenda for the 3/17/98 ASC Exec Mee

To: ASCEXEC-97/98  
From: Duane Whitmire <whitmire@bgnet.bgsu.edu>  
Subject: Agenda for the 3/17/98 ASC Exec Meeting  
Cc:  
Bcc:  
X-Attachments:

JB, JG, LH, JR, (CR, PW, JW) JM, JK, NG  
JCorr

JE can't attend  
PG " " " "  
Robinson call 3/17 if Bob can come  
Larry Weiss 2-2701  
see send 1:45:50K

~~TOP~~ Calvin will do it  
ASC Executive Committee  
Club 57  
March 17, 1998  
11:45 AM - 1:15 PM  
use Calvin send his to 3/17  
all of use  
are they coming to campus

- ✓ I. Update on Possible Guest Speakers for the 4/2 ASC Meeting - Randy Gardner has to be in Columbus; Bob Latta has a conflict right now, but Ruby will let me know if he becomes available
- ✓ II. Budget Approval for B.G. Best Awards  
Sidney approved the \$660 estimated budget
- ✓ III. Report on Meeting with Sidney Ribeau & Sandra MacNevin (attachment)
- ✓ IV. Updated Information on a Statewide Meeting of Administrative Staff Councils (a Attachments)
- ✓ V. Family and Medical Leave Act (FMLA) - Request For 2 Items (two attachments) ~~TOP~~ 30 days
- VI. 1998-99 Chair Elect and Secretary Ideas ~~TOP~~ 30 days  
Bob Stearns CE
- VII. Grange Report from Michael McKee (attachment) John Hartung Bob Waddle Joyce Blum
- VIII. Other Items Enrollment Director The Schimpf Boards Smiley - Bundry Sec

If you need any additional information, please feel free to contact me.  
Thanks!

maybe tell Michael  
we're confused &  
to be to dep for heads  
↓  
move information  
put in Chuse's folder  
she at work with Chuse  
Post by Project AME  
2  
Telecommuting  
Grange Project MM



# Bowling Green State University

Classified Staff Council  
Representing Classified Employees  
P.O. Box 91  
University Hall  
Bowling Green, Ohio 43403-0379



March 19, 1998

## MEMORANDUM

TO: Sandra MacNevin, Executive Assistant to the President  
President's Office

FROM: Faith Olson, Chair, CSC *LKO*  
Jay Samelak, Vice-Chair, CSC *JS*

SUBJECT: Family and Medical Leave Act Policy Editorial Change

The attached editorial change to the FMLA, VI.G. has been approved with its supporting rationale by Classified Staff Council at its March 17, 1998, meeting. We are forwarding it to you for your review, consideration and discussion with the President as it progresses through the necessary steps to become part of Bowling Green State University's Family and Medical Leave Act Policy.

Should we need further discussion about this editorial change, please contact us.

Thank you for your consideration in this effort.

xc: Sidney Ribeau, President  
Charles R. Middleton, Provost and Vice President for Academic Affairs  
Veronica Gold, Chair, Faculty Senate  
✓ Duane Whitmire, Chair, Administrative Staff Council  
Deb Magrum, Secretary, Board of Trustees



# Bowling Green State University

Classified Staff Council  
Representing Classified Employees  
P.O. Box 91  
University Hall  
Bowling Green, Ohio 43403-0379



Editorial change to VI.G. of the BGSU Family and Medical Leave Act Policy for Classified Staff Employees

Add the following to the end of the paragraph as an editorial change:

*For classified staff purposes, the interim assignment will be reviewed no later than three months following return to work, with the goal of reinstatement to the previous position.*

## **Rationale**

1. Allows the University and employee more flexibility to accommodate and evaluate the demands associated with the leave.
2. Allows the employee an opportunity to return to previously held position and apply gained skills and knowledge on behalf of the University.
3. Provides security to the employee by returning to a position in a familiar work setting which may be a mechanism for reducing stress and facilitating readjustment to a known work environment.

To: ASCEXEC-97/98  
From: Duane Whitmire <whitmire@bgnet.bgsu.edu>  
Subject: Agenda for the 3/31/98 ASC Exec Meeting  
Cc:  
Bcc:  
X-Attachments:

JM, JD, JE, CCR, DW  
LH, PB, ME

ASC Executive Committee  
Club 57  
March 31, 1998  
11:45 AM - 1:15 PM

Becca - May mtg.

- ✓ I. Update from the Personnel Welfare Committee (Pat Green) - read before 4/2
- ✓ II. Update from the Scholarship Committee (Carmen Castro-Rivera) 1756 + read
- ✓ III. Report from Board of Trustees Meeting
- ✓ IV. 1998-99 Chair Elect and Secretary Ideas
- ✓ V. Update on Self-Nominations for 1998-99 Elections (Judy Donald) *55 apps #622*
- ✓ VI. ASC Spring Reception - Deb, Jane, Bonita, Me, Judy?
- ✓ VII. Preparations for the 4/2 ASC Meeting - Issue, Amendments 2nd Reading + Vote, PWC 1st Reading, Scholarship Raffle Drawing
- VIII. Other Items

*Donated Good*

*Carmen will call Carl (3244)  
John Moore - matching names next year?  
e-mail*

~~TO DO~~ Issue 2

~~part in~~ Raffle - added to normal agenda agenda

~~TO DO~~ done  
let Judy know about names in Tool: web's e-mail

~~TO DO~~ mention Chair Elect & Sec held at Deb via voice mail 3/31  
ASC

~~TO DO~~ check about self-nominations in minutes last year + amendments + by laws

~~TO DO~~ call Paula Mays to see what the status of Professional Conference is

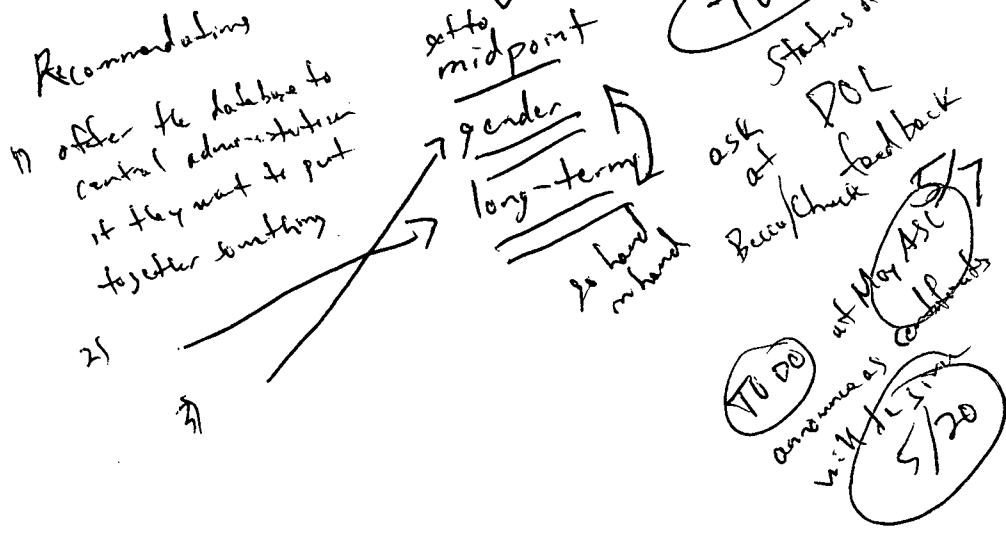
To: ASCEXEC-97/98  
From: Duane Whitmire <whitmire@bgnet.bgsu.edu>  
Subject: Agenda for the 4/14/98 ASC Exec Meeting  
Cc:  
Bcc:  
X-Attachments:

ASC Executive Committee  
Club 57  
April 14, 1998  
11:45 AM - 1:15 PM

Duane's  
Copy  
Amy will contact  
Bancroft post to asc listserv  
Ext Aff listserv  
All campus picnic - volunteer on how or  
25th  
Com to work with

- I. Orientation and Registration 98 (Guest - Amy O'Donnell) - iden fr. O.R.
- II. Specific Wording for a Resolution Supporting Issues 1 & 2 (Passed, in general, at ASC Meeting on 4/2) **HANDOUTS**
- III. Consideration of an Ombuds Office Resolution (Similar to GSS) **HANDOUTS**
- IV. One Administrative Staff Person Needed to Serve on the "Committee on Women Issues" (tentative name - first meeting is 4/17 at 3:30 pm in the Map Library Office [Evron Collins' Office] at the Jerome Library) **NOTE + E-MAIL**
- V. PWC & Exec Preliminary Discussion of Administrative Staff Salary Data (Guest - Patti Ankney) **PWC FOLDER**
- VI. Education Appreciation Day on the Emerald Express (Handouts) -> **ENVELOPE**
- VII. ASC Spring 98 Reception Plans (Deb Boyce) **TWO FORMS FOR JUDY DONALD**
- VIII. Other Items - Safety and Civility Committee

If you need any additional information, please feel free to contact me. Thanks!





To: ASCEXEC-97/98  
From: Duane Whitmire <whitmire@bgnet.bgsu.edu>  
Subject: Draft of Ombuds Office Resolution  
Cc:  
Bcc:  
X-Attachments:

Per the conversation at the ASC Executive Committee last Tuesday, below please find a draft of a University Ombuds Office Resolution. Please add, delete, or change as you see fit before we take this to the ASC meeting on May 7th. Feedback no later than Friday, May 1st would be greatly appreciated. Thanks!

\*\*\*\*\*  
Draft  
Administrative Staff Council  
Bowling Green State University  
University Ombuds Office Resolution

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

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

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

WHEREAS, an Ombuds office is an accepted and effective means of dealing with conflict situations; and

WHEREAS, Bowling Green State University is one university in the system of state institutions in Ohio that does not have an Ombuds office;

THEREFORE, BE IT RESOLVED, that the Administrative Staff Council recommends that BGSU establish an independent Ombuds office to handle student, staff, and faculty concerns.  
\*\*\*\*\*

**Administrative Staff Member Nominees  
to serve on the Faculty Senate  
Committee on Women Issues (tentative name)**

Judy ✓  
Pam ✓

Ute Lowery - Residence Life - very interested

SCM 4/17 Yes

Deb ✓

Sallye McKee - Provost's Office - has served on a similar committee elsewhere

✓ Teresa McLove - Computer Services - will volunteer

✓ Ellen Nagy - Career Services - interested and referred her to Veronica for more info.

✓ Lesley Ruszkowski - Firelands - interest expressed via a voice mail message

Judy ✓

Anne Saviers - International Programs - interested but cannot attend the first mtg

Pam ✓

Gale Swanka - Union - part of her dissertation was on women's issues

To: Janice L Peterson <jpeters@bgnet.bgsu.edu>  
From: Duane Whitmire <whitmire@bgnet.bgsu.edu>  
Subject: Re: Ad Hoc Committee  
Cc: dboyce@bgnet.bgsu.edu  
Bcc:  
X-Attachments:

>Duane,  
>  
>The Ad Hoc Committee on Part-time teaching compensation would like to bring  
>our report and recommendations forward to the Executive Council. Can we  
>attend you May 26th meeting at 11:45? Also, what happens since I go off  
>of  
>council and this committee's work is not yet completed?  
>  
>Thanks,

>Jan

>]

>\*\*\*\*\*

>Janice L. Peterson  
>Director of Budgets and Operations  
>Continuing Education, International and Summer Programs  
>40 College Park  
>Bowling Green State University  
>Bowling Green, OH 43403-0200 Phone:(419) 372-7883  
>Fax: (419) 372-8667 E-mail: jpeters@bgnet.bgsu.edu  
>Web: <http://www.bgsu.edu/colleges/ContEd/>  
>\*\*\*\*\*

You can certainly come to the ASC Executive Committee meeting on May 26th at 11:45. It will be held in Hayes 203. For the purpose of continuity, I believe you should continue your involvement with the Ad Hoc Committee on Part-Time Teaching Compensation. If nothing else, you could continue your service on an at-large basis. I should also refer you to Deb Boyce, since she will be Chair next year, to get her thoughts on this matter, too.

If you need any additional information, please feel free to contact me.

To: ASCEXEC-97/98  
From: Duane Whitmire <whitmire@bgnet.bgsu.edu>  
Subject: Agenda for the 5/12/98 ASC Exec Meeting at the Mileti Alumni Center  
Cc:  
Bcc:  
X-Attachments:

Since I will be on vacation tomorrow through May 18th, Deb Boyce has made arrangements to hold the ASC Executive Committee meeting at the Mileti Alumni Center (brown bag lunch). Below please find the agenda for the meeting.

ASC Executive Committee  
Mileti Alumni Center  
May 12, 1998  
11:45 AM - 1:15 PM

- I. University Coalition to STOP Violence Purple Ribbon Project
- II. Memo from Stacey Enriquez Regarding University Parking Committee Shuttle Bus Recommendation
- III. Two Administrative Staff Volunteers Needed to Serve on the Annual Awards Recognition Committee (Request from Pat Patton)
- IV. ASC Spring 98 Reception Plans - Reward, Recognize, and Celebrate
- V. Other Items

If you need any additional information, please feel free to contact Deb.  
Thanks!

***ADMINISTRATIVE STAFF SPRING RECEPTION***

***May 20, 1998***

***3:00-5:00 P.M.***

***Mileti Alumni Center***

***Refreshments***

***Welcome - Duane Whitmire, 97-98 Chair, ASC***

***Comments - Sidney Ribeau, President***

***Recognitions***

***Reward - 1997-98 BG Best Awards - Presented by Jane Schimpf and  
Awards and Special Recognitions Committee***

***Recognize-ASC Representatives Whose Term Expires***

***Celebrate-A Productive Year with your Administrative Staff Colleagues***

***Closing by Duane Whitmire***

Duane's copy

ASCEXEC-97/98,5/26/98 7:40 AM -0500,Agenda for the 5/26/98 ASC Exec Mee 1

To: ASCEXEC-97/98  
From: Duane Whitmire <whitmire@bgnet.bgsu.edu>  
Subject: Agenda for the 5/26/98 ASC Exec Meeting at Hayes 203 (Brown Bag Lunch)  
Cc:  
Bcc:  
X-Attachments:

*Tom Mign  
+  
Jim Elsasser  
can't come*

ASC Executive Committee  
Hayes 203  
(Brown Bag Lunch)  
May 26, 1998  
11:45 AM - 1:15 PM

*Jodie coming at Noon*

- ✓ I. Update from the Ad Hoc Committee on Part-Time Teaching Compensation - *they will present at the 6/4 ASC mtg, too*  
(Guests - Jan Peterson and other members of the committee)
- ✓ *PWC Report - it went well*
- II. Proposal to Change the Plan Year for Health Care Benefits
- III. Ombuds Office Resolution
- ✓ IV. Combined Executive Committee Meeting at Firelands - *De b*
- ✓ V. ASC Spring 98 Reception Plans - Thank You's
- ✓ VI. Other Items

If you need any additional information, please feel free to contact me.  
Thanks!

**ASC**  
**Progression Study**  
**Draft**  
**5/18/98**

<u>0-3 years</u>	Difference 1st	Difference mid
12 mo	245285	604722
9,10, other	13104	50154
athletic (10 too)	24430	72378
part-time		
<b>Total</b>	<b>282819</b>	<b>727254</b>
<u>4-6 years</u>		
12 mo	92971	251125
9,10, other	26125	69532
athletic (10 too)	7751	17180
part-time		
<b>Total</b>	<b>126847</b>	<b>337837</b>
<u>7-9 years</u>		
12 mo	47096	159051
9,10, other	668	11912
athletic (10 too)	8611	21719
part-time		
<b>Total</b>	<b>56375</b>	<b>192682</b>
<u>10+</u>		
12 mo	61089	320768
9,10, other	*****	5553
athletic (10 too)	*****	6237
part-time		
<b>Total</b>	<b>61089</b>	<b>332558</b>
<b>Total 7-9, 10+</b>		<b>525240</b>

# PLAN YEAR CHANGE FOR HEALTH CARE PLANS

403B - Jim Hensick 6/1  
HR not aware of it & not sanctioned by B&SU  
& ultimately Donna will point to ASC instructions

Donna will e-mail enrollment go in various plans after Cabretments

~~TO DO~~  
TO DO

information only to Bd in June

ASC Exec 6-5/26

HR is getting new children added within 30 days management's approval

**Historical information:** At one point the open enrollment period was held in October with the Plan Year January 1 through December 31. This was when only one plan option was offered and with minimal faculty and staff contributions. Open enrollment period used to make changes to people covered, i.e. add or remove dependents.

**Current Plan Year:** The 12-month period is September 1 through August 31.

**Current Benefit Period:** January 1 through December 31.

**Why Change: What the customer asked for:**

1. Customer Service-open enrollment occurs when faculty and staff are here at campus versus in the summer.
2. Make the Plan year, benefit year and deductible year the same 12 months to help with ease of communication.
3. More efficient administration.
4. Spending Accounts coincide with Tax Year

**Proposed Change:**

1. Change the Health Care Plan year and Benefit period to the same 12-month cycle to the calendar year.
2. Eliminate the deductible carryover at the end of this calendar year.
3. A short Plan year exists from September 1, 1998 to December 31, 1998.
4. The open enrollment for the short plan year is summer of 1998 with another open enrollment period in October of 1998 for Plan year starting January 1, 1999.
5. Next open enrollment period would then be October 1999 for Plan year starting January 1, 2000.
6. Vision Care Plan not be offered for the short plan year but again be offered at the October enrollment for effective date January 1, 1999.



Deborah Boyce,7/10/97 7:49 AM,Re: ASC Exec Mtg. today

1

To: dboyce@bgnet.bgsu.edu (Deborah Boyce)  
 From: whitmire@bgnet.bgsu.edu (Duane Whitmire)  
 Subject: Re: ASC Exec Mtg. today  
 Cc:  
 Bcc:  
 X-Attachments:

>Hi Duane!  
 >  
 >In the event I don't touch base with you tonight by phone (am traveling to  
 >Defiance to pick up my kids), I thought I'd share some of the highlights  
 >of  
 >today's meeting.  
 >  
 >Pat Green, Jody Webb, Judy Donald, Linda Hamilton, and Jim Elsassner were  
 >present. Carmen called to say she couldn't make it.  
 >  
 >Holmes decided not to come to today's meeting. I had asked him this  
 >morning to bring copies of the proposal for exec members to review, and  
 >after some thought I suppose, he decided that it would be fruitless for  
 >him  
 >to come today, since the document is 10-12 pages and we really need time  
 >to  
 >review it to frame questions for him. So... I tried like mad to track  
 >down  
 >a copy of the document through Nancy (Joan's secretary) and Jody Webb.  
 >Did  
 >you get a copy of the final draft dated March or April? The only thing  
 >that Nancy could find was a December (fifth draft) document with a  
 >January  
 >cover letter. Bob said the latest draft was March/April, so I asked him  
 >to  
 >send a copy to me so that it could be distributed. Really think he just  
 >didn't want to come into campus because I wanted to make copies to  
 >distribute to exec members today...oh well...some people....  
 >  
 >Pat Green evidently served several years on EOC and kept reminding us  
 >there  
 >already was a harassment policy in place. She suggested that copies of  
 >the  
 >new proposal be examined in light of the existing policy, fwiw.  
 >  
 >Updated group on the BOT meeting. Elaborated on the FMLA policy in light  
 >of our Constituent Caucus Group concerns. Distributed the new merit  
 >document as revised at the board meeting to ~~exec members present~~. Jody  
 >~~asked how this would be distributed to other AS members, and I suggested~~  
 >~~we~~  
 >do it electronically. What do you think?  
 >  
 >Reminded people about getting constituent lists to Joe. Jody asked if  
 >Joe  
 >was still on Exec and I said yes, until a new PWC chair was selected.  
 >Indicated he's really doing constituent lists and upcoming educational  
 >forums out of the goodness of his heart :-)  
 >  
 >No new themes came up. Pat seems to like Linda's suggestion from your

Printed for whitmire@bgnet.bgsu.edu (Duane Whitmire)

1

>Henry Ford quotation as I've altered "Working Together for Success."  
 Asked  
 >exec members to think about it and other themes for next meeting.  
 >  
 >Other agenda items/concerns that came up: Jogy Webb asked about upcoming  
 >meeting with Becca Ferguson. Wondered if it was entire exec? I indicated  
 >it was the leadership team. She wants us to be sure to share all of the  
 >carryover items/ concerns that were brought up at Firelands Exec meeting,  
 >especially the need to review grievance procedures, in light of two AS  
 >members whose grievances still remain unresolved as to their Mercer  
 >classification.  
 >  
 >Good of the order--- I talked about the ASC golf outing, having just  
 golfed  
 >in the Loudmouth...a blast...not necessarily a \*drunken brawl\* as some  
 have  
 >heard it to be...anyway...think I have twisted Linda into helping with  
 our  
 >ASC outing, even though she is a \*serious\* golfer and not into such  
 antics.  
 >I told her she'd be a good counter-balance for me and Grilliot. If we  
 >can't do it this fall, there's always next spring, if the challenge match  
 >runs through June 30, 1998. I've contacted Kurt at Forest Creason and  
 >we're playing phone tag.  
 >  
 >Also shared we reached our \$5.2 million development goal and surpassed it  
 >on June 30. A 25% increase over the year before so we are happy!  
 >  
 >Talked briefly about the snide comment fund. Pat said any officer could  
 >collect \$ for snide comments she thought...not necessarily the  
 >secretary...so...I think we'd better get a spittoon, hat or something for  
 >the middle of that conference room for us to throw our money into!  
 >  
 >We adjourned about 12:45. Told them our next meeting was for July 21st.  
 >  
 >I'll be around in the morning at the office, so I can elaborate more in  
 >conversation. In the p.m. tomorrow I'm off to get stuff around for our  
 >more than \$5.2 million reasons to celebrate on Thursday cookout!  
 >  
 >Talk to you later. Enjoy what is left of your vacation!

>Deb  
 >  
 >\*\*\*\*\*

>Deborah S. Boyce  
 >Asst. to the Vice President for University Advancement  
 >Doctoral Student, School of Communication Studies  
 >Bowling Green State University  
 >Bowling Green, Ohio 43403-0050  
 >dboyce@bgnet.bgsu.edu  
 >voice: 419.372.2708  
 >fax: 419.372.7697  
 >

>"When I consider what tremendous consequences  
 >come from little things ... I am tempted to think ...  
 >there are no little things." -- Bruce Barton  
 >\*\*\*\*\*

Thanks for the update! We can talk more later.

Linda K. Swaisgood,7/16/97 5:04 PM,Re: food for thought

1

To: "Linda K. Swaisgood" <lswaisg@bgnet.bgsu.edu>  
 From: whitmire@bgnet.bgsu.edu (Duane Whitmire)  
 Subject: Re: food for thought  
 Cc:  
 Bcc:  
 X-Attachments:

*Other creative proposals  
 for ASC Student Scholarship*

*Working at Cedar Point  
 Golf Outing*

>Hi Duane,  
 >A couple of things for the ASC chair!  
 >  
 >Has there been any "looking into" how many administrative staff either  
 lost  
 >vacation effective July 1 or crammed a few days in at the very end of  
 June  
 >to keep from losing vacation? I was one of those who had to cram it in,  
 >against my better judgment, at the bitter end of the year, and I know I  
 >talked to others who did the same.  
 >  
 >Some possible alternatives:  
 >Marcia Latta tells me at the Mercy Health Systems they have the option of  
 >"giving" a day or more of vacation as a private contribution to the  
 >organization. There are some things that have to be taken care of  
 >technically (like taxes, etc.) but basically a person is receipted for a  
 >private contribution at his/her daily rate of pay times the number of  
 days  
 >"given" back to the organization, and the organization counts that as a  
 >private gift. It sure would help a faculty/staff campaign, if, indeed,  
 >there is to be one of those this year, and I hear there will be. Might  
 also  
 >be a way to add to the administrative staff scholarship fund.  
 >  
 >I also understand there are a number of organizations that give you the  
 >option of "cashing in" (at your current rate of pay) your vacation if you  
 >are going to lose it. This would be an attractive option for some who  
 don't  
 >take vacation because they can't afford to go anywhere!  
 >  
 >Anyway, maybe you can toss these suggestions around in ASC or the  
 >appropriate committee. Marcia says she'd be happy to "advise" on the  
 >private giving aspect. It sure seems to me the development people would  
 >jump on it too.  
 >  
 >Hope you have a great year as chair. I know you can do the job. But  
 beware  
 >of your co-chair. She's like a sieve. Everything she hears she carries to  
 >someone else's ears (usually someone who can "advance" her in return for  
 >her information, if you know what I mean.) I've been burnt with our vp on  
 >several occasions.  
 >  
 >Linda

Sorry for the delayed response! I'm still trying to catch up from vacation.

Thanks for the great ideas regarding vacation days. If we can work something out so that a private gift could be donated to the ASC Student Scholarship fund, that would be a tremendous approach in the "year of

Printed for whitmire@bgnet.bgsu.edu (Duane Whitmire)

1

Fin Middleton Dalton

Linda K. Swaisgood, 7/16/97 5:04 PM, Re: food for thought Dalton 2

matching dollars". I'll try to contact Marcia, Carl Reschel, Becca Ferguson, Larry Weiss, and Carmen Castro-Rivera (Chair of the ASC Scholarship Committee) to see if something can be done. Keep those creative imaginings coming.

Also, thanks for the kind words about being chair of ASC, and the "heads up" item as well.

SCM agrees we should pursue this

7/23/97  
Marcia Latta # 698-7645  
→ SCM agem  
1900 employees

Smaller list  
Dug Smith  
Carmen  
Dalton  
Singer  
Middletown

Chuck  
Carmen  
Me

IB  
a new  
contribution  
copy of  
employee  
base

employee campaign - write out a check  
payroll deduction  
charge card

PTO paid time off -  
vacation (any body)

if it's on the  
pledge card

\$10/hr Pto = \$80

Taxes come out first  
e.g. \$60  
received for tax purposes

①  
how many  
people  
this cost  
the organization  
each yr.

Paid  
Time  
Off

PTO - how many hours

Payroll calculator

limit of  
our  
max  
hours of  
2 days  
or  
\$500

"given" to organization - a fund  
to help employees who  
have a fire, etc.  
\$500 grant  
\$1200 max. lifetime

Family  
Fund

what does  
the receipt  
look like to  
the employee  
for IRS

6 year

\$38,000 does not  
included

1st year - Marcia will find out  
e-mail to Chuck  
with cc to Carmen  
or call me back  
Marcia 8/5/97  
\$9,000

from St. Charles Program

1900

Q 6-8% average cost 406 hrs  
A → ① How many people at Mercy contribute (or % of employee base)?

Q Marcia will find out  
A → ② What is the liability to St. Charles each year (how much would the University pay out)?

Q A can't do  
A → ③ Can we get a copy of the receipt the employee gets for IRS purposes (so our lawyer can review it)?

alternative  
letter receipt with 15 personalized for each one & taxes are taken out

credited for \$30 gift  
\$50 gift gross  
\$38 net gift after  
taxes

To: fergusb@bgnet.bgsu.edu  
From: Duane Whitmire <whitmire@bgnet.bgsu.edu>  
Subject: Administrative Staff Grade Level Structure  
Cc: charlrm@bgnet.bgsu.edu, cdalton@bgnet.bgsu.edu,  
dboyce@bgnet.bgsu.edu, judyd@bgnet.bgsu.edu  
Bcc:  
X-Attachments:

Could Human Resources distribute the updated Administrative Staff Grade Level Structure to all administrative staff as soon as possible? If you don't know what I am talking about, the Board of Trustees passed a Proposed Administrative Staff Grade Level Structure for 1996/97 at its September 13, 1996 meeting. Now that a 3% average raise has been given for 1997-98, the table again needs to be updated by 2%. The trustees passed 10 Policy Recommendations at the same meeting, and Policy #9 states, in part, "In the first two years of each cycle, the ranges for each grade will move up annually by an amount which is 1% less than the average salary increment paid to administrative staff that year."

I am copying in Chuck and Chris on this e-mail message, because I wasn't sure if the request should be directed to you or one of them. Thank you, in advance, for any assistance you can provide.

P.S. When will the list of all administrative staff and their rankings, as well as those who are exempt, be available for distribution? As you know, this is a long-standing request that Joan Morgan, 1996-97 Chair of ASC, had requested on numerous occasions.

Rebecca Ferguson,8/22/97 10:02 AM -0500,Re: Administrative Staff Grade Leve

1

To: Rebecca Ferguson <fergusb@bgnet.bgsu.edu>  
From: Duane Whitmire <whitmire@bgnet.bgsu.edu>  
Subject: Re: Administrative Staff Grade Level Structure  
Cc:  
Bcc:  
X-Attachments:

>Duane:

>Our office is working on updating the table and putting together the list,  
>as you have requested. As we discussed our office will also take the approach to send the list out once to all admin. staff - from that point forward the updated list would be forwarded to the ASC leadership and placed on file in the Library. We had discussed doing this on an annual basis. Also, the ASC leadership team had requested a list of the positions that were evaluated last year (fall of '96) I have that information and will be sending it to the leadership team. You all also requested a list of the positions that were not covered by Mercer - our office is working on this list.

>

>As you are aware, we are still in the process of "loading" contracts. The

>loading and the mercer information is concentrated in the same area in our

>office. The hold up at this point, is waiting for our office to get caught

>up with loading, so we can move to generating the information you have requested. Once we have pulled the information and drafted the cover memo

>I would like you and the leadership team to review the format prior to our

>sending it out. Please expect to see the draft memo and information within

>the next 3 - 4 weeks.

>

>At 09:29 AM 8/21/97 -0500, Duane Whitmire wrote:

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>>well as those who are exempt, be available for distribution? As you  
know,  
>>this is a long-standing request that Joan Morgan, 1996-97 Chair of ASC,  
had  
>>requested on numerous occasions.  
>>  
Great! Thanks for the feedback!



Rebecca Ferguson,8/22/97 10:02 AM -0500,Re: Administrative Staff Grade Leve

1

To: Rebecca Ferguson <fergusb@bgnet.bgsu.edu>  
From: Duane Whitmire <whitmire@bgnet.bgsu.edu>  
Subject: Re: Administrative Staff Grade Level Structure  
Cc:  
Bcc:  
X-Attachments:

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>

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>>well as those who are exempt, be available for distribution? As you  
know,  
>>this is a long-standing request that Joan Morgan, 1996-97 Chair of ASC,  
had  
>>requested on numerous occasions.  
>>  
Great! Thanks for the feedback!

charles r middleton,8/28/97 11:27 AM -0500,Re: A Request for Your Considerat

1

To: charlrm@bgnet.bgsu.edu (charles r middleton)  
From: Duane Whitmire <whitmire@bgnet.bgsu.edu>  
Subject: Re: A Request for Your Consideration  
Cc:  
Bcc:  
X-Attachments:

>I'll think about this and get back to you.

>

>>The purpose of this e-mail message is to request that you consider adding

>>Administrative Staff Council and Classified Staff Council representation on

>>the University Budget Committee. Faith Olson, Chair of Classified Staff

>>Council, and I have talked and agree that this request should be forwarded

>>to you for consideration.

>>

>>I believe ASC and CSC representation on the University Budget Committee is

>>consistent with such University core values as respect for one another, >>intellectual growth, and cooperation. Please let me know your thoughts on

>>this matter at your earliest convenience. Thank you, in advance, for your

>>consideration of this request.

>>

>

>Chuck Middleton

>Provost and Vice President for Academic Affairs

>BGSU

>Bowling Green, Ohio 43403

>(419) 372-2915

>FAX (419) 372-8446

Thanks!



# Bowling Green State University

Vice President for Student Affairs  
Bowling Green, Ohio 43403-0140  
(419) 372-2147  
Fax: (419) 372-8150

*approved  
9/20/97  
ASU  
Exec*

*(Handwritten initials)*

*general statement of support  
that students for voting so hard  
(T) need to form base this*

September 2, 1997

## MEMORANDUM

TO: Robert Holmes, Chair, Faculty Senate  
Duane Whitmire, Chair, Administrative Staff Council  
Faith Olson, Chair, Classified Staff Council  
John Woods, President, Graduate Student Senate  
Tara Gore, President, Undergraduate Student Government

FROM: Edward G. Whipple, *(Signature)* Vice President for Student Affairs

RE: Protected Speech Policy

I am referring the Protected Speech Policy for your review. President Ribeau would like to take this policy at a future meeting to the Board of Trustees for action. All members of the University community are impacted by this policy so your organization's input is important. Until this year Bowling Green State University has not had a protected speech policy in its Student Affairs Handbook nor any other official institution document. There is student interest in formalizing this policy to ensure all faculty, staff, and students understand the importance of protected speech.

If you have any questions, please contact me at 372-2147. If you would like to visit with those students who have worked on this policy, Ms. Jill Carr, Associate Dean of Students, (372-2843) can arrange for them to meet with you.

Please forward your organization's thoughts on this policy to me no later than late October so I may share them with the President's Cabinet.

Enclosure

pc: President's Cabinet

MEMORANDUM

29 August, 1997

To: Members of: The Undergraduate Student Government,  
The Graduate Student Senate,  
The Faculty Senate,  
The Administrative Staff Council,  
The Classified Staff Council

Fr: Nickolas Joseph Kadel and Kerry Aulizia for the BGSU Coalition for Free Speech

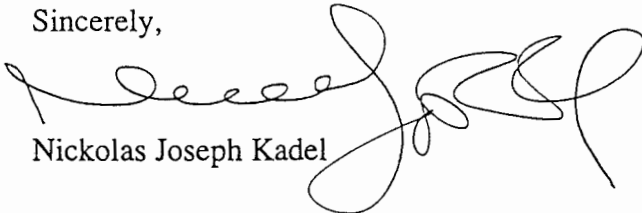
Re: Bowling Green State University Policy on Free Speech


We are extremely pleased to present to you the Bowling Green State University Statement on Free Speech. After months of hard work, students and representatives from the Office of Student Life, the Office of the General Counsel, and the Office of the Vice President for Student Affairs, have labored to produce a statement that answers the call for a definitive rule on the issue of free and protected speech at this university.

Until students approached the Board of Trustees and members of the Administration regarding this concern, there was no set university policy or rule concerning this issue. The issue in and of itself is quite simple. It is necessary for this university to have in place a distinct rule, reviewed and consented to by representatives of the entire university community, including the Board of Trustees regarding the importance of free and protected speech. It is with excitement and great anticipation that we bring this proposed rule to the main constituent groups for their consent. The ratification of this rule will set an example not only to members of our own university community, but also to peer communities facing similar dilemmas throughout the nation.

The target date for presenting this policy before the Board of Trustees for their review is December 12, 1997. We would appreciate the review and consent of all groups to this proposed rule by the end of October. If you have any questions concerning this statement, please do not hesitate to contact us. We can be reached through Associate Dean Jill Carr in the Office of Student Life (372-2843). Thank you very much for your assistance on this matter.

Sincerely,

  
Nickolas Joseph Kadel

  
Kerry Aulizia

60  
from 1997-98  
Student Affairs  
Handbook

pensing, transfer, or possession of controlled substances, alcoholic beverages, drugs not medically authorized, or any other substance that may impair an individual's academic or work performance or pose a hazard to the individual, public, students, or employees of the University on its property or at any of its activities.

It is the responsibility of each faculty member, employee and student to adhere to this policy. If a violation of this policy occurs, support programs will be made available where appropriate. Disciplinary action may be taken up to and including dismissal or expulsion from the University and possible criminal prosecution.

### 3. NON-DISCRIMINATION

Bowling Green State University is committed to equal opportunity for students in employment and education and does not discriminate on the basis of race, color, religion, national origin, gender, age, sexual orientation\* or against qualified handicapped persons, disabled veterans, or veterans of the Vietnam era as identified and defined by law. All complaints regarding discrimination in the areas covered under this section, if not otherwise resolved, should be registered with the Office of Affirmative Action/Disability Resources, 705 Administration Building, (419) 372-8495.

\*not applicable to University relationships with outside organizations including the federal government, the military and ROTC.

### 4. PROTECTED SPEECH

Bowling Green State University is committed to the ideals and con-

stitutional rights associated with freedom of speech. It is a given that the University, in its entirety, is considered to be an environment where free speech, the free expression of ideas and thoughts, and the free exchange of opinion occur throughout the campus proper.

In an attempt to provide a place for those who desire an open facility for the expression of thought, ideas, and opinions, a specific area on the campus is designated as the Protected Speech Area. This space may be used without registration or permit. The existence of a designated Protected Speech Area does not preclude free speech from occurring in any other area of the campus. The normal activities of the University may not be impaired and means of entrance and exit to facilities may not be impeded as a result of the expression of free speech. In addition, pertinent policies as outlined in the Student Affairs Handbook are to be followed.

The Protected Speech Area is located within the University Union Pedestrian Mall. The space is designated by a sign and is available to all those desiring to express free speech and thought.

### 5. RACIAL AND ETHNIC HARASSMENT

The policy of Bowling Green State University is that racial and ethnic harassment will not be condoned. Moreover, the University will use its influence to encourage the community at large to treat its students, faculty and staff and affiliated visitors in a manner consistent with the principles of this policy. The policy is in keeping with the spirit and in-



# Bowling Green State University

Human Resources/Benefits  
100 College Park Office Building  
Bowling Green, Ohio 43403-0370  
(419) 372-2112  
Fax: (419) 372-2920

## MEMORANDUM

**TO:** Administrative Staff Leadership Team:  
Duane Whitmire  
Deborah Boyce  
Judy Donald

**FROM:** Rebecca C. Ferguson, Assistant Provost for Human Resources

**DATE:** September 5, 1997

**RE:** Mercer Review of positions - Fall of 1996

When we met in July, one of the requests you asked me to look into were the results for the Mercer reviews for positions filed in fall of 1996. Attached you will find the final list of those positions. It is my understanding that the employees in these positions were notified of the results in May of 1997.

You also asked me to provide you a list of the positions not evaluated through the Mercer process. It is my understanding the following positions were not evaluated:

- All Classified Staff positions
- President
- Provost
- Vice President(s)
- Dean(s)
- Any faculty contract positions with administrative duties

Further, it is my understanding that coaches, trainers and equipment managers positions within Intercollegiate Athletics were not evaluated through the process. These positions have their own pay table. All of the administrative staff positions within Intercollegiate Athletics have been evaluated through the Mercer process.

We have had one coaching and one faculty position that have been moved to administrative status and the job analysis questionnaires are presently going through the process.

I hope this information meets your request. If you have any questions regarding this information please contact my office.

Attachment  
cc: Pat Patton  
Donna Wittwer  
File

## 5-15-97 Results From Mercer Positions Filed Fall of 1996

Name	Title	Department	Grade	KN	EX	CC	FA	MG	LV	NAT	LD
Ackerman, Francey	Asst Director	Alumni Affairs	15	4.0	3.5	3.0	3.0	3.0	3.0	3.0	4.0
Bartley, Michael	Asst Dir of Acad Affs	Intercollegiate Athletics	15	5.0	4.0	2.5	3.0	3.0	3.0	3.0	5.0
Boyce, Deborah	Asst to VP	University Advancement	17	4.0	4.0	4.0	3.0	4.0	4.0	3.0	3.0
Briggs, Stewart	Exer Physiology Lab	Intercollegiate Athletics	12	5.0	3.0	2.0	2.0	2.0	3.0	2.0	1.0
Crozier, Jean	Food Service Mgr	Dining Services	12	3.0	4.0	2.0	2.5	2.5	2.5	2.0	4.0
Dobbins, Lacrecita	Advisor/Recruiter	College Access Programs	12	4.0	3.0	2.0	2.5	2.0	3.0	2.5	1.0
Gudehus, Kay	Admissions Officer	Admissions	12	4.0	3.0	2.0	1.5	2.5	3.0	2.5	2.0
Ishler, Karen	Coord Geriatric Ed Ctr	Col of Health & Human Sv	14	5.0	3.5	2.5	2.0	3.0	3.0	3.0	2.0
King, Tim	Coord Lrng & Inf Svc	SHARP	16	5.0	5.0	3.5	3.0	2.0	3.0	2.5	4.0
MacNevin, Sandra	Special Asst to Pres	President's Office	20	5.0	5.0	4.0	4.0	5.0	5.0	4.5	5.0
McHugh, Michael	Book Depository Mgr	NW Ohio Reg Library	15	4.0	4.0	3.0	3.0	3.0	3.0	3.0	4.0
McOmber, Rebecca	Registrar	Registration & Records	19	5.0	5.0	4.0	4.5	4.0	5.0	3.5	7.0
Meeker, Alyson	Math Assistant	Firelands College	13	4.0	3.0	2.5	3.0	2.0	3.0	3.0	3.0
Mejeritskaia, Ekaterina	Mgr Int Chemical Lab	Chemistry	13	5.0	4.0	2.5	2.0	2.0	3.0	2.0	2.0
Myers-Jones, Holly	Sponsored Prgms Off	SPAR	15	5.0	4.0	3.0	2.5	3.0	3.0	3.0	1.0
Nieman, Linda	Project Coord	Philosophy	14	4.0	4.0	3.0	2.5	3.0	3.0	3.0	1.0
Raymont, Sally	Assoc Dir Int'l Pgrm	Cont Ed & Int'l Programs	15	5.0	4.5	3.5	3.0	3.0	3.5	3.0	2.0
Rueda, Jose	Director of AYA Spain	Romance Languages	16	5.0	5.0	3.5	3.0	2.0	3.0	3.0	4.0
Shaffner, Catherine	Inst/Education Coord	Col of Hleath & Human Sv	13	4.0	4.0	3.0	2.0	2.0	3.0	3.0	1.0
Steen, David	Audio-Visual Tech Sv	Instruc Media Svcs	13	3.0	4.0	2.5	3.0	3.0	3.0	2.0	2.0





Bowling Green State University

63  
Office of the President  
Bowling Green, Ohio 43403-0010  
Phone: (419) 372-2211  
FAX: (419) 372-8446

## MEMORANDUM

TO: Bob Holmes, Chair, Faculty Senate  
FROM: President Sidney A. Ribeau *Sidney Ribeau*  
DATE: September 8, 1997  
SUBJ: Faculty Senate Agenda -- Harassment Policy

As you know, last week I received the Faculty Senate agenda for Tuesday, September 9 indicating that the harassment policy will be considered at the meeting. While I am deeply appreciative of the hard work you and many others have put into this proposed policy, I am not yet prepared to comment on it before the Senate. Because of other commitments, I will not be able to attend tomorrow's meeting to comment on the policy. Moreover, as I expressed in my memorandum to the constituent group caucus on August 20, I had intended to review the policy with my Cabinet during the month of September. As it is still early in the month, our review is not complete. I would, therefore, ask your collaboration in moving this item to the October Faculty Senate agenda. In that way, I can be more fully prepared to comment upon your proposal.

Please know that my commitment to the revitalization of our anti-discrimination policies and procedures remains intact. I am simply not yet fully prepared to discuss these very important issues with the Senate.

cc: President's Cabinet  
Duane Whitmire, Chair, Administrative Staff Council  
Faith Olson, Chair, Classified Staff Council



NONDISCRIMINATION IN THE PROVISION OF EDUCATIONAL AND OTHER SERVICES TO THE PUBLIC BASED ON RACE, COLOR, SEX, NATIONAL ORIGIN, RELIGION, AGE (OVER 40), MENTAL OR PHYSICAL DISABILITY,<sup>1</sup> VETERAN STATUS<sup>2</sup> AND SEXUAL ORIENTATION. ADDITIONALLY, BOWLING GREEN STATE UNIVERSITY DECLARES AND REAFFIRMS ITS POLICY TO REASONABLY ACCOMMODATE MENTALLY AND PHYSICALLY DISABLED INDIVIDUALS AND INDIVIDUALS WITH RELIGIOUS PRACTICES AND BELIEFS. B-II. J-2A 4&7. THE UNIVERSITY ALSO WILL NOT KNOWINGLY COOPERATE WITH, SUPPORT, OR EMPLOY THE SERVICES OF OTHER ORGANIZATIONS WHICH DO NOT ENDORSE A POLICY OF NONDISCRIMINATION.<sup>3</sup>

2. **HARASSMENT POLICY** -- BOWLING GREEN STATE UNIVERSITY DECLARES AND REAFFIRMS ITS GOAL TO ELIMINATE AND NOT TO TOLERATE HARASSMENT ON THE BASIS OF SEX, SEXUAL ORIENTATION, RACE, COLOR, NATIONAL ORIGIN, RELIGION, MENTAL OR PHYSICAL DISABILITY,<sup>4</sup> VETERAN STATUS,<sup>5</sup> AND AGE (OVER 40). THIS POLICY SHALL APPLY TO ALL MEMBERS OF THE UNIVERSITY COMMUNITY: FACULTY, ADMINISTRATIVE STAFF AND CLASSIFIED STAFF, AS WELL AS TO VISITORS. BGSU SHALL USE ITS INFLUENCE TO REQUIRE ALL MEMBERS OF THE UNIVERSITY COMMUNITY TO TREAT OTHER MEMBERS WITH RESPECT AND DIGNITY REGARDLESS OF RACE OR COLOR, SEX OR SEXUAL ORIENTATION, NATIONAL ORIGINAL OR ANCESTRY, RELIGION, MENTAL OR PHYSICAL DISABILITY, VETERAN STATUS OR AGE (OVER 40).

---

<sup>1</sup> The definition for disability in the discrimination policy shall be identical to the definition found in the American with Disabilities Act.

<sup>2</sup> The definition of veteran status for the discrimination policy shall be identical to the definition found in the Vietnam Veterans' Readjustment Act.

<sup>3</sup> The sexual orientation portion of this policy is not applicable to BGSU's relationship with outside organizations such as ROTC, U.S. armed forces and the U.S. government.

<sup>4</sup> The definition for disability in the harassment policy is broader than the definition found in the American with Disabilities Act, see B-I.J.2.a) 4.

<sup>5</sup> The definition of veteran status for the harassment policy is broader than the definition found in the Vietnam Veterans' Readjustment Act, see B-I.J.2.a)10.

BGSU's harassment policy also prohibits any member of the university community or visitors from retaliating against anyone who has brought a harassment complaint in good faith and from retaliating against anyone who assists in investigating or resolving a harassment complaint.

**Editorial Note: BGSU's existing harassment policies do not address harassment due to color, religion, sexual orientation, disability, veteran status or age. This policy does not apply to students since this will appear in the Academic Charter; a policy directed at students should appear in the student code. The same policy should be adopted by the Administrative and Classified Staff Councils and appear in their handbooks.**

A) DEFINITIONS

- 1) HARASSMENT CONSTITUTES VERBAL, WRITTEN OR PHYSICAL CONDUCT RELATING TO AN INDIVIDUAL'S RACE, COLOR, SEX, SEXUAL ORIENTATION, NATIONAL ORIGIN, RELIGION, MENTAL OR PHYSICAL DISABILITY, OR AGE (OVER 40) WHEN
  - a) SUCH CONDUCT CREATES AN INTIMIDATING, HOSTILE OR OFFENSIVE WORKING OR EDUCATIONAL ENVIRONMENT; OR
  - b) SUCH CONDUCT INTERFERES UNREASONABLY WITH WORKING OR EDUCATIONAL PERFORMANCE; OR
  - c) SUCH CONDUCT ADVERSELY AFFECTS WORKING OR EDUCATIONAL OPPORTUNITIES; OR
  - d) SUBMISSION TO SUCH CONDUCT IS MADE EITHER EXPLICITLY OR IMPLICITLY A TERM OR CONDITION OF EMPLOYMENT OR EDUCATION; OR
  - e) SUBMISSION TO OR REJECTION OF SUCH CONDUCT IS USED AS A BASIS FOR MAKING EMPLOYMENT OR EDUCATIONAL DECISIONS.
- 2) AGE REFERS TO BEING OVER 40.
- 3) COLOR REFERS TO SKIN TONE.
- 4) DISABILITY REFERS TO

- a) AN INDIVIDUAL POSSESSING A CURRENT MENTAL OR PHYSICAL IMPAIRMENT,
  - b) AN INDIVIDUAL POSSESSING A PAST MENTAL OR PHYSICAL IMPAIRMENT, OR
  - c) ANOTHER'S PERCEPTION THAT THE INDIVIDUAL POSSESSES A CURRENT OR PAST MENTAL OR PHYSICAL IMPAIRMENT
- 5) NATIONAL ORIGIN REFERS TO NATIONALITY OR ETHNIC ANCESTRY.
- 6) RACE REFERS TO THE THREE ANTHROPOLOGICAL CATEGORIES OF RACE
- 7) RELIGION REFERS TO A SET OF MORAL OR ETHICAL PRINCIPLES DIRECTING HOW TO LIVE ONE'S LIFE INCLUDING THE PRACTICES AND BELIEFS USED TO IMPLEMENT THESE MORAL OR ETHICAL PRINCIPLES, BUT EXCLUDING POLITICAL AND SOCIAL IDEOLOGIES; NEITHER MEMBERSHIP IN AN ORGANIZED OR RECOGNIZED CHURCH OR SYNAGOGUE NOR SUBSCRIPTION TO ORTHODOX RELIGIOUS PRINCIPLES IS A PREREQUISITE TO POSSESSING RELIGIOUS BELIEFS OR TO PRACTICING A RELIGION;
- 8) SEX REFERS TO BOTH MALE AND FEMALE GENDERS;
- 9) SEXUAL ORIENTATION REFERS TO AN AFFINITY, ATTRACTION OR PREFERENCE FOR A SEXUAL PARTNER.
- 10) VETERAN STATUS REFERS TO ANYONE WHO HAS SERVED IN THE U. S. ARMED SERVICES FOR ANY LENGTH OF TIME AND HAS BEEN HONORABLY DISCHARGED.
- B) DEFENSES TO HARASSMENT CLAIMS
- 1) ACADEMIC FREEDOM ASSOCIATED WITH A UNIVERSITY REQUIRES ALL MEMBERS OF A UNIVERSITY COMMUNITY TO TOLERATE COMMUNICATIONS IF SUCH COMMUNICATIONS INVOLVE A BONA FIDE EFFORT TO COMMUNICATE INTELLECTUAL, POLITICAL OR ARTISTIC IDEAS IN THE PURSUIT OF TRUTH, *SEE ARTICLE I-A*; OR

- 2) FREEDOM OF SPEECH, FREEDOM OF PRESS, AND FREEDOM OF RELIGION CLAUSES OF THE FIRST AMENDMENT REQUIRE ALL MEMBERS OF THE UNIVERSITY COMMUNITY TO TOLERATE COMMUNICATIONS IF SUCH COMMUNICATIONS INVOLVE A MATTER OF PUBLIC CONCERN OR A RELIGIOUS ISSUE, DOES NOT LEAD TO IMMINENT LAWLESSNESS AND DOES NOT HAMPER THE EFFECTIVE AND EFFICIENT OPERATION OF THE UNIVERSITY; OR
- 3) CONSENT TO SUCH CONDUCT WHICH OTHERWISE WOULD CONSTITUTE HARASSMENT LEGALIZES SUCH CONDUCT PROVIDED THE CONSENT IS FREELY GIVEN WITHOUT COERCION OR OBLIGATION, IF THE CONSENT, ONCE GIVEN, HAS NOT BEEN REVOKED, AND IF THE CONDUCT DOES NOT EXCEED THE SCOPE OF CONSENT GIVEN.

3) Responsibilities

- A) On a University-wide basis, the Affirmative Action Office is responsible for the coordination and implementation of BGSU's ~~sexual, racial and ethnic~~ DISCRIMINATION AND harassment policies. This office will serve as a resource with regard to all matters of this nature.
- B) Each dean, director, and department chair, and administrative head of an operational unit is responsible for the dissemination and implementation of this ESE policy ~~IES~~ within the administrator's area of responsibility. ~~Persons at this level are also responsible for referring reported incidents of sexual, racial and ethnic harassment to the Affirmative Action Office.~~
- C) ~~It is expected that~~ Each ADMINISTRATOR faculty member, ADMINISTRATIVE contract staff member, and classified staff member SHALL ~~will ensure~~ adherence to this ESE policy ~~IES~~ AND within the person's area of responsibility. ~~Such efforts are largely a matter of good faith. It is the responsibility of all members of the university community~~ SHALL ENDEAVOR to discourage ELIMINATE DISCRIMINATION AND harassment, SHALL report such incidents TO THE AFFIRMATIVE ACTION OFFICE and SHALL cooperate in any investigation which may result.

#### 4) Grievance Procedures<sup>6</sup>

The procedures outlined below are designed to provide sufficient flexibility with which to deal with the wide range of incidents that fall under harassment. They are intended to be responsive to the situation at hand and will be formal or informal as the allegations under review indicate

- 1) A person who believes that he/she has been harassed should contact the Affirmative Action Office. Staff in this office will initially discuss the matter with the complainant to ascertain, as fully as possible, the validity of the charges and the scope of the problem. At this time, it will be determined if there is a basis for investigation.
- 2) Initial discussions with staff in the Affirmative Action Office should not make reference to the name of any accused person unless the complainant is ready to file a formal complaint and proceed with an investigation.
- 3) Before the office can begin its investigation, the allegations shall be submitted, in writing, to the Director of Affirmative Action. Until this occurs, the matter will not be discussed with anyone other than the complainant.
- 4) An investigation will be conducted by a staff person in the Affirmative Action Office only if the complainant has filed a formal, written complaint.
- 5) The role of the Affirmative Action Office in the processing of the complaint will include, but is not limited to, the following:
  - a) consultation with the complainant and respondent;
  - b) discussion with appropriate persons suggested by the complainant who may have knowledge of the situation and can be of assistance in establishing the facts of the complaint;
  - c) preparing a complete investigative report of the complaint, including recommendations for resolution, which shall be submitted, in writing, to the Vice-President to whom the respondent reports for appropriate administrative action, with copies being sent

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<sup>6</sup> Grievance procedures will be totally revised at a later date: a subcommittee has been formed to develop them.

to the complainant and the respondent.

- 6) If the complainant or respondent is not satisfied with the action taken by the Vice-President, then he or she may appeal by sending written notice containing the reasons for the appeal to the President within ten working days of receiving the notification of the Vice-President's decision. The President will then review the appeal and respond, in writing, within ten working days after receiving the appeal to all parties -- respondent, complainant, Director of Affirmative Action, and the Vice-President to whom the respondent reports -- concerning the disposition of the appeal.

E) Penalties

Since BGSU's goal is to eliminate harassment, the penalties for violating this policy range from written warnings, to mandatory counseling sessions, to the loss of merit pay, to dismissal for faculty and staff. The range of student penalties are contained in the student code.

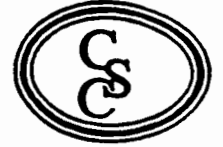




# Bowling Green State University

Classified Staff Council  
Representing Classified Employees  
P.O. Box 91  
University Hall  
Bowling Green, Ohio 43403-0379

September 24, 1997



## MEMORANDUM

TO: Robert Holmes, Chair  
Equal Opportunity Committee

FROM: Faith Olson, Chair *Faith*  
Classified Staff Council

SUBJECT: BGSU Harassment Policy

During the September 19, 1997, Classified Staff Council's meeting, the representatives to this council had the opportunity to review and discuss the BGSU Harassment Policy, yet again, and, in particular, the change to item 6 on page 4. Because the wording, "three anthropological categories of race," was very ambiguous to those in attendance, we voted to have the original wording ("race refers to white, black, Hispanic, Asian, American Indian) be reinstated unless a more appropriate definition can be developed.

*what is the  
citing of  
Federal  
law*

President Ribeau was at our meeting during this discussion and expressed his concerns about portions of the policy as it is now written. As a result of this discussion, Classified Staff Council encourages you to meet with President Ribeau, discuss the items where differences occur and then move forward to finalize this policy. We want closure on this issue with a document to eliminate harassment at BGSU with which all can live and work.

We wish you luck and continued stamina in bring this to closure.

xc: Duane Whitmire  
John Woods  
Tara Gore

To: mrose@bgnet.bgsu.edu (Marshall Rose)  
From: Duane Whitmire <whitmire@bgnet.bgsu.edu>  
Subject: Re: Sexual Harassment Training  
Cc:  
Bcc:  
X-Attachments:

>Dear Duane:

>

> As you may be aware, the Affirmative Action Office is coordinating sexual harassment training for BGSU employees with the goal of having all

>employees participate in the training by the end of the fiscal year. In addition to the training that has been scheduled for specific dates that have already been advertised, we are also doing training sessions that might be requested by particular units or groups on campus. Two of the facilitators that have been trained to do these sessions with University employees, Jill Carr and Dr. Dennis East, have expressed a special interest

>in conducting training for employees on the Administrative Staff Council.

>I am writing to apprise you of their interest, and to invite you to develop

>a training schedule for ASC. If this is of interest to you, please contact

>me, Ms. Carr or Dr. East, as we would be happy to assist you in developing

>your program. I look forward to hearing from you. Continued best wishes.

>MR

>

>\*\*\*\*\*

>Marshall Rose, Director  
>Affirmative Action & Disability Resources  
>Bowling Green State University  
>Bowling Green, Ohio 43403  
>Internet: <mrose@bgnet.bgsu.edu> (Office)  
>Internet: <TGO Rose@aol.Com> (Home)  
>Phone: 419/372-8495  
>Fax: 419/372-8496

Could you come to an ASC Executive Committee meeting to explore the possibilities? For example, would you be available on Tuesday, October 14th at 11:45 am to meet with us at Club 57 (Founders Dining Hall). Our meeting goes from 11:45 am - 1:15 pm, but you could come to share your thoughts at the beginning (please feel free to invite Jill Carr and/or Dennis East, too).

Draft of a Memo to Ed Whipple  
Protected Free Speech Policy  
9/30/97

TO DO  
Finalize

September 30, 1997

MEMORANDUM

TO: Dr. Edward G. Whipple, Vice President for Student Affairs  
FROM: Dr. Duane Whitmire, Chair of Administrative Staff Council  
SUBJECT: Protected Free Speech Policy

Per your request for feedback, I have taken the Protected Speech Policy as it appears on page 59 of the Student Affairs Handbook to the ASC Executive Committee for review and advice. The ASC Executive Committee applauds the effort to communicate the importance of protected speech and establish a definitive rule on the issue of free and protected speech at the University.

It is our hope that the Bowling Green State University Policy on Free Speech will receive a positive review by the other constituent groups and the Board of Trustees similar to the positive review that has been given by the Administrative Staff Council Executive Committee.

Please express our congratulations to Nick Kadel, Kerry Aulizia, and the other students who brought this matter to the attention of the entire campus community. If you need any additional information, please feel free to contact me.

pc: K. Aulizia  
T. Gore  
R. Holmes  
N. Kadel  
F. Olson  
J. Woods  
President's Cabinet -> K. P. b  
2214

To: janicew@bgnet.bgsu.edu  
From: Duane Whitmire <whitmire@bgnet.bgsu.edu>  
Subject: ASC Suggested Agenda Items for the President's Panel  
Cc:  
Bcc:  
X-Attachments:

1. Equalizing Representation on the President's Panel and working through the procedures associated with the Academic Charter
2. Advice on the best approach for obtaining Administrative and Classified staff input into the budget process
3. Perceived lack of hiring procedures for both administrative and classified staff
4. Implementation of the Administrative Staff Compensation (Mercer) Plan
5. Joint ventures to increase University enrollments (e.g. ASC, CSC, and HR) collaborative work on bundling classes for staff to take
6. Developing ways to recognize administrative and classified staff for their achievements (similar to faculty)
7. Involving the entire campus community in the Dr. Tom Connellan presentation on Monday, November 10th from 3:30 - 5:00 pm



# Bowling Green State University

Administrative Staff Council  
Bowling Green, Ohio 43403

MEMORANDUM

October 1, 1997

TO: Dr. Edward G. Whipple, Vice President for Student Affairs

FROM: Dr. Duane Whitmire, <sup>SN</sup>Chair of Administrative Staff Council

SUBJECT: Protected Free Speech Policy

Per your request for feedback, I have taken the Protected Speech Policy as it appears on page 59 of the Student Affairs Handbook to the ASC Executive Committee for review and advice. The ASC Executive Committee applauds the effort to communicate the importance of protected speech and establish a definitive rule on the issue of free and protected speech at the University.

It is our hope that the Bowling Green State University Policy on Free Speech will receive a positive review by the other constituent groups and the Board of Trustees similar to the positive review that has been given by the Administrative Staff Council Executive Committee.

Please express our congratulations to Nick Kadel, Kerry Aulizia, and the other students who brought this matter to the attention of the entire campus community. If you need any additional information, please feel free to contact me.

pc: K. Aulizia  
T. Gore  
R. Holmes  
N. Kadel  
F. Olson  
J. Woods  
President's Cabinet



# Bowling Green State University

Administrative Staff Council  
Bowling Green, Ohio 43403

## MEMORANDUM

October 1, 1997

TO: Robert Holmes, Chair  
Equal Opportunity Committee

FROM: Dr. Duane Whitmire, Chair *DW*  
Administrative Staff Council

SUBJECT: BGSU Harassment Policy

Per your request, I have again taken the "Faculty Senate Standing Committees' Version of the Proposed BGSU Harassment and Discrimination Policies" dated May 2, 1997 to the ASC Executive Committee for review and feedback. As you know, the ASC Executive Committee had already reviewed a document from you dated March 20, 1997 entitled "Final, Final Draft of Proposed Revision to BGSU Harassment Policies. It is unfortunate that you were unable to attend two of our ASC Executive Committee meetings this past summer.

We have two specific items of feedback for your consideration as Chair of the Equal Opportunity Committee. First, the ASC Executive Committee recommends using the definition of race in the March 20, 1997 document. Second, we urge the formation of a subcommittee to develop a grievance procedure for harassment situations.

It is our hope that a comprehensive user-friendly harassment policy can be finalized that will clearly meet the needs of all associated with Bowling Green State University. If you need any additional information, please feel free to contact me.

pc: Tara Gore  
Faith Olson  
John Woods



# Bowling Green State University

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

October 9, 1997

## MEMORANDUM

TO: Duane Whitmire, Chair  
Administrative Staff Council

FROM: Bob Holmes, Chair *Bob*  
Faculty Senate

RE: Faculty Senate Ad Hoc Committees

Attached are the final charges and membership for the Faculty Senate Ad Hoc Committees on Student Services and on Domestic Partners. I would like you to nominate one to three members to serve on this committee. As you may recall, we discussed this at our Caucus meeting on August 21 and on September 8, and I requested ASC and CSC to nominate people at the September 8 meeting.

RAH:dw  
attachments

**Charge for Ad Hoc Committee  
on  
Student Services**

The committee shall:

- A) examine all academic and non-academic units to determine the best and worst practices of student treatment and services;
- B) review past surveys or reports on student treatment and services;
- C) hold public hearings and/or conduct surveys on campus to help in making the review in (A);
- D) develop recommendations as to what changes or initiatives are needed;
- E) determine the cost of each recommendation;
- F) prepare a report;
- G) forward the report to the Faculty Senate and its Academic Affairs and Welfare Committee by February 28, 1998.

- SEC approved the preliminary charge and committee size on September 2, 1997.

- Com/Com approved the membership on September 24, 1997.

- SEC approved the final draft of the charge and committee size on September 30, 1997.



## Membership -

### Ad Hoc Committee on Student Services

- Co-Chairs:** Keith Bernard, VCTE  
Ray Laakanemi, Journalism
- Faculty:** Jeff Gordon, Geography  
Sue Moto, Legal Studies  
Carlla Smith, Psychology  
Veronica Gold, Special Education  
Larry Smith, Firelands  
Donna Nelson-Beene, English  
Glenn Shields, Social Work  
Mary Natvig, Music Composition & History  
Ron Olsen or designee from FWC  
Judy Adams or designee from CAA
- Administrative Staff:** 1 to 3 members appointed by ASC  
Kim Grilliot, College of Education  
and Human Development, Adviser
- Classified Staff:** 1 to 3 members appointed by CSC
- Students:** 1 to 3 members appointed from USG  
Wesley Holmes, Panhellenic Council  
Josh Sockrider, IFC  
Robyn Gaier, USG Office  
Kurt Baumgartner, USG Office
- 1 to 3 members appointed from GSS  
Mark Phillips, History  
April Phillppi, Biological Sciences
- Administrators:** Chuck Middleton or designee  
Ed Whipple, Student Affairs or designee  
Rebecca Ferguson or designee (Karen Wood)

**Charge for Ad Hoc Committee  
on  
Domestic Partners**

The committee shall:

- A) collect data on what other colleges and universities have done with regard to rights and benefits of domestic partners of their employees;
- B) hold public hearings on BGSU campus asking for input from the BGSU community as to what rights and benefits need to be created;
- C) develop recommendations as to what is needed;
- D) determine the cost of the recommendations;
- E) forward a report to the Faculty Senate, Administrative Staff Council and Classified Staff Council and their Welfare Committees by December 1, 1997.

- SEC approved the preliminary charge and committee size on September 2, 1997.

- Com/Com approved the membership on September 24, 1997.

- SEC approved the final draft of the charge and committee size on September 30, 1997.

**Membership -  
Ad Hoc Committee  
on  
Domestic Partners**

**Chair:** Janet Parks, School of HPER

**Faculty:** Vikki Krane, School of HPER  
Kate Dailey, Firelands College  
Lisa Heineman, History  
Ron Olsen or designee from FWC

**Administrative Staff:** 1 to 3 members to be appointed by ASC

**Classified Staff:** 1 to 3 members to be appointed by CSC

**Students:** 1 to 3 members from USG  
Stephanie Halko, USG Office  
  
1 to 3 members from GSS

**Administrators:** Chuck Middleton or designee  
Rebecca Ferguson or her  
designee (Donna Wittwer)



# Bowling Green State University

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

October 16, 1997

## MEMORANDUM

TO: Duane Whitmire, Chair  
Administrative Staff Council

FROM: Bob Holmes, Chair  
Faculty Senate

RE: Harassment Policy

*The EOC Com  
Stand with us  
original thought*

*LGC  
is largely formed  
we  
still  
object*

First, I mostly agree with your thoughts in your October 1, 1997 memo. There may be difficulty in using the March 20, 1997 definition of race. This original wording of the harassment policy defined race as "Caucasian, Negro and Oriental." Marshall Rose objected to that so the definition was changed as a trial to "White, Black, Asian, and American Indian." Then, Indian faculty objected to this since this erroneously combines race with national origin. An Indian from India is properly classified as Caucasian for race and Indian for national origin. The Faculty Senate Welfare, Amendments and Bylaws, and Academic Affairs committees recognized this problem so the Faculty Senate committees rewrote the definition of race to "the three anthropological categories of race." I explained this problem to the Caucus Group at our September 8, 1997 meeting and we "all agreed" to "write a letter specifically opposing the concept of combining race and national origin," according to the minutes. What your group has now done is the exact opposite of what we agreed to do on September 8, 1997! So where do we go from here on this definition?

Secondly, your request to form a subcommittee on harassment procedures is well taken. The EOC did this last spring at its March 10, 1996 meeting. The President and the Provost have suggested that the procedures document be delayed. What do you suggest doing? I had intended to discuss this at yesterday's President's Panel.

cc: Faith Olsen, Chair  
Classified Staff Council

John Woods, President  
Graduate Student Senate

Tara Gore, President  
Undergraduate Student Government

RAH



# Bowling Green State University

Classified Staff Council  
 Representing Classified Employees  
 P.O. Box 91  
 University Hall  
 Bowling Green, Ohio 43403-0379

October 22, 1997



## MEMORANDUM

TO: Dr. Edward G. Whipple, Vice President for Student Affairs

FROM: Classified Staff Council  
 J. A. Samelak, Vice Chair

SUBJECT: Bowling Green State University Rule Protecting Free Speech

The Classified Staff Council of Bowling Green State University commends the efforts and initiative demonstrated by all groups and individuals in the pursuit of a free and open exchange of ideas through their commitment to obtain a university rule and departmental policies to encourage, protect, and guarantee free speech.

We, as members of the BGSU community, do hereby urge the Board of Trustees to enact such a rule, protecting and encouraging the most basic and cherished freedom of our nation, the right to speak freely.

pc: K. Aulizia  
 T. Gore  
 R. Holmes  
 N. Kadel  
 D. Whitmire  
 J. Woods  
 President's Cabinet

To: rholmes@cba.bgsu.edu  
From: Duane Whitmire <whitmire@bgnet.bgsu.edu>  
Subject: Administrative Staff Members Interested in Serving on the Two Ad Hoc Faculty Senate Committees  
Cc: dpurdy@bgnet.bgsu.edu, kpogan@bgnet.bgsu.edu, lesleyr@BGNet.bgsu.edu, jtaylor@bgnet.bgsu.edu, lindan@bgnet.bgsu.edu, smith@wbgu.bgsu.edu, dcrooks@bgnet.bgsu.edu, gswanka@bgnet.bgsu.edu, msimmon@bgnet.bgsu.edu, kaygude@bgnet.bgsu.edu, dboyce@bgnet.bgsu.edu, judyd@bgnet.bgsu.edu  
Bcc:  
X-Attachments:

Per your request the following administrative staff members have indicated an interest in serving on the designated Ad Hoc Faculty Senate Committees. The deadline for indicating an interest was at 5:00 PM today. If you need any additional information, please feel free to contact me.

AD HOC COMMITTEE ON STUDENT SERVICES  
Dave Crooks (willing to serve on either)  
Kay Gudehaus  
Linda Newman  
Dean Purdy  
Keith Pogan  
Lesley Ruszkowski  
Michelle Simmons  
Gale Swanka  
Jack Taylor

AD HOC COMMITTEE ON DOMESTIC PARTNERS  
Dave Crooks (willing to serve on either)  
Tim Smith



# Bowling Green State University

Office of the President  
Bowling Green, Ohio 43403-0010  
(419) 372-2211  
Fax: (419) 372-8446

November 4, 1997

**TO:** Bob Holmes, Chair of Faculty Senate  
 Duane Whitmire, Chair of Administrative Staff Council  
 Faith Olson, Chair of Classified Staff Council  
 Tara Gore, President of Undergraduate Student Government  
 John Woods, President of Graduate Student Senate  
 Marshall Rose, Director of Affirmative Action/Disability Resources

**FROM:** President Sidney A. Ribeau, *Sidney Ribeau*

**SUBJECT:** Equal Opportunity and Anti-Harassment Policies

I want to take this opportunity to express my appreciation to the faculty, staff, students and administrators who have undertaken the task of reviewing the University's policies on equal opportunity, anti-discrimination and sexual harassment. The establishment of a governing policy in relation to the above issues is of vital importance to the University community. We all need to work together to ensure that we create an environment that is safe and free from discriminatory harassment and that provides equal opportunity to current and prospective employees and students of our institution.

Over the past six months, as part of an overall review of our current policies, I solicited feedback from each of the campus' constituent groups and also received a proposed policy statement submitted by the Educational Opportunity Committee. In addition, I have worked closely with members of my Cabinet who were charged with the review of legal and administrative concerns.

The resulting document (which I have enclosed) is intended to serve as a governing policy for the entire University community and includes the requisite policy statements for both employees and students. The document is intended to provide broad guidelines which meet the requirements of state and federal law while providing a clear statement on where the institution stands on matters related to equal opportunity, discrimination and harassment. The policy document is intentionally succinct and does not venture into procedural matters although it does provide clear directives for individuals who may need to take action in any of these areas.

At this time, I am requesting that you review the attached and forward any comments to my attention. Following a review of your comments, the policy will be presented to the Board of Trustees for approval. As a next step, I plan to establish an Advisory Panel to review and evaluate our current procedures regarding the implementation of our equal opportunity and anti-harassment policies. It would be helpful if each of you would provide me with the names of three nominees so that I might select one representative from each constituent group to serve on this Panel.

10/13

*from from*

*2 weeks by 11/20*

Thank you for your ongoing attention to this matter.

*Pat Green  
Linda Hamilton  
Joan Morgan*

*-> broadened  
recs to include  
EOE  
A Pres  
advisory  
panel is  
being formed*

cc: President's Cabinet

**BOWLING GREEN STATE UNIVERSITY**  
**Equal Opportunity and Anti-Harassment Policies**

Bowling Green State University is committed to providing faculty, staff, and students with an environment where they may pursue their careers or studies free from discrimination. The Office of Affirmative Action/Disability Resources is responsible for administering the University's equal opportunity and anti-harassment policies. The office exists, in part, to ensure that all members of the University community understand their responsibility to create and maintain an environment free from discrimination and harassment.

The University pledges itself to the broad application of the Civil Rights Act of 1964, as amended, in particular Titles VI and VII, Executive Order 11246, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, and Chapter 4112 of the Ohio Revised Code.

**1. Equal Employment Opportunity Policy**

Bowling Green State University is committed to providing equal employment opportunity. The University prohibits discrimination against employees and applicants for employment on the basis of race, sex, color, national origin, ancestry, religion, age, marital status, disability, or status as a Special Disabled or Vietnam-era veteran. The Office of Affirmative Action/Disability Resources, 705 Administration Building, is responsible for equal employment opportunity compliance.

**2. Equal Educational Opportunity Policy**

Bowling Green State University is committed to providing equal educational opportunity. The University provides access to educational programs and activities without regard to race, sex, sexual orientation\*, color, national origin, ancestry, religion, age, marital status, disability, or status as a Special Disabled or Vietnam-era veteran. The Office of Affirmative Action/Disability Resources, 705 Administration Building, is responsible for equal educational opportunity compliance.

\*This policy does not apply to the University's relationships with outside organizations, including the federal government, the military, and ROTC.



EO/Anti-Harassment Policies  
Page 2

3. Anti-Harassment Policy

Bowling Green State University strives to provide an environment that is free of harassment. The University's policy against discriminatory harassment applies to all faculty, students, staff, contractors, and vendors. The policy covers harassment based on sex, race, color, religion, ancestry, national origin, disability, age, and status as a Special Disabled or Vietnam-era veteran.. Sexual harassment is the subject of a separate policy which is more fully discussed below. Members of the University community should bring problems or questions regarding discriminatory harassment to the attention of the Office of Affirmative Action/Disability Resources.

4. Sexual Harassment

Sexual harassment is a violation of Chapter 4112 of the Ohio Revised Code, Title VII of the Civil Rights Act of 1964, and Title IX of the Educational Amendments of 1972. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or academic pursuits;

submission to or rejection of such conduct by a person is used as the basis for employment decisions or academic decisions affecting such individual;  
or

such conduct has the purpose or effect of unreasonably interfering with a person's work or academic performance or creating an intimidating, hostile, or offensive working or educational environment.

Members of the University community should bring problems or questions regarding sexual harassment to the attention of the Office of Affirmative Action/Disability Resources.

5. Retaliation

Retaliation against members of the Bowling Green State University community who exercise their right to file charges of discrimination or harassment is strictly prohibited by state and federal law and University policy. Retaliation is prohibited whether or not the charging party prevails in

EO/Anti-Harassment Policies  
Page 3

the original charge. Subsequent to, or contemporaneous with the charge, no agent of the University may harass, coerce, intimidate, or discriminate against an individual who has filed a complaint or participated in the complaint resolution process. Charges of retaliation will be investigated by the Office of Affirmative Action/Disability Resources.

6. Filing a Complaint

Procedures are in place for resolving allegations of unlawful discrimination, sexual harassment, and other forms of discriminatory harassment. Copies of the procedures may be found in the Office of Affirmative Action/Disability Resources.



# Bowling Green State University

*Quane* 89  
Provost and Vice President  
for Academic Affairs  
230 McFall Center  
Bowling Green, Ohio 43403-0020  
Phone: (419) 372-2915  
FAX: (419) 372-8446

November 19, 1997

## MEMORANDUM

TO: Task Force on University Development  
Undergraduate Student Government

FROM: Charles R. Middleton *CRM*  
Provost and Vice President

RE: Calendar Change

Thank you for your very thoughtful and helpful memo of 18 November 1997 with regard to the 1998/1999 academic calendar. I read it with great interest and it was discussed at the Committee on Academic Affairs meeting earlier today.

As I was thinking about this issue it occurred to me that your memo represents the very best of BGSU. Namely, your careful and thorough explication of the issues coupled with your advocacy of a positive and forward looking solution are indicative of the very best aspects of our University community. I appreciate and respect enormously your presenting the issues in this fashion.

You will be happy to know that it turns out that we can both have Veterans Day off next fall and maintain the long standing and valuable BGSU tradition of not having classes on the day before Thanksgiving. We can achieve these goals by a simple modification in my original memo if we adopt the academic calendar of the consortium institutions effective in 1998/1999. This simple change, which will be proposed formally to the Senate at its December meeting, allows us to get two new advantages for BGSU students while we sustain an old one.

The first new advantage brings our calendar into exact alignment with those of the University of Toledo and the Medical College of Ohio. This benefits the large and growing number of students who attend two and in some cases three of these institutions every semester. The second new advantage enables BGSU students and faculty to observe Veterans Day which is a significant and meaningful holiday in our country.

The third advantage is an old one which we inadvertently undermined in trying to adopt the two new ones. That is the opportunity our students have to go home early on the Wednesday before Thanksgiving so that they can be with their families for that important traditional holiday and all the festivities which surround it.

One of the important things about this outcome is that we as a community debated these issues and responsibly presented our alternative points of views. In that environment I learned a great deal from those who had not had an opportunity to discuss the issues in the earlier deliberations. I am happy that we worked out the resolution the way that we did and I thank you for your leadership in that process.

- cc: Board of Trustees
- S. Ribeau
- E. Whipple
- N. Footer
- R. Holmes
- J. Adams
- G. DeCrane
- B. Beatty
- J. Carr
- T. Stewart
- F. Olson
- BG News



Here is the information I have at this point in time. I called Becca Ferguson who referred me to Chuck Middleton. Chuck just called me and said that only the instructional calendar was affected. I asked him if that meant that staff will have Veteran's Day off and that staff will work the day before thanksgiving. He said yes, and staff could take vacation if they wanted to take the day before thanksgiving off.

I will share this same information at the ASC Executive Committee meeting next Tuesday. If you need any additional information, please feel free to contact me.

**dpurdy@bgnet.bgsu.edu, kpogan@bgnet.bgsu.edu,11/24/97 10:48 AM -0500,F**

**1**

To: dpurdy@bgnet.bgsu.edu, kpogan@bgnet.bgsu.edu, lesleyr@BGNet.bgsu.edu, jtaylor@bgnet.bgsu.edu, lindan@bgnet.bgsu.edu, dcrooks@bgnet.bgsu.edu, gswanka@bgnet.bgsu.edu, msimmon@bgnet.bgsu.edu, kaygude@bgnet.bgsu.edu

From: Duane Whitmire <whitmire@bgnet.bgsu.edu>

Subject: Faculty Senate Ad Hoc Committee on Student Services

Cc: rholmes@cba.bgsu.edu , bernhard@bgnet.bgsu.edu,

rlaakan@bgnet.bgsu.edu, dboyce@bgnet.bgsu.edu, judyd@bgnet.bgsu.edu

Bcc:

X-Attachments:

Please be advised that Administrative Staff representation on the Faculty Senate Ad Hoc Committee on Student Services has been finalized. You may recall that 9 administrative staff had offered their services on this committee. Dave Crooks offered to serve on the Domestic Partners Ad Hoc Committee instead, and Michelle Simmons had already been appointed to the Student Services Ad Hoc Committee through some other mechanism.

As a result, 7 administrative staff were considered for 3 openings on the committee. After consultation with Keith Bernhard and Ray Laakaniemi, Co-Chairs of the Student Services Ad Hoc Committee, the following three persons have been appointed: Kay Gudehus from Admissions, Linda Newman from Residence Programs, and Dean Purdy from Academic Enhancement. The primary criteria for selection involved the areas represented by the 3 persons chosen taking into account the areas represented by current ad hoc committee members.

I would like to thank everyone who indicated an interest in this opportunity to serve, and I hope all of you will consider future committee service as well. Thanks!

To: rholmes@cba.bgsu.edu  
 From: Duane Whitmire <whitmire@bgnet.bgsu.edu>  
 Subject: Administrative Staff Members Interested in Serving on the Two Ad Hoc Faculty Senate Committees  
 Cc: dpurdy@bgnet.bgsu.edu, kpogan@bgnet.bgsu.edu, lesleyr@BGNet.bgsu.edu, jtaylor@bgnet.bgsu.edu, lindan@bgnet.bgsu.edu, smith@wbgu.bgsu.edu, dcrooks@bgnet.bgsu.edu, gswanka@bgnet.bgsu.edu, msimmon@bgnet.bgsu.edu, kaygude@bgnet.bgsu.edu, dboyce@bgnet.bgsu.edu, judyd@bgnet.bgsu.edu  
 Bcc:  
 X-Attachments:

Per your request the following administrative staff members have indicated an interest in serving on the designated Ad Hoc Faculty Senate Committees. The deadline for indicating an interest was at 5:00 PM today. If you need any additional information, please feel free to contact me.

AD HOC COMMITTEE ON STUDENT SERVICES

11/21/97  
 Re: Laakantemi SCM

- ~~Dave Crooks (willing to serve on either)~~
- \* Kay Gudehaus - Admissions
- \* Linda Newman - Residence Programs
- \* Dean Purdy - Academic Enhancement
- Keith Pogan - Facilitator Services
- Lesley Ruszkowski - First Year
- Michelle Simmons already on
- Gale Swanka University Affairs
- \* Jack Taylor Academic Advising, Provost

Greg  
 First Year  
 Community  
 Career Services  
 Legal Studies  
 Spec Ed  
 FOLG  
 English

AD HOC COMMITTEE ON DOMESTIC PARTNERS

- Dave Crooks (willing to serve on either)
- Tim Smith



Amy O'Donnell,12/5/97 4:37 PM -0500,Re: asc spring reception

1

To: aodonne@bgnet.bgsu.edu (Amy O'Donnell)
From: Duane Whitmire <whitmire@bgnet.bgsu.edu>
Subject: Re: asc spring reception
Cc:
Bcc:
X-Attachments:

>>>Hi Duane:
>>>

>>>My husband tells me that asc is somewhat interested in having the
"singing
>>>O'Donnells" at the spring reception. Sounds like fun (if you still
want
>>>us). Anyway, I need to let my accompanist know when it is because she
gets
>>>exceptionally busy in May. have you any ideas?

>>>
>>>Amy O
>>>

>>>\*\*\*\*\*
\*\*

>>>
>>>Amy O'Donnell Bowling Green State University
>>>Assistant Dean of Students Bowling Green, OH 43403
>>>Orientation and New Student Programs (419) 372-2843
>>>Office of Student Life (419) 372-0499--fax
>>>405 Saddlemire Student Services aodonne@bgnet.bgsu.edu
>>

>>We definitely want you and Ed to be part of the Spring reception, but I
>>don't know the exact time yet. The Executive Committee had talked
about

>>the possibility of the week of May 11th. How soon do you need to know
a
>>specific time and day? Thanks!

>>
>>\*\*\*\*\*

>> Duane E. Whitmire, Ph.D.
>> Computer Help Center Analyst
>> Bowling Green State University
>> E-Mail: whitmire@bgnet.bgsu.edu
>> Phone: 419-372-2927
>> We are a team of professionals, committed to customer
>> satisfaction, dedicated to prompt, courteous
>> delivery of quality service and support.
>> "Bringing the Magic of Customer Service to BGSU"
>>\*\*\*\*\*
>

>Well, when I told my accompanist that we might be performing, she said,
>"Remember, I have juries then--better let me know as soon as possible!"
>We'd prefer to have her play rather than trying to cajole someone like
Ann

>Tracy who isn't as familiar with our music, although, if necessary, it
>could be done. I'm sure Ed told you that ASC would have to pick up her
>fee. I believe it's \$7.50/hour hour. And, arrangements for a piano or
a
>keyboard would need to be made. Anyway, we can help with research

along  
>those lines. For now, the most important thing is trying to set a date  
so  
>we can get Pam lined up or find someone else to play.

>  
>My, don't Ed and I think a lot of ourselves trying to tell ya'll when to  
>hold your event! Whew! HOpe we can live up to peoples' expectations!

>  
>Amy O

>  
>\*\*\*\*\*

>  
>Amy O'Donnell Bowling Green State University  
>Assistant Dean of Students Bowling Green, OH 43403  
>Orientation and New Student Programs (419) 372-2843  
>Office of Student Life (419) 372-0499--fax  
>405 Saddlemire Student Services aodonne@bgnet.bgsu.edu

No problem! We'll do anything for administrative staff colleagues who  
can actually carry a tune. Seriously, we'll try to set a date at the ASC  
Executive Committee meeting next Tuesday.

**Bowling Green State University**

Office of Development  
Mileti Alumni Center  
Bowling Green, Ohio 43403  
(419) 372-2424  
Fax: (419) 372-7697  
Web site: www.bgsu.edu



December 18, 1997

TO: Classified Staff Council Executive Board  
Administrative Staff Council Executive Board

FROM: J. Douglas Smith, Associate Vice President, University Advancement/  
Director of Development *JDS*

Kenneth C. Frisch, CFRE *KCF*  
Director of Gift Planning/  
Senior Development Specialist

RE: January 21, 1998 - Planned Giving Seminar

On Wednesday, January 21, the University's Office of Development will be sponsoring a workshop presented by Andre Donikian, one of today's foremost professionals in the planned giving arena. The workshop will focus on fundamentals of planned giving and will be geared to individuals who do not work in the planned giving field on a daily basis. In other words, this workshop is for you.

The workshop will be held at the Mileti Alumni Center. The schedule is:

- 8:15 a.m. - 9:00 a.m. - Check-in and coffee
- 9:00 a.m. - 12 noon - Fundamentals of planned giving
- 12 noon - 1:00 p.m. - Lunch
- 1:00 p.m. - 3:00 p.m. - Identifying planned giving opportunities/  
examples of gift situations
- 3:00 p.m. - 3:30 p.m. - Questions
- 3:30 p.m. - Adjournment

Please complete the registration form at the bottom of this page to receive a seat for this workshop.

-----  
Name \_\_\_\_\_ Department/Area \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

- I will attend the January 21st Planned Giving Workshop and luncheon.
- I will not attend, but would like to receive information about the BG  
Planned Giving effort.
- I will attend the workshop but will not be joining everyone for lunch.

**Return this form to: Carol Luce  
Mileti Alumni Center  
372-2424**



# Bowling Green State University

University Computer Services  
209 Hayes Hall  
Bowling Green, Ohio 43403-0125  
(419) 372-2911  
Fax: (419) 372-7723

## MEMORANDUM

December 22, 1997

**TO:** Charles Middleton, Provost  
Robert Holmes, Chair of Faculty Senate

*AKO*

**FROM:** Faith Olson, Chair of Classified Staff Council  
Duane Whitmire, Chair of Administrative Staff Council  
*DEW*

**RE:** Administrative Staff and Classified Staff Attendance at Joint  
University Budget Committee (UBC) and Faculty Senate Budget  
Committee (FSBC) Meetings

As you know, administrative staff and classified staff are in the process of seeking representation on the Faculty Senate Budget Committee. Since this process involves a change to the Charter, we are requesting consideration of the following approach as the formal request for representation makes its way through the Charter revision process.

We ask that attendance of one administrative staff and one classified staff member at the joint meetings of UBC and FSBC be considered. Taking this approach would not only be a valuable learning experience for the administrative and classified staff members, but also be a worthwhile communication mechanism for keeping our two groups informed of budgetary considerations.

Thank you, in advance, for your consideration of this request as soon as possible. If you need any additional information, please feel free to contact us.

pc: S. MacNevin  
S. Ribeau

X-Sender: dmays@mailbox.bgsu.edu  
Mime-Version: 1.0  
Date: Tue, 6 Jan 1998 09:23:32 -0500  
To: whitmire@bgnet.bgsu.edu  
From: dmays@bgnet.bgsu.edu (dawn mays)  
Subject: Professional Connection  
Status:

Duane--here is the info for the Professional Connection program our committee would like to start with new spring hires. Please give me your feedback so I know which direction we can go in. Thanks

Dawn

>[To ASC listproc]  
>  
>The Administrative Staff Council is starting Professional Connection, a  
>program for recently hired administrative staff employees. A description  
of  
>this program follows. IF YOU ARE INTERESTED IN BECOMING A VOLUNTEER,  
PLEASE  
>SEND YOUR COMPLETED QUESTIONNAIRE TO NORMA STICKLER (nstickl@bgnet.bgsu)  
BY  
>JANUARY 14, 1998.

>  
>Name: \_\_\_\_\_ Position: \_\_\_\_\_  
>  
>Department: \_\_\_\_\_ Work phone: \_\_\_\_\_  
>  
>Number of years at BGSU: \_\_\_\_\_  
>

>In order to make a successful professional match, tell us something  
about  
>yourself : special interests, hobbies, whether you have children (if so,  
>what age), etc.  
>

*To Do*  
*invite Dawn*  
*to an Exec*  
*mtg*  
*re 4000*  
*subject*

>  
>Focus  
>Exec  
>PROFESSIONAL CONNECTION with  
>

*4000*  
*Exec*  
*Best Practices*  
*Dawn*  
*Jana Betty*  
*goes beyond the chase*  
*Internal Relations Com*  
*Jane Schmit*  
*Exec*  
*External Affairs Com*  
*Annals + Spec Rec*  
*4000 - funds for*  
*works*  
*4000*  
*seminars*

>Goal. Encourage growth of professional staff by establishing a mentoring  
>program for newly hired administrative staff. The mentoring program is  
>intended to assist new employees in adjusting to University employment  
and  
>community involvement in ways that lead to positively-motivated staff  
>members who contribute to their department, the University, and their  
>profession.  
>  
>Selection Procedures. Initially, the Professional Development Committee  
of  
>the Administrative Staff Council will match newly hired administrative  
>staff members with two administrative staff employees who will serve as

>mentors. After the first year, Human Resources will assume responsibility  
>for making this professional connection. One mentor will be selected from a  
>list of volunteers who have been hired at BGSU within the past few years.  
>The second mentor will be selected from a list of volunteers who have worked at BGSU for several years. The intent is that the perspectives of >employees with a few years of experience at the University and those with >several years of experience will both benefit the new employee.  
>  
>Types of Mentoring. The volunteer with a few years University work >experience will make the initial contact with the newly hired staff member.  
>This contact will be made within the first two weeks of the latter,s >employment. Volunteers will hold an informal meeting with the new employee,  
>either together or singly as preferred by the new employee. Volunteers will >explain that they are available to help the new employee adjust to BGSU and >the Bowling Green community. They will discuss the advantages and >challenges of working at the University, and the formal and informal >mechanisms for accomplishing work goals. Volunteers will emphasize that >they can help the new employee with professional support and advice, but >that they do not replace the supervisor,s role. The newly hired employee >will decide the types and frequency of subsequent contacts.  
>  
>Program Evaluation. In the first year of operation, the chairperson of the >Professional Development Committee will contact administrative staff >members who have been hired during the past academic year. Open-ended >questions will establish which elements of the mentoring program need to >retained or changed.  
>[Distributed by Human Resources during new employee orientation]  
>  
>PROFESSIONAL CONNECTION  
>  
>The Administrative Staff Council is an elected body which supports the >mission of Bowling Green State University and which represents >administrative staff members by promoting their general welfare, seeking >professional development opportunities, maintaining communications among >staff members, and reviewing and initiating institutional policies.  
>  
>As part of your new employee orientation, you have an opportunity to >participate in Professional Connection, a new program by the Administrative >Staff Council. A description of this program is given on the next page.  
>Please complete the following checklist so that you are matched with >mentors who will be of the greatest benefit to you. You are welcome to give >your completed questionnaire to Human Resources during your new employee >orientation, or you may send the completed questionnaire later to:  
>  
>Ms. Dawn Mays, Chairperson

>Professional Development Committee  
 >Administrative Staff Council  
 >and Director of Student Activities  
 >Room 330, University Union  
 >Phone: 372-3443  
 >FAX: 372-0455  
 >Internet: dmays@bgnet.bgsu.edu

>  
 >  
 >

>Gender: Female Male Does  
 Not Matter

>Marital Status: Married Single  
 > Does Not Matter

>Parent Status: Have Children No Children

>>Does Not Matter

>  
 >Race: Person of Color

>>Does Not Matter

>  
 >

>Special interests (recreational interests, hobbies, other interests:

>\_\_\_\_\_  
 >  
 >\_\_\_\_\_

>\_\_\_\_\_  
 >

>Other preferences: \_\_\_\_\_

>  
 >

> I have no preferences for any of these criteria

>  
 >

> I do not wish to participate.

> PROFESSIONAL CONNECTION

>

>Goal. Encourage growth of professional staff by establishing a mentoring  
 >program for newly hired administrative staff. The mentoring program is  
 >intended to assist new employees in adjusting to University employment  
 and  
 >community involvement in ways that lead to positively-motivated staff  
 >members who contribute to their department, the University, and their  
 >profession.

>

>Selection Procedures. Initially, the Professional Development Committee  
 of

>the Administrative Staff Council will match newly hired administrative  
 >staff members with two administrative staff employees who will serve as  
 >mentors. After the first year, Human Resources will assume  
 responsibility

>for making this professional connection. One mentor will be selected from a  
>list of volunteers who have been hired at BGSU within the past few years.  
>The second mentor will be selected from a list of volunteers who have worked at BGSU for several years. The intent is that the perspectives of >employees with a few years of experience at the University and those with >several years of experience will both benefit the new employee.  
>  
>Types of Mentoring. The volunteer with a few years University work >experience will make the initial contact with the newly hired staff member.  
>This contact will be made within the first two weeks of the latter,s >employment. Volunteers will hold an informal meeting with the new employee,  
>either together or singly as preferred by the new employee. Volunteers will >explain that they are available to help the new employee adjust to BGSU and >the Bowling Green community. They will discuss the advantages and >challenges of working at the University, and the formal and informal >mechanisms for accomplishing work goals. Volunteers will emphasize that >they can help the new employee with professional support and advice, but >that they do not replace the supervisor,s role. The newly hired employee >will decide the types and frequency of subsequent contacts.  
>  
>Program Evaluation. In the first year of operation, the chairperson of the >Professional Development Committee will contact administrative staff >members who have been hired during the past academic year. Open-ended >questions will establish which elements of the mentoring program need to >retained or changed.  
>  
>  
> FROM: Dawn Mays, Chairperson  
> Professional Development Committee  
> Administrative Staff Council  
>  
>TO: [newly hired administrative staff member]  
>  
>SUBJECT: Professional Connection  
>  
>DATE:  
>  
>  
>Welcome to Bowling Green State University. We have assigned two >administrative staff members to help in making your adjustment to BGSU a >successful experience. Your contacts are \_\_\_\_\_ >and \_\_\_\_\_ [names, departments, phone numbers, electronic mail >addresses].  
>  
>  
>\_\_\_\_\_ will be contacting you within the next few weeks. A >description >of the Professional Connection program is included in this mailing.



Please

>contact me if you have any questions about this program. Thank you for  
>participating.

>

>

>Ms. Dawn Mays, Chairperson  
>Professional Development Committee  
>Administrative Staff Council  
>and Director of Student Activities  
>Room 330, University Union  
>Phone: 372-3443  
>FAX: 372-0455  
>Internet: dmays@bgnet.bgsu.edu

>

>Attachment converted: Macintosh HD:ASC.DOC 1 (WDBN/MSWD) (000070F0)

>

>\*\*\*\*\*

>Dan Parratt, Director  
>Department of Environmental Health and Safety  
>102 College Park Office Building  
>Bowling Green State University, Bowling Green, Ohio 43403  
>Voice: 419-372-2171. FAX: 419-372-2194. dparrat@bgnet.bgsu.edu

>\*\*\*\*\*

>

Ms. Dawn Mays  
Director of Student Activities  
Bowling Green State University  
Bowling Green, OH 43403  
(419) 372-2343 Phone  
(419) 372-0455 Fax  
Internet: dmays@bgnet.bgsu.edu

Pat Green,1/13/98 9:29 AM -0500,Re: Monitor

To: Pat Green <pgreen@bgnet.bgsu.edu>  
From: Duane Whitmire <whitmire@bgnet.bgsu.edu>  
Subject: Re: Monitor  
Cc:  
Bcc:  
X-Attachments:

>Duane  
>  
>I think maybe ASC Exec should braistorm a new name for this section - it  
>really galls me that it is only faculty when in the last monitor there  
>were some major grants by staff.  
>>  
>>I appreciate your comments and in fact have thought about the  
>>"exclusiveness" of the name quite a bit. The information includes both  
>>faculty and staff accomplishments. However, the vast majority of  
>>publication, grant and research activitiy is conducted by faculty.  
>>I am open to new names for this quarterly section that are more  
"inclusive"  
>>but a good name must reflect the intent of the publication. Given the  
>>strong leaning toward faculty activity, I think it would either have to  
>>mention faculty or simply focus on the tasks being recognized  
(research,  
>>publications, grants and presentations).  
>>  
>

>Pat Green  
>Administrative Director  
>Center for Photochemical Sciences  
>Bowling Green State University  
>Bowling Green, Ohio 43403  
>Phone: 419-372-6008  
>Fax: 419-372-6069  
>e-mail: pgreen@bgnet.bgsu.edu  
><http://www.bgsu.edu/departments/photochem>

Good point! Let's brainstorm in Exec and then either invite Sue to an Exec meeting or at least put our thoughts in writing to her. Thanks for the suggestion!

*appoint to get  
Paul Exec  
Joan approval  
Joe  
an Ad Hoc Com*

Li. 2/3 ASL EXU

**Suzanne Kashuba,1/20/98 7:07 PM -0500,Re: An Item for the Monitor**

---

X-Sender: kashuba@mailbox.bgsu.edu  
Mime-Version: 1.0  
Date: Tue, 20 Jan 1998 19:07:02 -0500  
To: Duane Whitmire <whitmire@bgnet.bgsu.edu>  
From: Suzanne Kashuba <kashuba@bgnet.bgsu.edu>  
Subject: Re: An Item for the Monitor  
Cc: pgreen@bgnet.bgsu.edu, cboutel@bgnet.bgsu.edu  
Status:

Thanks for both items, Duane.  
A news brief about the tapes will appear in the next Monitor.  
As for the Faculty Focus, I appreciate the feedback. It is still so new  
(only six months old) that I will wait to make any changes until it has  
been in existence at least one year and until I am able to obtain  
feedback  
through a readership survey. This will help me base a decision on  
opinions  
from a broad spectrum of the campus community.

To: kashuba@bgnet.bgsu.edu  
From: Duane Whitmire <whitmire@bgnet.bgsu.edu>  
Subject: Items for Your Consideration  
Cc: dboyce@bgnet.bgsu.edu, judyd@bgnet.bgsu.edu  
Bcc:  
X-Attachments:

The Administrative Staff Council Executive Committee brainstormed today on how the Monitor section entitled "Faculty Focus" could communicate the contributions of both Faculty and Staff in a more inclusive way. The following ideas were generated which I have been asked to send to you for consideration.

- 1) change the title of this particular Monitor section to emphasize the inclusive nature of everyone's contributions to the University community
- 2) specifically, consider titles such as "Focus on Community" or "Focus on Faculty and Staff"
- 3) in highlighting individuals who were recently hired at the University, include both administrative and classified staff as well

Thank you, in advance, for your consideration of these ideas. If you need any additional information, please feel free to contact me.

**Bowling Green State University**

Office of Development  
Mileti Alumni Center  
Bowling Green, Ohio 43403  
(419) 372-2424  
Fax: (419) 372-7697  
Web site: www.bgsu.edu



February 9, 1998

Duane Whitmire, Chair  
Administrative Staff Council  
Computer Services

Dear Duane:

As we have discussed, I am a strong advocate of the Administrative Staff Council and I was excited when I was selected to serve. However, with an increased travel schedule, some of which I do not control, it is becoming more difficult to maintain my regular attendance. Therefore, I am tendering my resignation effective immediately.

Sincerely,

Kenneth C. Frisch

cc: Deborah Boyce, Chair-Elect  
Judy Donald, Secretary

*phone conversation with  
Ken expressing that I  
was sorry he had to  
resign*

*Deb Boyce will represent  
Ken's constituents on a  
temporary basis*

Faith Olson,3/10/98 1:48 PM -0500,Re: Agenda for next Tuesday's CSC Meetin

1

X-Sender: folson@mailbox.bgsu.edu  
Mime-Version: 1.0  
Date: Tue, 10 Mar 1998 13:48:23 -0500  
To: Duane Whitmire <whitmire@bgnet.bgsu.edu>  
From: Faith Olson <folson@bgnet.bgsu.edu>  
Subject: Re: Agenda for next Tuesday's CSC Meeting  
Status:

Duane,

How this year has been different because of the the combined efforts of the CGC.

Perhaps you can address areas where we have worked together to get things approved by the Board -- Chair of CBC representing all groups on search for new VP of Univ. *Advancement*  
→ Faith's suggestion to rotate the order of Chair Reports at BOT mtgs.  
how the Caucus Group had it beginning with you - Collaborative Resolution  
we look for the common bonds among the constituent groups  
Connolly's visit - Service Quality is everyone's job; as Tom would say "Everyone Makes a Difference"; Cindy Koontz is serving on the Follow-Up Team  
experience at Cedar Point - although an ASC initiative to advance the Student Scholarship Funds, there was some participation from classified staff & faculty; hopefully, Enrollment Initiative - joint effort of it can be expanded in the future  
Human Resources, CSC, & ASC  
changes to President's Panel & University Budget Committee - joint request from CSC & ASC  
Vice Chairs of CSC & ASC are attending as guests and formal request is going through appropriate committees  
and whatever other issues we have worked on together and how we have given - participation in President's Day  
support for the various initiatives that only really affect Administrative Staff -- i.e., multi-year contracts like what the Senate and Administration are approving.

Thanks for attending. I think this should be very informative for those who sit on CSC.

Faith

**Suzanne Kashuba,3/18/98 9:05 AM -0500,Re: Monitor article: 3/17 CSC meeting**

**1**

To: Suzanne Kashuba <kashuba@bgnet.bgsu.edu>  
From: Duane Whitmire <whitmire@bgnet.bgsu.edu>  
Subject: Re: Monitor article: 3/17 CSC meeting  
Cc:  
Bcc:  
X-Attachments:

>Here is a draft of the Monitor article on yesterday's CSC meeting.

Shannon

>and I both worked on this, and it includes quotes from all of you, so I  
>thought I would give you a chance to review.

>Please get back to me with any changes/comments.

>It is long, so I may have to cut.

>

>Faith:

>Particularly look at the section on the proposed review team: is this  
too

>soon to mention it? where does it go from here in terms of the approval  
>process?

>

>Thanks to all! (This is my last BGSU meeting article!)

>Sue

>

>Classified staff meeting (March 17, 1998)

>Collaboration aids all campus constituencies

>They're meeting. They're talking. They're getting things done.

>The University's constituent groups "have come out of an adversarial  
>climate and into a communicative climate, with several collaborative  
>projects" ongoing, noted Faculty Senate Chair Veronica Gold, special  
>education.

>"I see the beginning of a camaraderie developing," said Duane Whitmire,  
>computer services, chair of Administrative Staff Council.

>Both were guests during the March 17 Classified Staff Council meeting,  
and

>both cited several joint initiatives that are bringing staff and faculty  
>together.

>Gold cited several projects that have been accomplished through the  
>coordination and effort of the Constituent Groups Caucus. The caucus  
>involves leadership from all five constituent groups on campus-faculty,  
>staff and student-who meet about once each month to discuss issues of  
>common concern.

>Among the successful joint initiatives, Gold counts the University's  
Family

>and Medical Leave Act (FMLA) policy and a recommended expansion of the  
>President's Panel to include additional staff representatives. The  
>recommendation will go before the Faculty Senate at its next meeting,  
she

>said.

>Gold called a revision of the undergraduate suspension and forgiveness  
>policy "one of the neat things that the Constituent Groups Caucus has  
>done in the last year-and-a-half." The former policy, she said, was  
viewed

>as "mean-spirited." The revised policy is now before the Faculty  
Senate's

>Committee on Academic Affairs, she said.

>Gold noted that another item on the caucus's agenda involves the

academic  
>charter. She said a senior faculty member advised her that the original  
>intent was to incorporate all employee group handbooks—including the  
>classified staff's—into the charter.  
>Whitmire, DEB BOYCE, AND JUDY DONALD, members of the ASC leadership  
team, also mentioned  
>the successful development of the Employee Enrollment Initiative, which  
>involved the staff councils, A FEW academic department chairs, and the  
human  
>resources and admissions offices. Judy Donald, continuing education and  
ASC  
>secretary, said, so far, eight staff (WITH MORE TO COME) intend to  
register for computer or  
>communication courses on Saturday mornings next fall through this  
>initiative.  
ANOTHER INITIATIVE, STARTED BY THE STUDENT SCHOLARSHIP COMMITTEE OF  
ADMINISTRATIVE STAFF COUNCIL, WHICH COULD BE EXPANDED IN THE FUTURE TO  
INCLUDE OTHER CONSTITUENT GROUPS WAS THE WORK DAY AT CEDAR POINT.  
>Faith Olson, classified staff chair, asked Gold what can be done about  
>instances of ill treatment of classified staff by faculty.  
>"I've heard horror stories, too," Gold said, "and the University does  
have  
>an harrassment policy. There are some faculty whose behavior could be  
>described as arrogant and lacking in good interpersonal skills ...  
people  
>ought to step up and file harassmt complaints."  
>Gold said there are grievance policies in the academic charter, as well  
as  
>University harassmt policies "and I think some people ought to be  
using  
>them."  
>Taking such a step often is a difficult decision, she said, "but when  
you  
>let the problem see the light of day, when you put someone on notice,  
>sometimes that is enough to get that person to back off. And that  
doesn't  
>just apply to faculty and staff—I've been treated rudely by some  
faculty."  
>Gold said that administrators, faculty and staff "work much better  
together  
>now and even meet now on a social level, so that now we're able to  
resolve  
>differences of opinion in a reasonable way." Creation of an ombudsman's  
>office would be a big help in that area, Gold said. "I think people  
would  
>choose that as an option."  
>She said she would propose that the Constituent Groups Caucus give  
awards  
>to groups which have undertaken collaborative projects.  
>Olson said, "But we have to recognize that the classified staff is not  
>without our own sin, when you see the BG News giving "thumbs down" to  
>classified staff for the way they treat students. I also see our need to  
>work more cooperatively and kindly with the students."  
>In other business, council:  
>-- approved a change in the University's severe weather policy that  
would



>stagger the times employees could leave if the University must close early.

>Those living the farthest distance from campus would be let out earlier than those who live close-by. Charles Middleton, provost and vice president

>for academic affairs, will make the final decision on the policy.

>-- heard an update by Lori Peugeot, Firelands, about potential staff layoffs or downsizing at Firelands College involving a few employees affected by the loss of a \$200,000 grant. Peugeot will discuss concerns with Rebecca Ferguson, assistant provost for human resources.

>-- approved an addendum to the University's Family and Medical Leave Act (FMLA) policy. The change would affect classified staff who have been reassigned to a new position once they return to work after taking a family

>or medical leave. As approved, "the interim assignment will be reviewed no

>later than three months following return to work, with the goal of reinstatement to the previous position."

>Other items of interest to classified staff include:

>Classified Staff Web page: Any classified staff who have suggestions for content and/or links should send them to Chris Cooperrider, admissions, at

>ccooper@bgnet.bgsu.edu or 2-9869. She is chairing the committee planning the new site.

>Facilities Services Review Team: Classified staff are seeking final approval for a proposal to create a review team through which front-line employees could provide input into renovation and construction projects, as

>well as general facility operations.

>A written proposal was submitted Feb. 23 to Mark Gromko, vice provost for

>academic affairs, who oversees the facilities function.

>Under the proposal, the team would include both rank-and-file and supervisory employees from all the trade areas. Members would meet regularly to assess the impact of construction project changes, for example, and help monitor the work of outside contractors. The team could

>also begin evaluating the needs of all campus buildings and developing a strategic, campus-wide maintenance plan.

>According to CSC leadership, the review team process would serve several less tangible purposes, as well, including:

>\* helping to make the best use of human and material resources in facilities services;

>\* identifying problem areas before they occur or correcting problems that

>do occur in a more efficient manner,

>\* promoting open dialogue and discussion, and

>\* increasing morale and a sense of "ownership" for classified employees.

>

>This will be a separate "sidebar" article

>Salary recommendation: The Salary Compensation Committee of the Classified

>Staff Council recommends that the Board of Trustees approve a 3.5 percent

>across-the-board increase for all classified staff in 1998-99. The recommendation statement also requests that classified staff be

reimbursed  
 >for any increase in health care premium costs.  
 >The rationale for the recommendation states in part:  
 >"With significant reductions in the classified work force, classified staff  
 >have absorbed additional duties without additional pay.  
 >"We have consistently assisted in the University's ongoing initiatives of  
 >increasing enrollment and retaining students. However, as enrollment and  
 >retention of students increase, we would expect to share equally in the  
 >increased revenue realized by the University.  
 >"With this request, the classified staff reaffirms its commitment to making  
 >BGSU the premier learning institution it can become."

My suggestions are in ALL CAPITAL LETTERS. Even though this is your last meeting article, please keep in touch!

**abowers@BGNet.bgsu.edu, jcarr2@bgnet.bgsu.edu,3/16/98 8:06 AM -0500,Re:**

**1**

To: abowers@BGNet.bgsu.edu, jcarr2@bgnet.bgsu.edu  
From: Duane Whitmire <whitmire@bgnet.bgsu.edu>  
Subject: Re: all state meeting  
Cc:  
Bcc:  
X-Attachments:

> Hi Duane,  
>  
> Jill and I finally contacted everyone and several suggested we  
>stick with SECO. Several institutions already send "non-bargaining"  
>professional staff reps to the annual meeting of SECO, although it is  
>mostly classified staff who attend. The suggestion was made that we try  
>to get the administrative staff types who go, to meet separately during  
>the meeting. We will contact Brenda Marks and have her send  
>registration information to us. Jill and I will be happy to attend and  
>try and drum up some administrative staff business if you want and  
> I am sure you and/or other officers will want to attend. Several  
people  
>thought a state-wide group of us "non-bargaining, professional,  
> administrative types" was a good idea, but rather than re-invent the  
>wheel to instead use SECO as our "means to our end".  
>  
> Let me know what you think. Ann  
>  
>  
>Ann Bowers  
>University Archivist/Assistant Director  
>Center for Archival Collections  
>Jerome Library  
>Bowling Green State University  
>Bowling Green, Ohio 43403  
>abowers@bgnet.bgsu.edu  
>(419) 372-2411 Phone  
>(419) 372-0155 Fax

Thanks for the feedback! Would you and/or Jill be able to attend the ASC Executive Committee meeting tomorrow at 11:45 at Club 57 to communicate your findings? Please advise ASAP. Thanks!

P.S. When is the SECO meeting scheduled?



**Memorandum**

March 18, 1998

**To:** Sandra MacNevin  
Executive Assistant to the President

**From:** <sup>DN</sup> Duane Whitmire, Chair  
Administrative Staff Council

**Re:** Requested Feedback on the University's FMLA Policy

Per your request for feedback on two items related to the University's FMLA Policy, please be advised that the entire Administrative Staff Council does not meet by the deadline for feedback. Therefore, the Executive Committee of Administrative Staff Council reviewed both items on March 17, 1998.

Regarding the change in section I.A., we concur with the wording

"...for the birth of an employee's child or the placement of a child with the employee for adoption or foster care or the care of an employee's child..."

We concur that the new wording brings greater clarity to the policy and does not involve any substantive change to the policy as a whole.

In terms of section VI.G., we suggest the following wording for administrative staff.

"For administrative staff, the interim assignment will be reviewed no later than 30 calendar days following return to work, with the goal of reinstatement to the previous position."

The rationale for the above definition of interim assignment is based upon maintaining consistency with the definition of interim assignment as contained in Policy #5 of the Administrative Staff Compensation Plan as passed by the Board of Trustees on September 13, 1996.

If you need any additional information, please feel free to contact me.

- pc: Deborah Boyce, Chair Elect of Administrative Staff Council
- Judy Donald, Secretary of Administrative Staff Council
- Veronica Gold, Chair of Faculty Senate
- Deborah Magrum, Secretary of the Board of Trustees
- Charles Middleton, Provost and Vice President for Academic Affairs
- Faith Olson, Chair of Classified Staff Council
- Sidney Ribeau, President



# Bowling Green State University

Department of Public Safety  
 Bowling Green, Ohio 43403-0380  
 (419) 372-2346  
 Fax: (419) 372-7841

April 28, 1998

## MEMORANDUM

TO: Veronica Gold, Chair, Faculty Senate  
*M. Whitmire* Deane Whitmire, Chair, Administrative Staff Council  
 Faith Olson, Chair, Classified Staff Council

FROM: Stacie Enriquez, Manager, Parking & Traffic *Stacie Enriquez*

SUBJECT: Heat Plant Project - Temporary Parking Displacement  
 and University Parking Committee Shuttle Bus  
 Recommendation

The attached information regarding the Heat Plant project and the Shuttle Bus Recommendation will be provided to the MONITOR and BG NEWS for publication in the near future.

A budget proposal to expand the existing Shuttle Service was submitted through the budget process to request general fees funding. The attached recommendation from the University Parking Committee (April 7, 1998 meeting) proposes that everyone at the University be assessed and shares equally the cost of the proposed expansion, reducing the cost to students.

Should you have any questions, please let me know.

xc: James Wiegand  
 Director of Public Safety

HEAT PLANT PROJECT

**Start Date and Duration of Project:**

- projected start date - July 1, 1998 but may start as early as June 15, 1998
- duration of project is approximately 1 1/2 years

**Project consists of :**

- construction of new heating plant
- removal of the existing heating plant
- improvements to existing site parking

**Parking during Project:**

- parking availability in Lot E will be affected by this project and will be modified as needed to accommodate the sequences of the project
- FIRST SEQUENCE requires that 50% of the lot (north end) be used for staging of materials for construction of new building
- SECOND SEQUENCE requires that 50% of the lot (south end) be used for staging and removal of materials from existing facility and allows for the potential of a minimum of 57 and a maximum 108 additional (new) parking spaces.

**IT IS POSSIBLE THAT AT TIMES DURING THIS PROJECT THE ENTIRE LOT MAY BE CLOSED. INFORMATION WILL BE PROVIDED PRIOR TO COMPLETE CLOSURE OF LOT.**

IT IS UNDERSTOOD THIS PROJECT WILL CREATE PARKING INCONVENIENCES FOR ALL WHO UTILIZE THIS LOT. FACULTY AND STAFF SHOULD ALLOW THEMSELVES EXTRA TIME AS PARKING WILL BE LIMITED. THE PARKING RULES AND REGULATIONS ALLOW FOR FACULTY AND STAFF TO OVERFLOW INTO COMMUTER PARKING AREAS WHEN FACULTY AND STAFF LOTS ARE FULL. FACULTY AND AND STAFF MAY ALSO PARK IN LOT 20 BY THE VISITOR INFORMATION CENTER AND RIDE THE SHUTTLE TO FOUNDERS. THE DAY ROUTE AND MAIN ROUTE BOTH HAVE STOPS AT FOUNDERS.

The above information was provided by the Jim McArthur of Architect's Office and by Stacie Enriquez of Parking & Traffic.

## SHUTTLE BUS RECOMMENDATION

Whereas the existing shuttle service is paid for out of the existing Parking and Traffic Operating budget and;

Whereas the condition of existing parking lots is rapidly deteriorating and;

Whereas the existing Parking and Traffic Operating budget can no longer maintain both an expanded shuttle service and parking lots;

Whereas from September 1989 until May 1992 General Fees funded \$50,000 toward the Shuttle Service, and when the 1992 budget cuts occurred this funding was taken away and Parking assumed the total funding:

To wit, the University Parking Committee recommends and supports the following fees be established to support the Shuttle Service: (1) a one time fee of \$7.00 and (2) a per semester fee of \$6.00 per student. Further, we recommend the same fees be charged to all faculty and staff who will benefit from reduced congestion in various lots resulting from the expanded service.

The one time fee will allow for upgrading existing obsolete equipment, purchase of one new bus for expanding the service, and various service improvements.