

1983

Minutes 1982-1983

Bowling Green State University. Administrative Staff Council

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Notes

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

May 26, 1982

Dear Contract Staff Member:

We would like to invite you to attend a meeting of all B.G.S.U. contract staff on Wednesday, June 9, from noon to 1:30 in the Community Suite of the University Union.

Over the years, we have all felt the need for a recognized, representative group which could assess and express the needs and concerns of all contract staff members here at B.G.S.U. Now, the time seems appropriate to find out whether you have felt that need as well.

We hope to see you at the meeting. If you cannot attend but you are interested in becoming involved, please fill out the form below and return it to one of us.

Sincerely,

| | |
|---------------|----------------|
| Cary Brewer | Nancy Miller |
| Zola Buford | Judi Roller |
| Greg DeCrane | Don Saleh |
| Kathy Hart | Duane Whitmire |
| Becky McOmber | |

I am interested. Some of my main concerns are ADMINISTRATIVE
CONTRACT STAFF VISIBILITY AND REPRESENTATION
IN INSTITUTIONAL CONCERNS AND DECISIONS

DAN SHELLEY
Signature

ADMISSIONS
Area

ADMINISTRATIVE STAFF COUNCIL
1982-83

President's Office

✓ * Jan ScottBey (1984)

Academic Affairs

✓ * Cary Brewer (1986), CHAIR
✓ * Zola Buford (1986)
✓ Thomas Glick (1984)
✓ Linda Hamilton (1984)
✓ Kathleen Hart (1985)
Joyce Kepke (1985)
✓ James Litwin (1986)
Joan Morgan (1984) (1985 - effective 7-1-83)
✓ Judi Roller (1985)
No Marian Ronan (1985) resigned 7/1/83
✓ Charles Schultz (1984)
* ✓ Norma Stickler (1986), SECRETARY
Ann Bourne 1984

Business Operations

* ✓ Susan Caldwell (1986)
Charles Coddling (1984)
James Corbitt (1985) to 1986
✓ Robert Hayward (1984) to 1985
* ✓ Joseph Martini (1986), CHAIR-ELECT
Don Passmore (1984)

Student Affairs

✓ Terry Appolonia (1984)
Bob Arrowsmith (1985)
✓ Wayne Colvin (1985)
* ✓ Gregg DeCrane (1986)
✓ Karen DeRosa (1984)
✓ Derek Dickinson (1986)
✓ Richard Lenhart (1986)
✓ Janice Lloyd-Sladky (1985)
✓ James Treeger (1984) (Resigned effective 8/2/83)
Breg Jordan (1984) - Treeger replacement

University Relations

✓ Patrick Fitzgerald (1986)
Joan Gordon (1984)
* ✓ Larry Weiss (1985)
✓ Deborah Weiser (1985)

Numbers in parenthesis indicate the year in which term of office is completed.

* Members of the Executive Committee

0161

JOE MARTINI

RE: Rules and Procedures
Personnel Steering Committee

Although not necessarily applicable, I thought you might be interested in reading the attached information.


Joe Martini

PERSONNEL STEERING COMMITTEE

RULES AND PROCEDURES

7/2/79
4
L. J. Stevens,
Norma Strickler
Zola Buford
Jill Carr

-x Cory Brouse
Lisa Mester
Suzanne Crawford
Tom Black

As stated in the March 6, 1979 (first meeting), the Personnel Steering Committee has been created to provide for direct channels of communication between classified employees and the Personnel Support Services area. The committee will:

- 1) serve as a sounding board for the discussion of policies, procedures, benefits, and services affecting classified staff;
- 2) provide an avenue of input from classified staff to the Director of Personnel Support Services involving matters of concern related to their employment at BGSU;
- 3) provide University officials with an effective method for soliciting and disseminating information about plans, policies, and concerns affecting classified staff employees;
- 4) follow through on the charge of the committee as a working group providing Personnel and University officials with assistance in addressing matters of concern or of interest to classified employees.

Membership

1. Membership in the Personnel Steering Committee is designed to represent, to the greatest extent possible, a cross-section of classified employees at Bowling Green State University. The committee consists of 13* full-time employees representing the various organizational areas of the University in the following proportions:

- a. Members from Operations Area - 6, including at least one from custodial and one from food service.
- b. Members from Academic Area - 5.
- c. Member from Development and Alumni Affairs - 1.
- d. Member from Public Relations and President's Office - 1.

Advisory members will include the Director of Personnel Support Services, the Personnel Planning Manager, and the Employee Relations Advisor. They will be non-voting members.

2. All permanent, full-time classified employees (EMPLOYED AT THE UNIVERSITY BEYOND THE INITIAL PROBATIONARY PERIOD) are eligible for election to membership on the PSC.

3. Replacement of members will be by nomination to the Personnel Steering Committee. Vacancies will be announced to all classified employees and nominations accepted according to the membership structure described above. REPLACEMENT ANNOUNCEMENTS WILL INCLUDE A LIST OF CONTINUING MEMBERS, THEIR WORK AREAS, AND THE MEMBERSHIP GUIDELINES. Each employee wishing to be considered for a position on the PSC will submit in writing or verbally to the chair, his/her reasons for wanting to become a member. Using that information, the PSC members will select its replacements. If no nominations are received for the vacant positions on the committee, the following procedures will be used:

1. A member whose term is ending may renominate himself/herself; or

onal members may be appointed according to #13 under Membership.

2. The PSC will ask the appropriate Vice President to recommend three employees from the area for each of the vacancies; the Vice President will also be asked to give reasons for his/her recommendations; the PSC will then select the new member(s) from the recommendations.
4. Members of the original committee (those appointed to the PSC in March 1979) will serve on the PSC through September 1981. The newer members (those selected between March 1979 and April 1981) will serve on the PSC until September 1982. Replacements will be appointed according to the membership structure and replacement process outlined above.
5. The term of office for all new members will be two years.
6. Vacancies occurring during the term of office of employee members of the PSC will be filled by the employee from the same organizational area (Operations, Academic, Alumni and Development, or Public Relations/President's Office) named as second choice by the PSC in its most recent replacement appointment for that vacancy.
7. PSC appointments will normally be made in May.
8. Terms of service on the PSC will begin in September.
9. Transfer of an employee from one area to another will not affect his/her unexpired term on the PSC.
10. An employee's membership on the PSC will be automatically terminated after three consecutive absences from regular PSC meetings, except in unusual circumstances (e.g., leave of absence, excused illness, conflict with work schedule).
11. All members shall have full and equal participatory rights on the committee including but not limited to: the right to vote on all matters presented to the committee.
2. If, as a result of the process outlined above, for membership appointment, a representative cross-section of classified employees is not selected, the Director of Personnel Support Services will appoint additional members to provide for that representation subject to PSC endorsement. Criteria to be used in determining a representative cross-section will be: race, sex, and classification.
3. There will be no alternates for members on the committee.

Committee Officers

1. The Personnel Steering Committee officers will consist of a chair, vice chair, and RECORDING secretary. THESE OFFICERS AND THE PERSONNEL PLANNING MANAGER WILL COMPRISE A PLANNING COMMITTEE.
2. The chair, vice-chair, AND RECORDING SECRETARY will normally serve a one-year term in these offices.

3. The chair will perform duties normally associated with that office including, but not limited to: conducting meetings of the Personnel Steering Committee, representing the Personnel Steering Committee whenever necessary or appropriate, and forwarding recommendations of the PSC to the Director of Personnel Support Services.
4. The vice-chair will assist the chair as necessary and conduct meetings in the chair's absence.
5. The vice-chair automatically becomes the chair whenever that office is vacated or after the chair completes his/her term of office.
6. The vice-chair AND RECORDING SECRETARY will be elected by the members in OCTOBER OR NOVEMBER of each year. The vice-chair will be a member in his/her first year of the committee.
7. An advisory member from Personnel Support Services (PERSONNEL PLANNING MANAGER) will serve as a secretary of the PSC. The secretary will gather information for the agenda; prepare and distribute the agenda; prepare and distribute minutes for each business meeting; and provide assistance to the chair and the committee as requested. THE RECORDING SECRETARY WILL ASSIST THE PERSONNEL PLANNING MANAGER IN PREPARING AND DISTRIBUTING THE MINUTES OF EACH MEETING.

Meetings and Procedures

1. The Personnel Steering Committee will meet in regular session once a month. A regular meeting date and time will be established each year in September taking into consideration the schedules of all members.
2. Members who are unable to attend a regularly scheduled meeting should notify the CHAIR OF THE PERSONNEL STEERING COMMITTEE at least two days before the meeting, EXCEPT IN UNUSUAL CIRCUMSTANCES.
3. Members should submit agenda items to the CHAIR OF THE PERSONNEL STEERING COMMITTEE AT LEAST ONE WEEK IN ADVANCE OF THE REGULARLY SCHEDULED MEETING. THE CHAIR, IN CONJUNCTION WITH THE PLANNING COMMITTEE, WILL GATHER INFORMATION FOR THE AGENDA, AND WILL ASSIST THE PERSONNEL PLANNING MANAGER IN THE PREPARATION AND DISTRIBUTION OF THE AGENDA.
4. Meetings will be open FOR ONE OF THE TWO REGULARLY SCHEDULED HOURS, THE PERSONNEL STEERING COMMITTEE WILL MEET IN CLOSED SESSION THE FIRST HOUR AND CONDUCT OPEN MEETINGS THE SECOND HOUR. GUESTS MAY BE INVITED TO DISCUSS A SPECIFIC TOPIC.
5. A quorum for holding a meeting and conducting business shall be 2/3 of the voting membership (9 of 13).
6. Matters requiring a vote will be carried by majority rule (except amendments to the Rules and Procedures, see #10.) Voting by committee membership will be by voice except when voting by ballot is deemed necessary by the chair.
7. Sub-committees may be appointed when necessary to facilitate the business of the committee. Sub-committees shall report to the whole committee at the business meetings prior to taking any official action. At the end of each monthly meeting, the chair

will review the accomplishments of the meeting and appoint sub-committees to take care of any unfinished business, if appropriate. STANDING SUB-COMMITTEES WILL NORMALLY BE APPOINTED AT THE OCTOBER OR NOVEMBER MEETING FOR THE DURATION OF SUB-COMMITTEE WORK.

8. Minutes and agendas will be sent each month to all members, advisors, the Vice President for Operations, the Center for Archival Collections, THE PRESIDENT, AND THE EXECUTIVE VICE PRESIDENT OF THE UNIVERSITY.

9. Action taken by the committee will be in the form of a recommendation to the Director of Personnel Support Services.

10. Amendments to the Rules and Procedures of the Personnel Steering Committee will be made only at a regular or special meeting of the PSC and with concurrence by three-fourths of the membership (10).

TENTATIVE SCHEDULE
ADMINISTRATIVE STAFF COUNCIL

| | |
|-------------------------|---|
| September 30 | Presentation of Charter |
| October 4 (5:00 p.m.) | Final Date for formal comments on the Charter |
| October 7 | Mail to membership copies of the charter for vote - either accept or reject |
| October 20 (5:00 p.m.) | Ballots DUE |
| <u>IF ACCEPTED</u> | |
| October 21 | Mail list of members for nomination |
| November 3 (5:00 p.m.) | Nominations Due |
| November 4 | Count and Compose nomination list for election |
| November 10 | Mail Ballots |
| November 22 (5:00 p.m.) | Ballots Due |
| November 23 | Count Ballots |
| November 24 | Announce Results and Publish in Monitor |

*Library privileges
equal to faculty*

PROFESSIONAL ADMINISTRATIVE STAFF MINUTES

June 9, 1982

*Call DB
Include names in Catalog*

Sixty-seven individuals attended the first general meeting of professional administrative staff at the university held at 12:00 noon on June 9, 1982, in the Community Suite of the University Union.

Welcome and Introduction

Judi Roller and Don Saleh welcomed those attending and introduced the concept of developing an organizational structure for the professional administrative staff on campus.

Purpose

Cary Brewer served as spokesperson for the nine individuals who developed the format for this initial meeting. He summarized the purpose in the following manner.

While the idea of representation for contract staff is not a new idea, the implementation of such an idea is.

Many individually perceived purposes and goals exist for a group such as this to pursue, but I would suggest that we share a common goal. The goal I speak of is a voice for contract staff in the issues at the University that affect our lives and our careers. We believe this to be a common bond of purpose.

Several recent events have precipitated the formation of this group and this meeting: first, the publication of the Revised Financial Exigency Report approved by Faculty Senate and particularly the reference to procedures to be used to terminate non-academic personnel; second, an implied interest expressed by President Elect Olscamp in dealing with representative groups of the University Community; and finally, the longheld goal that contract staff be recognized as essential and professional members of the University Community.

Again, although numerous issues could be addressed by this group, it is our wish that the group set as its initial goal to become a viable, recognized professional voice of contract staff members at Bowling Green State University.

It is also our hope that in a positive and professional manner, this group will indicate to President Elect Olscamp and the University Community that contract staff members wish to be afforded the opportunity for consultation and participation in the development of any plans (exigency, governance) or issues that affect their lives and careers.

In summarization, I would remind each of you that the Faculty as a group have a recognized voice in university governance - the Faculty Senate. Classified employees as a group have a recognized voice in the Personnel Steering Committee. The contract staff as a group have no recognized voice.

This group offers the opportunity to build a recognized professional forum to address and discuss issues that concern contract staff, assess and express needs and concerns of contract staff, and present clearly the views of contract staff.

Discussion of Purpose

At this point, questions were raised concerning the need for forming an organization of professional administrative staff. Some of these questions are:

- Are channels of communication currently available?
- Is the organizational intent based upon collegiality?
- Do other institutions have groups of a similar nature?
- What is the definition of "contract staff"?
- Would such a group provide a vehicle for communication?
- Can this group serve as a sounding board identifying the needs of the professional administrative staff?

Discussion of these questions, as well as others, led to a general agreement that establishment of such a group should result in a positive, constructive mechanism by which the interests of contract staff can be expressed.

The following motion was introduced by Linda Ogden and passed unanimously.

Recognizing the need to establish a representative group to serve as an advocate of contract staff interests and concerns, I move that an ad hoc committee be established to explore and propose an ongoing organizational structure through which this purpose can be fulfilled.

Discussion of Temporary Structure

Regarding the formulation of the ad hoc committee; it was pointed out that equitable representation from the three broad areas of academic support services, operations, and student services should be achieved.

The timetable listed below was adopted:

| | |
|---|------------|
| Nominations to Gregg DeCrane. | by June 16 |
| Ballots prepared and distributed | by June 24 |
| Ballots returned to Becky McOmber | by July 7 |
| General meeting with the elected Ad Hoc Comm. | by July 15 |
| Development of formal organizational structure by the Ad Hoc Comm. | by Sept 15 |

Conclusion

At the conclusion of the meeting, it was moved and unanimously approved by those attending that both Dr. Ferrari and Dr. Olscamp should be informed of the proceedings of this meeting. Cary Brewer, Zola Buford, Gregg DeCrane, Kathy Hart, Becky McOmber, Nancy Miller, Judi Roller, Don Saleh, and Duane Whitmire accepted the responsibility for this communication.

Steering Committee for the Administrative Staff Council

Minutes

July 21, 1982

Present: Cary Brewer, Zola Buforu, Suzanne Crawford, Tom Glick, Jill Carr, Russ Meister, Joe Martini

Absent: Norma Strickler

Cary Brewer, Chairman, suggested the following agenda items for this meeting: the purpose of the Steering Committee; future meeting dates; the article, "The Forgotten Man..."; method of communication; and similar groups at other universities.

Purpose of the Steering Committee

The main purpose of this group is the preparation of a statement of purpose, the definition of membership, an election process for an executive committee, meeting schedules, and so on to be presented to all members of the Administrative Staff Council for approval on/or around September 15.

Future Meetings

Meetings of this small group should be scheduled with the idea of two open meetings of the entire membership of the Administrative Staff Council. Tentative dates include the week of August 24 and a day near or around September 15. Cary Brewer asked Suzanne Crawford for help in communicating to all members the date and information for a meeting during the week of August 24. Suzanne agreed to help.

To meet this August 24 schedule, it was suggested that "work" could be divided among the nine members of the Steering Committee with a second meeting of the full Steering Committee to be scheduled in the Union at 7:50 a.m., Tuesday, July 27. This meeting is particularly important to formalize the activity for the next six to seven weeks, especially considering the vacation schedules of the group.

"The Forgotten Man"

Cary Brewer explained the article entitled "The Forgotten Man..." and noted it is an excellent summary of a study on the participation of administrative staffs at other educational institutions.

Communication

In the area of communication, several members stressed the importance of keeping the entire membership informed. To this end, Jill Carr presented a rough draft of an article to be included in The Monitor. Jill

asked that suggested changes be given to her in the next day or so.

Administrative Staffs at other universities

Although time was limited, there was some discussion concerning similar administrative staff groups at other institutions.

Kent State and Miami University have no such groups. Ohio State has no similar group. However, there are various levels of administrative staff. Ohio University does have three senates--Administrative, Faculty, and Student. The Administrative Senate is composed of 16 senators, mostly organized by buildings, and four at-large delegates, with an elected chairperson with released time. The Vice President of Development is an ex officio member through which the Administrative Senate works. No special space is provided for this group. Four or five members compose the executive committee who are elected by 20 senators. There are no open meetings.

Next Meeting

The next meeting is schedule at 7:30 a.m. on Tuesday, July 27, 1982, in the University Union.

The meeting was adjourned at 8:45 a.m.

Submitted,

Joe Martini

ADMINISTRATIVE STAFF COUNCIL
AGENDA
7/27/82
7:30-9:00 a.m.

- 1. Minutes
- 2. Old Business
 - a. general
 - b. future meetings
 - 1) weekly - each Tuesday - August 3, 10, 17, & 24 @ 7:30
 - 2) discussion - location = Union?
 - c. budget requests \$1,070.00
- 3. New Business
 - a. division of subgroups
 - 1) document preparation
 - 2) future meetings, communications, and ballot/voting
 - 3) review of literature and assimilation of information received.
- 4. Group preparation of document - Jim Litwin
- 5. Discussion of Group Meeting of ACS
 - a. presentation
 - b. mailing and information

Steering Committee for the Administrative Staff Council

Minutes

July 27, 1982

Present: Cary Brewer, Zola Buford, Suzanne Crawford, Tom Glick, Russ Meister, Norma Stickler, Joe Martini

Absent: Jill Carr

Cary Brewer suggested the following agenda for this meeting:

- 1. Minutes
- 2. Old Business
 - a. general
 - b. future meetings
 - 1) weekly-each Tuesday-August 3, 10, 17 & 24 @ 7:30
 - 2) discussion-location-Union?
- 3. New Business
 - a. division of subgroups
 - 1) document preparation
 - 2) future meetings, communications, and ballot/voting
 - 3) review of literature and assimilation of information received
 - b. discussion, questions
- 4. Group preparation of document-Jim Litwin
- 5. Discussion of Group Meeting of ACS
 - a. presentation
 - b. mailing and information

Minutes

The minutes from the July 21 meeting were read and approved as prepared.

Old Business

1. Zola Buford mentioned that she had received feedback concerning the title used by the group. It was felt that this title may seem not to include those in the technical or science areas. A suggestion was made that this whole area of membership be included in a written document to be submitted to the entire membership.

2. Future meetings for the Steering Committee are scheduled every Tuesday at 7:30 a.m.-August 3, 10, 17, 24. Use of the Faculty Senate Office was discussed as a possible meeting location. Cary Brewer checked with

16
Dr. Ron Stoner after the meeting and was given approval to use the Faculty Senate Office for the August meetings.

3. Norma Stickler would check with Dr. Richard Eakin about a small expense budget for Xeroxing and related communication costs.

4. Jill Carr had submitted information to Linda Swaigood for an article in the next Monitor. A copy of that article is attached.

New Business

Cary Brewer suggested that the committee divide into subgroups:

Preparation of written document-Jill Carr, Tom Glick, Norma Stickler *

Meetings (in particular, those of the full membership)-Sue Crawford, Russ Meister

Review of literature-Jim Litwin, Zola Buford

* A suggestion was made that the final document be reviewed by an attorney .

ASC Worksheet

Jim Litwin suggested that a few minutes completing the attached worksheet would be an excellent beginning in the preparation of a written working document. After spending some time on this worksheet, the members of the Steering Committee discussed the various topics listed in the outline. The completed forms were given to Norma Stickler.

The meeting was adjourned at 8:45 a.m.

Steering Committee of the Administrative Staff Council

Minutes

August 3, 1982

Present: Cary Brewer, Jill Carr, Jim Litwin, Norma Stickler, Sue Crawford, Joe Martini

Absent: Zola Buford, Tom Glick, Russ Meister

Minutes

The minutes from the July 27, 1982 meeting were read and accepted as read.

Ferrari Award

Cary Brewer explained that Dr. Ron Stoner, Chair, Faculty Senate, has asked that the newly-formed Administrative Staff Council take on the task of outlining the criteria for this new award. The members present agreed this was an appropriate task for this new committee. A brief discussion took place with no final recommendation about the way in which to proceed.

This matter will be considered at another meeting.

Dr. Ron Stoner, Chair, Faculty Senate

Cary Brewer mentioned that Dr. Ron Stoner offered the use of the Faculty Senate offices for our meetings. He suggested that Dr. Stoner be invited to meet with the "Steering Committee". All agreed that he should be included in a future meeting of this group.

That date is to be determined as the work of the Steering Committee progresses.

Draft of the Charter

Norma Stickler distributed an initial "rough" draft of items to be included in a charter for the Administrative Staff Council.

Most of the discussion on this proposal centered around "Section III-Membership"...i.e. defining who is included under the title of Administrative Staff and determining the exact wording of this section.

Norma Stickler mentioned that there was a listing (prepared in mid-April) of those considered as Administrative Staff. Although four months old, a total of 263 persons are listed as follows:

104* Adademic Affairs
51 Business Operations
37 Public Relations
71 Student Affairs

263

*This figure does not include those in Computational Services who have recently changed to contract from classified.

There was also some discussion about the number of representatives from each area (elected and at-large).

Jim Litwin mentioned that he had obtained copies of various "charters" of other organizational groups. He indicated that these materials might be useful in the preparation of our final document.

Finally, Cary Brewer suggested that the topic of the charter for the Administrative Staff Council be considered at the next meeting on August 10.

The meeting was adjourned at 9 a.m.

MEMBERSHIP MEETING
ADMINISTRATIVE STAFF COUNCIL
ALUMNI ROOM
SEPTEMBER 30, 1982

Presentation of the Charter

Topic

Noon - Introduction and Welcome - CB

12:05 - Section I - Jill Carr

12:15 - Section II - Jim Litwin

12:30 - Section III - Norma Stickler

12:45 - Section IV - Zola Buford

12:55 - Section V - Joe Martini

1:00 - Section IV

1:05 - Closing Remarks - Cary Brewer

October 12, 1982

MEMORANDUM

TO: All Bowling Green State University
Contract Staff Employees

FROM: Cary Brewer, Chair *Cary Brewer*
Administrative Staff Steering Committee

RE: Administrative Staff Charter

Attached please find a copy of the Administrative Staff charter. After reviewing comments made at the general membership meeting on September 30, 1982, as well as those written comments submitted to the Administrative Staff Steering Committee, the Steering Committee has made final revisions to the Charter and now agrees that the charter be forwarded to you for a vote of acceptance or rejection.

During the past several weeks, the Administrative Staff Steering Committee has reviewed both the written and verbal comments that have been submitted by the membership. Many of these ideas have been included in the charter. In addition, the Steering Committee has solicited comments on the proposed charter from many individuals within the campus community--including Dr. Ron Stoner, Chair of the Faculty Senate and Dr. Paul Olscamp, University President.

While each of you might suggest further revision to this document, it is the Steering Committee's opinion that the document can serve as the foundation for the Administrative Staff Council. It provides a method of election for the Council as well as future revisions. It is our opinion that "time is of the essence" and a council must be elected to deal with the many important issues facing contract staff employees at Bowling Green State University. The Administrative Staff Steering Committee is unanimous in urging you to vote your acceptance of this document.

Please sign and return the enclosed ballot to Mr. Joseph Martini, Office of the Bursar, by October 20, 1982. I am hopeful that you will give this matter your immediate attention so that an idea that has budded may reach fruition in the near future.

sal

Enclosure

cc: Administrative Staff Steering Committee

ADMINISTRATIVE STAFF COUNCIL
1982-83

President's Office

- * Jan ScottBey (1984)

Academic Affairs

- * Cary Brewer (1986), CHAIR
- * Zola Buford (1986)
- Thomas Glick (1984)
- Linda Hamilton (1984)
- Kathleen Hart (1985)
- Joyce Kepke (1985)
- James Litwin (1986)
- Joan Morgan (1984)
- Judi Roller (1985)
- Marian Ronan (1985)
- Charles Schultz (1984)-
- * Norma Stickler (1986), SECRETARY

Business Operations

- * Susan Caldwell (1986)
- Charles Coddling (1984)
- James Corbitt (1985)
- Robert Hayward (1984)
- * Joseph Martini (1986), CHAIR-ELECT

Student Affairs

- Terry Appolonia (1984)
- Bob Arrowsmith (1985)
- Wayne Colvin (1985)
- * Gregg DeCrane (1986)
- Karen DeRosa (1984)
- Derek Dickinson (1986)
- Richard Lenhart (1986)
- Janice Lloyd-Sladky (1985)
- James Treeger (1984)

University Relations

- Patrick Fitzgerald (1986)
- Joan Gordon (1984)
- * Larry Weiss (1985)
- Deborah Weiser (1985)

Numbers in parenthesis indicate the year in which term of office is completed.

* Members of the Executive Committee

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ADMINISTRATIVE STAFF COUNCIL
1982-83

| | |
|---|--|
| * Jan ScottBey (1984) | Affirmative Action and Handicapped Services |
| * Cary Brewer (1986), <u>CHAIR</u> | Registrar's Office |
| * Zola Buford (1986) | Registrar's Office |
| Ann Bowers (1984) | Archival Collections, Library |
| Thomas Glick (1984) | Admissions Office |
| Linda Hamilton (1984) | V.P. Planning and Budgeting |
| Kathleen Hart (1985) | English Department |
| Joyce Kepke (1985) | Continuing Education |
| James Litwin (1986) | Institutional Studies |
| Joan Morgan (1985) | Center for Educational Options |
| Judi Roller (1985) | Registrar's Office |
| Charles Schultz (1984) | Computer Services |
| * Norma Stickler (1986), <u>SECRETARY</u> | V.P. Academic Affairs |
| Charles Coddling (1984) | Physical Plant |
| James Corbitt (1985) | Food Services |
| Robert Hayward (1984) | Physical Plant |
| * Joseph Martini (1986), <u>CHAIR-ELECT</u> | Bursar |
| Terry Appolonia (1984) | Residence Life |
| Bob Arrowsmith (1985) | V.P. Student Affairs |
| Wayne Colvin (1985) | Residence Life |
| * Gregg DeCrane (1986) | New Student Programs |
| Karen DeRosa (1984) | Recreational Center |
| Derek Dickinson (1986) | Standards & Procedures |
| Richard Lenhart (1986) | Student Activities |
| Janice Lloyd-Sladky (1985) | Student Health Center |
| Patrick Fitzgerald (1986) | WBGU-TV |
| Joan Gordon (1984) | WBGU-TV |
| * Larry Weiss (1985) | Alumni and Development |
| Deborah Weiser (1985) | Public Relations |

Numbers in parenthesis indicate the year in which term of office is completed.

* Members of the Executive Committee

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CHARTER
BOWLING GREEN STATE UNIVERSITY
ADMINISTRATIVE STAFF COUNCIL

SECTION I — Name and Representation

All Bowling Green State University administrative, technical, and research personnel having a full-time or continuing part-time Staff Contract shall be defined as Administrative Staff and shall be represented by the Administrative Staff Council.

SECTION II — Purpose of the Administrative Staff Council

The purpose of the Administrative Staff Council shall be to represent administrative staff members by promoting their general welfare, seeking professional development opportunities, maintaining communication among staff members, and reviewing, initiating, and making recommendations on institutional policies.

SECTION III — Membership of the Administrative Staff Council

All administrative staff, as defined above, shall be eligible to vote and hold offices.

The membership of the Administrative Staff Council shall be composed of ten percent of the full membership and shall be determined through election by the administrative staff members. The Administrative Staff Council shall be selected from each of the Vice Presidential areas of the University. Administrative Staff not reporting to a Vice President shall constitute a separate group that shall be proportionately represented on the Council. The number of members from each area shall be proportional to the number of administrative staff in that area. Council members shall be elected by the members of their designated area. Each area shall be represented by at least one Council member. The apportionment shall be assessed yearly by the Executive Committee. Membership on Administrative Staff Council shall be for three year terms, with one-third of the membership being elected each year. Members may not hold consecutive three-year terms.

Upon the recommendation of the Executive Committee and upon ratification by a two-thirds vote of the Administrative Staff Council, a maximum of three additional non-voting ex officio seats may be established.

SECTION IV — Officers and Committees

Officers. Officers of Administrative Staff Council shall be a Chair, a Chair-Elect, and a Secretary. Officers shall be elected each year by all members of the administrative staff. Initial nominations for officers shall be made by the Executive Committee and additional nominations may be made by the full membership. The Chair and Secretary shall serve one-year terms; the Chair-Elect shall serve one year as Chair-Elect and the next year as Chair. The term of office on the administrative staff council shall be extended appropriately for any member elected Chair Elect. Officers may be removed from office by a two-thirds vote of the full membership.

24

Duties of the Officers:

The Chair shall preside at all meetings, and the Chair (or designate) shall represent the administrative staff to all appropriate bodies and individuals.

The Chair-Elect shall assume all responsibilities of the Chair in case of the Chair's absence or resignation, shall assume the role of Chair at the end of the Chair's term of office, and shall maintain the budget of the Administrative Staff Council.

The Secretary shall maintain a record of all meetings, assist with correspondence, record attendance, and maintain election eligibility and voting records. The secretary shall assure that the administrative staff is informed of all proceedings of the Administrative Staff Council and of the Executive Committee.

The officers of the Administrative Staff Council shall summarize the activities of the Council in an annual report to all members of the administrative staff at the conclusion of each fiscal year.

Committees:

1. Executive Committee. The Executive Committee shall be composed of the Chair, the Chair-Elect, the Secretary and one representative from each designated area, elected from the Administrative Staff Council by the full administrative staff membership.
2. Other Committees. Committees shall be appointed by the Administrative Staff Council as the need arises.

SECTION V -- Meetings

Meetings of the Administrative Staff Council and the Executive Committee shall be held on a regular basis. A meeting of the entire administrative staff shall be called by the Executive Committee at least once a year. Special meetings of the full administrative staff may be called upon the request of ten percent of the full membership of the administrative staff or by a majority of the members of the Administrative Staff Council. The Secretary shall provide due notification of all meetings.

SECTION VI -- Authorities and Amendments

The Council shall be governed by this Charter, the Bylaws, and other policies and procedures as subsequently approved or amended.

This Charter may be amended by a majority of those voting from the full administrative staff provided that a copy of the amendment has been distributed to the full membership at least 30 days prior to the vote.

CONTRACT STAFF MEETING

Agenda

1. Welcome and Introduction
2. a. Purpose and need
b. Discussion
3. a. Temporary Structure
b. Discussion

Use the bottom half of this page to provide any items that you feel are important and were not covered at the meeting. Also use this space to nominate people for the Steering Committee.

Please forward to:

Gregg DeCrane
New Student Programs
405 Student Services

December 13, 1982

MEMORANDUM

TO: Administrative Staff

RE: Election Results - Administrative Staff Council

The following persons have been elected to serve on the Administrative Staff Council:

| | 3 Years | 2 Years | 1 Year |
|--------------------------|--|---|--|
| President's Office (1) | | | Jan ScottBey ✓ |
| Academic Affairs (12) | Cary Brewer ✓ Zola Buford ✓ Jim Litwin ✓ Norma Stickler ✓ | Kathleen Hart ✓ Joyce Kepke ✓ Judi Roller ✓ Marian Ronan ✓ | Tom Glick ✓ Linda Hamilton ✓ Joan Morgan ✓ Charles Schultz ✓ |
| Business Operations (5) | Susan Caldwell ✓ Joseph Martini ✓ | James Corbitt ✓ | Charles Coddling ✓ Robert Hayward ✓ |
| Student Affairs (9) | Greg DeCrane ✓ Derek Dickinson ✓ Richard Lenhart ✓ | Robert Arrowsmith ✓ Wayne Colvin ✓ Janice Lloyd-Sladky ✓ | Terry Appolonia ✓ Karen DeRosa ✓ James Treeger Greg Jordan ✓ |
| University Relations (4) | Patrick Fitzgerald ✓ | Larry Weiss ✓ Deborah Weiser ✓ | Joan Gordon ✓ |

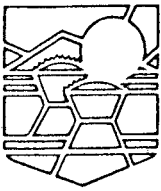
According to the Charter, the next step in this process will be to elect the 8-member Executive Committee of the Administrative Staff Council. To initiate this process, ALL NEWLY ELECTED MEMBERS OF THE ADMINISTRATIVE STAFF COUNCIL will meet on Friday, December 17, 1982 from 12 noon to 1:15 p.m. in the Campus Suite, University Union. The agenda for the meeting will be:

- 1) Nomination of candidates for election to the following positions:
 - Chair
 - Chair-Elect
 - Secretary
 - Representatives from each of the 5 Areas
- 2) Discussion of a possible schedule for the next meeting of the Administrative Staff Council

IF YOU WISH TO NOMINATE ANYONE FOR THESE POSITIONS, PLEASE CONTACT ONE OF THE ABOVE MEMBERS OF THE ADMINISTRATIVE STAFF COUNCIL BEFORE THE DECEMBER 17, 1982 MEETING. OFFICERS AND REPRESENTATIVES WILL BE ELECTED FROM COUNCIL MEMBERSHIP.

Once the nominations are made, an election ballot will be prepared and mailed to you. It is hoped that the final election process can be completed to allow a second full meeting of the Administrative Staff Council during the week beginning Monday, January 3, 1983.

If you have any questions, please feel free to contact the members of the Steering Committee.



Bowling Green State University

January 25, 1983

Office of the Bursar
Bowling Green, Ohio 43403
Cable: BGSUOH

MEMORANDUM

TO: Administrative Staff Council
FROM: Joe Martini *JM*
RE: Election of Officers and Area Representatives

The results of the recent election of Officers and Area Representatives to the Administrative Staff Council are as follows:

Officers:

| | |
|-------------|----------------|
| Chair | Cary Brewer |
| Chair-Elect | Joseph Martini |
| Secretary | Norma Stickler |

Area Representatives:

| | |
|----------------------|----------------|
| Academic Affairs | Zola Buford |
| Business Operations | Susan Caldwell |
| President's Office | Jan ScottBey |
| Student Affairs | Greg DeCrane |
| University Relations | Larry Weiss |

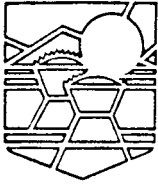
Our sincere congratulations are extended to all!

sal

xc: Administrative Staff Steering Committee Members

MEETINGS OF ADMINISTRATIVE STAFF COUNCIL

| | |
|-----------------|--|
| April 7, 1983 | Assembly Room, McFall |
| May 5 | Town Room, Union |
| June 2 | Assembly Room, McFall |
| July 7 | Mileti Alumni Center Board Room |
| August 4 | Town Room, Union |
| September 1 | Alumni Room, Union |
| October 6 | Mileti Alumni Center Board Room |
| November 3 | Alumni Room, Union |
| December 1 | Ohio Suite, Union |
| January 5, 1984 | Mileti Alumni Center Board Room |
| February 2 | Alumni Room, Union |
| March 1 | Alumni Room, Union |
| April 5 | Alumni Room, Union |
| May 3 | Town Room, Union <i>Alumni Room</i> |



Bowling Green State University

Bowling Green, Ohio 43403

January 25, 1983

MEMORANDUM

TO: Betty van der Smissen
Chair, Charter Revision Committee

FROM: Cary Brewer, Chair *Cary Brewer*
Administrative Staff Council

Norma Stickler, Secretary *Norma Stickler*
Administrative Staff Council

In response to President Olscamp's invitation to review the proposal for changes in the Academic Charter, the Steering Committee of the Administrative Staff Council has compiled the attached recommendations.

These recommendations focus on two major elements of concern. It was the Administrative Staff Council's intention first of all to bring uniformity, consistency, and logic to the Charter's definition of Administrative Staff. While on the grounds of collegiality we might argue for one group which would be referred to as Administrative Staff, we also recognize pragmatically that a Central Administrative Staff will be defined and will function as such. In addition we believed that the proposed distinctions between faculty and administrative staff lacked clarity and continuity. We therefore urge that "Appendix A" be revised to include only the President and the Vice Presidents as the Central Administration and that faculty and administrative staff be defined as recommended in our revisions to Article II.

The second major concern was to insert specific reference to Administrative Staff in the Charter so that members are recognized as an integral part of the structure and governance of the University.

Realizing that you or members of your committee may have questions about our recommendations, we invite you to meet with representatives of the Steering Committee, or we would be pleased to send representatives to your meeting.

xc: Paul J. Olscamp, President
Ronald Stoner, Chair of Faculty Senate
Administrative Staff Steering Committee

ARTICLE I

- E. There must be opportunity within the organizational framework of the University for participation by faculty, ADMINISTRATIVE STAFF and students when deemed appropriate and for discussion of problems and policies at all levels within the University.
- F. Faculty, ADMINISTRATIVE STAFF, and student participation in the process of screening and evaluating . . .
- G. It is recognized that students, faculty members, ADMINISTRATIVE STAFF, CENTRAL ADMINISTRATION, and trustees have legitimate concerns about all aspects of the University. . . .

ARTICLE II

Section 1 - Membership

The people who create and maintain the University constitute the University Community. There are SIX broad heterogeneous and yet identifiable groups within this Community: students, faculty, CENTRAL ADMINISTRATION, ADMINISTRATIVE STAFF, AND CLASSIFIED STAFF.

Section 3 - The CENTRAL Administration

For the purposes of University governance as specified in this Charter, the CENTRAL ADMINISTRATION of the University Community shall consist of THE PRESIDENT AND THE VICE-PRESIDENTS (omit remainder of the sentence). The holding of faculty rank shall not alter or in any way affect this definition of the CENTRAL ADMINISTRATION. It is understood that, when appropriate, these members of the CENTRAL administration shall serve as the representatives of all those persons, both academic and non-academic, whose activity is supportive of and a pre-condition to the general activity of the University.

Section 4 - THE FACULTY (omit "University" preceding "faculty" in all parts of this section)

For the purposes of this Charter, the faculty shall be composed of ALL PERSONS WHO HOLD FACULTY RANK AND SIGN A FACULTY CONTRACT, IRRESPECTIVE OF PRESENT DUTIES. THE ONLY EXCEPTION SHALL BE THOSE MEMBERS OF THE FACULTY WHO ARE DEFINED BY THIS CHARTER AS CENTRAL ADMINISTRATION.

(Delete sub-sections 1 and 2)

Section 5: - ADMINISTRATIVE STAFF (substitute entire paragraph)

FOR THE PURPOSES OF THIS CHARTER, ALL PERSONS SIGNING AN ADMINISTRATIVE STAFF CONTRACT ARE MEMBERS OF THE ADMINISTRATIVE STAFF, IRRESPECTIVE OF PRESENT DUTIES. THE MEMBERS OF THE ADMINISTRATIVE STAFF SHALL HAVE THE AUTHORITY TO ESTABLISH AN ELECTIVE REPRESENTATIVE BODY KNOWN AS THE ADMINISTRATIVE STAFF COUNCIL IN ACCORDANCE WITH THE ADMINISTRATIVE STAFF CHARTER (SEE ARTICLE XV). THE ADMINISTRATIVE STAFF SHALL HAVE THE OPPORTUNITY TO PARTICIPATE AND ASSIST IN UNIVERSITY GOVERNANCE IN ACCORDANCE WITH THE PROVISIONS SET FORTH IN THE VARIOUS ARTICLES OF THIS CHARTER.

Section 7: Shared Responsibilities

Certain responsibilities are shared in varying degrees by all SIX of the basic groups of individuals within the University Community; these include (a) providing opportunities for participation in governance and policy issues; . . . (retain the remaining lettered items of this section)

Section 8: Faculty Meetings

(This section would seem to be belong within the article on the Faculty Senate.)

ARTICLE III

Section 2 - The President's Panel

Line 6: . . . and up to TWO other MEMBERS OF THE CENTRAL ADMINISTRATION OR THE ADMINISTRATIVE STAFF as shall be designated by the President; the chair, vice chair, and secretary of the Faculty Senate, THE CHAIR AND CHAIR-ELECT OF THE ADMINISTRATIVE STAFF COUNCIL . . .

Section 3 - Appeals Concerning Charter Provisions

page 3 of Article III, line 5 . . . to the entire faculty AND ADMINISTRATIVE STAFF by mail.

ARTICLE VI

Section 1 - General Provisions

page 1 of Article VI, line 7: . . . President of the University. THE COMMITTEE ON COMMITTEES SHALL BE COMPOSED OF MEMBERS OF THE FACULTY AND THE ADMINISTRATIVE STAFF.

page 2 of Article VI, line 4: . . . SEC and administrative STAFF personnel . . .

page 4 of Article VI, line 3 . . . of the Faculty Senate, THE SECRETARY OF THE ADMINISTRATIVE STAFF COUNCIL, . . .

ADMINISTRATIVE STAFF COUNCIL
Special Meeting, February 1, 1983

PRESENT: Appolonia, Brewer, Buford, Caldwell, Colvin, DeCrane, DeRosa, Dickinson, Fitzgerald, Glick, Gordon, Hamilton, Hart, Hayward, Lenhart, Litwin, Lloyd-Sladky, Martini, Roller, Schultz, ScottBey, Stickler, Treeger, Weiser

Chair Cary Brewer called the meeting to order at 12:00 noon in the Alumni Room. He explained that this special meeting had been called because President Olscamp had requested a decision from the ASC concerning whether the group wished to support the proposal that the University "pick up" the employees' PERS payments. Dr. Richard Eakin, Executive Vice Provost for Planning and Budgeting, was present to explain the proposal and to answer questions.

According to the plan, the University would begin paying the 8.5% of the salary that is presently paid into the retirement system by each employee. This plan would apply only to contract PERS employees. Dr. Eakin explained that the 8.5% portion of each person's salary would, for purposes of State and Federal taxes, not be considered as income; each person's taxable income would, therefore, be reduced by 8.5% for State and Federal tax purposes. For calculation of city tax and for internal bookkeeping (e.g., percentage salary increases) the salary will include the 8.5%. The money set aside in this manner becomes taxable when the employee retires and begins to collect the accumulated funds or when a person leaves PERS sponsored employment and opts to withdraw the money contributed.

For those employees who have a tax deferred annuity, the maximum allowable contribution to the annuity will be based on the reduced salary. There may, therefore, be some disadvantage in this plan for employees who are now contributing the maximum 20% into an annuity and who are gaining income from the annuity investments greater than their "income" will be from the PERS pick up. There were questions about how this procedure would actually affect take home pay. Dr. Eakin said the take home pay would increase, but the amount is dependent on each person's tax bracket and on individual circumstances.

If adopted, the procedure will be mandatory for all employees, and it will be effective with the February 20 checks retroactive to January. Present plans are that the February check will contain the January adjustment. By March the checks will reflect the final adjusted new rate.

There was discussion about whether there would be a significant disadvantage for anyone if the plan were adopted. The general feeling was that some might be advantaged more than others, depending on income level, tax bracket, and annuity participation.

Concern was expressed that the issue had arisen so unexpectedly and a quick decision was being requested. It was explained that although Faculty Senate had proposed this plan some time ago, it was only in recent months that the Attorney General's decision has made the procedure possible for faculty and even more recently that the decision was given that PERS employees could be included.

Chair Brewer asked whether a vote was desired today or whether Council members would prefer to delay until a future meeting. It was decided to vote at this meeting. It was then moved by Thomas Glick and seconded by Wayne Colvin to endorse the proposed University pick up of the 8.5% PERS contributions. The motion carried with one negative vote.

Norma J. Stickler

Norma J. Stickler, Secretary

NEXT MEETING: Thursday, March 3, 1983 1:00 to 2:30 in the Board Room of the Alumni Center.

ADMINISTRATIVE STAFF

AGENDA

February 8, 1983, noon-1:30 p.m.
Canal Room, University Union

- 1. Meeting date/time
 - a. Executive
 - b. ASC
- 2. Ferrari Award *go with initial Comm. - go for deadlines*
- 3. AGFA-representative *- Judy Kolbr*
- 4. Committees to be named
 - a. Merit Evaluation *Part time staff comm.*
 - ~~b. Compensation Study~~
 - c. By Laws/including voting procedure
 - d. Faculty Senate-Board of Trustees
 - e. Involvement with Faculty Senate
 - f. Involvement with Classified Staff
 - g. Administration-Staff Library Privileges-
 - ~~h. Handbook~~ *webpage Financial Engineering*
- 5. Issues
- 6. Communication about
 - a. Charter
 - b. "Roller" Memo
 - c. General information exchange
 - d. Information about PERS
 - e. Minutes of past meeting

*Agreement of
AS to Staff Comm*

Issues

Feb 22 - 12 Noon

*1st Thurs of Each Mon
March 3*

*Exec Ind 4th Tues
noon*

ADMINISTRATIVE STAFF

AGENDA

February 22, 1983, 12:00 - 1:30 p.m.
Canal Room, University Union

1. Approval of Minutes
2. Announce AGFA Representative - *Judi Rollee*
3. Agenda for March 3, 1983, Meeting
4. General Discussion
5. Information on Budget Process from Faculty Senate
6. Introduction of Phil Mason

Meeting Evaluation - Faculty Senate 80-80

Agenda:

Organizational - Committee structure

Handbook Change

Charter Change

ADMINISTRATIVE STAFF COUNCIL AGENDA
Thursday, March 3, 1:00 p.m., Mileti Alumni Center Board Room

1. Meetings
 - a. Future dates and other points from the minutes
 - b. All meetings will start promptly at _____ and end at _____
 - c. Format
 - 1) approval of minutes
 - 2) regular reporting committees
 - 3) old business
 - 4) new business
 - 5) general discussion
 - 6) end
 - d. Plan
 - 1) delegate responsibility
 - 2) employ talents of membership

2. Brief Reports
 - a. Handbook
 - b. Academic Charter revision (see attached)
 - c. Ferrari Award

3. Committees
 - a. Welfare
 - b. Merit
 - c. Bylaws
 - d. Professional Development

4. Issues
 - a. Voting Procedure
 - b. 80/20 merit issue

5. General discussion

MAR-3 1983

DEAN OF STUDENTS

ADMINISTRATIVE STAFF COUNCIL
March 3, 1983

PRESENT: Appolonia, Brewer, Buford, Colvin, DeRosa, Fitzgerald, Gordon, Hamilton, Hart, Kepke, Lenhart, Lloyd-Sladky, Martini, Morgan, Roller, Schultz, ScottBey, Stickler, Weiser

The meeting was called to order at 1:00 by Chair Cary Brewer. Mr. Brewer outlined the procedures and format he would like to follow for future meetings. Meetings will be held the first Thursday of each month and will begin promptly at 1:00 and end no later than 2:30. The meetings will be generally informal; however, formal motions and approval of minutes will be a part of proceedings in order to provide sufficient records of action taken. It was moved by Joan Gordon and seconded by Charles Schultz that the minutes of February 1 be approved. Motion carried.

Judi Roller requested that the Council consider endorsing the goals of the report on the Status of Women and Minorities at BGSU. Mr. Brewer asked that such a vote be deferred until the Executive Committee has discussed the report. A proposal will then be brought to the whole Council. The full report has been published in the January 17 issue of the Monitor.

In concluding his remarks about procedures for meetings, Mr. Brewer said he expects that much of the work of the Council will be accomplished through delegation of tasks to subcommittees. Council members with expertise or interest in certain areas may wish to participate on any of the subcommittees as they are established. Members are encouraged to bring before the Council issues which they or their constituent groups wish to have discussed.

Administrative Staff Handbook

Chair Brewer outlined the status of revisions to the Administrative Staff Handbook. Last spring a committee was appointed to revise the Handbook. This committee completed its work in June, 1982 and forwarded the revision to President Olscamp. In January, 1983, Philip Mason asked that representatives of the original committee and of the Administrative Staff Council meet to make any further changes deemed appropriate. This committee, composed of Harold Smith, Norma Stickler, Cary Brewer, Gregg DeCrane, Joseph Martini, and Deborah Weiser, sent its recommendations back to Mr. Mason. Mr. Mason has since met with representatives of that committee and with George Postich of the President's Administrative Council to discuss certain policies in greater detail. It is expected that the final draft will now be reviewed by the President's Administrative Council and will be forwarded to the Trustees this spring.

It was moved by Richard Lenhart and seconded by Zola Buford that all future revisions to the Handbook will be reviewed by the Administrative Staff Council. The motion was approved unanimously.

Academic Charter

Hearings are still in progress on revisions to the Academic Charter. ASC's recommendations were distributed to all Council members. Mr. Brewer will make arrangements to have on reserve in the library documents such as the full Charter revision proposal which would be of interest to the full membership but are too bulky to duplicate in quantity.

Committees

Ferrari Award. Nominations are due April 1. Advertisements have been placed in the BG News and notices have been sent to all members of the administrative staff.

Establishment of other committees. Cary Brewer asked for volunteers to serve on four committees: welfare, merit, bylaws and professional development. Those volunteering are listed below. (Some absent members sent their names in prior to the meeting.)

Welfare: Patrick Fitzgerald, Joyce Kepke, Richard Lenhart

Merit: Susan Caldwell, Wayne Colvin, Joan Morgan, Charles Schultz

Bylaws: Joseph Martini, Judi Roller, Larry Weiss

Professional Development: Joan Gordon, Kathleen Hart, James Litwin

The Committees were asked to organize by the April 7 meeting of ASC. Any absent Council members who wish to serve on a committee should call one of the listed members.

Voting Procedure on Issues Before the Council

Mr. Brewer asked if the Council wished to establish any guideline regarding whether a vote may be taken the first time an issue is discussed at Council. Some members felt that there may be issues requiring more information or that may require polling of constituents before taking a vote. Other issues may not require such a delay, particularly when pertinent materials have been supplied prior to the meeting. A motion to table is always possible if the members feel the need to delay voting. It was the consensus of the Council that votes may be taken on first discussion of an issue and that a motion to table may be made whenever a member feels a vote should be postponed.

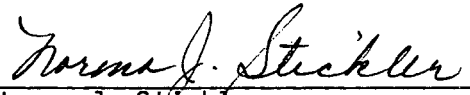
80/20 Across-the-Board/Merit

Faculty Senate appears to be ready to endorse an 80/20 decision basis for 1983-84 salaries, and Chair Brewer asked the Council members if they wished to endorse 80/20 or a different distribution. Zola Buford expressed concern that if the administrative staff is evaluated on a different percentage basis this year, some of the merit monies may not be equitably split between faculty and staff. Other Council members agreed that the recommendation on changing from 80/20 should be delayed until evaluation procedures for meritorious performance have been established.

It was moved by Wayne Colvin and seconded by Patrick Fitzgerald that until a recognized and established method of evaluation is in place for at least one year which includes specific guidelines for merit raises, the salary package should remain 80/20. Mr. Colvin said many areas have no system for performance evaluation and this process is needed before merit evaluation can be instituted. Some areas do have a system of performance evaluation, but it is not always consistent from one year to the next. There was brief discussion of the difficulty of constructing an evaluation instrument that would be applicable to all members of the administrative staff. Some general

factors might be common to most staff members such as preformance of regular duties, quality of supervision, professional development activities, and user/client evaluation. There was further discussion of the motion and opinion expressed that the Council should only vote on the 80/20 issue. Charles Schultz then moved to amend the motion to delete the reference to one year. There was no second. A vote was taken on the main motion. The motion was defeated. It was moved by Wayne Colvin and seconded by Joan Gordon that the Administrative Staff Council support 80/20 across-the-board/merit for determination of the salaries of fiscal year July 1, 1983 through June 30, 1984. Motion carried.

Meeting adjourned.



Norma J. Stickler
Secretary of Administrative Staff
Council

NEXT MEETING: Thursday, April 7, 1983, Assembly Room, McFall Center

ADMINISTRATIVE STAFF COUNCIL
AGENDA

April 7, 1983

1:00 p.m.-Assembly Room-McFall Center

- 1. Academic Charter Update - *April 12 vote*
- 2. Budget *\$1300*
- 3. Monitor - Women and Minorities all have received a copy of the Monitor article
- 4. Update from Committees (five minutes each)

Please plan to set close to the front of the assembly room because of the poor acoustics.

ADMINISTRATIVE STAFF COUNCIL
April 7, 1983

PRESENT: Bob Arrowsmith, Cary Brewer, Zola Buford, Susan Caldwell, Wayne Colvin, James Corbitt, Gregg DeCrane, Karen DeRosa, Derek Dickinson, Thomas Glick, Joan Gordon, Kathleen Hart, Robert Hayward, Joyce Kepke, Richard Lenhart, James Litwin, Janice Lloyd-Sladky, Joseph Martini, Joan Morgan, Judi Roller, Marian Ronan, Charles Schultz, Norma Stickler, James Treeger, Deborah Weiser, Larry Weiss

The meeting was called to order at 1:00 by Chair Cary Brewer. He briefly summarized the meeting of the Executive Committee with Betty van der Smissen, chair of the Academic Charter revision committee. The meeting is also summarized in the minutes of the Executive Committee. The charter of the Administrative Staff Council will be a part of the documents contained in the revised Academic Charter packet.

A budget request for the Administrative Staff Council will be processed through the new budgeting procedure. The request will be for approximately the same as this year's allocation.

Report on the Status of Women and Minorities

Chair Brewer drew attention to the report from the Ad Hoc Committee on the Status of Women and Minorities, as reprinted in the January 17 issue of the Monitor and asked if Council wished to make a formal response to the Report. It was moved by Norma Stickler and seconded by Richard Lenhart that Administrative Staff Council, by its bylaws, procedures, and actions, strongly support equality of opportunity for all members of the University community. The intent of the motion was to broaden the Council's commitment beyond the boundary of the Report. During discussion the opinion was expressed that more specific statements will be necessary if progress is to be expected toward the goals of the Report. With the understanding that specific steps should be proposed via a new motion, a vote was taken on the original motion and the motion was defeated. After further discussion of whether the Council should give support to the Report as presented or make separate recommendations, it was suggested that a subcommittee of the Council could draft a statement of recommendations for consideration by the Administrative Staff Council at the next meeting. It was moved by Bob Arrowsmith and seconded by Joan Gordon that Administrative Staff Council express its endorsement of the report of the Ad Hoc Committee on the Status of Women and Minorities and that ASC establish a subcommittee charged with responsibility for formulating recommendations directed toward the improvement of the status of women and minorities on this campus. The motion was approved. The subcommittee will be chaired by Judi Roller; other members are Zola Buford, Susan Caldwell, Richard Lenhart, and James Corbitt. James Litwin reported that the Ad Hoc Committee, of which he is a member, has sent a list of 20 specific action steps to President Olscamp.

Committee Reports:


Merit. Joan Morgan said the Committee has organized and is in the process of collecting sample evaluative instruments.

75
Professional Development. James Litwin reported that the Committee will be considering several possibilities for developmental activities, and he asked each Council member to submit the one priority each would propose for professional development.

Bylaws. Judi Roller indicated the Committee is collecting information and has begun discussion of committee structures and amendment procedures.

Ferrari Award. Gregg DeCrane said thirteen members of the administrative staff have been nominated for the Ferrari award. A selection will be made by May 1.

A question was raised by Wayne Colvin about whether the Council might wish to meet twice a month instead of once. This question will be given further consideration by the Executive Committee and the Council.



Norma J. Stäckler, Secretary of
Administrative Staff Council



Bowling Green State University

Office of Registration and Records
Bowling Green, Ohio 43403
1 (419) 372-0441
Cable: BGSUOH

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April 29, 1983

MEMORANDUM

TO: Administrative Staff Council

FROM: ASC Subcommittee on the Status of Women & Minorities.
Zola Buford
Susan Caldwell
Jim Corbitt
Dick Lenhart
Judi Roller *JR*

RE: Recommendations

After meeting and considering the January report on the status of women and minorities, we developed the following recommendations which we would like ASC to consider over the next month for possible discussion at our June meeting.

A primary objective should be to distribute responsibility among other ASC committees so that issues concerning women and minorities do not become solely the province of our subcommittee. We suggest that to assist in reaching this goal, we be regarded as an ad hoc standing committee. Specific recommendations for the Professional Development Committee and the Merit Committee are the following:

Professional Development: 1) institute a series of on-going career development seminars for women and minorities in entry and mid-level management positions 2) contact minority and female graduates through the Alumni and Development office to invite them to return to campus to speak 3) conduct seminars on the issues of racial and sexual harrassment

Merit: 1) Add questions concerning the status of women and minorities to office self-studies (e.g. Are employees treated equitably? Do the employees in turn treat minority and female clientele equitably? Does the office actively recruit women and minorities?) 2) Consider rewarding offices demonstrating positive behavior by increasing their operating budgets 3) Consider rewarding individuals who attend human rights seminars 4) Add questions regarding positive, anti-racist and anti-sexist behaviors to administrative staff evaluation forms on an experimental basis for a year.

Other suggestions are that: 1) an orientation program be developed for classified employees through Personnel Support Services to help identify situations typical of sexual and racial harrassment. Consideration should be given by appropriate groups to organizing a similar program for new faculty and administrative staff 2) an index or survey should be developed, perhaps by Institutional Studies, to mark progress over time toward a better climate for women and minorities.

If you have questions, please feel free to contact any of us.

JR:ns

Committee issues report on women, minorities

A University-wide appraisal of the status of women and minorities on campus has been completed by a steering committee appointed last January by Interim President Michael Ferrari.

The Steering Committee on the Status of Women and Minorities, chaired by Suzanne Crawford, affirmative action, and including Dr. Rolando Andrade, ethnic studies; Dr. James Litwin, institutional studies; Dr. Denise Trauth, radio-TV-film; and Dr. Winifred Stone, graduate college, has issued a report and recommendations based upon its findings. The entire text of that report is printed below.

In a memorandum to President Olscamp, members of the committee noted that "the report provides a philosophical and conceptual framework intended to give guidance to actions, recommendations and any further study of the status of women and minorities.

"Committee members believe this report provides a starting point for an institutional strategy to improve the status of women and minorities on campus."

Olscamp has responded to the report in the following memorandum to the University community:

January 17, 1983

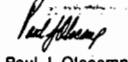
To All Members of the University Community

This issue of MONITOR is devoted to publishing in full the recent report by the Committee on Women and Minorities. Not everyone will agree with all the findings and recommendations of the report, but it does provide a serious occasion upon which all of us might reexamine our attitudes and our commitments to the goals of equality and justice for all. It is also suggestive that this report is being published near the birthday of Martin Luther King.

I would like to request members of the University community who have specific suggestions about how the goals of the report might be implemented upon this campus to send those suggestions to my assistant, Mr. Philip Mason, President's Office, Room 220 McFall Center.

I would also like to express my appreciation to the members of the committee for the hard work and thoughtful care which they have exhibited in the preparation of this report.

Cordially,


Paul J. Olscamp
President

Bowling Green State University can achieve excellence as an academic community only if the status of women and minorities is improved. Based on a series of hearings with diverse offices and individuals, it is the judgment of the Steering Committee on the Status of Women and Minorities that the prevailing climate is the result of longstanding patterns of discrimination and prejudice, some of which are overt and open, but many of which are more subtle and less visible. While many responsible and positive efforts have been made over the last decade at the University, those efforts have not resolved the problem. Therefore, the following actions are unanimously recommended by the Committee on the Status of Women and Minorities:

- 1) The President and all other person in positions of leadership take strong public stands that the quality of life for all members of the academic community is an essential concern of the University and that sexist and racist behaviors will not be tolerated.
- 2) Questions addressing the status of women and minorities be included in all University evaluations.
- 3) Bowling Green State University must take an active role in breaking the silence which perpetuates racism and sexism.
- 4) Incentives be developed to change attitudes among faculty and staff. Positive and responsible behavior must be defined and tied to merit systems at each University level.
- 5) An established unit of the University shall have broad and substantial responsibilities for defining and monitoring the achievement of a humane climate for Bowling Green State University.

Introduction

In January, 1982, Interim President Michael Ferrari requested an appraisal of the status of women and minorities on the Bowling Green State University campus.

The appraisal was to include, specifically:

- the University's on-going

- employment practices in the recruitment, hiring and compensation of women, Blacks, Hispanics and others covered by applicable equal opportunity/affirmative action regulations, as well as their working environment,
- the University's success in attracting minority students and women into academic fields of preparation that might have been different from the historical patterns of participation of many of these students,
- the quality and efficiency of various academic support services, especially for women and minority students,
- and other aspects of the general educational, cultural and interpersonal climate for women, Blacks, Hispanics and other minorities on campus.

Procedure

Suzanne Crawford, acting director of the Office of Equal Opportunity Compliance, coordinated the preliminary study in consultation with Rolando Andrade, associate professor, Ethnic Studies; Susan Arpad, director, Women's Studies; Sally Kilmer, Equal Opportunities Commission, chairperson; Winifred O. Stone, associate dean and director of Graduate Admissions; Denise Trauth, chair of Radio-TV-Film; and James Litwin, director of Institutional Studies. During the spring and summer of 1982, the steering committee developed a procedure and established a structural framework for conducting the inquiry. The general operating approach followed a three step design: first, a series of organizational meetings to focus the inquiry; second, a series of interviews with the University administrative staff and organizations that have on-going responsibilities for women and minorities; third, the acquisition of supplemental data relevant to the preceding concerns. The following administrative staff and organizations accepted our invitation to appear before the committee:

1. Campus Safety and Security
2. Dean of Students
3. Graduate Student Senate
4. Housing Office
5. Latin Student Union Adviser
6. Office of Educational Development
7. Panhellenic and Interfraternity Council
8. Personnel Steering Committee
9. Placement Office
10. Residence Life
11. Standards and Procedures
12. Student Development Program
13. Third World Graduate Students
14. Undergraduate Student Government
15. Women for Women

The recorded interviews were conducted from March 1, 1982, through September 3, 1982. The following questions were constructed and presented to staff and organizational representatives:

1. What is your assessment of the current status of women and/or minorities in your area?
2. What concerns and/or problems are you aware of concerning women and/or minorities?
3. What specific advances by women and/or minorities have you observed? Have they been continuous?
4. What has been the pattern of participation of women and/or minorities in your area?
5. What specific programs for women and/or minorities would you recommend? Explain.
6. Do you have any suggestions or proposals for the study of the status of women and/or minorities?

In addition to the interviews, the Committee pursued quantitative evidence from other areas. Thus, whenever possible, the data extends beyond the attitudinal and the individual experience to relevant objective evidence.

Data From Interviews

The Committee found, through these various meetings, that sexist and racist behaviors are frequently apparent at Bowling Green State University. In the whole series of meetings, there was only one in which the individuals being interviewed did not believe that there were major problems of sexism and racism at BGSU. While they ascribed a variety of reasons for the problems' existence and a variety of solutions for the problems, few of the individuals interviewed felt that the problems were insoluble. Recurrent themes were echoed. Intensity and convictions of the representatives indicated that problems were widespread.

Among minority students, there was a marked reluctance to appear before the committee. The reasons lie in two companion concerns: hopelessness and the futility of challenging the status quo. Virtually, every minority began with an expression of anticipated frustration and futility. Several minority students suggested that others could not be persuaded to attend because it was hard to take seriously the notion that the University was committed to change, rather than using the inquiry as a substitute for action. Even among those who overcame their doubts, the committee sensed anxiety about the consequence of speaking out, although all participants were assured of anonymity. Still others were motivated to speak out. Typical was the respondent who declared:

We really had a lot of problems as to whether we would even appear before the committee, even after we got the announcement, because there's a rather general feeling — some might even say a consensus within the organization — that this is just another committee. The reports get made, recommendations get made, and we never hear anything from them.

Consequently, the attitude of futility and despair was the first and most general impression which the committee elicited. We have chosen to allow some other of the participants of these interviews to tell their own stories to illustrate both the diversity and the consistency of the evidence we found.

(Anecdotes are drawn from the interviews and have been edited so the respondents may not be

I have a female friend who was taking a class on campus and as it turned out it was largely women in the class — there was one man in the class. And the professor said that he would be happy for any women in the class to come up and sit on his lap and they could discuss this topic more intimately. Directly! In class!

student
If you recruit a Black student to Bowling Green — This is a different environment here. Where can the Black students socialize in the city of Bowling Green? They have to go to Toledo or they use the Amani Room. If they do go downtown they get hassled. We know it — the complaints are coming from downtown if they go downtown. The students are having a difficult time; we have to have some kind of socialization thing here. So when the students come here sometimes we get panicked. A lot of the minority students won't pick Bowling Green for that fact of their socialization — they just don't feel acceptable. So then we panic — we go out and grab whatever we can grab without really screening for the best student that we can get. And that's all I'm trying to say. I'm just trying to be very honest about it. I can't hardly believe that some of the students that I've dealt with are here at a college or higher education institution. I really can't believe it.

—administrator

During the Take Back the Night march, there was a sign that said SCORE and Women For Women got a letter from the men in that dorm, to assure us that that was not a sign that meant "score" in terms of raping a woman. It meant that they rate women as they walk by on a scale from one to ten. That's what SCORE is ... comforting!

—student

I vividly remember my first quarter here. After having been asked by a foreign student for a few more minutes on an exam so that she could translate the English to her native language and put it back in English, a professor took the occasion to give a dissertation on the effect of foreigners and Third World students — people who came to the University with special circumstances — to say that if he were to do that, it would bring education to a grinding halt.

—student

Question: Do you feel that women, men and minorities are equally well prepared ... ?
Answer: It comes down to the basic individual. I think women are more timid, reticent in their answering the questions, less sure of themselves, if I were to draw any parallels, working both with men and women, regardless of race. It's difficult for them to define their goals. It's difficult for them to decide between a career or a personal life. Sometimes they're not serious about their career ... They're rather hesitant in decision-making and they're very unrealistic about the competition in the various majors as it applies to the real world.

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Answer: But in reverse, they are better qualified gradewise.

—administrator

From my standpoint the situation hasn't changed. Most of the time it takes a little match to get the fire lit. Right

Continued on page 5

Women and minorities

Continued from page 4

now, say, the logs, the newspapers, everything is in place — all it takes is a match to light the bonfire. For the most part, it's an annual joke. I think that's the way the University views it — that every spring we're going to have some type of demonstration so let's prepare for it. If we can ride it out 'till the end of spring quarter, it'll be over with, students will go home, and we'll deal with a whole new setup for the summer.

Most of the supervisors that I did talk to were older men and the majority of them feel women's place is in the home. I mean it, this is what they told me. They feel women should be staying home; they should not be out taking a job away from a man. And they feel a man should be paid enough money so that his wife should not have to go out and work.

It has been assumed almost by definition that Hispanics have no place at the University and those who are here have to be grateful and kiss the hand of the employer — the University, if you will. The current status of minorities — Blacks and Hispanics — as I see it, is marginal. They are here simply by the executive fiat of somebody, but not because they belong here. . . . The major problem that we have in this area is the apathetic attitude, or the attitude that there are no Hispanics here at the University. We look at them and we don't see them. They are there, but we are not really here. . . .

I am definitely a token; there is no doubt about it. . . . I am very upset — I have been for years — about the fact that I am a token.

This past week, in a residence hall, we had a couple dating — and this is happening more than we like to see it — it's coming out more every year — where the boyfriend beats the girlfriend. The girl's roommate protested this beating and he beat her also. Neither girl would file charges.

Co-ed halls have a tower damage rate than men's halls. There is one catch to it. . . . Because you merely transfer the damage that the men are going to do to wherever you send them. So, for example, if you take an all men's hall and you put a floor of women in there and you take those men and you put them in a women's hall, automatically the damage goes up wherever you send the men.

The picture of Bowling Green State University that emerges from these illustrations is that of an environment in which many minority students are not made to feel comfortable; many foreign students treat female students as sexual objects at best and, at worst, as outlets for their violence and aggression. People engage in stereotypical sexist behavior whether it be in the classroom or office; and many minority members of the community feel that their concerns are ignored.

Some people recognized that there was a problem, but thought that since there had been no intent to create the sexist or racist situation, the situation was "natural."

Our office is all women except for the boss. . . . As far as feelings, as far as hiring anybody in particular, I don't think there's any animosity as far as hiring men or women or

minorities or whatever. It's simply that's the way it's worked out.

If we recruit students in areas just to fill a quota — if that's what we're going to do — we have a difficult time because many of the people that may be recruited will have a difficult time. . . . We can't expect them to handle a college program when they had a very difficult time in a high school program. We turn them loose in their courses here and they're very frustrated — and then it turns into a real problem here at the campus. The student becomes very frustrated. I mentioned the language barrier. A student from the street. We bring them here to the University and we expect them not to use a four-letter word in their terminology when that's their environment, it happened that way, that's the way they grew up. We've got to give them time. . . . It took years for them to grow up in that environment.

I feel there's possibly another type of minority; I feel that's a religious minority. I do not normally tell people at all about my religion. I feel it's really basically none of their business; it should have absolutely nothing to do with the way I work. But yet, as soon as I am hired it seems that everybody in the world knew about it and I was hurt a great deal by the prejudice I had because I happen to be X (religion). . . . The environment I work in has made it extremely difficult for me.

Response: I, too, happen to be X (religion). I've not run into anything of that nature. I have heard sly remarks and, of course, the stereotype of X (religion) people. . . . Perhaps you may be a little extra sensitive.

Others felt that the problem was societal, therefore, the University should not be held responsible for ameliorating the situation.

Question: To throw the problem back on the people who bear the brunt of the problem is a problem in itself.

Answer: The problem may be the organization itself. How would you like to be an individual in a position of power and an organization comes up and literally attacks you every time you move? Without any communicative process, they gripe about all the ills of the world — they put it on your shoulders. Since when is an administrator of Bowling Green State University the super power of the world?

Many people said that the University has not made a large enough commitment to creating an environment in which women and minorities are encouraged to achieve academic and personal excellence. Some focus on inadequate physical support of these goals.

Part of the problem is numbers. There are just so few minorities on campus and in the residence halls — they're spread everywhere. The impact of the numbers we have, I think, is minimal, though I do think there is a lot more consciousness now.

Question: How does your office help these women?

Answer: One-on-one and in groups. . . . Now we had to cut back on group presentations this year because of being down to X professional staff members.

Others point to the lack of a clear and consistent mandate that the achievement of an equitable and human climate is a top priority

Without this direction, faculty generally have little commitment to these goals. Students are not encouraged to speak out.

I think it has always been for me one of the most negative features that I've seen develop in this institution in the years that I've been there and that is the 9-to-5 attitude that the faculty takes about their job. They don't go into the residence halls — attempts to get them into the residence halls typically fail. . . . Generally, the faculty do not seem to welcome that personal interaction. Hell, they won't even advise them. . . . The crucial issue for me is that when your education appears to be even moderately personalized, it's my own view that you develop much more of a sense of community, and the more you develop a sense of community, the less likely you are to, in a sense, get involved in disruptive activities, disorderly conduct, and that sort of stuff.

The kinds of things that we're trying to do are undermined by the silence that the rest of the University maintains. Because the students come here and they are afraid. . . . For the most part they haven't grown up in families that are politically active or accustomed to speaking out. They don't even listen so much to what you're saying — they're afraid of the noise. I think it's real important for other people to feel that their jobs are not at stake if they speak out on those issues.

Individuals who are victims of racism and sexism experience too little support in their efforts to change the environment. In all the times the committee met, no group addressed the concerns of minority women.

It all has to do with who she thinks she is as a woman and that is what needs to be addressed all down the line. Once she thinks that as a woman she is a full human being, with all that that means, she can say "no" to a guy in a bar; she can say "no" to a guy in a classroom; she can say "no" to her professor; she can say "cut that out" to the professor who's winking at her. I feel that they're all tied in together. . . . The problem is that women come here, they have a low self-image, they don't feel that they have any status in society, that that's been drilled into them by their families, the media, etc., and they come here and nothing is here that tells them differently except in rare isolated moments — they might end up in Women's Studies courses, they might end up at a Women for Women meeting by accident, but there's nothing in terms of the University as a whole and officially that says to them — "hey, you are a full human being just on your own!"

Institutional practices have developed without any conscious racist and sexist intent which, nonetheless, tend to place or keep women and minority groups in a subordinate position. Hence, it is the committee's view that institutional racism and sexism — including that which is not necessarily conscious or deliberate — plays a critical role in the continuing pattern of ethnic and sexist inequality at Bowling Green State University.

Reasons For Not Taking Further Action

Racist and sexist behaviors are not easy to stop. It will take a second and third effort on the part of the University to make further progress on this goal. The easy work has already been done. The following have been established: the Affirmative Action Office, the Student Development Program, Project

Search, the Human Relations Commission, the Ethnic Studies Department, the Women's Studies Program, Women for Women, Third World Graduate Association, Black Student Union, Latin Student Union, Asian Roots, World Student Association. These are programs and offices that are visible signs to the rest of the University and to interested groups that the University has responded. We believe these are generally effective offices, but their very existence is the double-edged sword that is found in almost all institutions that designate certain offices to address these concerns. The ghettoization of these concerns creates the impression that other offices can go about their own business.

The strides that we have made also disguise many of the problems. The problems have become hidden, less obvious and some have been dealt with, but the great remainder are basic. The second generation of reforms and changes must be made. They must be just as dramatic and visible as the first, perhaps even more so because they must be sweeping in nature and institutional in scope. They will be more difficult for others to accept because they will cause more change and will cause everyone to examine his or her behavior. These issues can be overlooked because the general environment will not demand that they be addressed and many people will not hold us accountable. In fact, they will give us many excuses to devote our energies to other concerns. These excuses are provided by:

1. The federal government, which is promoting an atmosphere of deregulation and governmental non-interference. Civil rights legislation and affirmative action policies will stay on the books but it appears that they need not be enforced, except when the most blatant behavior occurs. The OK to back off on institutional reform is being signalled. "People should be given the right to run their lives the way they want," it is said. Unfortunately, these lives include acts of discrimination, prejudice, violence, and other forms of hostile behavior. Along with the pruned of the budget and the promotion of the free market ethic, the role of government in shaping a civilized society is being de-emphasized. "It is not government's role to take on these causes. If people want to change they will change; if they do not want to change, government should not be employed to make them change." This is an interlude.

2. The local community, i.e., Bowling Green and Wood County, which has few Black people and other minorities (outside of Toledo, in all of northwest Ohio, there is only one township which has an indigenous Black population). Minorities are viewed as outsiders who are here to get an education and then leave, or they are seen as laborers in the field who are transients. This has been the local experience with minorities. Hispanics and other minorities sense this and feel they are treated as unusual and marginal people.

3. The University will have many other salient issues to deal with in the near future. Balancing the budget and maintaining enrollment will be two of these that will demand almost constant attention. The quality of teaching and advising and research productivity are all important. They will use up our energies. But what kind of environment will we have in which to carry out these tasks? There is a relationship between the quality of life in a scholarly community and the academic excellence of that community.

Options for Action

Here are the kinds of hard choices we will have to make:

1. We can maintain silence about various offenses that happen on campus. We don't have to embarrass anyone. We can deal with people in secret and we

ADMINISTRATIVE STAFF COUNCIL
AGENDA
MAY 5, 1983 - 1:00 p.m.
TOWN ROOM - UNIVERSITY UNION

1. President Paul J. Olscamp
2. Charter Update
3. Administrative Staff Status on University Committees
4. Committee Reports
5. Summer Meetings of ASC
6. New Business

ADMINISTRATIVE STAFF COUNCIL
May 5, 1983

PRESENT: Terry Appolonia, Cary Brewer, Zola Buford, Susan Caldwell, Wayne Colvin, James Corbitt, Gregg DeCrane, Patrick Fitzgerald, Joan Gordon, Linda Hamilton, Kathleen Hart, Joyce Kepke, James Litwin, Janice Lloyd-Sladky, Joseph Martini, Joan Morgan, Judi Roller, Charles Schultz, Jan ScottBey, Norma Stickler, James Treeger, Deborah Weiser

ABSENT: Bob Arrowsmith, Charles Coddling, Karen DeRosa, Derek Dickinson, Thomas Glick, Robert Hayward, Richard Lenhart, Marian Ronan, Larry Weiss

The Administrative Staff Council meeting was called to order at 1:00 by Chair Cary Brewer.

Announcements

Mr. Brewer informed the Council that Faculty Senate did not approve inclusion of consulting representatives of the administrative staff on Faculty Senate committees. Membership on University committees will remain as in the past. It was suggested that members of the Administrative Staff could be asked to indicate areas of interest so that selections to ad hoc committees can be accomplished readily.

Mr. Brewer said it will be important for the Council to meet during the summer on the regular once-a-month schedule. Extra meetings will be called if needed.

Report on Subcommittee on Status of Women and Minorities

The subcommittee distributed a list of recommendations for the Council's consideration. The recommendations were focused on ways in which the issues for improvement of the status of women and minorities could be included within the deliberations of other committees such as merit and professional development. Some revisions were suggested by members, e.g., that references to operating budgts and to departmental reviews did not really apply to individual merit.

Merit Committee

Wayne Colvin said the committee is still collecting and reviewing data. A questionnaire is planned to solicit opinions for general guidelines. Areas of concern include current salary inequities, status of the classification study, salary inequities compared to faculty with similar backgrounds, and consistent application of any common merit guidelines by the various supervisors. As a larger percentage of salary increment is devoted to merit, it may be difficult to define meritorious service for some members of the administrative staff.

Ferrari Award

Gregg DeCrane announced that the recipient has been selected and the award will be announced in August.

Professional Development

Reporting for the Professional Development Committee, James Litwin said he has talked to Bernie Rabin in the Faculty Development Center about the possibility of activities that would benefit administrative staff as well as

faculty. Dr. Rabin was enthusiastic about such arrangements; however, he will be resigning as director of the Center at the end of this academic year. Dr. Litwin reported on the survey conducted at the last Council meeting. The survey revealed that members were interested in opportunities for leaves, seminars, workshops, exchange programs, and support for travel to professional meetings. Plans are being developed for seminars next year. A source of funding for leaves will also need to be investigated.

By-Laws Committee

A rough draft of proposals will be ready in June

New Business/Discussions

Janice Lloyd reported that a day care center is being discussed by some University groups. If there are administrative staff members interested in establishment of such a facility, they should contact Sharon Stuart at the Health Center. Dr. Lloyd also said the Classified Staff Advisory Committee is organizing "wellness" programming and the Committee has invited participation by the Administrative Staff Council. The programming will include video tapes on such topics as stress management. The consensus of the Council was that Dr. Lloyd should convey to the Classified Staff Advisory Committee interest and support for the wellness programming.

President Olscamp

Dr. Olscamp had asked to be on the agenda to discuss certain topics and to answer questions. He said he has now approved the Administrative Staff Handbook, and it is ready for final printing. The proposed changes in benefits were not approved because it had been the President's intention that only editorial changes were to be made.

The first question asked of the President related to the status of the Classification Study. Dr. Olscamp said he now has three people reviewing it. Points of eventual evaluation will include how administrative staff salaries and benefits will tie to those of faculty.

Other comments and responses to questions--

- No budget has been approved for next year; therefore, no projection can be made on probable salary increases.
- Dr. Olscamp is now reading all the evaluative comments submitted to him on the vice presidential candidates.
- A new vice presidential position has been created--Vice President for Planning and Budgeting, to be filled by Richard Eakin. Financial offices (bursar, treasurer, business office) will now report to this new V.P.
- President Olscamp is concerned with relationship of four offices--Admissions, Registrar, Financial Aids, and Educational Development.
- Professional development activities for administrative staff should be viewed as essential in some cases, not as a luxury. He does not support a leave program for administrative staff based on a model like the faculty leave program. Leaves for staff should be approved only if job performance will be improved and if need has been demonstrated. Costs need to be analyzed.

- The President will be making an annual report to be published in July in which this year's accomplishments and next year's goals will be listed. Next year's goals will include revisions to the faculty leave program, developments in minority affairs, a fund raising campaign, and an increase in public contacts via a newspaper column and television appearances.
- Academic advising needs examination. Faculty Senate will be asked to evaluate the advising system and to investigate methods of evaluating teaching. Academic advising for athletes is also a concern.
- Very few complaints have been received about the semester calendar.
- The most pressing problem for the future is financial stability. Plans are needed based on enrollment decline, and new sources of funding need to be developed.
- President Olscamp expects Administrative Staff Council to be involved in several major campus issues, including recommendations on the offices of Admissions, Registrar, Financial Aids, and Educational Development. Other issues will involve computerization of financial aid records and plans for computer education for all students.
- Vice President for Student Affairs. Dr. Olscamp said he wished to clarify several points about the search process. He reported that: There were 188 applicants, none of whom had been nominated by anyone in the President's Office nor in any Vice President's Office.

The reduction from 188 to 17 was done without any advice from the President or Mr. Mason.

The reduction from 17 to 5 was done by secret ballot. The decision to use secret ballots was made by the committee chair. Mr. Mason was not present when the balloting took place.

The BG News over-emphasized Mr. Mason's attempts to assure that affirmative action principles were followed.

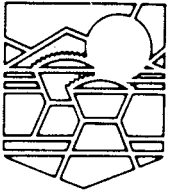
No letters have been sent to the President to complain about the search process. Only one letter has been sent to a Trustee.

All but one of the writers to the BG News were graduate students in the College Student Personnel Program.

Norma J. Stickler

 Norma J. Stickler, Secretary of
 the Administrative Staff Council

Cary - request for degrees.



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403

May 24, 1983

MEMORANDUM

TO: Members of Administrative Staff Council

FROM: Norma J. Stickler, Secretary *Norma Stickler*

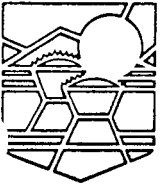
Because several Council members who were to present agenda items will be absent on June 2, it has been decided by the Executive Committee to cancel the June 2 meeting of Administrative Staff Council. One important pending item concerns goals and objectives for 1983-84 for the Council. A summary list as developed by the Executive Committee is enclosed. Please send any additional suggestions you have to me or to Cary Brewer prior to our regular July meeting.

June 15,

*Handbook to Trustees on File
Women & Minority Report*

Sue Caldwell in office

*Thurs. July 7, 1 pm
1st fl. Alumni Center*



Bowling Green State University

Dean of Students
Bowling Green, Ohio 43403
Cable: BGSUOH

May 31, 1983

MEMORANDUM

TO: Cary Brewer, President, Administrative Staff Council; Registrar
FROM: ^{Bob} Bob Arrowsmith, Associate Dean of Students
RE: Administrative Staff Council Goals, 1983-84

The following are suggested as possible goals/objectives for 1983-84.

1. Workshop on collective bargaining legislation after it becomes law in Ohio.
2. Conduct a study among appropriate colleges and universities to identify those with organizations similar to the administrative staff council. Develop a liaison/correspondence with those groups identified.
3. Develop a formal, organized relationship with the vice presidents in charge of the administrative areas. This could perhaps be joint, scheduled meetings of the executive committee and the vice presidents.

Additionally, I noted that Sue Caldwell has been appointed director of administrative staff personnel services. I believe it would be beneficial if Sue would make a presentation to Council concerning her responsibilities and to allow the administrative staff the opportunity to provide feedback to Sue on areas in which she could assist the staff.

rb

GOALS AND OBJECTIVES 1983-84

ADMINISTRATIVE STAFF COUNCIL

1. Increase visibility and improved public relations
2. Design/support instrument or questions for performance and merit review
3. Determine status of the classification study
4. Prepare for handbook revision regarding
 - a. professional or developmental leaves
 - b. supplemental retirement program
 - c. grants program
5. Complete by-laws for Administrative Staff Council Charter
6. Sponsor at least one professional workshop

GOALS AND OBJECTIVES 1983-84

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7. *Collective Bargaining Session -* *Box A*
See C.
Dick R.

Bowling Green State University

Administrative Staff Personnel Services

Functions and Services

Mission: To provide assistance and guidance to administrative staff members in all personnel-related matters.

- I. Coordination of Search/Screening Activities
- II. Employment
- III. Staff Counselling and Advising
- IV. Records Maintenance
- V. Benefits Administration
- VI. Staff Communications
- VII. Training and Professional Development
- VIII. Other Personnel Functions

AGENDA

Administrative Staff Council Meeting

Thursday, July 7, 1983 - 1:00 p.m.
First Floor of the Miletic Alumni Center

- 1. Consideration of the Report on the Status of Women and Minorities
- 2. Report from Sue Caldwell on Administrative Staff Personnel Services
- 3. Discussion of Goals and Objectives of the Administrative Staff Council for 1983-84

- Handbook
- Aug 26 meeting

MINUTES

Administrative Staff Council Meeting

July 7, 1983

Members present - Terry Appolonia, Zola Buford, Susan Caldwell, Wayne Colvin, Karen DeRosa, Joan Gordon, Linda Hamilton, Kathleen Hart, Robert Hayward, Joyce Kepke, James Litwin, Janice Lloyd-Sladky, Joseph Martini, Joan Morgan, Judi Roller, Charles Schultz, Jan Scottbey, and Larry Weiss.

Members absent - Bob Arrowsmith, Cary Brewer, Charles Coddling, James Corbitt, Greg DeCrane, Derek Dickinson, Patrick Fitzgerald, Tom Glick, Richard Lenhart, Norma Stickler, James Treeger, and Deb Weiser.

Others present - Peace Champion, Gardner McLean, and Linda Swaisgood

Subcommittee on Status of Women and Minorities - The subcommittee submitted a list of recommendations for the implementation of the Status Report on Women and Minorities. A good deal of discussion centered on the wording, prioritizing, and feasibility of the recommendations made. The subcommittee agreed to rework the suggestions and report back to the council at a future meeting.

Merit Committee - Wayne Colvin reported that the Merit Committee is formulating a survey to be circulated to all the Administrative Staff Members. The survey will address both the evaluation and merit issues, i.e. Is there a written evaluation? Is it done annually? How is the merit pool distribution to be handled? etc. The committee hopes to distribute the survey by September 6 with a return date of Spetember 20. Data are to be compiled by October 1 with a report mailed to the Administrative Staff Council by October 14. These dates are flexible and may have to be revised depending on the pressures of time. In addition the Merit Committee is working on an evaluation instrument. It was suggested that the Administrative Staff Council have a chance to review the survey and feedback through the Merit Committee before the actual survey is distributed to the entire Administrative Staff.

Professional Development Committee - James Litwin reported that the Professional Development Committee is committed to sponsoring two workshops during the 1983-84 academic year. The committee is looking at the possibility of a workshop on time management, possible career development for women and minorities, and possibly a seminar on the university organization. The suggestion was made that perhaps a seminar devoted to stress management would also be appropriate. Litwin also asked the members of the council to forward any concerns and suggestions for seminars to the attention of the committee.

Goals and Objectives of Administrative Staff Council - Joe Martini distributed a list of goals and objectives of the Administrative Staff Council for 1983-84. A brief discussion followed with the suggestion being made that a more general statement of goals needed to be included along with the specific statements.

Administrative Staff Personnel Services - Joe Martini introduced Susan Caldwell, who has been named as the Director of the Administrative Staff Personnel Services. Susan spent some time in outlining her position and responsibilities as she sees them developing. A statement of the mission of the Administrative Staff Personnel Services Office and major responsibilities are attached. She emphasized that her role would be that of maintaining personnel records; developing orientation for new administrative staff; interpreting and explaining policies, procedures, benefits, etc.; coordinating search committee efforts for Administrative Staff Members; and in general serving in an assisting and guiding role. Susan will be assisted by Shirley Colaner, who is Coordinator of Contract Personnel Information, and a secretary who is yet to be named.

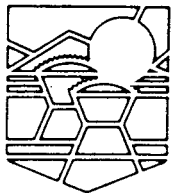
Miscellaneous Announcements and Discussions - The Women's Caucus at their September meeting will discuss the establishment of a day care center. The day care center is not to be exclusively a university center but rather a center that will meet the needs of women employees at the university. 2. The Administrative Staff Handbook was approved by the Board of Trustees at the May meeting and will be distributed with the 1983-84 contracts. 3. Joe Martini asked for a volunteer from the council to serve on the Student Legal Services Board. Names of volunteers or nominees should be given to the Executive Committee of the Administrative Staff Council which will then make the final decision on the selection of the representative. 4. James Litwin asked that the Executive Committee develop a resolution to bring back to the Administrative Staff Council relative to a council member being named as a representative to the Board of Trustees.

The next meeting of the Administrative Staff Council will be August 4, at 1:00 p.m. in the Town Room of the University Union.

vs/1

Enclosure

Minutes Submitted by Zola Buford



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403

AGENDA

Administrative Staff Council
August 4, 1983, Town Room

VICE PRESIDENT

AUG 1 1983

STUDENT AFFAIRS

- 1:00 p.m. Old Business
- 1:15 Report on Status of Women and Minorities
- 1:30 Resolution regarding Representation to Board of Trustees
- 1:45 Evaluation and Merit Subcommittee Report (see attached)
- 3:00 Adjournment

ADMINISTRATIVE STAFF COUNCIL
August 4, 1983

VICE PRESIDENT
AUG 23 1983
STUDENT AFFAIRS

- PRESENT: Bob Arrowsmith, Ann Bowers, Cary Brewer, Charles Coddling, Wayne Colvin, James Corbitt, Derek Dickinson, Patrick Fitzgerald, Linda Hamilton, Joyce Kepke, Dick Lenhart, Judi Roller, Jan ScottBey, Norma Stickler, Linda Swaisgood for Deborah Weiser
- ABSENT: Terry Appolonia, Zola Buford, Gregg DeCrane, Karen DeRosa, Thomas Glick, Joan Gordon, Kathleen Hart, Robert Hayward, James Litwin, Janice Lloyd-Sladky, Joseph Martini, Joan Morgan, Charles Schultz, James Treeger, Larry Weiss

The Administrative Staff Council meeting was called to order at 1:00 by Chair Cary Brewer.

Report on the Status of Women and Minorities

Judy Roller explained changes made in the subcommittee's report since the last meeting, and these changes were briefly discussed. It was agreed that the Administrative Staff Council's final recommendations should be forwarded directly to the Affirmative Action Office, with an informational copy to President Olscamp. Because of the lack of a quorum, a final vote on the revised report will take place at the next meeting.

Resolution regarding a constituent representative to the Board of Trustees


Cary Brewer read a resolution drafted by James Litwin (see attached) in which it was proposed that the chair of Administrative Staff Council attend the Board of Trustee meetings, report to the Board on ASC activities and report to ASC on Board of Trustee action. A question was raised about whether administrative staff members were already being represented to the Board of Trustees by Susan Caldwell, Director of the Office of Administrative Staff Personnel Services. Action on the resolution will occur at the September meeting.

Performance Evaluation Questionnaire

Wayne Colvin discussed the draft questionnaire which had been distributed with the agenda. He said the purpose of the questionnaire would be to evaluate the concerns of Administrative Staff relative to the two issues of performance evaluation and merit distribution. The questionnaire seeks to determine whether attitudes toward the issues are universal across the campus or whether distinctions exist based on areas, duties, current salary range, or other factors. It was agreed that the questionnaire results might be more valuable if the questions relating to distribution of the merit pool were eliminated, thus focusing more on the performance evaluation section. There was discussion of various problems and inconsistencies in the present methods of distribution of merit money. Mr. Colvin's subcommittee will continue to revise the draft. Members of ASC are encouraged to contact members of the subcommittee with suggestions.

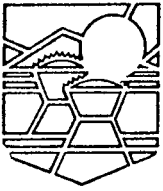
Committees

Chair Brewer will be contacting the appropriate persons to convey interest of ASC in appointing members to University committees.



Norma J. Stickler, Secretary
of Administrative Staff Council

NEXT MEETING: SEPTEMBER 1, ALUMNI ROOM



Bowling Green State University

61
Office of Registration and Records
Bowling Green, Ohio 43403
1 (419) 372-0441
Cable: BGSUOH

August 4, 1983

MEMORANDUM

TO: Administrative Staff Council

FROM: ASC Subcommittee on the Status of Women & Minorities
Susan Caldwell
Jim Corbitt
Judi Roller *JCR*

RE: Recommendations

A primary objective should be to distribute responsibility among other ASC committees so that issues concerning women and minorities do not become solely the province of our subcommittee. We suggest that to assist in reaching this goal, we be regarded as an ad hoc standing committee. Specific recommendations for the Professional Development Committee and the Merit Committee are the following:

Professional Development: 1) institute a series of on-going career development seminars for women and minorities in entry and mid-level management positions 2) contact minority and female graduates through the Alumni and Development office to invite them to return to campus to speak 3) conduct seminars on the issues of racial and sexual harrasment

Merit: 1) Add questions regarding positive, anti-racist and anti-sexist behaviors to administrative staff evaluation forms on an experimental basis for a year 2) Consider rewarding individuals who have demonstrated a concern for human rights by active involvement in special projects and programs.

Other suggestions are that: 1) an orientation program be developed for all employees through the appropriate offices to help identify situations typical of sexual and racial harrasment. 2) An index or survey should be developed, perhaps by Institutional Studies, to mark progress over time toward a better climate for women and minorities. 3) Add questions concerning the status of women and minorities to office self-studies (e.g. Are employees treated equitably? Do the employees in turn treat minority and female clientele equitably? Does the office actively recruit women and minorities? 4) Provide funds to the Equal Opportunity Compliance Office to be awarded to offices which wish to develop programs to enhance the climate for women and minorities on campus. (We suggest that these awards not be limited to one a year but be allocated solely on merit. In other words, there may be no award one year and three the next.)

JR:bs

Administrative Staff Merit and Evaluation Survey
Administrative Staff Council

(Same opening statement of explanation.)

Background Information

1. Which Vice Presidential area are you in:

- a. Academic
- b. Budget and Planning
- c. Operations
- d. Student Affairs
- e. University Relations
- f. Other-specify _____

2. What is the title of the department which you are directly a part of:

3. Length of time you have been employed in your present position: _____

4. Length of time you have been employed at BGSU: _____

5. Are you currently a full-time or a part-time employee? _____

6. What kind of contract do you have? _____ administrative contract
 _____ faculty contract
 _____ other-specify _____

7. What is the highest degree you have earned? _____ PhD *Doctorate*
 _____ MA *Master's*
 _____ BA
 _____ High School Diploma
 _____ Other

8. Do you directly supervise staff? Yes _____ No _____
If yes, how many? _____

9. What is your salary range?

- | | | |
|---|---|---|
| <input type="checkbox"/> 10,000 and below | <input type="checkbox"/> 16,001 to 17,000 | <input type="checkbox"/> 27,501 to 30,000 |
| <input type="checkbox"/> 10,001 to 11,000 | <input type="checkbox"/> 17,001 to 18,000 | <input type="checkbox"/> 30,001 to 35,000 |
| <input type="checkbox"/> 11,001 to 12,000 | <input type="checkbox"/> 18,001 to 19,000 | <input type="checkbox"/> 35,001 to 40,000 |
| <input type="checkbox"/> 12,001 to 13,000 | <input type="checkbox"/> 19,001 to 20,000 | <input type="checkbox"/> 40,001 to 45,000 |
| <input type="checkbox"/> 13,001 to 14,000 | <input type="checkbox"/> 20,001 to 22,500 | <input type="checkbox"/> 45,001 to 50,000 |
| <input type="checkbox"/> 14,001 to 15,000 | <input type="checkbox"/> 22,501 to 25,000 | <input type="checkbox"/> 50,001 and up |
| <input type="checkbox"/> 15,001 to 16,000 | <input type="checkbox"/> 25,001 to 27,500 | |

10. Is there currently a written evaluation of your job performance conducted by your immediate supervisor on at least an annual basis? Yes No

11. The merit pool distribution can be handled in different ways. Please indicate the method you believe is most appropriate.

- a. Allow the immediate supervisor to determine distribution of all the funds to staff members.
- b. Allow the immediate supervisor to determine distribution of the majority of the funds to staff members with the remaining money allocated by the Vice President.
- c. Allow the Vice President to determine distribution of the funds to staff members.

12. How should the salary pool be distributed?

- | | |
|---|---|
| <input type="checkbox"/> 20% merit; 80% cross the board | <input type="checkbox"/> 50% merit; 50% cross the board |
| <input type="checkbox"/> 30% merit; 70% cross the board | <input type="checkbox"/> 60% merit; 40% cross the board |
| <input type="checkbox"/> 40% merit; 60% cross the board | <input type="checkbox"/> 100% merit; 0% cross the board |

13. Is there another method of merit pool distribution you believe is appropriate?

14. Should the merit distribution to an individual be based on a percentage of the individual's current earnings or a lump sum? Yes No
Explain:

15. Should the merit pool be determined from departmental or divisional salary pools?

16. Should the amount of merit awarded take into consideration the current salary levels of individuals?

17. The criteria listed below have been suggested as the basis for merit evaluation. Please rank order the 10 criteria you believe are most significant.

- a. teaching
- b. counseling
- c. research/publications
- d. committee work
- e. professional development
- f. subordinate's evaluation
- g. program innovations
- h. student evaluations
- i. procedural innovations
- j. peer evaluations
- k. policy innovations
- l. university community involvement
- m. city community involvement
- n. staff management
- o. awards, honors
- p. financial management
- q. performance of direct duties
- r. performance of occasional duties
- s. other _____

18. What additional criteria should be used to evaluate staff members in your department?

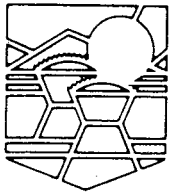
19. Should immediate supervisors be evaluated by their staff members?
Yes _____ No _____

Should subordinate evaluations be used for merit decisions? Yes _____ No _____

20. Should staff members be required to set annual goals and be evaluated on attainment of those goals with their supervisor for use in awarding merit?
21. What types of procedures should be included in the evaluation?
___ a. verbal
___ b. written
___ c. self-evaluation
___ d. combinations _____
___ e. other _____
22. If written evaluations are used, which format: ___ essay
___ numerical ranking
___ other _____
23. How often should staff members be evaluated for the purpose of job performance?
24. How often should staff members be evaluated for the purpose of awarding merit?
25. Should there be an appeals procedure?
26. If yes, to whom?

27. Should job descriptions be reviewed at the evaluation for the purpose of updating or establishing the description for the next contract year.

Additional comments:



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403

August 9, 1983

MEMORANDUM

TO: Administrative Staff Members

FROM: The Executive Committee of the
Administrative Staff Council

A meeting of the full administrative staff has been planned as a part of opening day activities. The meeting will take place at 4:30 on the First Floor of the Miletic Alumni Center. This meeting will provide an opportunity to consider issues of interest to administrative staff and to greet new and returning colleagues. The agenda will include:

1. Opening Remarks by Cary Brewer, Chair of the Administrative Staff Council
2. Presentation of the Ferrari Award
3. Social Hour

Because of our limited budgetary resources, we would like to ask all who plan to attend the social hour to contribute \$1.00 toward the cost of the refreshments. Your contribution can be made at the meeting.

If you will be attending, please complete the enclosed form and return to Jan ScottBey before August 19.

a formal

10. Is there currently ~~an~~ an evaluation conducted of your job performance?
____ Yes ____ No If "yes" go to item 11; if "no" go to item 12.

11. Check all that apply to your current job performance evaluation:

- 15 the evaluation is a one-time process, involves one ~~person~~^{meeting} with the evaluator at the end of the year
- 16 the evaluation is an on-going process, involves two or more meetings with the evaluator throughout the year
- ~~the evaluation criteria are known at the start of the evaluation period~~
- 10 the evaluation includes a goals and objectives component
- 11 the evaluation includes a rating scale component
- 12 the evaluation includes a written (narrative) component
- 13 the evaluation includes a self-evaluation component
- 7 the same evaluation process ~~has been used two or more years~~
- 25 the evaluation is more subjective than objective
- 26 the evaluation is more objective than subjective
- 19 the employee's rating of his/her job performance can affect the final evaluation
- 19 the final evaluation is signed by the employee and the evaluator
- 27 the final evaluation can be appealed
- 4 the evaluation procedure is known at the start of the *year evaluation period*
- 5 the evaluation criteria are known at the start of the *year evaluation period*
- the employee receives a copy of the final evaluation
- 9 the same evaluation instrument has been used two or more years
- 14 the evaluation includes a review of position duties and responsibilities
- 17 the evaluation process provides for adjustment of expected job performance in response to changing circumstances
- 18 the evaluation process provides for separate considerations of job performance and merit
- 20 the reasons/rationale for the final evaluation are known to and understood by the employee
- 27 the evaluation process results in a rational distribution of merit monies
- 24 the employee is informed of the amount of money recommended for merit prior to receipt of the contract
- 1 employees participated in the development of the evaluation process currently in use
- 3 employees participated in the development of the evaluation instrument currently in use
- 22 the employee can respond, in writing, to ^{a final} ~~an~~ evaluation with which he/she does not agree
- 23 all materials pertinent to the evaluation become part of the final record
- 18 *the same evaluation criteria has been used two or more years*
- 2 *employees participated in the development of the evaluation criteria currently in use*
- 6 *the evaluation instrument is known at the start of the evaluation period*

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DRAFT #4

1987

CHARTER
BOWLING GREEN STATE UNIVERSITY
ADMINISTRATIVE STAFF COUNCIL

Office of Registration & Records

SECTION I — Name and Representation

All Bowling Green State University administrative, technical, and research personnel having a full-time or continuing part-time Staff Contract will be defined as Administrative Staff and will be represented by the Administrative Staff Council.

SECTION II — Objectives of the Administrative Staff Council

The objectives of the Administrative Staff Council will be to represent administrative staff by promoting their general welfare, seeking professional development opportunities, maintaining communication among staff members, and reviewing institutional policies relevant to administrative staff.

SECTION III — Membership of the Administrative Staff Council

All administrative staff, as defined above, will be eligible to vote and hold offices.

The membership of the Administrative Staff Council will be composed of ten percent of the full membership and will be determined through election by the administrative staff members. The Administrative Staff Council will be selected from each of the Vice Presidential areas of the University. The number of members from each area will be proportional to the number of administrative staff in that area. The apportionment will be reassessed yearly by the Executive Committee. Membership on Administrative Staff Council will be for three year terms, with one-third of the membership being elected each year. Members may not hold consecutive three-year terms.

Upon the recommendation of the Executive Committee and upon ratification by a two-thirds vote of the Administrative Staff Council, a maximum of three additional ex officio seats may be established.

SECTION IV — Officers and Committees

Officers. Officers of Administrative Staff Council will be a Chair, a Chair-Elect, and a Secretary. Officers will be elected each year by all members of the administrative staff. Initial nominations for officers will be made by the Executive Committee, and nominations may be added from the floor. The Chair and Secretary will serve one-year terms; the Chair-Elect will serve one year as Chair-Elect and the next year as Chair.

Duties of the Officers:

The Chair will preside at all meetings and will be responsible for the continuity and effectiveness of the Administrative Staff Council. The Chair (or designate) will represent the administrative staff to all appropriate bodies.

The Chair-Elect will assume all responsibilities of the Chair in case of the Chair's absence or resignation, will assume the role of Chair at the end of the Chair's term of office, and will maintain the budget of the Administrative Staff Council.

The Secretary will maintain a record of all meetings, assist with correspondence, record attendance, and maintain election eligibility and voting records. The secretary will assure that the administrative staff is informed of all proceedings of the Administrative Staff Council and of the Executive Committee.

The officers of the Administrative Staff Council will be responsible for summarizing the activities of the Council and for providing an annual report to the members prior to the beginning of the next academic year.

Committees:

1. Executive Committee. The Executive Committee will be composed of the Chair, the Chair-Elect, the Secretary and one representative from each vice presidential area, elected from the Administrative Staff Council by the full administrative staff membership.
2. Other Committees. Committees will be appointed by the Executive Committee as the need arises.

SECTION V -- Meetings

Regular meetings will be held of the Administrative Staff Council, the Executive Committee, and the full administrative staff. The Secretary will provide due notification of all meetings.

SECTION VI -- Authorities and Amendments

The Council will be governed by this Charter, the Bylaws, and other policies and procedures as subsequently approved by the appropriate membership.

This Charter may be amended by a two-thirds vote of the members present at a full-membership meeting, provided that a copy of the amendment has been distributed to the entire membership at least two months prior to the meeting at which the amendment is approved and provided the amendment has been presented to the Executive Committee.

Duties of the Officers:

The Chair will preside at all meetings and will be responsible for the continuity and effectiveness of the Administrative Staff Council. The Chair (or designate) will represent the administrative staff to all appropriate bodies. *And will be a member of the University's Budget Council - including the Board's Finance Comm. etc.*

The Chair-Elect will assume all responsibilities of the Chair in case of the Chair's absence or resignation, will assume the role of Chair at the end of the Chair's term of office, and will maintain the budget of the Administrative Staff Council.

The Secretary will maintain a record of all meetings, assist with correspondence, record attendance, and maintain election eligibility and voting records. The secretary will assure that the administrative staff is informed of all proceedings of the Administrative Staff Council and of the Executive Committee.

The officers of the Administrative Staff Council will be responsible for summarizing the activities of the Council and for providing an annual report to the members prior to the beginning of the next *academic year (?)* *fiscal*

Committees:

1. Executive Committee. The Executive Committee will be composed of the Chair, the Chair-Elect, the Secretary and one representative from each vice presidential area, elected from the Administrative Staff Council by the full administrative staff membership.
2. Other Committees. Committees will be appointed by the Executive Committee as the need arises.

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SECTION VI — Authorities and Amendments

The Council will be governed by this Charter, the Bylaws, and other policies and procedures *as subsequently approved by the appropriate membership.* *Adopted by the*

This Charter may be amended by a two-thirds vote of the members present at a full-membership meeting, provided that a copy of the amendment has been distributed to the entire membership at least two months prior to the meeting at which the amendment is approved and provided the amendment has been presented to the Executive Committee.

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DRAFT #4

APR 1977

CHARTER
BOWLING GREEN STATE UNIVERSITY
ADMINISTRATIVE STAFF COUNCIL

Office of Reg. St. & Records

Diana, Masochian, ZMC

SECTION I — Name and Representation

EXECUTIVE OFFICERS

Managerial, Professional support

All Bowling Green State University administrative, technical, and research personnel having a full-time or continuing part-time Staff Contract will be defined as Administrative Staff and will be represented by the Administrative Staff Council.
S/S contracts

SECTION II — Objectives of the Administrative Staff Council

The objectives of the Administrative Staff Council will be to represent administrative staff by promoting their general welfare, ~~seeking~~ ^{Promote} professional development opportunities, maintaining communication among staff members, and reviewing institutional policies relevant to administrative staff. ~~to be adopted by~~ ^{to be adopted by} the President and/or Board of Trustees, AND to identify non-academic needs and recommend Budget priorities.

SECTION III — Membership of the Administrative Staff Council

All administrative staff, as defined above, will be eligible to vote and hold offices.

ominated by students, services, and operations

The membership of the Administrative Staff Council will be composed of ten percent of the full membership and will be determined through election by the administrative staff members. The Administrative Staff Council will be selected from each of the Vice Presidential areas of the University. The number of members from each area will be proportional to the number of administrative staff in that area. The apportionment will be reassessed yearly by the Executive Committee. Membership on Administrative Staff Council will be for three year terms, with one-third of the membership being elected each year. Members may not hold consecutive three-year terms.

30+

Upon the ^{staff} recommendation of the Executive Committee and upon ratification by a two-thirds vote of the Administrative Staff Council, a maximum of three additional ex officio seats may be established.

SECTION IV — Officers and Committees

Officers. Officers of Administrative Staff Council will be a Chair, a Chair-Elect, and a Secretary. Officers will be elected each year by all members of the administrative staff. Initial nominations for officers will be made by the Executive Committee, and nominations may be added from the floor. The Chair and Secretary will serve one-year terms; the Chair-Elect will serve one year as Chair-Elect and the next year as Chair.

Subsequent yrs

isolated w/o relationship to any other gov. unit.

Duties of the Officers:

The Chair will preside at all meetings and will be responsible for the continuity and effectiveness of the Administrative Staff Council. The Chair (or designate) will represent the administrative staff to all appropriate bodies, *which include the Board of*

The Chair-Elect will assume all responsibilities of the Chair in case of the Chair's absence or resignation, will assume the role of Chair at the end of the Chair's term of office, and will maintain the budget of the Administrative Staff Council.

The Secretary will maintain a record of all meetings, assist with correspondence, record attendance, and maintain election eligibility and voting records. The secretary will assure that the administrative staff is informed of all proceedings of the Administrative Staff Council and of the Executive Committee.

The officers of the Administrative Staff Council will be responsible for summarizing the activities of the Council and for providing an annual report to the members prior to the beginning of the next academic year.

Committees:

1. Executive Committee. The Executive Committee will be composed of the Chair, the Chair-Elect, the Secretary and one representative from each vice presidential area, elected from the Administrative Staff Council by the full administrative staff membership.
2. Other Committees. Committees will be appointed by the Executive Committee as the need arises.

SECTION V — Meetings

Regular meetings will be held of the Administrative Staff Council, the Executive Committee, and the full administrative staff. The Secretary will provide due notification of all meetings.

SECTION VI — Authorities and Amendments

The Council will be governed by this Charter, the Bylaws, and other policies and procedures as subsequently approved by the appropriate membership.

This Charter may be amended by a two-thirds vote of the members present at a full-membership meeting, provided that a copy of the amendment has been distributed to the entire membership at least two months prior to the meeting at which the amendment is approved and provided the amendment has been presented to the Executive Committee.

RECEIVED

DRAFT #4

CHARTER
BOWLING GREEN STATE UNIVERSITY
ADMINISTRATIVE STAFF COUNCIL

Off. of Reg. St. & Records

SECTION I — Name and Representation

All Bowling Green State University administrative, technical, and research personnel having a full-time or continuing part-time Staff Contract will be defined as Administrative Staff and will be represented by the Administrative Staff Council.

SECTION II — ^{Purposes} ~~Objectives~~ of the Administrative Staff Council

The ^{purposes} ~~objectives~~ of the Administrative Staff Council ^{shall} will be to represent administrative staff ~~by~~ promoting their general welfare, seeking professional development opportunities, maintaining communication among staff members, ~~and reviewing institutional policies relevant to administrative staff.~~

to establish policies which

SECTION III — Membership of the Administrative Staff Council

All administrative staff, as defined above, will be eligible to vote and hold offices.

The membership of the Administrative Staff Council will be composed of ten percent of the full membership and will be determined through election by the administrative staff members. The Administrative Staff Council will be selected from each of the Vice Presidential areas of the University. The number of members from each area will be proportional to the number of administrative staff in that area. The apportionment will be reassessed yearly by the Executive Committee. Membership on Administrative Staff Council will be for three year terms, with one-third of the membership being elected each year. Members may not hold consecutive three-year terms.

Upon ^(?) ~~the recommendation of the Executive Committee~~ and upon ratification by a two-thirds vote of the Administrative Staff Council, a maximum of three additional ex officio seats may be established.

SECTION IV — Officers and Committees

Officers. Officers of Administrative Staff Council will be a Chair, a Chair-Elect, and a Secretary. Officers will be elected each year by all members of the administrative staff. Initial nominations for officers will be made by the Executive Committee, and nominations may be added from the floor. The Chair and Secretary will serve one-year terms; the Chair-Elect will serve one year as Chair-Elect and the next year as Chair.

**CHARTER
BOWLING GREEN STATE UNIVERSITY
ADMINISTRATIVE STAFF COUNCIL**

SECTION I — Name and Representation

All Bowling Green State University administrative, technical, and research personnel having a full-time or continuing part-time Staff Contract shall be defined as Administrative Staff and shall be represented by the Administrative Staff Council.

SECTION II — Purpose of the Administrative Staff Council

The purpose of the Administrative Staff Council shall be to represent administrative staff members by promoting their general welfare, seeking professional development opportunities, maintaining communication among staff members, and reviewing, initiating, and making recommendations on institutional policies.

SECTION III — Membership of the Administrative Staff Council

All administrative staff, as defined above, shall be eligible to vote and hold offices.

The membership of the Administrative Staff Council shall be composed of ten percent of the full membership and shall be determined through election by the administrative staff members. The Administrative Staff Council shall be selected from each of the Vice Presidential areas of the University. Administrative Staff not reporting to a vice president shall constitute a separate group that shall be proportionately represented on the Council. The number of members from each area shall be proportional to the number of administrative staff in that area. The apportionment shall be reassessed yearly by the Executive Committee. Membership on Administrative Staff Council shall be for three year terms, with one-third of the membership being elected each year. Members may not hold consecutive three-year terms.

Upon the recommendation of the Executive Committee and upon ratification by a two-thirds vote of the Administrative Staff Council, a maximum of three additional non-voting ex officio seats may be established.

SECTION IV — Officers and Committees

Officers. Officers of Administrative Staff Council shall be a Chair, a Chair-Elect, and a Secretary. Officers shall be elected each year by all members of the administrative staff. Initial nominations for officers shall be made by the Executive Committee and additional nominations may be made by the full membership. The Chair and Secretary shall serve one-year terms; the Chair-Elect shall serve one year as Chair-Elect and the next year as Chair. The term of office on the administrative staff council shall be extended appropriately for any member elected Chair Elect. Officers may be removed from office by a two-thirds vote of the full membership.

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Duties of the Officers:

The Chair shall preside at all meetings, and the Chair (or designate) shall represent the administrative staff to all appropriate bodies and individuals.

The Chair-Elect shall assume all responsibilities of the Chair in case of the Chair's absence or resignation, shall assume the role of Chair at the end of the Chair's term of office, and shall maintain the budget of the Administrative Staff Council.

The Secretary shall maintain a record of all meetings, assist with correspondence, record attendance, and maintain election eligibility and voting records. The secretary shall assure that the administrative staff is informed of all proceedings of the Administrative Staff Council and of the Executive Committee.

The officers of the Administrative Staff Council shall summarize the activities of the Council in an annual report to all members of the administrative staff at the conclusion of each fiscal year.

Committees:

1. Executive Committee. The Executive Committee shall be composed of the Chair, the Chair-Elect, the Secretary and one representative from each vice presidential area, elected from the Administrative Staff Council by the full administrative staff membership.
2. Other Committees. Committees shall be appointed by the Executive Committee as the need arises.

SECTION V — Meetings

Meetings of the Administrative Staff Council and the Executive Committee shall be held on a regular basis. A meeting of the entire administrative staff shall be called by the Executive Council at least once a year. Special meetings of the full administrative staff may be called upon the request of a majority of the full membership of the administrative staff or of the members of the administrative staff council. The Secretary shall provide due notification of all meetings.

SECTION VI — Authorities and Amendments

The Council shall be governed by this Charter, the Bylaws, and other policies and procedures as subsequently approved by the appropriate membership.

This Charter may be amended by a two-thirds vote of the Administrative Staff Council provided that a copy of the amendment has been distributed to the full administrative staff membership at least 30 days prior to the meeting at which the amendment is to be considered.

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Resolution to Be Considered by the Administrative Staff Council

Whereas the Administrative Staff of BGSU during the 1982-83 academic year elected a representative body to form the Administrative Staff Council (ASC), be it resolved that the Executive Committee of the ASC or its designate initiate a discussion with President Olscamp to establish an ASC Representative to the University Board of Trustees.

It is the intention of the ASC that its Representative have solely the responsibilities of 1) attending meetings of the Board of Trustees, 2) reporting upon the activities of the ASC to the Board of Trustees, and 3) reporting the actions of the Board of Trustees to the ASC. It is expected that this position will serve to enhance communication between the Board of Trustees and the Administrative Staff of the University.

The ASC Representative to the Board of Trustees will be the President of the ASC or his/her designate when the President cannot attend meetings of the Board.

ON-CAMPUS PROFESSIONAL AND EDUCATIONAL DEVELOPMENT PROGRAMS

PURPOSE

The On-Campus Professional and Educational Development Program is to prepare administrative staff members to better serve the educational and administrative objectives of the University through on-campus programs that have as their purposes the enhancement of professional and educational growth and/or the development of knowledge, skills or expertise directly applicable to the administrative staff member's University duties and responsibilities. To this end, the University encourages flexibility in planning of and attendance at on-campus professional and educational development programs that promote the interests of the University.

GUIDELINES

On-campus professional and educational development programs are defined according to the following guidelines:

1. Professional and educational development programs defined as those that enhance effectiveness in specific, current assignments and University responsibilities. Criteria listed below serve as a guide in determining whether a program satisfies the foregoing definition:
 - the program is primarily work related; it may relate to specific tasks or responsibilities of a particular department, or it may offer training related to general skills, knowledge and abilities important in all departments;
 - the program enhances knowledge or skills related to the performance of a present position;
 - the knowledge or skills acquired through the program directly benefit the department and the individual; and
 - the program topic is of current importance to the University, division or department including programs on BGSU policies, procedures and practices.

2. Professional and educational development programs defined as those that serve the general interests of the University, division or department. Criteria listed below serve as a guide in determining whether a program satisfies the foregoing definition:
 - the program topic serves the interest of the University, division or department but is not necessarily related directly to an administrative staff member's specific, current assignments and University responsibilities;
 - attendance at the program serves to enhance knowledge and appreciation for other University divisions and departments;
 - attendance at the program serves to develop and/or strengthen linkages/relationships among divisions and departments within the University; and
 - attendance at the program is encouraged by the University or by the division or department supervisor.

RESPONSIBILITY

1. Each division or department may implement professional and educational development programs for administrative staff members within the respective division or departments. Division-wide programs require approval of the appropriate Vice President. Department programs require approval of the appropriate department head.
2. The Director of Administrative Staff Personnel Services may implement professional and educational development programs as part of the professional and educational development services of the Office of Administrative Staff Personnel Services. The Director of Administrative Staff Personnel Services may also assist in implementing divisional or departmental professional and educational development programs at the request of a Vice President or department head.

PROCEDURES

The procedures listed below will be followed for professional and educational development programs implemented as part of the professional and educational development services of the Office of Administrative Staff Personnel Support Services.

- a. The Professional Development Committee of the Administrative Staff Council will serve in an advisory capacity to the Director of Administrative Staff Personnel Services to identify topics and schedules for sponsored programs.
- b. Staff members may submit suggestions for professional and personal development programs directly to Administrative Staff Personnel Services or through the Administrative Staff Council.
- c. Any program proposed for sponsorship by Administrative Staff Personnel Services must be supported by a statement of its nature, purpose and objectives.
- d. These proposals will be reviewed and approved by the Director of Administrative Staff Personnel Services and the Professional Development Committee of the Administrative Staff Council. If there is a question concerning the nature of the program, the Director of Administrative Staff Personnel Services will request further clarification about the proposed program from the initiator.
- e. The Office of Administrative Staff Personnel Services will make necessary arrangements for training and development programs including speaker or trainer arrangements, room reservations, program announcement and other assistance requested. Expenses for on-campus programs will be shared by the Office of Administrative Staff Personnel Services, Administrative Staff Council, University departments and/or staff members as determined in advance.
- f. Staff members should indicate their interest in attending sponsored programs to their immediate supervisor, since participation in professional development programs during regular work hours must be approved by the immediate supervisor.