Bowling Green State University

Awards and Special Recognitions Committee 1997-1998

Bowling Green State University. Administrative Staff Council

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Notes

1. Colored Ink
2. Photocopies
3. Highlighter
Please be advised that the ASC 1997-98 Awards & Special Recognitions Committee has been formed, and I am pleased that Jane Schimpf has agreed to Chair the committee. I also appreciate everyone else who has volunteered their time to serve on this committee. Other members include:

Jerry Ameling, an ASC Representative volunteer from Academic Affairs (Computer Services)
jamelin@bgnet.bgsu.edu

Scott Bressler, an ASC Representative volunteer from the President's area (Athletics)
sbressl@bgnet.bgsu.edu

Deb Burris, an ASC Representative volunteer from Academic Affairs (Graduate College)
dburris@bgnet.bgsu.edu

Dianna Cherry, an ASC Representative volunteer from Academic Affairs (WBGU-TV)
cherry@wbgu.bgsu.edu

Kristen Donaldson, an At-large volunteer from Academic Affairs (College of Business Administration)
kdonald@bgnet.bgsu.edu

Ken Frisch, an ASC Representative volunteer from University Advancement (Development)
kfr@bgnet.bgsu.edu

Lisa McCugh, an At-large volunteer from Academic Affairs (Academic Enhancement)
lmccugh@bgnet.bgsu.edu

Bob Waddle, an ASC Representative volunteer from Operations (Capital Planning)
rwaddle@bgnet.bgsu.edu

The charge of the Awards & Special Recognitions Committee is to develop and recommend to ASC ways to recognize administrative staff for their outstanding achievements. The committee also coordinates the advertisement, selection and presentation of the awards and special recognitions including the annual Ferrari Award. As part of this charge, please develop "creative imaginings" to initiate numerous awards and special recognition avenues whereby administrative staff can be acknowledged for their contributions. As Administrative Staff Council develops goals for 1997-98, I will attempt to communicate any additional items that fall within the charge of the Awards & Special Recognitions committee.
It is my hope that you can meet during the month of August, or early in the academic year, to lay the groundwork for the work of your committee during 1997-98; and I would be glad to attend your first meeting if you so desire.

I look forward to working with Jane and all of you in representing administrative staff, and promoting their welfare, in the best way possible. Together, we can help make the University not only a stronger community in which to work but also a better community in which students can live and learn.

-----------------------------------------------
Duane E. Whitmire, Ph.D.
Computer Help Center Analyst
Bowling Green State University
E-Mail: whitmire@bgnet.bgsu.edu
Phone: 419-372-2927
We are a team of professionals, committed to customer satisfaction, dedicated to prompt, courteous delivery of quality service and support.
"Bringing the Magic of Customer Service to BGSU"
Per Duane Whitmire's e-mail of August 7, I would like to meet regarding the ASC 1997-98 Awards and Special Recognitions Committee. I have reserved the 10th Floor Conference Room in the Administration Building for both Tuesday, September 2 at 2:00 P.M. and Friday, September 5 at 2:00 P.M. Please call my secretary, Cheryl, at 2-2236 to indicate which date is best for you. She will either call or e-mail you with the selected date and time.

Jane Schimpf
Assistant Vice President
Auxiliary Services
Bowling Green State University
Bowling Green, Ohio 43403-0330

E-mail: schimpf@bgnet.bgsu.edu
Phone: (419)372-2238
Fax: (372)372-0311
Minutes- ASC Awards Committee
September 5, 1997

Attendance: Dianne, Lisa, Bob, Deb, Kristen, Jerry & Jane
Absent: Ken, Scot

1. The Charge to the committee was reviewed.
2. The Draft Goals were reviewed and discussed and then accepted by the group.
3. The group brainstormed on ideas for new awards: Newcomer or Rookie of the Year, Unsung Heroes, Mid-career award, Fun Award, Spirit Award, Award for Part-time staff, ASC Chair Award, Colleague's Award, Students First award, etc. Lisa, Kristen and Jane volunteered to meet as a subcommittee to present to the committee as a whole their recommendations for the three new awards and the criteria. They will meet on Sept. 23. Ken will be asked to join the group.

To get additional input from administrative staff on what activities they would like to see recognized, Jerry volunteered to draft a short survey to put on the listproc. He will share the draft with the committee to review.

4. The group discussed recognition by the media. It was agreed that the applications of the eight Ferrari Award runners-up would be shared with the editor of the Monitor, Sue Kashuba, and News Service, Teri Sharp to develop stories for publication. Bob Waddle volunteered to handle this task. Bob will also send a congratulatory letter and the nomination letters to these nominees. For this year's Ferrari Award processing it was decided to put the nomination information of the web. Jerry volunteered to handle getting the forms and information out there. Deb, Jerry and Dianne volunteered to handle the Ferrari Award process for this year.

5. Jane will contact Human Resources for a list of the number of part-time administrative staff.
6. Committee members should also review the Building Community Report and the Employee Opinion Survey Results for additional areas that should be recognized.

7. The Winter reception would be a good forum to introduce the new awards.

The next meeting will be October 10 at 1:00 p.m. in the Admin. Bldg. 10th floor Conference Room.
Awards & Special Recognitions Committee

Jane Schimpf, Chair
Jerry Ameling
Scot Bressler
Deb Burris
Dianne Cherry
Kristen Donaldson
Ken Frisch
Lisa McHugh
Bob Waddle

CHARGE: To develop and recommend to ASC ways to recognize administrative staff for their outstanding achievements. The committee also coordinates the advertisement, selection and presentation of the awards and special recognitions including the annual Ferrari Award.

DRAFT GOALS:

1. Develop three (3) new awards to recognize Administrative Staff achievements.
2. Develop and disseminate information to the media that recognizes outstanding performance by Administrative Staff either by individuals or groups.
3. Administer the Ferrari Award process.

CRITERIA: Recognition should be based on contributing to BGSU’s Vision, Core Values and Priorities.
To: President Ribeau  
From: Jane Schimpf, Chair, ASC Awards & Special Recognitions Committee  
Duane Whitmire, Ph. D., Chair of ASC  
RE: Awards for Administrative Staff Members  

Recently you announced three new awards for Faculty members, the Presidential Academic Advising Award, the Excellence in Teaching & Learning Award and the Innovative Basic Research Award. While we applaud these additional recognitions for performance we want to express a "me too" request.

Administrative Staff members work year round to make BGSU a premier institution. At this time there is only one award available to this group-the Ferrari Award which recognizes exceptional performance with emphasis on the human dimension. While we wish to maintain the 'Ferrari' as the premier award for administrative staff, we have a goal this year to develop three new awards to recognize Administrative Staff achievements. Criteria for these awards will be based on contributing to BGSU's vision, core values and priorities.

First, would you share with us any suggestions you might have for Administrative Staff awards and their criteria? A subcommittee is meeting on September 23 to draft possible awards based on a recent brainstorming session by the committee and feedback from staff. Secondly, would you consider providing any monetary incentives to include with the awards?

We believe that individuals respond to recognition and look forward to your response. Thank you.

xc: D. Boyce, Vice Chair  
J. Donald, Secretary  
S. MacNevin
X-Sender: jamelin@mailbox.bgsu.edu
Mime-Version: 1.0
Date: Thu, 9 Oct 1997 12:25:44 -0400
To: schimpf@bgnet.bgsu.edu, lmcugh@bgnet.bgsu.edu, rwaddle@bgnet.bgsu.edu,
dburris@bgnet.bgsu.edu, kdonald@cba.bgsu.edu, kenf@bgnet.bgsu.edu,
sbressl@bgnet.bgsu.edu
From: Jerry Ameling <jamelin@bgnet.bgsu.edu>
Subject: Proposal for Listproc posting

Status:

I have finally gotten around to typing up a rough draft of a document to post out on the ASC listproc to help gather feedback from staff for our committee. Take a look at it and we can discuss further at the meeting tomorrow afternoon.

As you may have already heard, one of the standing committees of Administrative Staff Council, the Ferrari Award Committee, has recently been renamed and had its role and mission expanded. It is now known as the Awards and Special Recognitions Committee. One of our main goals for the next year is to carry on the established tradition of choosing the Ferrari Award winner. In addition, the committee would like to develop other ways to recognize and/or award Administrative Staff employees. The committee members would now like to solicit input from all of you on ways we could honor our fellow employees.

***** At this point I am not sure if we should leave it very simple and *****
***** just ask for feedback to be sent to us or do we want to ask some *****
***** specific questions like the following...

1. What are some additional ways you would like to see Administrative Staff recognized throughout the year?

2. Should we have a Winter-or Spring-reception with some additional-ways of recognitions as their focus?

3. ?????????????

Please send your ideas/responses to Jerry Ameling (jamelin@bgnet). We thank you in advance for your cooperation.

Jane Schimpf
Dianne Cherry
Lisa McHugh
Bob Waddle
Deb Burris
Kristen Donaldson
Jerry Ameling
Ken Frisch
Scot Bressler

---

Printed for dburris@bgnet.bgsu.edu (Deborah Burris)
Award & Recognition Subcommittee Ideas

I. Award: a “Freddie” or “Sidney” (Zuni Indian bird or similar bird to resemble a falcon) for Outstanding Achievement(s) based on core values, vision and/or priorities. The award would be available to individuals or groups who have achieved success above and beyond the scope of their job duties. The timeframe would be for action during the previous calendar year. The award(s) would be presented at the Spring Reception.

II. Award: “Perfect Attendance” (a small framed print of a BGSU building or scene with the year noted). The timeframe for the award would be the contract/fiscal year and the staff member would have to have used no sick leave or FMLA. The awards would be given at the Fall Reception following the fiscal year.

III. Award: Recognition of all Ferrari Nominees (Breakfast in the President’s Suite or the Guest House for the nominees and their nominators with the President, Provost, & ASC Exec. Committee, congratulatory letters from the Chair of the selection committee and release of information to the news media for follow-up stories.). Timeframe would be TBA within 4 months of the announcement of the Ferrari Award Winner.
Awards & Special Recognitions Committee

Agenda

From last meeting:

Report of Sub Committee - New Awards - Lisa, Kristen, Jane

Survey on listproc - Jerry

Media recognition responses - Bob

Distribution of congrats letters - Bob

Ferrari Award Nomination on the WWW - Jerry

Number of part-time administrative staff - Jane

Results of review of reports for areas to recognize - all

Update:

Letter to President Ribeau and response

Winter reception has been cancelled, there will be a Spring reception.

New Business:

Next Meeting: Date: 11/4/97
Time: 3pm
Location: 104th A, Conf. Rm.
Awards & Special Recognitions Committee

Agenda

Introductions-

Review Charge-

Discuss Draft Goals & Criteria -
   Finalize Goals & Criteria, if possible

Brainstorm ideas for new awards and special recognitions-

Decide if we want subcommittees-

Determine meeting schedule-
   Next Meeting:  Date-
   Time-
   Location
1. Do you have an administrative staff representative organization? (Note: administrative staff on other campuses may be career, casual, salaried, etc.) Yes or No. If yes, what is the structure?

No organized structure (Faculty Senate is the only organized representative organization on campus). They do have a group (University of Cincinnati Association of Administrators, Managers, and Professionals [UCAAMP] that meets monthly (strictly social) for lunch where speakers present special topics. There is a $10 annual fee with lunch each month for $5. No voting privileges.

2. Are administrative staff unionized? Yes or No.

Not yet. The only group on campus that isn’t unionized. UCAAMP is probably the forerunner to unionization.

3. Do you have a recognition/award program for administrative staff? Yes or No. If yes, explain the program(s). What are the criteria for the awards?

There is a university-wide service award program and administrative (unclassified) and classified are lumped together. Awards are given by VP area.

4. Do you recognize perfect attendance? Yes or No.

Some areas on campus do recognize perfect attendance (Facilities Management). Not campus-wide.
To: ascsprec
From: Jane Schimpf <schimpf@bgnet.bgsu.edu>
Subject: Minutes of 10/10/97 Meeting
Cc:
Bcc:
X-Attachments:

Oops, I forgot to include Deb's idea that we liked "Just Because" that would pull a name from a hat once each month and that lucky individual would receive something. Deb is to develop the idea further for the next meeting.

> Date: Mon, 20 Oct 1997 15:11:44 -0400
> To: ascsprec
> From: Jane Schimpf <schimpf@bgnet.bgsu.edu>
> Subject: Minutes of 10/10/97 Meeting
> 
> Attendance: Bob, Deb, Ken, Lisa, Kristen, Jane
> Absent: Scott, Jerry
> 
> 1. The ASC Winter Reception has been cancelled, but a reception near the end of Spring Semester will be held.
> 
> 2. A letter was sent to Pres. Pibeau soliciting input, support and monetary incentives for additional recognitions for Admin. Staff. In response the President has indicated that he is open to a specific proposal from ASC, however, his preference would be the development of more University-wide recognition programs rather than specific segment awards.
> 
> 3. Per our request Human Resources has indicated that there are 41 part-time administrative staff members. The group decided that since the number is less than 10% of the total no specific award would be developed for this group.
> 
> 4. Sue Kashuba, Monitor indicated that it might not be possible to recognize the 8 Ferrari Award runners-up, since CSC made the same request and they had 19--too many to feature she thought. Bob will still submit the nominations to her.
> 
> 5. Jerry Ameling's e-mail on a feedback survey on award needs/desires was discussed and the group felt that more structure was needed. Ideas should be shared with Jerry asap. jamelin@bgnet.
> 
> 6. The group discussed the three award ideas submitted by the subcommittee of Kristen, Lisa & Jane. Award idea III was accepted, but I & II merit more discussion. It was decided that it would be
Western Michigan- Jane Schimpf

1. Yes, Administrative Professional Association
   They meet monthly with the top Mgt and HR
2. No
3. Yes
   "Service Excellence" program started 3 years ago, includes all constituent groups, but faculty.
   - up to 4, $100 awards are given every 6 months, anyone can nominate an employee for performance above and beyond the scope of their job duties. Selection is made by a committee of reps from the constituent groups.
   - each year 4, $1000 awards are given at an elegant luncheon, same process, (not chosen from $100 winners) Teams could be recognized but the award would be shared. (not promoted for teams)

   "25 year Club" At holiday time those staff members with 25 years get to select a really nice gift and attend an elegant dinner. The dinner includes new and old members and includes entertainment.

   Sick leave buyback: brand new program as part of their ASCME contract. If on Dec. 1 the employee has 160 hrs of sick/annual leave accumulated they can elect to receive pay for 64 hours of the sick leave. This will be available each year of the contract.

4. No, used to but with FML Act made it too difficult.

Contact: Ann Thompson, HR Director 616-387-3636
          Kitty Scheffess, Communications Mgr. 616-387-3654
Awards & Recognition Committee Agenda

Nov. 4, 1997

Attendance: Tim, Lisa, Jerry, Bob, Deb

Absent:

Input from other Universities

Ken- Ohio U
   Ball State

Kristen- UT
   Eastern Mich.

Bob- Kent
   Akron

Lisa- Miami
   OSU

Deb- Cincinnati
   Northern Illinois

Jane- Western Mich.

"Just Because" program - Deb

Feedback Survey - Jerry

Other:

Next Meeting: Dec 9
Jane and Jerry, I have added my comments in caps. Looks good! Lisa

DELETE THIS (As you may have already heard) A standing committee of
> Administrative Staff Council, the Ferrari Award Committee, has
> recently
> been renamed and had its role and mission expanded. It is now known
> as the
> Awards and Special Recognitions Committee. One of our main goals
> for the
> next year is to carry on the established tradition of choosing the
> Ferrari
> Award winner. In addition, the committee would like to develop
> other ways
> to recognize and or award Administrative Staff employees. The
> committee
> members would like to solicit input from all DELETE (of you) on ways
> we
> could honor our fellow employees.
> 
> Please send your ideas/responses to these questions to Jerry Ameling
> (jamelin@bgnet.bgsu.edu).
> 
> 1. What types of activities should Administrative Staff members be
> rewarded for? (i.e. Perfect Attendance, Adherence to or Support of
> Core
> Values, Implementing New Ideas, Improving Quality)
> 
> 2. In what ways would you like to be rewarded?
> 
> Other questions related to this would include:
> I WOULD LIKE TO SEE THESE FE-O-RDEP WITH THE CREATIVE WAYS BEING
> FIRST,
> THEN TYPE OF AWARDS THEN MONEY QUESTION LAST
> A) What might be reasonable levels for monetary awards?
B) What type of awards would be truly meaningful to you?

C) What are some creative ways to honor employees?

3) What other thoughts may you have related to honoring our fellow employees?

THIS LAST SENTENCE IS AWKWARD. CAN WE RE-WORD THIS TO SAY "PLEASE SHARE ANY OTHER THOUGHTS RELATED TO HONORING..."

We thank you in advance for your cooperation.

Jane Schimpf, Chair
Dianne Cherry
Lisa McHugh
Bob Waddle
Deb Burris
Kristen Donaldson
Jerry Ameling
Ken Frisch
Scot Bressler

Lisa M. McHugh, Associate Director
Academic Enhancement
Bowling Green State University
101 University Hall
Bowling Green, OH 43403
(419) 372-8943  (419) 372-8486 fax

Printed for Jane Schimpf <schimpf@bgnet.bgsu.edu>
November flew by and here we are again. We are scheduled to meet at 3pm tomorrow, Tuesday Dec. 2 in the 10th floor conference room, Admin. Bldg.

Agenda:

Finalize Survey - Jerry
Additional reports on MAC/state university programs - Ken, Kristin,
Discussion of "Just Because" program - Deb
Other?

Minutes of Meeting - Nov. 4, 1997

Attendance: Lisa, Jerry, Deb, Bob
Absent: Ken, Kristin, Scott

Reports on recognition programs from other MAC and state of Ohio schools.
Bob- Kent: no group. They have an Innovation Council to address specific issues.
   Akron: no groups/no awards
   Recognition is by departments.
OSU: no response

Deb- Northern Illinois: Supported Professional staff/shared governance/no
   Unions. President's Award for Excellence-4 $1000 winners annually. No perfect attendance recognition.

Janis- Western Michigan (notes distributed) Administrative Professional
   Association/no Unions. Have "Service Excellence" program for all
   constituent groups, but faculty. 4 $100 awards given every 6
   months and 4 $1000 given annually at an elegant luncheon. 25 year
   Club and longer get a really nice gift and elegant dinner each
   year at holiday time. They no longer recognize perfect
   attendance.

Deb distributed materials with ideas for the "Just Because" idea. Discussion
   by the group, but know action taken.

Jerry discussed the feedback survey and put a draft out to the committee
   members for review.

Next Meeting: Dec. 2 @ 3pm. 10th Admin. Bldg.

Jane Schimpf E-mail: schimpf@bgnet.bgsu.edu
Awards & Recognition Committee Agenda

Dec. 2, 1997 3pm.

Attendance: [Signature]

Absent: [Signature]

BUSINESS

Finalize Survey - Jerry

Additional Reports on other MAC/state school Programs:

Ken- Ohio U.

Ball State

Kristen- UT

Eastern Michigan

Lisa- OSU

Deb- Cincinnati

"Just Because" program- Deb

Other:

Next Meeting: [Signature]

10:30 A.M.
'Just Because' Award

The purpose of this award is to recognize administrative staff for performing in an outstanding manner. Individuals may be nominated by any member of the University community. The nomination should include a BRIEF paragraph stating the person's outstanding accomplishment(s). Nominations will remain open throughout the year. A random selection will be made each month. The person selected will receive a token of appreciation, certificate, and letter of recognition.

Awards could include:

- Gift certificate from Bookstore/Little Shop
- Gift certificate from any of the University dining facilities
- Tickets (2) to Theatre productions
- Tickets (2) to College of Musical Arts events
- Tickets (2) to Athletic events
- Pizza/dinner (4) with President Ribeau
- Others ???

Letter from ASC Chair
Sample certificates are attached

Other Thoughts...

Should current ASC members not be eligible for the award?
Could Freddie/Frieda present award?
Balloons?
Would areas be willing to buy gift certificates and donate them?

Pass it on
Beatrice
Survey Questions:

Questions to ask the HR Director or rep:

a. Do you have an administrative staff representative organization? (note administrative staff on other campuses may be career, casual, salaried, etc.) (YES or NO. If yes, what is the structure?

- Supported Prof. Staff (CPS)
- Shared governance structure
- (Note's... elected from faculty, staff, students)

b. Are administrative staff unionized? (YES or NO)

- Only temp fac.

c. Do you have a recognition/award program for administrative staff? (YES or NO. If yes, explain the program(s). What are the criteria for the awards?

- Pres. Award for Excellence
- For a... plaque & certificate

- Popular nomination

- Selected by Pres.

d. Do you recognize perfect attendance? (YES or NO) If yes, how is it recognized?
Chief administrators are Anne Kaplan, Vice President, Administration, and Steve Cunningham, Associate Vice President, Administration and Human Resources. The HRS Building is located west of the central NIU campus at 1515 West Lincoln Highway, DeKalb, 60115. HRS hours are Monday through Friday, 8 a.m. to 4:30 p.m. Departments include: Administrative Services; Operating Staff Services; Insurance and Employee Benefits; Payroll and Compensation; Contracts, Records and Reports; Employee Wellness and Assistance; Affirmative Action; and Employee Training and Development. For general information, call 815/753-0456; TDD is 815/753-0870. FAX: 815/753-0430. For 24-hour job availability information, call 815/753-1051.
ADMINISTRATIVE SERVICES

The chief administrator of the unit is **Steve Cunningham**, Associate Vice President for Administration and Human Resources. For more information, call 815/753-6000. Other staff members are:

- **Kate Romano**, Assistant for Administrative Services, 815/753-0818.
- **Diane Strand**, Publications Editor, 815/753-9304.
- **Deborah Haliczer**, Director of Employee Relations and Training, 815/753-6039.
- **George Nenonen**, Manager, Policy Development and Implementation, 815/753-0403.
- **Marty Smith**, Classification Officer, 815/753-6024.
- **Rhonda Wybourn**, Classification Officer, 815/753-6023.
- **Gary Smith**, Labor Relations, 815/753-6030.
- **Carolyn Leifheit**, Administrative Secretary, 815/753-0458.
- **Marlene Bryant**, Staff Secretary, 815/753-3-0457.
- **Gayle Meier**, Personnel Assistant, 815/753-0456.

**Functions of the office include:**

- Coordination of human resource policy, procedures and practices for NIU faculty and staff.
- Service as primary liaison to the Illinois Department of Central Management Services.
Employee and labor relations

Conflict resolution, diversity enhancement and affirmative action

Staff and faculty communications

Special initiatives.

HRS Homepage

NIU Homepage

CONTRACTS, RECORDS AND REPORTS

Seiko Hall. For more information, call 815/753-8379. Other staff members and the colleges or units they serve are:

Krista Bollman,
Provost's Office; Rockford and Hoffman Estates Education Centers, Continuing Education, Finance and Facilities/Business Services, Graduate School, Intercollegiate Athletics, President's Office, General Administration, Development and University Relations, Law School, 815/753-8321.

Cindy Ertl,
Visual and Performing Arts, Education, Business and Student Services, 815/753-8694.

Jeanette Gommel,
Civil Service records, 815/753-1338.

Veris Hawkins-Smith,
Health and Human Sciences, Engineering and Engineering Technology, 815/753-1897.

Joanne Hulmes,
Civil Service records, 815/753-6026.

Jill Secor
Liberal Arts and Sciences, 3-6027.

Deanna Sexton
Civil Service records supervisor, 815/753-6025.
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**HUMAN GENETICS (PEDIATRIC) (0054)**

(See Pediatrics) 559-7290

**HUMAN RESOURCES ADMINISTRATION (0087) 3333 VINE ST.**

Fax Number 6-9648

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<td>Mae Wilson</td>
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**BENEFITS (0099) 3333 VINE ST.**

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**COMPENSATION (0596) 3333 VINE ST.**

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<th>Name</th>
<th>Title/Position</th>
<th>Office Location</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kate Stoss, BA</td>
<td>Compensation Analyst</td>
<td></td>
<td>6-1540</td>
</tr>
</tbody>
</table>

**EMPLOYEE AND LABOR RELATIONS (0166) 3333 VINE ST.**
EMPLOYMENT SERVICES (0117) 3333 VINE ST.
Classified Employment Information .............................................. 6-3702
Recruitment Services (0566) .............................................. 6-1225
Fax Number ................................................................. 6-9652
Najiyyah Duncan, BA ........................................... Director
6-6264
Winifred Allen ........................................... Supervisor,
Classified Employment, Testing and Placement
6-6264

PAYROLL AND EMPLOYEE
INFORMATION SERVICES (PEIS) (0001) 305 BEECHER
Fax Number ................................................................. 6-0242
Corey Lehr, BA ........................................... Director
6-2451
Chris Diersing ........................................... Associate Director
6-2451
Pauline Jones ........................................... Manager,
Employee Information Services
6-2451
Alan Costner, MBA ........................................... Manager,
Payroll
6-2451
Joyce Kenan ........................................... Supervisor,
Employee Information Services
6-2451
Dorothy M. Parker ........................................... Supervisor,
Payroll
6-2451

HUMAN RESOURCES RECORDS & H.R.I.S. (0087) 3333 VINE ST.
Fax Number ................................................................. 6-9648
Gary Meyer, BS, BA ........................................... Director,
Human Resource Records & H.R.I.S.
6-9658

RECORD RETENTION .............................................. 6-1218

HUMANITIES (0162)
(See University College) .............................................. 732-5200

HUMANITIES AND SOCIAL SCIENCES (0206)
(See University College) .............................................. 6-1616

HUMANITIES, SOCIAL SCIENCES
AND COMMUNICATIONS (0103)
(See Applied Science, College of) .............................................. 6-6562

HYPERALIMENTATION TEAM (0771)
(Parenteral and Enteral Nutrition, Department of) .............................................. 8-4630

HYPERBARIC MEDICINE,
THE CENTER FOR (0812)
(Hyperbaric Oxygen Center and
Awards and Special Recognitions Committee Survey Results

Summary

- A total of 15 responses were received from Administrative Staff

Observations

- Multiple responses felt that a Perfect Attendance award is not a good idea. People should use sick leave when they need to and not be “punished” for doing so.

- Receiving an honor award from your peers is an important way to be recognized and serves as a good motivator.

- When achievements are recognized, it is important to record them on paper in some form and make sure that copies are sent to the employee, their manager, and placed in their personnel file.

- Receiving a reserved parking spot as a reward seems to be a hot item

- Monetary awards not necessarily a huge need but would be nice. If money is made available for Faculty awards through the University, then there should be a similar amount available for Administrative Staff.

- It would be nice to receive awards that can be used for activities around campus. Tickets to sporting or theater events, gift certificates to the bookstore or food service operations would be good ways to reward employees and promote our campus.

- CJ GASP awards were mentioned more than once. They sound similar to the “Just Because” award we have been talking about.

- Developing student service related awards were listed as important items.

- It seems that getting a simple reminder or pat on the back that you are doing a good job is just as important as getting a formal award at a special ceremony.
Awards and Special Recognitions Committee Survey Results

1. What types of activities should Administrative Staff members be rewarded for? (i.e. Perfect Attendance, Adherence to or Support of Core Values, Implementing New Ideas, Improving Quality)

- Improving quality or exemplifying customer service.
- Those who volunteer for any standing or ad hoc committee, who are elected to a University committee/council, should be recognized by the chairperson of that committee. This could be done by sending the volunteers' names to their supervisors, copy to the volunteers. This is a low-cost, high visibility method of recognizing those who go the extra mile for their department and the University. I think that Donna Wittwer had this idea originally.
- Implementing New Ideas, Improving Quality
- I believe we should avoid any type of Perfect Attendance activity. On the other hand, I think a "Putting Students First" recognition would be very appropriate.

I have only one thought along these lines. And, that is, that I would like to see more emphasis on a job well done. In our area, the only use of the merit comes in the context of what extra we have done beyond our job description responsibilities (i.e. community activities, extra university activities, etc.).

So, being very good at your job does not make you eligible for merit. I think this is absurd and the concept of merit has never motivated me for one second here.

In fact, I sometimes feel like a second-class citizen because I don't take time away from my primary responsibilities to participate in committees and alike.

- Implementing New Ideas and Improving Quality are nice ideas. I have to mention that the perfect attendance issue bothers me. I would probably never miss work if it wasn't for my obligations as a parent. I feel like that award would in some way penalize so many of us who have young children.
- Implementing new ideas, support of core values, improving quality, exemplary service
- Assisting students--constructively or otherwise
- Demonstrating collaboration among departments
- Presenting at conferences for publishing

- I would strongly oppose awards such as "perfect attendance" or non-use of sick leave because it should be expected among professionals that use of sick leave occurs only when necessary. The necessity of using it is not something that we can control. I would not want to reward people who are simply lucky that they are never get sick or injured or that members of their family do not need their assistance from time to time. Nor would I want to encourage people to come to work when they are sick with contagious illnesses.
• We should reward people for innovations, for cost savings projects or efforts, for exceptional work on a project that was above and beyond their job description expectations. These could be one-time achievements that would not be in the category of the Ferrari Award, which should be "protected" as THE outstanding award for administrative staff. The awards should be open to teams of people or whole offices. (A good example might be something like the Project 90 teams). The number of awards should be limited so as not to diminish their value.

• Of the 5 core values, I think that the following 2 are appropriate for special recognition: cooperation (i.e., commitment to collaborative efforts) and creative imaginings. I would also include excellent customer service, positive promotion of BGSU, commitment to continuing education and/or professional development as activities appropriate for individual recognition.

• When ASC notices that someone has done something worth rewarding, I feel that a professional, but personalized, letter which recognizes the personal effort that was expended on the task would go a long way as a reward. Filing a copy in the person's personnel files, would further the value of the reward.

• Activities which should be rewarded include:
  - playing a role in an activity which receives "positive press" in one or more newspapers.
  - successfully fixing a problem someone else was having.
  - introducing a product, activity, etc. where the rollout goes smoothly.
  - helping the "after hours" staff fix a problem, on your own time, because you know, and care, that fixing the problem will make everyone's life better.

You will know you did this effectively when you visit someone's office and find a letter which has been framed and hung on the wall.

Additionally, I prefer to see rewards given to people that have exceeded a threshold, rather than to "the best person". My reasoning behind this is that first place awards implicitly tell everyone else "Although you may have tried, Joe gets all the credit because he did better".

• I think "rewarding" people for perfect attendance is a bad idea. When someone is sick, they ought to utilize the sick leave which they have earned. Rewarding them for not using their sick leave is pretty much telling them to work when they ought to be tending to their own health.

• Exceeding Goals

• Some type of reward for saving the university money, implementing a new program, etc. maybe call it "Excellence First" or something... there is so much waste on campus and duplication of effort but no real incentive to address it
• How about all of the above, plus attitude, random acts of kindness, good Samaritan, always going out of one's way for others. Let cohort group or your staff recommend you as well as your boss.

2. In what ways would you like to be rewarded?

• A special privilege - parking spot, day off with pay, dinner at a good restaurant, weekend in Chicago or Toronto

• $ - time off I just have to make up the work

• Obviously, financial awards are very much appreciated. There seems to be monies for faculty awards, and I believe there should be monies for staff awards. It's a matter of priorities

• I suppose monetary rewards are always appreciated but as important to me is the idea of public recognition in any form.

• I am not sure that I am really looking for a monetary type of reward. (But of course we all like $$.) However, I think recognition by our peers means a whole lot, too!!

• A plaque is nice, but money is even better. I notice that most of our faculty awards and recognitions include $$$. Money doesn't have to be in cash -- for example conference fees, membership in professional organizations, time off, bookstore gift certificates, season (or individual game) tickets, a reserved parking space, or brief article in The Monitor, etc. might be nice incentives

• A letter, e-mail message etc. copied to the immediate supervisor or VP is always nice, a visit to my office. I find my most meaningful remembrances don't cost much--just a simple note or pat on the back. Most of us don't take the time to do even that. Something which comes from your committee "officially" would probably be very nice.

• Some awards might be a "service to the students" "service to the faculty" or "service to the staff" awards. Others might be more simple and spontaneous, e.g., a note, a gift certificate to dinner, or some similar gift and might be in recognition of doing a great job every day, of special efforts on a project every year, of special efforts on a particular project, etc. The GASP awards given out previously are a good example of this latter category.

• Perhaps ASC could commission an art student to design and make a supply of a gift specifically for the purpose of these non-Ferrari awards. Then there would be uniformity and immediate recognition of the person as being a recipient.

• I like Dave Steen's suggestion to give the awardees "BG Bucks" or coupons for free services offered by the BGSU community (e.g., free lunches at the Pheasant Room, free temporary membership at the Rec Center, $$ for free items at the Bookstore, free tickets to a play, etc.
I would like to receive a financial award—a bonus—that would allow me the opportunity to maximize the benefit. For example, I would have the option of donating all or a portion of the "bonus" to the scholarship or campus organization of my choice; and, the amount that I donated would be matched by the University. In other words, I would like to receive an award that I could reinvest in the University.

- Artwork, time off w/ pay, Travel, Gift Certificates, Recognition with peers and the community. letter to keep in file

- Official letter in personnel file, time off with pay, attendance at a nice lunch/breakfast, money… I still like the idea of having a "just because" drawing once a month with flowers or balloons delivered to the awardee.

- Parking space for day, week or month or even a year.
  Bookstore discount or item from the bookstore or little shop, lunch at the Pheasant Room or dining facility of your choice, free coffee or coffee at the Union for a day/week/month, pizza party for you and your staff, movie tickets, flowers, etc. - little things mean a lot!

A) What are some creative ways to honor employees?

- $ seat with the president at choice of BG game or cultural event
  season tickets to choice of athletic or cultural/arts

- Customer Service employee of the Month/Year award
  Building Community recognition
  Bleeding Orange and Brown award
  A Walk the Talk award
  Team and/or office awards

- Recognition in the Monitor
  Host an event in an employee's honor (reception, speaker, professional development session)
  Reserved parking spot
  Tickets to a BGSU event (College of Music, athletic events, theatre)

- balloons
  personal delivery of note

- Extra vacation days, temporary special parking privileges, membership in a "Gallery of Fame" (could be photo or could be a list inscribed on a plaque) posted conspicuously in an appropriate location such as Human Resources or McFall, a reception or special dinner hosted by the administration at the end of the year to honor all recipients of special recognitions in a given year.

- Custom piece of art or fun object that campus comes to recognize.
  Drive the Camboni at ice rink, golf course membership, a good desk chair and/or desk and other office furniture. A reserved parking space, beautiful fresh flowers delivered to me. A tree planted on campus with a plaque for me, a flower bed for me, a song written for me and performed where I want
• I think whatever we do to reward people can go much further if it is well-publicized in the Monitor, BG News, or maybe even the SENTINEL.

• Like "sic-sic" a notice on your door or building door. Most of us won't qualify for major awards - so lots of "fun" awards would be meaningful. Push department/college awards too or establish some awards that fall into this level - tell the dept. to adopt awards so they happen not just on a higher level like ASC.

B) What type of awards would be truly meaningful to you?

• Those that are from peers and are presented with sincerity

• Recognition among peers/ plaque and the above

• The Ferrari Award holds a special place in the hearts of many administrative staff. Other recognitions that are very student-oriented would be truly meaningful to me.

• Something that recognizes contributions to students or to the betterment of the BGSU community.

• Something that gives a public acknowledgment of one's efforts and could even lead to a promotion

• Recognition by my peers would be very meaningful, and in appreciation for that recognition, I would want the award to benefit more than just myself (where all or a portion of a "bonus" would be matched by the University if I donated all or some of my bonus to the scholarship or campus organization of my choice).

• Recognition for a job well done, saving the university money, implementing New program recognition

• Some type of award that can be kept in the person's office, like a trophy Or a falcon, etc. Money

• Ones from peers and supervisors. Nothing major - awards like employee of the month or something on that order, or a dossier in the monitor (like the Blade does each Saturday on an individual

C) What might be reasonable levels for monetary awards?

• Depends on the award. Some are going to be bigger than others. It is important to maintain the importance of the Ferrari Award, so other things should be less significant.

• 10% bonus :-), percentage of savings to university if efficiency improvement $500.00 depending

• Whatever is comparable to what the faculty receive. Nothing more and nothing less.
• At least $100.00, prefer $500.00, $1000.00 would be great and seems to be the amount I have seen faculty receive

• Don't believe those are necessary or should even be considered when the University is in a tight financial situation

• That depends on available funds, and I hope that ASC will initiate measures to ensure that a sufficient pool of funds will be set aside each year. I would also hope that the monetary award would be large enough to encourage reinvestment in the University in the form of a matching donation

• $50 to $1000

• $100 +

• $25, $50, $100 up to $1,000 for the Ferrari Award

3) Please share any other thoughts may you have related to honoring our fellow employees.

• The reason for awarding the award should be meaningful and not something that everyone can say they did, but just didn't have anyone nominate them.

• There isn't enough recognition for those continuing to do a good job or for those trying to be efficient.

• I think the Ferrari Award is a wonderful award, but I think it is important to honor staff at different levels throughout their career at BGSU. It seems like the efforts of your committee are trying to do just that. I personally don't think that money has to be attached to an award for it to mean something to our colleagues.

I still think the BG Banana has a place here.

• From time to time over the last three or four years, I have been the media spokesperson for a group of BGSU administrators who felt the outstanding efforts of administrative staff are often taken for granted. This ad hoc "committee" decided to recognize individuals for a job well done by arranging for them to receive a surprise visit from SICSIC members who brought them a balloon and a certificate of recognition. There was no set criteria for the award other than being seen doing a fine job and/or going all out for the University, its students, staff and faculty. Recipients were always surprised--and never told who had seen their good work; and wanted to recognize them for it in a special way. To my knowledge, no C.J. Gaspar Awards were given last year. Following is a press release I wrote for Monitor and the BG News about the recipients the prior year.

SICSIC DELIVERS WORD OF APPRECIATION

BOWLING GREEN, O.---Seven University staff members received a surprise visit recently from members of SICSIC who let them know their efforts on the job are appreciated by the campus community.

As winners of the C.J. Gaspar Award, each was presented a balloon along with a certificate of recognition for a job well done.

Those honored included Terence McLove, Computer Services; Wayne
Colvin, student housing and resident programs; Cheryl Joyce, WBGU-TV; John Buckenmyer, University bookstore; Denise Van De Walle, athletic department; Marty Porter, College of Musical Arts; and Laura Waggoner, Registrar's Office.

The C.J. Gasp Award is presented to staff for embodying the ideals of its namesake, C.J. Gasp, a respected University employee who cared about students and colleagues, and gave 110 percent to make Bowling Green a better place for all.

Last year's winners of the Gasp Award included Anne Saviers, Dave Stanford, Becky McOmber, Joann Navin, Paul Lopez, Sandy Miesmer, Rob Cunningham, Bob Waddle and Norma Stickler.

I'd like to see this program, or a similar one, receive some funding—I believe members of the ad hoc committee chipped in to buy the balloons—so that it might continue. It is not particularly costly, but it can be worth a tremendous amount to those receiving the recognition from their peers.

And, while this program is fairly inexpensive, I would also like to see more awards with monetary value bestowed on staff. During the Hollis Moore administration, staff were eligible for special achievement awards. (I'm not sure if those were $250, $500 or $1,000 awards, or perhaps it was varying amounts up to $1,000.) It would be nice to have that program again.

And last but not least, I think reserved parking spots make wonderful rewards!
Duane Whitmire, 11:52 AM 1/14/98 , A Question

X-Sender: whitmire@mailbox.bgsu.edu
Date: Wed, 14 Jan 1998 11:52:41 -0500
To: schimpf@bgnet.bgsu.edu
From: Duane Whitmire <whitmire@bgnet.bgsu.edu>
Subject: A Question
Cc: bstearn@bgnet.bgsu.edu

I received some e-mail over the Holidays from Beverly Stearns, and it is my understanding that she has shared her idea with the Awards and Special Recognitions Committee as well. She simply shared the idea (see below) with me for an "experienced reaction".

I told Beverly that I could share the concept of her suggestion with Becca and Chuck (for an initial reaction to the bonus award idea with all or a portion to be returned) the next time the ASC Leadership Team met with them. However, Beverly thought that I should check with you to see if the Awards and Special Recognitions Committee had any initial reaction to her ideas before asking Chuck and Becca for their thoughts. Could you let me know what you and the Awards and Special Recognitions Committees thoughts are on this topic at your earliest convenience? Thanks!

*****Hi Duane,

I decided to forward you my response to the ASC Awards and Special Recognitions Committee survey to get your experienced reaction to my suggestion for a reinvestable (made up word?) award. Do you think the idea is marketable to the administration in terms of getting them to support the matching funds concept?

I know that I feel very strongly about the opportunity to reinvest in the University and see this as a way to get the biggest bang for my buck, but I'm sure there are others who might disagree.

What do you think? Please read items 2, 2B, and 2C below.

-Beverly

-Beverly J. Stearns, Director
-Human Resources and Outreach Services for

Printed for Jane Schimpf <schimpf@bgnet.bgsu.edu>
On Fri, 5 Dec 1997, Jerry Ameling wrote:

>> 1. What types of activities should Administrative Staff members be rewarded for? (i.e. Perfect Attendance, Adherence to or Support of Core Values, Implementing New Ideas, Improving Quality)

>> Of the 5 core values, I think that the following 2 are appropriate for special recognition: cooperation (i.e., commitment to collaborative efforts) and creative imaginings. I would also include excellent customer service, positive promotion of BGSU, commitment to continuing education and/or professional development as activities appropriate for individual recognition.

>> 2. In what ways would you like to be rewarded?

>> I like Dave Steen's suggestion to give the awardees "BG Bucks" or coupons for free services offered by the BGSU community (e.g., free lunches at the Pheasant Room, free temporary membership at the Rec Center, $ for free items at the Bookstore, free tickets to a play,
>> etc.

>> I would like to receive a financial award--a bonus--that would allow me the opportunity to maximize the benefit. For example, I would have the option of donating all or a portion of the "bonus" to the scholarship or campus organization of my choice; and, the amount that I donated would be matched by the University. In other words, I would like
> to receive an award that I could reinvest in the University.
> >> Other questions related to this would include:
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> >> Extra vacation days, temporary special parking privileges,
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> >> an appropriate location such as Human Resources or McFall,
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> >> Recognition by my peers would be very meaningful, and in
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> >> C) What might be reasonable levels for monetary awards?
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> >> initiate measures to ensure that a sufficient pool of
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> >> will be set aside each year. I would also hope that the
> >> monetary award would be large enough to encourage
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> >> in the University in the form of a matching donation.
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> >> 3) Please share any other thoughts you may have related to
> >> honoring our
> >> fellow employees.
> >>
> >> We thank you in advance for your cooperation.
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> and/or professional development as activities appropriate for
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> recognition.
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> I like Dave Steen's suggestion to give the awardees "EG Bucks" or
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> donated would be matched by the University. In other words, I would like
to receive an award that I could reinvest in the University.

- Other questions related to this would include:

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Extra vacation days, temporary special parking privileges, membership in a "Gallery of Fame" (could be photos or could be a list inscribed on a plaque) posted conspicuously in an appropriate location such as Human Resources or McFall, a reception or special dinner hosted by the administration at the end of the year to honor all recipients of special recognitions in a given year.

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Duane Whitmire, 11:52 AM 1/14/98, A Question

>> Jane Schimpf, Chair
>> Dianne Cherry
>> Lisa McHugh
>> Bob Waddle
>> Deb Burris
>> Kristen Donaldson
>> Jerry Ameling
>> Ken Frisch
>> Scot Bressler
>>
>
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>Human Resources and Outreach Services for
>Libraries and Learning Resources
>Bowling Green State University
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****************************

Duane E. Whitmire, Ph.D.
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Bowling Green State University
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We are a team of professionals, committed to customer satisfaction, dedicated to prompt, courteous delivery of quality service and support.
"Bringing the Magic of Customer Service to BGSU"

****************************

Printed for Jane Schimpf <schimpf@bgnet.bgsu.edu>
Awards & Special Recognitions Committee
Administrative Staff Council

Annual Report
June, 1998

Jane Schimpf, Chair
Scot Bressler
Bob Waddle
Kristen Donaldson
Ken Frisch

Jerry Ameling
Lisa McHugh
Deb Burris
Dianne Cherry

CHARGE: To develop and recommend to ASC ways to recognize administrative staff for their outstanding achievements. The committee also coordinates the advertisement, selection and presentation of the awards and special recognitions including the annual Ferrari Award.

GOALS:

1. Develop a new award program to recognize Administrative Staff achievements.
2. Develop and disseminate information to the media that recognizes outstanding performance by Administrative Staff either by individuals or groups.
3. Administer the Ferrari Award process.

CRITERIA: Recognition should be based on contributing to BGSU’s Vision, Core Values and Priorities.

The committee surveyed the administrative staff and as a result of the feedback received the B. G. Best Award program was born. This new program recognizes administrative staff members who have demonstrated one or more of the following criteria:

1. Implemented a new idea or program to benefit the BGSU community.
2. Improved the quality of programs and/or services on the BGSU campuses.
3. Showed an outstanding commitment to BGSU by their voluntary involvement in campus/community activities.
4. Provided excellent customer service to the BGSU community.
5. Demonstrated exemplary commitment to the core values of BGSU.

At the Spring Reception 12 staff members received the hand-painted ceramic “Falcon” replica named B. G. Best.

The committee shared information about the award winners with News Service for dissemination to the media.

The Ferrari Award process is underway with plans to announce the 1998 winner at the Fall Reception.
ASC Standing Committee Charges

Amendments Committee
Chair: Beverly Stearns

The charge of the Amendments Committee is to initiate and receive proposed amendments to the Charter or Bylaws and to report to the ASC on all proposed amendments.

Awards & Special Recognitions Committee
Chair: Jane Schimpf

The charge of the Awards and Special Recognitions Committee is to develop and recommend to ASC ways to recognize administrative staff for their outstanding achievements. The committee also coordinates the advertisement, selection, and presentation of the awards and special recognitions including the annual Ferrari Award.

External Affairs Committee
Chair: Bonita Sanders-Bembry

The charge of the External Affairs Committee is to develop ways to improve opening day activities for administrative staff and to develop good public relations with other groups on campus, off campus and with the media.

Internal Affairs Committee
Co-chairs: Jan Peterson and Betty Ward

The charge of the Internal Affairs Committee is to develop and update the Orientation to ASC document and to orient new ASC members. In addition, the committee examines the election process and makes the appropriate recommendations.
Personnel Welfare Committee
Co-chairs: Pat Green and Inge Kloppin

The charge of the Personnel Welfare Committee is to review the Administrative Staff Handbook and to study/recommend Council action on matters involving general salary policies, benefits, performance, evaluations, and policies/procedures which affect the functioning of administrative staff in their positions.

Professional Development Committee
Chair: Dawn Mays

The charge of the Professional Development Committee is to aid and encourage the professional growth and development of administrative staff. It studies and recommends action with regard to professional leaves, continuing education and recognition of professional achievement.

Salary Committee
Chair: Gene Palmer

The charge of the Salary Committee is to compile comparative data and make a salary proposal each year on behalf of the administrative staff.

Scholarship Committee
Chair: Carmen Castro-Rivera

The charge of the Scholarship Committee is to administer all aspects of the administrative staff student scholarship program including advertising, selection and presentation of the scholarship.
Administrative Staff Council
Standing Committees
1997-98

Amendments
Beverly Stearns, Chair (R) (AA)
John Hartung (R) (AA)
Matt Webb (R) (AA)
Mary Beth Zachary (AL) (AA)

Awards & Special Recognitions
Jane Schimpf, Chair (R) (Oper)
Jerry Ameling (R) (AA)
Scot Bressler (R) (Pres)
Deb Burris (R) (AA)
Dianne Cherry (R) (AA)
Kristen Donaldson (AL) (AA)
Ken Frisch (R) (UA)
Lisa McHugh (AL) (AA)
Bob Waddle (R) (Oper)

External Affairs
Bonita Sanders-Bembry, Chair (R) (SA)
John Clark (AL) (AA)
Elayne Jacoby (R) (SA)
Donna Wittwer (AL) (AA)
Karen Woods (AL) (AA)
Susan Young (AL) (AA)

Internal Affairs
Jan Peterson, Co-Chair (R) (AA)
Betty Ward, Co-Chair (R) (AA)
Laura Emch (AL) (AA)
Linda Hamilton (R) (F)
Pat Kania (AL) (AA)

Personnel Welfare
Pat Green, Co-Chair (R) (AA)
Inge Klopping, Co-Chair (R) (AA)
Ann Betts (AL) (SA)
Sharon Hanna (R) (AA)
Joyce Kepke (R) (AA)
Sandy LaGro (R) (Oper)
Paul Lopez (R) (AA)

Professional Development
Dawn Mays, Chair (R) (SA)
Mike Failor (R) (AA)
Ron Knopf (AL) (AA)
Judy Nemitz (AL) (SA)
Dan Parratt (AL) (AA)
Norma Stickler (AL) (AA)

Salary
Gene Palmer, Chair (R) (AA)
Shelley Appelbaum (R) (Pres)
Craig Bedra, (R) (AA)
Jan Rustner (R) (Oper)
Michelle Simmons (AL) (SA)

Scholarship
Carmen Castro-Rivera, Chair (R) (AA)
Lynne Blum (AL) (AA)
Deb Freyman (AL) (AA)
Sue Perkins (R) (SA)
Cindy Puffer (R) (SA)
Sally Raymont (AL) (AA)
Laura Waggoner (R) (AA)
Jodi Webb (R) (SA)
Deb Wells (R) (AA)
Sabrina White (AL) (AA)

R = Representative
AL = At-large
AA= Academic Affairs
F = Finance
Oper = Operations
Pres = President's
SA = Student Affairs
UA = University Advancement
<table>
<thead>
<tr>
<th>NAME</th>
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<th>E-MAIL</th>
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</tbody>
</table>
About the Awards - The ASC Awards & Special Recognition Committee is now accepting nominations for the 1998 B. G. Best Awards. This new award is in recognition of outstanding contributions to BGSU by administrative staff members.

Basis of Eligibility - Any current full-time or part-time administrative staff member is eligible for the award.

Award Criteria - The B. G. Best Award(s) will recognize administrative staff members who have demonstrated one or more of the following criteria during the past year of service. In any one year multiple awards may be given up to a maximum of 12 awards. While this award is designed to recognize individual staff members, team nominations will be considered if they consist solely of administrative staff members.

1. Implemented a new idea or program to benefit the BGSU community.
2. Improved the quality of programs and/or services on the BGSU campuses.
3. Showed an outstanding commitment to BGSU by their voluntary involvement in campus/community activities.
4. Provided excellent customer service to the BGSU community.
5. Demonstrated exemplary commitment to the core values of BGSU.

Nomination Procedures - Complete the official nomination form on pages 3 & 4 and return to the Awards & Special Recognition Committee Chair by April 15, 1998. The nomination form must be completed, including all pertinent information about the nominee’s qualifications for the award. Limit your nomination to the one page only. The nomination forms will be accepted from current BGSU students, faculty, classified and administrative staff members.

Award Presentation - The awards will be given annually at an ASC event at the end of the current academic year. The award(s) will consist of a hand-painted ceramic "Falcon" replica named B. G. Best. Each recipient will also have notation of the recognition placed in their Personnel File in Human Resources and a copy will be shared with their supervisor and area vice president and the President of BGSU.
Awards & Special Recognitions Committee
Administrative Staff Council

Annual Report
June, 1998

Jane Schimpf, Chair
Scot Bressler
Bob Waddle
Kristen Donaldson
Ken Frisch

Jerry Ameling
Lisa McHugh
Deb Burris
Dianne Cherry

CHARGE: To develop and recommend to ASC ways to recognize administrative staff for their outstanding achievements. The committee also coordinates the advertisement, selection and presentation of the awards and special recognitions including the annual Ferrari Award.

GOALS:

1. Develop a new award program to recognize Administrative Staff achievements.
2. Develop and disseminate information to the media that recognizes outstanding performance by Administrative Staff either by individuals or groups.
3. Administer the Ferrari Award process.

CRITERIA: Recognition should be based on contributing to BGSU’s Vision, Core Values and Priorities.

The committee surveyed the administrative staff and as a result of the feedback received the B. G. Best Award program was born. This new program recognizes administrative staff members who have demonstrated one or more of the following criteria:

1. Implemented a new idea or program to benefit the BGSU community.
2. Improved the quality of programs and/or services on the BGSU campuses.
3. Showed an outstanding commitment to BGSU by their voluntary involvement in campus/community activities.
4. Provided excellent customer service to the BGSU community.
5. Demonstrated exemplary commitment to the core values of BGSU.

At the Spring Reception 12 staff members received the hand-painted ceramic “Falcon” replica named B. G. Best.

The committee shared information about the award winners with News Service for dissemination to the media.

The Ferrari Award process is underway with plans to announce the 1998 winner at the Fall Reception.