

1999

Awards and Special Recognitions Committee 1998-1999

Bowling Green State University. Administrative Staff Council

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Notes



April 15, 1998

MEMORANDUM

TO: Administrative Staff Members

FROM: Deborah Burris
1998 Michael R. Ferrari Award Committee

SUBJECT: Call for Nominations

This is the 16th year of the Michael R. Ferrari Award. The award, presented to a member of the Administrative Staff, was authorized by the Board of Trustees in 1982 to honor Dr. Ferrari, who served as interim president during 1981-82. The past recipients of the award have been:

1983 Suzanne Crawford, Affirmative Action
1984 Zola Buford, Registrar's Office
1985 Patrick Fitzgerald, WBGU-TV
1986 Gregory DeCrane, Student Activities and Orientation
1987 George Howick, Management Center
1988 Richard Conrad, University Computer Services
1989 Cindy Puffer, Student Health Center
1990 Jane Schimpf, Food Operations
1991 Dante Thurairatnam, Continuing Education
1992 Penny Nemitz, Firelands College
1993 Ann Bowers, Archival Collections
1994 Ken Schoeni, Athletics
1995 Norma Stickler, Academic Affairs
1996 Jill Carr, Office of Student Life
1997 Thomas Glick, Athletics

Recipients of the award receive an inscribed plaque, a cash award as well as a reserved parking space for one year. A plaque with the awardee's photograph is also displayed in the University Union Lobby honoring the current recipient.

The first step in choosing this year's recipient is the solicitation of nominations. The selection criteria, provided on the enclosure, outlines those factors which should be addressed in nominating individuals for the award. The nomination form is to be used, in conjunction with additional materials of support, for the purpose of placing names into nomination. The nominee must be a full-time member of the University's Administrative Staff. Nominations may be submitted by members of the administrative staff, students, faculty, or classified staff. The selection of the award recipient will be made by a committee of administrative staff representing each of the Vice Presidential and Presidential areas. Selection will be made on the basis of the information supplied through the nomination process.

Award criteria and a nomination form are enclosed. Additional forms are available in the Human Resources Office, Faculty Senate Office, University Union Information Desk, University Bookstore, and on the ASC website. *Please note that the prominence of the University position held by the nominee will not be considered in the nomination or selection process.* All nominations must be submitted to Deb Burris, Graduate College, 120 McFall Center, no later than **5:00 p.m., Monday, June 1, 1998.**

THE MICHAEL R. FERRARI AWARD

Criteria

1. **ELIGIBILITY** - Any person who is a full-time member of the Administrative Staff, i.e., non-faculty contract employee, may be nominated. Nominee must have been an employee for at least one contract year and may not have received the award the previous year. Any nominations from previous years must be resubmitted.
2. **NOMINEES** - Must have exhibited exceptional performance and must have demonstrated a genuine sensitivity to others by showing an open, caring attitude and is attentive to the growth and development of the University. In addition, the nominee must demonstrate at least one of the following attributes:
 - A. Innovation and Initiative - demonstration of resourcefulness in the work place, including the formulation and implementation of creative new ideas. These ideas should have improved the work environment, saved time/or money and, in general, contributed to the better overall efficiency and effectiveness of the University.
 - B. Performance - “above and beyond” that required by the position, e.g., accepting special projects, additional responsibilities such as committee work, giving non-compensable time to effectively complete an assignment, service in professional organizations, or recognition brought to the University through the receipt of grants or through publications.
 - C. Relationship with University Community - The nominee must effectively interact with faculty, staff, or students in providing services that promote growth and harmony in their respective departments, areas, etc., as well as the campus. (This would not mandate service on University groups, committees, boards, etc.)

NOTE: The prominence of the University position held by the nominee should not be considered in the nomination process.



THE MICHAEL R. FERRARI AWARD

Nomination Form

Individual Nominated:

Name: _____

Title: _____

Campus Address: _____

Nominator:

Name: _____

Title: _____

Campus Address: _____

Phone: _____

Administrative Faculty Classified Student

A letter of support and at least three (but no more than 5) additional letters of reference must accompany this nomination form. The letter of support should describe how long and in what capacity you have known the nominee and, in accordance with the criteria, describe the nominee's qualifications for this award. Resumés are not necessary.

Please keep in mind that **the SELECTION OF THE AWARD RECIPIENT WILL BE MADE ON THE BASIS OF THE INFORMATION SUBMITTED.** The nomination form and all supporting materials must be received in the office listed below no later than **5:00 p.m., Monday, June 1, 1998.** Late submissions will not be considered.

*Deborah Burris
The Graduate College
120 McFall Center*

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.

Deborah S. Boyce,8/31/98 11:05 AM +0100,ASC 1998-99 Awards & Special Re

X-Sender: dboyce@mailbox.bgsu.edu
 Mime-Version: 1.0
 Date: Mon, 31 Aug 1998 11:05:16 +0100
 To: schimpf@bgnet.bgsu.edu, wclair@bgnet.bgsu.edu, dburris@bgnet.bgsu.edu,
 cherry@wbgu.bgsu.edu, lmchugh@bgnet.bgsu.edu, lwaggon@bgnet.bgsu.edu,
 mwebb@bgnet.bgsu.edu, pnemitz@bgnet.bgsu.edu, dlmeth@bgnet.bgsu.edu,
 kurttom@bgnet.bgsu.edu
 From: "Deborah S. Boyce" (dboyce@bgnet.bgsu.edu)
 Subject: ASC 1998-99 Awards & Special Recognitions Committee
 Cc: lopez@wbgu.bgsu.edu, jblinn@bgnet.bgsu.edu
 Status:

ASC's 1998-99 Awards & Special Recognitions Committee has been formed, and I am pleased that Deb Burris has agreed to Chair the committee. I also appreciate those individuals who have volunteered their time to serve on this committee. Committee members include:

Jane Schimpf, an ASC Representative from Auxiliary Services
 schimpf@bgnet.bgsu.edu

William Blair, an ASC Representative from Athletics
 wclair@bgnet.bgsu.edu

Matt Webb, an ASC Representative from the College of Arts & Sciences
 mwebb@bgnet.bgsu.edu

Laura Waggoner, an ASC Representative from Registration & Records
 lwaggon@bgnet.bgsu.edu

Penny Hemitz, an ASC Representative from Finland's College
 pnemitz@bgnet.bgsu.edu

Dianne Cherry, an ASC Representative from WBGU-TV
 cherry@wbgu.bgsu.edu

Lisa McHugh, an At-large volunteer from Academic Enhancement
 lmchugh@bgnet.bgsu.edu

Deborah Meth, an At-large volunteer from the College of Musical Arts
 dlmeth@bgnet.bgsu.edu

Kurt Thomas, an ASC Representative from Athletics
 kurttom@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 Ferroni Award. As part of this change, 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 1998-99, I will attempt to communicate any additional items that fall within the charge of the Awards & Special Recognitions committee.

I look forward to working with 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.

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

"Life is like riding a bicycle. You don't fall off unless you stop pedaling." Claude Pepper

B.G. Best Awards

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. The award recipient(s) will be selected by the ASC Awards & Special Recognition Committee.

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 consisted solely of administrative staff members.

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.

Nomination Procedures - Complete the official nomination form and return to the Awards & Special Recognition Committee Chair by ----- . The nomination form must be completed, including all pertinent information about the nominee’s qualifications for the award. 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 award 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.

Estimated Program Costs -

Ceramic Falcon replicas	12 @ \$20	\$240
Printing & Distribution of nomination forms		\$300
Presentation costs(flowers, recognition letter, etc.)		<u>\$120</u>
Total		\$660

Tentative Schedule -

Committee Approval of Program	Feb. 24
ASC Executive Committee Approval	Mar. 3
ASC Approval	Mar. 5
Distribution of Nomination Forms	Mar. 15
Nomination Deadline for Return	Apr. 15
Selection of Awardees	Apr. 30
Presentation of B.G. Best Awards	ASC Spring Reception

Deb Burris,10/16/98 10:32 AM -0400,1998-99 Awards and Special Recognitions

Date: Fri, 16 Oct 1998 10:32:49 -0400 (EDT)
 X-Sender: dburris@mailbox.bgsu.edu
 Mime-Version: 1.0
 To: schimpf@bgnet.bgsu.edu, wclair@bgnet.bgsu.edu, dburris@bgnet.bgsu.edu,
 cherry@wbg.u.bgsu.edu, lmchugh@bgnet.bgsu.edu, lwaggon@bgnet.bgsu.edu,
 mwebb@bgnet.bgsu.edu, pnamitz@bgnet.bgsu.edu, dlmeth@bgnet.bgsu.edu,
 kurttom@bgnet.bgsu.edu
 From: Deb Burris <dburris@bgnet.bgsu.edu>
 Subject: 1998-99 Awards and Special Recognitions Committee
 Status:

Thanks to each of you for volunteering to serve on this important committee. I would like to get the committee together in the next several weeks to begin planning for this year's awards. Please e-mail me with dates and times that you would be available to meet. Once I receive your schedules, I'll be in touch to schedule the first meeting.

Thanks,

Deb

 Deborah Burris
 Manager, Graduate Student Records
 The Graduate College
 Bowling Green State University
 Bowling Green, OH 43403
 Phone: (419) 372-0433
 Fax: (419) 372-8569
 e-mail: dburris@bgnet.bgsu.edu

Awards & Special Recognitions Committee
Notes from 11/2/98 Meeting

Planning began for the 1999 B.G. Best and Ferrari Awards. Discussion on committee goals reflected the desire to concentrate on promoting the B.G. Best and Ferrari Awards only. It was felt that we should not implement any additional awards until the B.G. Best is more established. We discussed the timing of each of these awards and made minor modifications to the B.G. Best Call for Nominations.

The following timetable was established for 98-99 year:

December 16	COMMITTEE MEETING
Mid-January	COMMITTEE MEETING - prepare mailing of B.G. Best Award info
February 1	Mail Call for Nominations - B.G. Best
Mid-March	COMMITTEE MEETING - prepare mailing of Ferrari Award
March 26	Deadline for nominations - B.G. Best
April 1	Mail Ferrari Award - Call for Nominations
April	COMMITTEE MEETING to review nominations/select awardee(s) - B.G. Best
May 3	Deadline for nominations
Mid-May	COMMITTEE MEETING to review nominations/select Ferrari Award Recipient

Awards & Special Recognitions Committee
Agenda
11/2/98

- I. Introductions

- II. Review Committee Charge

- III. Brainstorm ideas for new awards and special recognitions

- IV. Determine meeting schedule:

Next meeting: Date:
 Time:
 Location:

Awards & Special Recognitions Committee

Members: Deb Burris, William Blair, Dianne Cherry, Deborah Fleitz, Lisa McHugh, Penny Nemitz, Jane Schimpf, Kurt Thomas, Laura Waggoner, Matt Webb

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. 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.

Goals:

- 1) Develop 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 BG Best Award process
- 4) Administer the Ferrari Award process

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

Awards & Special Recognitions Committee
Agenda
12/16/98

- I. Introductions
- II. Review revised BG Best Award nomination form/criteria
- III. Review established timeline
- IV. Determine meeting schedule:

Next meeting: Date:
 Time:
 Location:

Attendance
 Joyce ✓
 Deborah ✓
 Colby ✓
 Laura ✓
 Diane ✓
 Deb ✓
 Lisa ✓
 Jane ✓
 Matt ✓

Awards & Special Recognitions Committee

Members: Joyce Blinn, Deb Burris, William Blair, Dianne Cherry, Deborah Fleitz, Lisa McHugh, Penny Nemitz, Jane Schimpf, Kurt Thomas, Laura Waggoner, Matt Webb

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. 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.

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- 3) Administer BG Best Award process
- 4) Administer the Ferrari Award process

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

Jane Schimpf,11/18/98 5:04 PM -0500,ASC budget

X-Sender: schimpf@mailbox.bgsu.edu
Mime-Version: 1.0
Date: Wed, 18 Nov 1998 17:04:34 -0500
To: dburris@bgnet.bgsu.edu
From: Jane Schimpf <schimpf@bgnet.bgsu.edu>
Subject: ASC budget
Status:

Deb, Good New!

Jane

>X-Sender: lhamilt@mailbox.bgsu.edu
>Date: Wed, 18 Nov 1998 15:23:16 -0500
>To: dboyce@bgnet.bgsu.edu, schimpf@bgnet.bgsu.edu
>From: "Linda L. Hamilton" <lhamilt@bgnet.bgsu.edu>
>Subject: ASC budget

>
>FYI - I permanently added \$650 to the ASC budget to cover the BG Best Award
>program. You will not have to request this from the President each year.
>Linda

>
>
>*****
>Linda L. Hamilton
>Director of Budgeting
>Office of Financial Affairs
>Bowling Green State University
>Bowling Green, OH 43403-0080
>Phone: (419) 372-8262
>Fax: (419) 372-8446
>*****

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

E-mail: schimpf@bgnet.bgsu.edu
Phone: (419)372-2338
Fax: (372)372-0311

To: AwardsCommittee
From: Deb Burris <dburris@bgnet.bgsu.edu>
Subject: BG Best Nominations/Ferrari Award
Cc:
Bcc:
X-Attachments:

Good Morning!

It's time to meet again. We have approximately 15 nominations for the 1999 B.G. Best Award. Please send me times for the next several when you will be available to meet to review the nominations and select the winners for this year. The awards will be given out at the spring ASC reception which will be held on Thursday, May 13 from 3-5 pm.

Also, if none of you have any objection, I'll go ahead and send out the announcement for the 1999 Ferrari Award - Call for Nominations. The deadline for the Ferrari Award will be Friday, May 7.

Thanks and have a great weekend!

Deb

Awards & Special Recognitions Committee
Administrative Staff Council

Annual Report
June, 1999

Committee Members: Deb Burris, Chair, William Blair, Joyce Blinn, Dianne Cherry, Deborah Fleitz, Lisa McHugh, Jane Schimpf, Laura Waggoner, Matt Webb

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 B.G. Best Awards and the Ferrari Award.

GOALS:

1. Develop and disseminate information to the media that recognizes outstanding performance by Administrative Staff either by individuals or groups.
2. Administer the B.G. Best Award process
3. Administer the Ferrari Award process.

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

The committee continued the administration of the B. G. Best Award program for the second year. This 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.

Eight staff members received the hand-painted ceramic "Falcon" replica named B.G. Best at the annual Spring ASC Reception on May 13. Administrative staff members receiving awards this year were: Patricia Booth (WBGU-TV), Nancy Footer (General Counsel), Vicki Knauerhase (Family & Consumer Sciences), Naomi Lee (College of Technology), Phyllis Short (Information Technology Services), Lois Sonnenberg (Continuing Education), Suzanne Sopa (Development), and Andy Wickhiser (Psychology).

The committee shared information about the award winners with Public Relations for dissemination to the media.

The Michael R. Ferrari Award process is underway with plans to announce the 1999 winner at the Fall ASC Reception.