

2004

Awards and Special Recognitions Committee 2003-2004

Bowling Green State University. Administrative Staff Council

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Pre-Microfilm Inventory

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

Location: Bowling Green, Ohio

Title of Series: Awards and Special Recognitions Committee

Inclusive Dates: 2003-2004

Format: ☐ Bound ☒ Loose

Order: ☐ Alpha ☒ Chronological ☐ Numerical

Index: ☐ Included ☐ Separate ☒ None

Notes

1. Pencil
2. Colored Ink
3. Poor Photocopies

2004 Michael R. Ferrari Award Selection Sheet

(5=Outstanding 4=Very Good 3=Good 2=Fair 1=Poor 0=No Evidence)

| Nominee | References & Recommendation | Innovation/ Initiative | Emphasis on the Human Dimension | Performance | Relationship w/ University Community | Total |
|--------------------|-----------------------------|------------------------|---------------------------------|-------------|--------------------------------------|-------|
| Bryan BENNER | | | | | | |
| Camille CONSOLVO | | | | | | |
| Sandy DICARLO | | | | | | |
| Robin EULER | | | | | | |
| Deborah FLEITZ | | | | | | |
| JoAnn KROLL | | | | | | |
| Myron 'Ron' SKULAS | | | | | | |
| | | | | | | |

X-Sender: ljharic@mailstore.bgsu.edu
X-Mailer: QUALCOMM Windows Eudora Version 6.0.0.22
Date: Thu, 09 Oct 2003 16:23:44 -0400
To: "Ann B. Jenks" <annje@bgnet.bgsu.edu>
From: "Lorraine J. Haricombe" <ljharic@bgnet.bgsu.edu>
Subject: Re: Ferarri Award

Ann:

It is my understanding that the library was a temporary location. The assumption was that the Ferrari Award plaque would be moved back to the Union eventually. The plaque will certainly be more visible in the B-TSU than its current location. Thanks for keeping me posted.
lorraine

At 12:47 PM 10/9/03, you wrote:

Lorraine,

As a member of the Administrative Staff Council Awards and Special Recognition Committee, I have been asked to involve you in the discussion of the Ferrari Award location. Apparently the award had been located in the University Union until the building closed in December 1999 for renovation. At that time the plaque and display were moved to their current location on the Second Floor of the Jerome Library. Administrative Staff Council decided at the September 2003 meeting to approach the Director of the Bowen-Thompson Student Union regarding returning the award, specifically to the Family Room.

Lona Leck, Chair of the ASC Awards and Special Recognition Committee, contacted Mary Edgington, Director of the Union, to convey interest on behalf of Administrative Staff to have the Ferrari plaque and display returned to the Union.

Here is the reply from Mary Edgington to Lona Leck:

"Thank you for your interest in having the Ferarri Award hung in the Union. After conferring with the Union senior staff, we have agreed that it is a very appropriate place for this award. We have set up criteria for hanging plaques in the union and two of those criteria fit this award: 1) It had been hung in the old Union and 2) It is a University wide honor. Whenever you are ready please have it delivered to my office in the Union, Room 231J.

Another part of the criteria for hanging plaques in the Union states that the Union staff have the discretion to hang it and/or move it wherever and whenever it is deemed appropriate. For your information, the plan now is to hang this plaque in the Union Family Room."

I am writing to inform you of these developments and to ask you how to proceed. I am not aware of the arrangements that were made at the time the Union closed, however, I am assuming that the Library was to be a temporary home to the award until the new building was completed.

Thanks,

Ann

Ann B. Jenks

Interim University Archivist and Assistant Director

Center for Archival Collections

5th Floor Jerome Library

Bowling Green State University

Bowling Green OH 43403

(419) 372-2411

lorraine j. haricombe, Dean
University Libraries
204 William Jerome Library
Bowling Green State University, OH 43403-0170
Phone: (419) 372-2856
Fax: (419) 372-7996
e-mail: ljharic@bgnet.bgsu.edu

ASC Award Committee Meeting
Minutes, February 18, 2004

Present: Lona Leck, Rob Cramer, Celeste Robertson, Ann Jenks, Wendy Buchanan

BG Best

1. Nomination forms were sorted, the committee deliberated for over one hour to select the 12 winners. All nominations were wonderful. Consequently, the group would like to move the non-winning nominations into the pool for the monthly Spirit Award.
2. Presentation of Awards
 - a. Committee members divided the responsibility of contacting the nominators with the winning announcement (will remain a surprise).
 - b. Lona will order name plates to attach to Zuni Owls
 - c. Nominators will receive a bouquet of flowers – Lona will get prices
 - d. Will take place during the Administrative Staff Day, March 22 sometime during the afternoon. When time is announced, a second contact to the nominators will be necessary
 - e. Nominators will be asked to speak for one minute about their nominee and to encourage their unit staff to attend the ceremony.
 - f. Committee will participate, as a group, throughout the process.

Ferarri

1. A price quote for refurbishing the award display will be sought
2. Discussion took place regarding deadlines and the application process.

Spirit

1. December winner – Rich Kasch, ITS, presented January 16
2. January winner – Jeff Gilliot, International Programs, presented February 19
3. Rob created a master check-list of duties for this monthly award. A different committee member will assume the leg- work each month. Various jobs were divided for November, Lona organized December, Rob organized January.
4. Each award has been publicized in the Monitor and through Marketing and Communication E Mails. Photos and a brief story for each month appear on the ASC Web Site.

Ann will report on behalf of the committee at the March ASC meeting.

Next meeting: Tuesday, March 16, 1:00 PM. Ice Arena Lounge

Agenda: Exact process for B.G. Best Presentation
Ferarri application process details - design flyer, timeline etc.
February Spirit decision

Award Committee Agenda
December 11, 2003

Process EG Best Mailing

Award Spirit Award

Assignment of details

Brainstorm on more promotional ideas for spirit

1. Announce this month's winter

Ferarri Updates

Library/Union Issue

ASC President Busy

Future Meeting Schedule

All Tuesdays

~~January 13~~, January 20, February 3 and February 17

1:00 - 3:00 - Ice Arena

Jan-B
12:30

Celeste
email
constituent group

Bonnie B.
picture monitor?

2 - 8480
Bry Ward

Diane Regan

Thurs Fri
text + work

ASC Awards and Special Recognition Committee Agenda
November 13, 2003
Ice Arena Lounge

Overview of chair activities

1. Ferrari to finally move!
2. Web updated for the interim
3. Spirit nominations sought via marketing and communication -- last in day
4. CSC Collaboration is in process – Spirit of BG Awards
 - a. Concept approved by CSC vote
 - b. Working with Sue Frost to “marry” the nomination form
 - c. Award monthly while committee is active
 - d. Additional funds have been approved by Robin V. if necessary
Historically: \$800.00/year plus \$1000.00 for Ferrari
 - i. Set what will be awarded – no meal has been suggested

BG Best

1. Birds have been ordered through purchasing
2. Deadline – February 6
3. Language and layout (assign?)
4. Promotion
 - a. Marketing and Communication
 - b. Staff mailings
 - c. Committee ideas

order labels post office include CM
all Feb/ March
sawyer 550/3331
tell Lona # of labels
to know? to print

Ferrari – Hold for later in the year

Develop Meeting Schedule

December 11, 1:00 PM Ice Arena Lounge
Set January, February, March bi-monthly schedule

Hold BG Best
mailing

11/6/04
1/20/04
2/3
2/17
1-3

ASC Awards and Special Recognition Committee
October 8, 2003, Ice Arena Conference Room – 3:00 PM

Review language of Ferrari, BG Best and Spirit of BG Awards
Lona will send updates to web master

Set deadlines for all awards
 BG Best – Spring
 Get labels
 Spirit – monthly
 Ferrari – Fall - to correspond with BGSU schedule

Budget research

CSC Collaboration update

Ferrari Move is approved (notify library) – Wait till updated plate is done(copy shop)

Evaluate meeting schedule

Have a great day

X-Sender: dmelnek@mailstore.bgsu.edu
X-Mailer: QUALCOMM Windows Eudora Version 5.1
Date: Fri, 19 Sep 2003 10:09:18 -0400
To: "Ann B. Jenks" <annje@bgnet.bgsu.edu>
From: Dawn Melnek <dmelnek@bgnet.bgsu.edu>
Subject: Re: mailing labels

Ann,

The cost is \$.005 per 1000 labels produced. For example, 1000 labels will cost \$5.00.
I am not sure of the exact number of Administrative Staff at BGSU, so I couldn't provide an exact cost.
If you need any more information, please contact me again.

Thank you and have a nice day.
Dawn

At 09:29 AM 9/19/2003 -0400, you wrote:

Dawn,
I would like to know the cost for generating a set of mailing labels for Administrative Staff on campus.
Thanks,
Ann
Ann B. Jenks
Interim University Archivist and Assistant Director
Center for Archival Collections
5th Floor Jerome Library
Bowling Green State University
Bowling Green OH 43403
(419) 372-2411

~~*~*~*~*~*~*~*~*~*~*~*~*~*~*~*

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dmelnek@bgnet.bgsu.edu
PH: 419.372.7731
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~~*~*~*~*~*~*~*~*~*~*~*~*~*~*~*

ASC Awards and Special Recognition Committee
 September 18, 2003 - Ice Arena Lounge – 1:00 PM

Present: Lona Leck, Amy Hoops, Rob Cramer, Celeste Robertson, Ann Jenks, Wendy Buchanan

The members were introduced to each other and discussion took place regarding committee goals for the 2003-2004 academic year.

Critiqued the 03 Ferarri award process, will review criteria and deadline. Lona will work with Union management to replace display in Union

BG Best award time line will be developed in cooperation with Robin to coordinate with Spring Reception.

Considered collaborating with Classified Staff Council, a two-month hold on application submissions and frequently of the Spirit of BG Award.

Ann will discuss with CSC rep, Lona will discuss with CSC liaison to ASC

Generated new ideas to increase submissions of nominees and promote all ASC awards

Distribute minutes of ASC meetings to staff members directly from ASC pres.

Take advantage of Marketing and Communications resources

Update ASC award web pages – offer on-line submissions

Conduct several direct mailings of nomination forms

Ann will find details regarding acquisition of mailing labels and cost

Review submission deadlines as they relate to staff holidays and important BGSU activities

Action plan for all of the above will be primary agenda for next meeting.

Fall Semester Meeting Schedule

Wednesday, October 8, 3:00 PM – Ice Arena Lounge

Thursday, November 13, 1:00 PM – Ice Arena Lounge

Thursday, December 11, 1:00 PM – Ice Arena Lounge

Lona Leck – Chair

THE MICHAEL R. FERRARI AWARD

*Consider
revision
for this
year*

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.



11-13 1pm

THE MICHAEL R. FERRARI AWARD

Nomination Form

Individual Nominated:

Name: _____

Title: _____

Campus Address: _____

Nominator:

Name: _____

Title: _____

Campus Address: _____

Phone: _____ Email: _____

☐ Administrative ☐ Faculty ☐ Classified ☐ Student

A letter of support and at least three (but no more than five) 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. Résumés are not necessary. No accompanying or extraneous materials will be accepted.

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 23, 2003. Late submissions will not be considered.

Deb Fleitz
1037 MMAC

Spirit of BG Award

The Awards and Special Recognitions Committee of ASC wants to recognize quarterly, BGSU Staff who are caught showing "The Spirit of BG" as defined by you. Please tell us about this terrific person by filling out this form and sending it to: Deb Fleitz, 1037 MMAC.

[illegible]

I NOTICED THE FOLLOWING BGSU STAFF MEMBER

DEMONSTRATING THE “SPIRIT OF BG”

Name of Nominee: _____

**If you know, please
mark whether your
nominee is:**

Office: _____

Campus Address: _____

Administrative_____

Campus Phone number:_____

Classified_____

Email Address: _____

This is why: (Please explain in 5 lines or less)

Name of Nominator: _____

Phone Number: _____ **Email Address:** _____

Applications must be received by the appropriate deadline in order to be considered.

Applications after this date will be held for the following quarter. *See below*

THANKS!!



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0273

May 14, 2003

MEMORANDUM

TO: BGSU Community
FROM: ASC Awards & Special Recognitions Committee
SUBJECT: Call for Nominations

This is the 21st year of the Michael P. 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 | 2000 | Linda Swaisgood, Marketing & Communications |
| 1984 | Zola Bulford, Registrar's Office | 2001 | Larry Holland, Facilities Services |
| 1985 | Patrick Fitzgerald, WBGU-TV | 2002 | Bob Waddle, Capital Planning |
| 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 Thuraisnam, 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 | | |
| 1998 | John Hartung, Firelands College | | |
| 1999 | Cheryl Joyce, WBGU-TV | | |

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 Library Lobby honoring the current recipient.

The first step in choosing this year's recipient is the solicitation of nominations. The selection criteria provided on this website outlines those factors that 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. Members of the administrative staff, students, faculty, or classified staff may submit nominations. 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.

Nomination forms are available on this 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 Fleitz, 1037 MMAC, no later than 5:00 p.m., Monday, June 23, 2003.



Administrative Staff Council

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SPIRIT OF BG AWARD

BGSU hums along on daily and random acts of compassion, kindness, courage, expert help, extra effort, and caring toward our students and colleagues. These gestures, which build and strengthen our community, continue to be acknowledged, and the responsible individual recognized, by the presentation of the "Spirit of BG" award. A joint project of the Administrative Staff Council and the Classified Staff Council, this award is given to a deserving individual by each constituent group: quarterly by ASC, and monthly by CSC.

We all know when someone goes the extra mile to help; however, this person often goes about their day with little or no fanfare to acknowledge their "good works." Now you have the opportunity and means to thank that person. Any member of the university community (faculty, staff and students), can nominate an administrative or classified staff member. Announcements of winners will be posted on the respective constituent listprocs, web sites, and in the Monitor. Awards given by the ASC will come in the form of flowers and a keepsake, along with the congratulations of your colleagues and friends. Also, arrangements will be made with the nominator for a celebratory continental breakfast to be delivered for the immediate office staff and winner.

The award schedule is as follows:

Presentation Application Deadline

- Mid-October October 1
- Early February January 30
- Early May April 30
- Late August August 15

In order to nominate a classified or administrative staff employee for the Spirit of BG award, print out and complete the appropriate nomination form including, in five lines or less, why the person you're nominating is deserving of this fine award. All nominations via ASC should be submitted to Deborah Fleitz, 1037 Moore Musical Arts Center, no later than 5:00 p.m., on the days indicated above. The ASC committee will review their respective nominations and choose a winner to be presented with their award based on the above schedule.

Keep copies of this form in your area so that they are readily available to

faculty, staff and students. Additionally, this form can be downloaded from both the ASC and CSC websites, respectively.

The act of nominating is an affirmation! Even if a person does not win, she or he will receive a copy of the nomination. You are invited and encouraged to participate in recognizing the efforts that you think demonstrate the Spirit of BG!

Laura Emch
Chair, Administrative Staff Council

Barb Garay
Chair, Classified Staff Council

SPIRIT OF BG AWARD

[[Award Info](#) | [Nomination Form](#) | [Award Winners](#)]

Awards and Special Recognition Committee – ASC
 Meeting Agenda 9/18/03
 1:00 PM – Ice Arena Lounge

Introductions

Review of Goals and Development of Action Plan

1. Prepare all awards for Fall and Spring Receptions including Ferarri (fall) and BG Best, Leadership and outgoing ASC awards (spring)

*deadline Ferrari
May 1*

2. New ideas to generate increased submission of nominees and to promote all asc awards

3. Work within the budget to give away monthly spirit of BG award (w/Classified?)

4. Get the Ferarri award display back in the union (now in Library?)

5. Yearly wrap-up to the ASC Chair by April 2004

Set meeting schedule

Notes: Lona will receive "the box" from Deb Fleitz on 9/19

Review Ferrari criteria

BG Best how many

Leadership

plaque ongoing

Outgoing outgoing

*Spirit of BG – an ASC award to someone Nov May
 (classified / Admin) deliver breakfast to nominating ASCE*

MA Common /

Rep supposed to find minutes to their constituents

*Mailing List
 548
 1200*

Outline of activities for the ASC Fall Reception, September 21, 2004, Union 202B

- 2:00 – Social Time - Help welcome people - **All** - Looping power point about ASC with pretty fall leaves ☺
Union will provide background music
- 2:30 ish – Welcome announcement from Joe Luthman – ASC Chair
- 2:45 – History and Criteria for ASC Scholarships
Profiles of ASC Student Scholarship Winners
Conducted by 03-04 Scholarship Committee
- 3:00 – Introduction of Awards committee members and movie– **Lona**
Movie (Running time 15 minutes)
Past winners will be asked to stand, as a group, to be recognized
- 3.20 – Explanation of criteria (as listed on nomination form etc.) and introduction of Ribeau – **Ann**

Honoring of each nominee – Ribeau will speak about each nominee based on information provided by the committee (one at a time) – the nominee will be asked to come forward to receive a certificate and a flower bouquet (will be delivered by Klotz's)– **Rob** – nominees will then be directed back to their seat. As of now, Sand DiCarlo can not attend.

Introduction of last year's winner(s) – Sheila Brown/Rebecca McOmber – **Kim** Sheila (for sure) and Rebecca (unknown as of today) will open the envelope and announce first – the names of the nominators, and finally – announce the winner.

The winner will come to the front, receive the \$1000.00 check (from **Wendy**), a handshake from the president, and the engraved plaque (from **Celeste**) and will be encouraged to give an acceptance speech. Nominators may feel compelled to say something....we'll have to wing it here a bit.

Photographs - Marketing and Communications/and Lona web site – President, Ferrari Winner, Scholarship Winners etc.

More mingling

4:00 – End

4:01 - The 2003-2004 ASC Awards Committee Retirement Party

Please try to arrive by 1:30 or 1:45 – we'll make sure everything is in order, hide the award, arrange programs (Lona will print 120) on tables, sample the food ☺, test the movie a final time, etc. Last year, attendance was slow to start and a large group arrived by 2:30.

*Dr. Ferrari has been invited – if he plans to attend, the agenda may be modified.

ASC Awards and Special Recognitions Committee
Meeting Minutes
May 18, 2004, 1:00
Ice Arena Meeting Room

Spirit Award

It was decided that the Spirit Award would not be heavily promoted throughout the summer. One nomination was received for April, Lona will arrange the details of the presentation and will contact committee member to attend the presentation ceremony if possible.

B.G. Best

No action

Ferarri

Call for nominations:

1. Direct mail to all BGSU Faculty, Administrative and Classified Staff
2. Marketing and Communications Announcement, a second announcement will be made in early June. Deadline for submissions in Monday, June 28.

Movie Project

1. Each committee member composed biographical and award information for 4 or 5 past winners as well as researched information about "Mick". Thank you everyone!!!! Ann has gathered photos of every past winner!!!! Good going Ann! Lona is working on taking current digital photos for those still on campus. Lona and Ann will prepare the first draft of the movie during June. The goal is to view the draft of the movie at the July committee meeting to facilitate group input.

Other

1. The necessity to select a date very soon has been addressed to ASC Executive Council. Follow-up on this request will take place at the next ASC Executive meeting.
2. The BGSU Carpenter Shop will construct the new display case by August.
3. Copies of nomination letters will be sent to committee members by July 2.

Next meeting: Tuesday, July 20, 12:00, 360 Saddlemire

Agenda: Ferarri decision, view movie (hopefully), bring your own lunch.

Ferrari Award Winners – Summaries for Presentation

Suzanne Crawford – 1983

- Sue was the inaugural winner of the Michael R. Ferrari Award in 1983.
- At the time of her nomination, Sue worked as the Director of the Affirmative Action Office.
- Sue's nominator was Zola Buford, Associate Registrar and Director of Records.
- Sue participated in many campus committees and was the organizer of an Educators and Trainers Conference, which brought together 60 professionals from various agencies, businesses and educational institutions to discuss the effective training of non-traditional students.
- Sue generously donated her time to such community activities by serving on the Festival Series Board, the fundraising committee for Arts Unlimited, the community's Child Abuse Committee, and the WBGU Advisory Committee for public television.

Zola Buford – 1984

- At the time of her nomination, Zola served the campus as the Associate Registrar and Director of Records.
- Zola's supporters included Registrar Cary Brewer, Professor of History Robert W. Twyman, Dr. J. Roller, and Robert J. McGeein, Director of Academic Facilities Planning.
- Zola held the position of President of the Ohio Association of Collegiate Registrars and Admissions Officers.
- Zola participated in a plethora of campus and community committees, including her extensive service with the Administrative Staff Council.
- Zola's service to the University began in 1948.
- Characteristics highlighted by all of Zola's supporters included her excellent resourcefulness, leadership skills and her sensitivity to the needs of the University's students and administrators.

Patrick Fitzgerald – 1985

- At the time of his nomination, Patrick worked as the Director of Learning Services at WBGU-TV.
- Patrick was nominated by Ronald J. Gargasz, Program Manager at WBGU.
- During Patrick's tenure at WBGU, he experienced many expansions within his department and was the chief liaison between the Instructional Television services at WBGU-TV and the various academic units on campus.
- Patrick spearheaded an effort to expand Instructional Television Fixed Services to the Firelands campus, which allowed Firelands to offer courses to students in their homes.

- Patrick's supporters described him as an "absolute joy to work with", and they all commented on his sincere commitment to the University and Bowling Green community.

Gregory DeCrane – 1986

- At the time of his nomination, Gregory held the position of Assistant Vice President for Student Affairs, Student Activities and Orientation.
- Gregory began serving the University in early 1969, and left to serve in the United States Army in Thailand from 1969-1971.
- Gregory was an elected representative, chair-elect, and chair of the Administrative Staff Council.
- In 1986, Gregory was the chairman of the University Program Council and was responsible for the coordination and scheduling of all campus events.
- During his tenure at BGSU, Gregory had received many awards and recognitions and had been a very active member of 24 different University committees.

Proposed Text for 2004-05 Ferrari Award Film Project

Honoree: George J. Howick 1987

Over the years, WBGU-TV has developed a reputation for thought-provoking television and has served as a gateway to professional development for many BGSU students pursuing careers in the broadcast media. One of the station's best known programs is Ohio Business Outlook. George Howick, Outlook producer, was described by his nominator as "innovative, has great initiative, performs far beyond what is required" and was lauded for his exemplary relationship with the University community.

Honoree: Richard L. Conrad 1988

At the time of his nomination, Richard Conrad was the Director of the University Computer Services and Telecommunication Services. Assuming the supervision of an area which at that time was plagued by administrative and functional problems, he took rein and became thoroughly involved in all the details of the office to the point where he "could knowledgeably institute many technical, managerial, financial and operational movements, and elevated the department from a relatively obsolete installation to a modern, state-of-the-art operation."

Honoree: Cindy Puffer 1989

Coordinator of the pharmacy at the Student Health Center, Cindy Puffer implemented a computer system which stores all clinical pharmacy records and warns of any potential adverse drug interaction. This critical innovation skyrocketed the accuracy of the system to less than 4 dollars and resulted in semi-annual audits rather than annual by state auditors. Among her outstanding achievements was BG's participation in the UT pharmacy extern program, creation of and service on the health center's medication committee, development of a monthly pharmacy newsletter to keep staff up-to-date on pharmacy developments, and teaching the continuing education course, "Over the Counter Medication and the Elderly."

as of 3/31/04

**ASC Award's and Special Recognition Committee
2003-2004 Budget**

| Date | Item Description | Organization | Amount |
|---------------------|--|-------------------------------|------------|
| 9/1/04 | <i>Budget Allocation</i> Yearly Allocation - Spirit Award | | \$1,000.00 |
| | Ferarri Allocation | | \$1,000.00 |
| | Carry Over from 02-03 | | ? |
| B.G. Best | | | |
| 12/1/03 | Layout/Copy 3000 Nomination Forms | Printing Services | -\$428.00 |
| 11/3/03 | label Printing | | ? |
| 3/22/04 | 12 Flower Bouquets | Klotz | -\$85.49 |
| | to BG Best Nominators | Delivery to Union | |
| | 3 - single rose bouquet | | |
| | to Chair/Chair Elect and Sec Supervisors | | |
| 2/19/04 | Engraving and Aluminum Place | ↑ The Copy Shop | -\$90.40 |
| | 12 BG Best Name Plates for birds | | |
| 11/26/03 | 12 Zuni Owls | Metropolitan Museum of Art | -\$264.00 |
| Spirit of BG | | | |
| 12/5/03 | November Spirit Monetary Award | Betty Ward - A and S | -\$75.00 |
| | Balloons | Chili's Express | -\$5.20 |
| 4-Jan | December Spirit Monetary Award | Rich Rasch - ITS | -\$75.00 |
| | Balloons | Chili's Express | -\$3.40 |
| 2/16/04 | January Spirit Monetary Award | Jeff Grilliot - Int. Programs | -\$75.00 |
| | <i>Balloons</i> | <i>Check w/ Rob</i> | ? |
| 3/31/04 | February Spirit Monetary Award | Kim Fleshman - St. Tech | -\$75.00 |
| | Balloons | Chili's Express | -\$3.21 |
| Ferarri | | | |
| Total | | | \$820.30 |
| 3/19/04 | Executive Awards - Paid by general budget | The Copy Shop | -\$120.10 |



Bowling Green State University

23

Office of Student
Activities and Orientation
405 Student Services Building
Bowling Green, Ohio 43403-0154
(419) 372-2843

January 23, 1991

Dr. Michael Ferrari
President
Drake University
Des Moines, Iowa 50311

Dear Mick:

In an effort to keep you informed of activities surrounding the award bearing your name, I felt you would be interested in two new developments approved by Administrative Staff Council.


By the end of this month a permanent display of the Ferrari Award will be placed in the University Union. This display will include the plaque listing all recipients, a picture and short bio on the current year's recipient, and a brief history of the award.

ASC has also begun a campaign to endow the Ferrari Award. Contribution information will be sent to all administrative staff later this week, but already over \$1500 has been pledged from past recipients and past ASC officers.

It is felt that both of these actions will enhance to prestige and significance of the Ferrari Award and assure that the contributions you made to Bowling Green State University continue to be recognized.

I hope the new year is a good one for you, Jan and the family. Continued success to you and your University.

Sincerely,


Gregg DeCrane
Chair, ASC

GD/bal
pc: Executive Committee



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

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Dear Administrative Staff Member:

For the past five years, Administrative Staff Council has been requesting your help in our efforts to establish an endowed scholarship fund for students. The response has been phenomenal. Thanks to the generosity of hundreds of Administrative Staff employees, we now have over \$21,000 in our account, the interest from which will allow a minimum \$1,000 scholarship to be awarded annually to a deserving student.

While we encourage those of you who wish to give to the scholarship to continue to do so, we ask that you consider a different but equally worthwhile cause.

Eight years ago, the Board of Trustees of Bowling Green State University authorized the creation of an annual award in honor of Michael R. Ferrari, who served as interim president during 1981 and 1982. Administrative Staff Council was asked to develop the award and since 1983 the Ferrari Award has been presented to an Administrative Staff member who has given selflessly to the betterment of the University. The award itself consists of a plaque and a \$400 certificate to be used for the purchase of a piece of art from the BGSU School of Art. The recipient's name also appears on a permanent plaque displayed in the University Union's lobby.

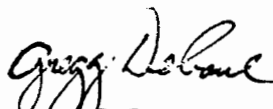
Since its inception, the funding of the award has come from the Administrative Staff Council's operating budget. While this arrangement was appropriate in order to establish the award, the Council now feels it is time to develop a permanent Michael R. Ferrari Award Endowment. Such an endowment will allow the award to continue to be awarded without concern for budgetary fluctuations, and also free operating funds for more appropriate needs. The award will be self-supporting, with only the interest earned by the invested principal to be used for the annual award. It would also allow for the award to increase over time and diminish the impact of inflation.

We hope you will agree that recognizing contributions of Administrative Staff members who have enhanced the quality of the University is a worthy cause. Past recipients of the Ferrari Award, past officers of ASC, and interested individuals have already pledged \$1500 as initial contributors to the award. In order to establish an endowment which will provide the necessary annual return to fund the Ferrari Award, we have established a multi-year goal of \$7,500. We hope you will consider joining us in realizing this goal and establishing the award in a manner more suited to its importance.

Enclosed you will find a Michael R. Ferrari Award pledge card and return envelope. You also will find a payroll deduction form if you wish to contribute on a monthly basis. Whether you give \$5 or \$10 a month, or single gifts of \$25, \$50, \$100 or more, be assured that every contribution is greatly appreciated.

If you have a spouse who works for a matching gift company, please remember to ask the company for the appropriate forms so that your gift will be doubled.

Thank you for your support.


Gregg DeCrane
Chair, ASC

10/91

[Handwritten signature]

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At the request of the Board of Trustees in 1982, the Administrative Staff Council was asked to create an award to recognize the service and contributions of Dr. Michael R. Ferrari. This award was established in 1983 and has been awarded each year since to the administrative staff member who has given selflessly to the betterment of the University. The award consists of a small plaque and a \$400 certificate to be used for the purchase of an original piece of art from the B.G.S.U. School of Art. Since last August, a permanent display has also been built in the hallway on the first floor of the University Union.

Since it's creation, the Ferrari Award has been funded through the operations budget of the Administrative Staff Council (ASC). While their funding was appropriate in the early years when ASC was a fledgling organization, current demands on the minimal operating funds of ASC have necessitated a ^{new} ~~change~~ ~~x~~ funding source~~x~~. In January of 1991,

Administrative Staff Council approved the establishment of the Ferrari Endowment through the University foundation. The initial campaign netted \$2,523 ^{primarily} from past officers, award recipients and acquaintances of Dr. Ferrari. This amount represents 33% of the goal of \$7,500, which would allow for the continual funding of the Ferrari Award through interest generated by the ^{corpus} ~~corpus~~.

The next phase of the effort to endow the award is to solicit contributions from employees and those people who knew Mick when he was here. Dr. Phil ^{V.P. E} ~~Mason~~ from the University Relations Office recommended that you be included among those contacted at this time. We also have received an indication from Dr. Ferrari of his desire to participate. In addition, we will be reapplying for support from the University Foundation.



Bowling Green State University

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Administrative Staff Council
Bowling Green, Ohio 43403-0373

Dr. Michael R. Ferrari, President
Drake University
Office of the President
Des Moines, Iowa 50311

October 15, 1992

Dear Dr. Ferrari,

I would like to take a brief moment of your time to share with you recent developments regarding the funding of the Ferrari Award. As you might recall, when the Board of Trustees established the award in your honor, the funding (\$300 at first, which later grew to \$400) of the art work, as selected by the recipient, came from the Administrative Staff Council operating budget.

Some time ago, under the leadership of Gregg DeCrane, a fund raising campaign began in an effort to have an endowment created to support the award. Thanks to a generous response by numerous individuals, significant progress was made towards our goal.

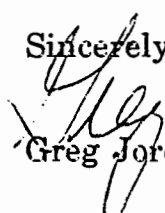
However, at the August 1992 Board of Trustee meeting, a very positive and unexpected event took place. Upon the recommendation of President Olscamp, the Board approved a plan that provides permanent funding for the Ferrari Award, via the internal endowment fund. Therefore, effective this year, the recipient of the Ferrari Award was presented a check in the amount of \$ 1,000. The members of the administrative staff are very pleased with this commitment for our highest honor.

I have, for your information, attached a copy of the resolution approved by the Administrative Staff Council that deals with redirecting the funds collected for the endowment. With the transfer of these funds to the scholarship program, that endowment now has a base of over \$ 26,300.

We certainly hope that you are pleased with these recent events. We are grateful that through the permanent support, the prestige and importance of the Ferrari Award has taken its proper place at Bowling Green State University.

On behalf of all the administrative staff, I wish you and your family all the best.

Sincerely,


Greg Jordan, Chair-elect

THOUGHTS FROM THE 1992 FERRARI AWARD COMMITTEE

The committee discussed how to handle the question of whether it should consider the individuals who had been nominated in previous years. The committee suggested the next committee consider sending a letter to the key nominator for a person for the previous year asking if they would like to send a new letter to re-nominate his or her candidate. The nominator could add to the previous nomination letter. In 1992 we agreed that everyone should submit new nominations.

JOYCE'S NOTE: I think that after the committee went through the process and saw how much effort people put into their nominations and how many good people were nominated, they felt differently about their initial decision. Personally, I also believe that the new committee should consider looking at previous nominations - especially since some individuals have been nominated several times and even have been "finalists" several times. I can see how those nominating the individuals might weary of going through the process even though they still felt the person worthy of being nominated.

The 1992 committee chose to ask the nominator's letter and all supporting nomination letters to be submitted by the same date. Only a few letters of support came late and only by a few days. This worked well since everything was ready to be read right away. It also saved the embarrassment of asking for more information about individuals who then were not selected.

During our first meeting we reviewed the time line, the criteria, the initial letter, the methods of advertising, the selection process and the rating sheet.

The committee decided that it did not want to announce runners-up because of potential embarrassment to those that had been runners-up in the past. The chair offered to write a personal note to each person quoting comments made by the nominators without identifying the nominator. Everyone agreed this was a good idea but the chair became too busy to do it. The chair suggests that the 1993 committee consider doing the same but divide up the job among all the committee members!

The committee discussed offering cash instead of a piece of art. The chair called past recipients. A narrative of the comments is attached. During the year the funding of the award changed and this is no longer an issue.



WHEREAS, the Administrative Staff Council recognizes that the Michael R. Ferrari Award is the highest honor bestowed on an administrative staff employee; and

WHEREAS, the Administrative Staff Council undertook the project to raise funds so that the Ferrari Award would be endowed, thus taking pressure off the ASC operating budget; and

WHEREAS, the Board of Trustees, based on President Olscamp's recommendation, in August 1992 provided a permanent source of funding for the Ferrari Award through the internal endowment; and

WHEREAS, the Administrative Staff Council continues to encourage the financial support of the ASC Scholarship Fund in order to provide support to students in need;

THEREFORE, BE IT RESOLVED that it is the recommendation of ASC that the balance of funds contributed to the Ferrari Award endowment project, after obligations are met, be transferred to the ASC Scholarship Fund; and

BE IT FURTHER RESOLVED that all individuals who made contributions to the fund be advised of the change and that this resolution be included in the minutes of the ASC meeting.

proposed to ASC executive committee 9-22-92



COMMENTS FROM KEPKE!

We agreed as a committee that everyone who was nominated should be told they were nominated, both because it is an honor to be nominated and also to allow them a chance to withdraw from nomination if they did not want to be considered.

After the entire process was completed we discussed the procedures. We agreed that the amount of material submitted was just too varied. After discussing several alternatives we decided to recommend to the 1986 committee that they alter the nomination form. We suggest putting each of the attributes on a separate sheet (even though that produces a lot more paper), in the hopes that the nominators will understand that they should offer more information than just "he is a nice guy"! We also debated about accepting all the extra information that some people submitted but did not make a decision.

We also discussed whether we should ask the two other references for information or a letter. We decided that the committee should only ask for letters from them if the decision was close and the committee needed to have more information.

We also discussed whether the voting should be absolute - whoever received the most points was the award recipient. The committee was split but the majority agreed that if there were several nominees who were very close that they would like to discuss the nominees and then vote again. I feel personally that we should do this since not everyone knows all the people nominated. However, we did agree that we should make our decisions on the material that was submitted. If the nominator did not make a good case we felt we should not add to what was submitted.

A note to the committee chair - ask the executive committee to suggest names for the committee of people who have been on campus for at least two years and preferably five years. We had a few people who were new to campus. Not only did they not know very many people but they also were not familiar enough with the campus to understand the significance of what they were reading. They felt at a loss and were frustrated.

The place to order the printing was for the plaque is written on the back of the plaque!

Forwarded copy to President of American Association of...

Suggestion from the 1986 and 1987 Ferrari Award Committee members for following committees considerations:

1. Committee should meet in fall to begin plans. They should hype the Administrative Staff Council so that they inturn will do the same with their constituents. We need MORE applicants. The committee should not be responsible for soliciting nominations. This should be the responsible of every Administrative Staff person.
2. 1986 and 87 Committees both agreed that this award is not to be issued as a "retirement" award (that it be given for years of service). Selection Committee needs to be reminded that this award is given to someone that best represents the qualities of Mick Ferrari.
3. 1987 Committee changed the 1986 application so that it did not appear the the accomplishments of the applicant had to be for only over a one year period.
4. It was felt both years that there was a problem when the committees got together to make their selection as to whether a committee member could try to discuss the qualities of an applicant so that those members who might not know the applicant could become a better judge. Some members feel that this is the job of the nominee to do that though the application. A Conclusion of this was never completely made. It might be best to discuss this early with your committee so that they agree before you get to the selection process.
5. Remember that a committee member cannot nominate a candidate. Any committee member who is nominated for the award has the choice of resigning as a committee member or withdrawing his/ he name nomination.
6. Notify past nominators to consider re-nominating an individual again.
7. Possible ask for 3 names of referrence on application to allow a better chance of having evaluation materials in hand.
8. For the first time this year, we announced the top finalists when the award was presented. This gives recognition to those people and maybe more interest by observers. Until 1987 only the name of the winner was given.

We gave the press the names of the finalists as well to be used in the article when announcement is made: i.e. John Doe was selected from the following five finalists.

9. Have past recipients at Award presentation so that they can be introduced at that time.

10. In 1987 Committee agreed not to allow past year nominators to re-nominate with the same materials but must renominate individual again. This prevents nominee to able to be renominated year, after year, after year.

(This idea may have accounted for having the fewest nominations than any other year.)

11. It was suggested this year that all nomination materials from the immediate past year be returned to the nominator with a thank you letter and an encouragement to consider re-nomination the following year. This has not been done to date.
12. Suggest that you discuss Mick Ferrari at the first total committee meeting for those that might not be familiar with him. Let committee understand the importance and significance of this award.
13. Both year's committees agree that the award should be presented to the individual that goes "over and above what is required of him/her job." In otherwords, the award should not go to someone who is doing a great job at what it was hired to do.
14. We agreed NOT to limit amount of material submitted.
15. We doubled our advertising in the BG News this year at a considerable additional cost. We agreed that this money could be spent better in another way. The additional advertising did NOT result in more applicants
16. In 1986 the committee read all applications, chose their top 5, came to meeting and made decision. In 1987 it was agreed that we would each select top 5. Those figures would be tabulated to come up with committee's top 5 choices. Chair then wrote to the references on the applications of those five and ask for additional support of that individual. Give a month for this response. Allow the committee a chance to again privately review the 5 applicants and the new reference material and rank his/her choice. Then come together as a group to make decision.
17. It was agreed both years that the one with the most votes was the winner. Those within even 1 vote away would be not considered.
18. It was agreed that the nominee should NOT be asked to submit support material.
19. Neither committee felt that there should be a limit on how many years a person could be nominated.

Laura Emch, 11:51 AM 8/30/200, FYi on Ferrari award

X-Sender: lemch@mailstore.bgsu.edu
 Date: Thu, 30 Aug 2001 11:51:13 -0400
 To: dlsmith@bgsu.bgsu.edu, jclark2@bgsu.bgsu.edu, mzachar@bgsu.bgsu.edu
 From: Laura Emch <lemch@bgsu.bgsu.edu>
 Subject: FYi on Ferrari award

X-Sender: lhamilt@mailstore.bgsu.edu
 Date: Thu, 30 Aug 2001 11:35:55 -0500
 To: Laura Emch <lemch@bgsu.bgsu.edu>
 From: "Linda L. Hamilton" <lhamilt@bgsu.bgsu.edu>
 Subject: Re: Fwd: Updates
 Laura -

First of all, I don't think there is anybody here who knows precisely what was "allocated" to ASC for the Ferrari Award. I suspect that it was part of the initial budget load provided but I have no records that would indicate what was for what.

There was a temporary transfer of \$1,243 in 1984-85 that I could see occurring from another budget. I suspect that this might have been handled by the Operations Contingency to some extent when necessary.

Here is the history I can provide you:

1983-84 - the budget was established with \$1,500
 1984-85 - \$1,550
 1986-87 - \$1,600
 1989-90 - \$1,648
 1990-91 - \$1,681
 1991-92 - \$1,581 - budget cut time
 1992-93 - \$1,391
 1999-2000 - \$2,041 (\$650 added)
 2001-02 - \$3,041 (\$1000 added)

There is no way anyone can reconstruct this now. ASC should have kept the records together someplace in a "treasurer's book" and I'm sure that didn't happen - so the history is lost. All of the people who would have been directly involved in setting up the process for this award have left the university.

I agree that based on what the Council is doing now - you have to receive additional funding or do a major revamping of the costs. You will have to present your facts and go from there.

Linda

Hi Linda,

Below is a summary from John on today's ASC Exec. meeting. I was asked to ask you (if you know, or know who to ask), about the original budget amount allocated for Ferrari award. This was 19, (yes 19!!), years ago. Whatever figure was originally provided for this award has not been increased or reviewed. Time to look at this one, hsh?

Thanks for your help!
 Laura

X-Sender: jclark2@mailstore.bgsu.edu
 Date: Tue, 28 Aug 2001 15:40:13 -0400
 To: ASC Executive Committee;
 From: "John M. Clark" <jclark2@bgsu.bgsu.edu>