

2004

## BG Best Awards 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:** BG Best Awards

**Inclusive Dates:** 2004

**Format:** ☐ Bound ☒ Loose

**Order:** ☐ Alpha ☒ Chronological ☐ Numerical

**Index:** ☐ Included ☐ Separate ☒ None

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### *Notes*

1. Colored Paper
2. Colored Ink

Administrative Staff Council  
Awards and Special Recognition Committee  
Lona Leck, Ice Arena

## CALL FOR NOMINATIONS

BGSU ADMINISTRATIVE STAFF

2004

## B.G. BEST AWARDS

Center Archival Collections  
Ann B. Jenks

SPONSORED BY: BGSU ADMINISTRATIVE STAFF COUNCIL

DEADLINE TO SUBMIT: FEBRUARY 6, 2004

About the Awards- The ASC Awards & Special Recognition Committee is now accepting nominations for the 2004 B.G. Best Awards. This award is in recognition of outstanding contributions to BGSU by administrative staff members.

Basic 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 10 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 Procedure - Complete the Official Nomination Form and return to the Awards and Recognition Committee Chair by February 6, 2004. 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 at the ASC Spring Reception. The awards 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.

For more information, check the ASC Website: [www.bgsu.edu/organizations/asc](http://www.bgsu.edu/organizations/asc)

## 2004 B.G. Best Award Official Nomination Form

I am pleased to nominate the following administrative staff individual/team for the 2004 B.G. Best Award:

Nominee: \_\_\_\_\_

Position: \_\_\_\_\_

Department/Campus Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

Area Vice President: \_\_\_\_\_

.....

Submitted By: \_\_\_\_\_

Position: \_\_\_\_\_

Department/Campus Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

.....

Please Check the criterion on which your nomination is based:

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

Return this nomination form with attached one-page, double-spaced narrative to:  
Lona Leck  
ASC Awards Committee Chair  
Ice Arena

Deadline for nominations: February 6, 2004

12 sets Flowers  
March 22 - copy Shop  
3  
Perroni

yes  
Administrative  
Staff Day

order  
Name  
Plates

Speak attend  
yes

OE-time Team - send on to CSC Also - Ann

Support

✓ ② Ann Bomers - Ann

yes

✓ ③ Jan Ruffner - Wendy

yes

✓ ④ Mary Beth Skelley - Wendy

✓ ⑤ Linda Hamilton - Celeste

✓ ⑥ Counseling Center Team - Celeste

✓ ⑦ Darlene Thomas - Rob

✓ ⑧ Timm Carney - Lona

✓ ⑨ Joyce Blinn - Rob

✓ ⑩ Flo Klopfenstein - Lona

✓ ⑪ Laurel Dunan - Lona

✓ ⑫ Sheila Coressel - Lona

Next Meeting  
Tuesday  
March 16<sup>th</sup>  
1:00

water chest

data  
monitor / web / marketing

Ann Flowers  
Wendy Birds

Executive Staff Briefing -  
Call Bosses - Lona contact

arrive at 2:30

5/2/17

2-26-17

4

April 8, 2004

Dr. John Folkins  
Provost/Vice President of Academic Affairs  
230 McFall Center

Dear Dr. Folkins:

Enclosed are copies of the nomination letters of those chosen to receive a 2004 B.G. Best Award who work in your area. These individuals have been recognized as outstanding administrative staff at Bowling Green State University.

The Awards and Special Recognitions Committee of the Administrative Staff Council would like to share these letters with you as an acknowledgement of the wonderful work that is occurring at BGSU. As their Vice President, we know you feel a sense of pride in the accomplishments of these individuals.

Thank you for your continued support of our recognition efforts and for providing a working environment in which we can all succeed.

Sincerely,

ASC Awards and Special Recognitions Committee  
Wendy Buchanan  
Rob Cramer  
Amy Hoops  
Ann Jenks  
Lona Leck, Chair  
Celeste Robertson

Enclosures

jb

April 7, 2004

Nancy Colzman  
Bursar  
132 AD Building

Dear Nancy:

Enclosed is a copy of the 2004 B.G. Best Award nomination letter written on behalf of Tawn Williams-Nell, an outstanding administrative staff employee at Bowling Green State University who works under your direct supervision.

The Awards and Special Recognitions Committee of the Administrative Staff Council would like to share this letter with you as an acknowledgement of the wonderful work that is occurring in your department. As her supervisor, we know you feel a sense of pride in the accomplishments this individual.

Thank you for your continued support of our recognition efforts and for providing a working environment in which we can all succeed.

Sincerely,

ASC Awards and Special Recognitions Committee  
Wendy Buchanan  
Rob Cramer  
Amy Hoops  
Ann Jenks  
Lona Leck, Chair  
Celeste Robertson

Enclosures  
jb

6

April 7, 2004

Dr. Linda Dobb  
Executive Vice President/Sec Board of Trustees,  
President's Office  
225 McFall Center

Dear Dr. Dobb:

Enclosed is a copy of the 2004 B.G. Best Award nomination letter written on behalf of Jeanee Langendorfer, an outstanding administrative staff employee at Bowling Green State University who works in your area.

The Awards and Special Recognitions Committee of the Administrative Staff Council would like to share this letter with you as an acknowledgement of the wonderful work that is occurring in your area throughout BGSU. As an Executive Vice President, we know you feel a sense of pride in the accomplishments this individual.

Thank you for your continued support of our recognition efforts and for providing a working environment in which we can all succeed.

Sincerely,

ASC Awards and Special Recognitions Committee  
Wendy Buchanan  
Rob Cramer  
Amy Hoops  
Ann Jenks  
Lona Leck, Chair  
Celeste Robertson

Enclosures  
jb



April 8, 2004

Dr. Edward Whipple  
Vice President, Student Affairs  
305 Saddlemire

Dear Dr. Whipple:

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Sincerely,

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

Enclosures  
jb

April 7, 2004

Dr. Coleen Parmer  
Associate Professor/Head-Gov Doc.  
140A Jerome Library

Dear Dr. Parmer:

Enclosed is a copy of the 2004 B.G. Best Award nomination letter written on behalf of Jeanee Langendorfer, an outstanding administrative staff employee at Bowling Green State University who works under your direct supervision.

The Awards and Special Recognitions Committee of the Administrative Staff Council would like to share this letter with you as an acknowledgement of the wonderful work that is occurring in your department. As the supervisor of Jeanee Langendorfer, we know you feel a sense of pride in the accomplishments this individual.

Thank you for your continued support of our recognition efforts and for providing a working environment in which we can all succeed.

Sincerely,

ASC Awards and Special Recognitions Committee  
Wendy Buchanan  
Rob Cramer  
Amy Hoops  
Ann Jenks  
Lona Leck, Chair  
Celeste Robertson

Enclosures  
jb

April 7, 2004

Dr. Chris Dalton  
Senior Vice President for Finance and Administration  
232 McFall Center

Dear Dr. Dalton:

Enclosed is a copy of the 2004 B.G. Best Award nomination letter written on behalf of Tawn Williams-Nell, an outstanding administrative staff employee at Bowling Green State University who works in your area.

The Awards and Special Recognitions Committee of the Administrative Staff Council would like to share this letter with you as an acknowledgement of the wonderful work that is occurring in your area throughout BGSU. As an Executive Vice President, we know you feel a sense of pride in the accomplishments this individual.

Thank you for your continued support of our recognition efforts and for providing a working environment in which we can all succeed.

Sincerely,

ASC Awards and Special Recognitions Committee  
Wendy Buchanan  
Rob Cramer  
Amy Hoops  
Ann Jenks  
Lona Leck, Chair  
Celeste Robertson

Enclosures  
jb

April 7, 2004

Dr. Kevin Work  
Director, Instructional Media Services  
101D Education Building

Dear Dr. Work:

Enclosed is a copy of the 2004 B.G. Best Award nomination letter written on behalf of David Hampshire, an outstanding administrative staff employee at Bowling Green State University who works under your direct supervision.

The Awards and Special Recognitions Committee of the Administrative Staff Council would like to share this letter with you as an acknowledgement of the wonderful work that is occurring in your department. As his supervisor, we know you feel a sense of pride in the accomplishments this individual.

Thank you for your continued support of our recognition efforts and for providing a working environment in which we can all succeed.

Sincerely,

ASC Awards and Special Recognitions Committee  
Wendy Buchanan  
Rob Cramer  
Amy Hoops  
Ann Jenks  
Lona Leck, Chair  
Celeste Robertson

Enclosures  
jb

### The Spirit of BG Award Checklist (Sp. '04)

Upon the selection of each month's Spirit of BG Award winner, the following steps should be taken:

1. An email should be sent to *Lori Schumacher (lschuma@bgnet)* in the Business Office requesting a check be cut in the amount of \$75.00. Lary's email address is [lsmith@bgnet.bgsu.edu](mailto:lsmith@bgnet.bgsu.edu). The correct spelling of the winner's name and the ASC area/org # must also be given (550-3331).
2. The Spirit of BG Award certificate must be made including the winner's name. Lona currently does this.
3. The nominator should be called to tell him/her that her person has won the award. Explain to the nominator that a small ceremony will be conducted where the winner works, and that it must be a surprise. At this ceremony, the winner will receive the check, balloons, certificate, and congratulations from all who are present. Obtain a good place and time for the ceremony to take place from the nominator. This should be a time when the winner and nominator will be present, as well as several other workers in the office.
4. Order the balloons for the ceremony from Chily's (2-7621). The balloons can be ordered as late as one day in advance, and as early as you feel like. Ask for 4 "cheap" balloons with "high float".
5. After setting up a time for the ceremony, send an email to the entire Awards Committee so that they may show up and participate as well. On the day of the ceremony, make sure you have picked up the balloons, certificate and check to take with you. A digital camera is great too!
6. Perform the ceremony.....there was much rejoicing!!! ☺

#### **Perform the following tasks AFTER the ceremony:**

7. To place the announcement of the winner in the Monitor, fax the announcement to 372-2617. The announcement should include the name of the winner and what he/she does at the university. It should also include a paraphrased version of the nominator's comments about the winner.
8. To announce the winner on the Marketing and Communications daily announcements, send an email to [mltandcomm@bgnet.bgsu.edu](mailto:mltandcomm@bgnet.bgsu.edu). Include the winner's name and position and when the ceremony was held. Also put a plug in for nominations for the current month's prize with the due date (the last day of the current month).
9. To announce the winner on the ASC's website, send an email (attach photos if they are available) to the ASC webmaster at [bolbach@wbgu.bgsu.edu](mailto:bolbach@wbgu.bgsu.edu). Include the winner's name, position and when the ceremony took place. Email photos and a note to the nominator.

X-Sender: jchambe@mailstore.bgsu.edu  
Date: Tue, 10 Feb 2004 12:47:35 -0500  
To: Lona Leck <lona@bgsu.net>  
From: "Joyce E. Chamberlain" <jchambe@bgsu.net>  
Subject: Re: ASC Awards

Hi Lona,  
The following from this list are NOT Administrative staff:  
Tina Amos, Amy Davidson, Connie Allison

All others are administrative staff. Good Luck!

Joyce

At 12:10 PM 2/10/2004 -0500, you wrote:

Hi Joyce:

The following individuals have been nominated for ASC E.G. Best Awards. I need to confirm that they are Administrative Staff:

Kim Fleshman  
Tawn Williams Knell  
Laurel Daman  
Public Events Office - MMAC  
Michael Fisher, Mark Bunce, Keith Hofacker, Theresa Clickner,  
Tina Bunce, Deborah Fleitz  
Ann Bowers  
Mary Beth Skelly  
Joyce Blinn  
Tina Amos  
Jeanne Langendorfer  
Amy Davidson  
Connie Allison  
Sheila Coressel  
Tim Carney  
E-Time Team  
Jeff Nelson, Jim Stainbrook, Mike Failor, Michelle Simmons

Linda Hamilson  
Flo Klopfenstein  
Counseling Center Staff - All Full Time Administrative  
Rebecca Conrad  
Darlene Thomas  
Jan Ruffner  
Connie Allison

A reply at your earliest convenience would be most appreciated.

Sincerely,

Lona Leck  
Ice Arena Assistant Director  
Administrative Staff Council Awards Committee Chair  
419.372.7235

Joyce E. Chamberlain  
Human Resources, BGSU  
jchambe@bgsu.net

(419) 372-2559

"The Office of Human Resources working as a team within the office and throughout the university, RECRUITS the best, RETAINS the best and assists employees as they REINVEST in their future."

Robin (1)

Award  
Question

## Recognition, Parking Space, Monetary Award!

Do you know someone who goes above/beyond their job responsibilities?

Does your department operate as a team?

Could you or your dependent use a helping hand/scholarship?

*If you answered YES to any of these questions, please read below.*

**OUTSTANDING CLASSIFIED STAFF AWARD** - A completed nomination form from any university employee, and 3 current recommendation letters. Mail to: Dorothy Grassley or Sharon Biggins, 120 McFall.

**TEAM AWARD** - (2 or more classified staff members who work together on a daily basis; please include all members of the team). A completed nomination form from any university employee, and 3 current recommendation letters. Mail to: Dorothy Grassley or Sharon Biggins, 120 McFall

**SCHOLARSHIP AWARDS** - Full-time/part-time, Undergraduate/Graduate student. Must be at least a 2<sup>nd</sup> semester freshman with a 2.5 GPA or better. Mail to: Karen Donaldson, 231 Adm. Bldg

**Nomination Forms & Specific Criteria** available on the WEB at: [www.bgsu.edu/organizations/csc/](http://www.bgsu.edu/organizations/csc/) or from committee chairs. Please forward nominations and completed applications to appropriate chairs as listed above. **NOMINATIONS MUST BE MARKED CONFIDENTIAL.**

**ABSOLUTE DEADLINE:** March 5, 2004 for nominations to be received. **ONLY COMPLETED NOMINATIONS WILL BE ACCEPTED..... LATE APPLICATIONS WILL NOT BE ACCEPTED.**

**CLASSIFIED STAFF AWARDS CEREMONY WILL BE HELD ON APRIL 6th, 2004 from 9:00-11:00 a.m. in the Bowen Thompson Student Union Ballroom.**



February 9, 2004

Dear B.G. Best Committee:

Nomination of the eTime Core Team – Jeff Nelson, Jim Stainbrook, Mike Faylor, Michelle Simmons and Sandy White

It is with great honor that I submit my support for the nomination of the eTime core team for the B.G. Best Award. I have worked very closely with this team for the past year, and I must say it was truly a positive experience – professional all the way! This team continues to demonstrate the true spirit of creating a collaborative and positive environment while managing the implementation of a complex, campus-wide project. In working with each member of this core team (both individually and as a group), I found their communication, willingness to share expertise, as well as their ability to take constructive criticism were first class and I applaud their outstanding work. I believe these individuals are truly assets to the BGSU campus community.

Sincerely,

Mariann Reiter  
Asst. to the Dean for Budgets & Operations  
University Libraries

To: Karen L Woods <lwoods@bgnat.bgsu.edu>  
From: Lona Leck <lona@bgnat.bgsu.edu>  
Subject: Re: BG Best Award  
Cc:  
Bcc:

Attachments:

Karen:

I look forward to receiving your nomination per our phone conversation today and will do some "digging" on my end to find a way to recognize everyone!

Thanks for the time and effort!

Lona

Lona,

There is a group on campus made up of administrative employees and one classified employee, who I would like to nominate for the BG Best Award. I understand that the entire team must be administrative staff, but that happens so seldom. Most teams contain classified staff. In fact, there is much that would not happen around here without the classified staff. Is there any way to get the policy changed? If not, I understand. But, nothing happens if you don't ask.

Thanks,

Karen

Karen L. Woods lwoods@bgnat.bgsu.edu  
Manager of Systems and Records  
Bowling Green State University  
100 College Park  
Bowling Green, OH 43403  
419.372.2237 419.372.2920 fax

The Office of Human Resources, working as a team within the office and throughout the University, recruits the best, retains the best and assists employees as they reinvest in their future.

**Nomination for  
2004  
B.G. Best Award**

I would like to nominate the e-Time core implementation team for the B.G. Best Award.

This team consists of:

Jeff Nelson, Bookstore	Co-Chair
Jim Stainbrook, Business Office	Co-Chair
Michelle Simmons, Career Services/ Student Employment	
Mike Failor, Information Technology Services	
Sandy White (classified staff member), Payroll	

For several years, BGSU has needed and wanted an electronic timekeeping system for student workers. The above group of individuals teamed together when the Kronos system was purchased last year. After their initial training, they began making the system work for BGSU. This was no small task. One of the more difficult issues concerned the fact that many students have more than one job or change jobs frequently. Getting the right hours with the right budget line took Creative Imaginings to new heights. But, these individuals are seriously dedicated to BGSU and our students. So, there was little rest until they found a solution. This is just one of the examples of a mountain they turned into a molehill. There were many, many more.

This group exemplified all of the Core Values while providing increased service to both supervisors and student workers. There are no more paper timesheets to fill out and add up (or lose and recreate). Individuals and supervisors can check online for the number of hours worked and each supervisor received training and individual help as necessary.

This group worked very hard for several months to make this system work FOR our student workers and their supervisors. I believe they should be honored for their efforts 'above and beyond'.



# Bowling Green State University

Administration  
Bowling Green, Ohio 43403  
(419) 372-9134  
Fax: (419) 372-2194

## Memorandum

TO: BG Best Awards Selection Committee

FROM: Bryan Benner  
Finance and Administration

RE: BG Best Nomination

DATE: 2/6/04

I would like to offer my enthusiastic support concerning the nomination of the E-time core team for the BG Best award. The members of the core are Jeff Nelson (co-chair), Jim Stainbrook (co-chair), Michelle Simmons, Mike Failor, and Sandy White. The core team was given a charge to develop an implementation plan for the E-time, time and attendance system. The timetable to implement the plan was aggressive and the core team had to work with the vender to adapt the firm's software to the unique processes of BGSU.

In spite of the tight timetable, the core team maintained a collaborative approach that addressed the concerns of operating departments. The core team also assured that the all individuals that must use the system received the necessary training. As a result of their collaborative approach the implementation of the E-team system has proceeded smoothly and as a result enabled university departments to save 100's of hours time per year in payroll processing.

The E-time core team truly represents BG's Best!

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

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1. Implemented a new idea or program to benefit the BGSU community.
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Award Presentation - The awards will be given at the ASC Spring Reception. The awards 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.

For more information, check the ASC Website: [www.bgsu.edu/organizations/asc](http://www.bgsu.edu/organizations/asc)

## 2004 B.G. Best Award Official Nomination Form

I am pleased to nominate the following administrative staff individual/team for the 2004 B.G. Best Award:

Nominee: REBECCA CONRAD DAVENPORT, Ph.D.

Position: PSYCHOLOGIST, OUTREACH COORD., LIAISON TO RESID. LIFE

Department/Campus Address: COUNSELING CENTER, 320 SADDLEMIRE

E-mail: rcdavenport@bgsu.net.bgsu.edu Phone: 419/372-2081

Immediate Supervisor: CRAIG VICKIO, DIRECTOR, COUNSELING CTR.

Area Vice President: DR. ED WHIPPLE, VPSA

Submitted By: CRAIG VICKIO

Position: DIRECTOR, COUNSELING CTR

Department/Campus Address: 320 SADDLEMIRE STN. SRVS.

E-mail: cvickio@bgsu.net.bgsu.edu Phone: 419/372-2081

Please Check the criterion on which your nomination is based:

- ☒ Implemented a new idea or program to benefit the BGSU community.
- ☒ Improved the quality of programs and/or services on the BGSU campuses.
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Return this nomination form with attached one-page, double-spaced narrative to:  
Lona Leck  
ASC Awards Committee Chair  
Ice Arena

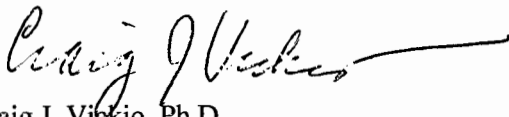
Deadline for nominations: February 6, 2004

I am writing to nominate **Dr. Rebecca (Becky) Conrad Davenport** for a “B.G. Best” Award. While Becky clearly fulfills all of the criteria specified for the award, she is especially worthy of recognition for her provision of **excellent customer service to the BGSU community**.

Becky is an extremely hard-working, conscientious professional who demonstrates her commitment to the BGSU community in many ways. She serves not only as a staff psychologist in the BGSU Counseling Center but also as a clinical supervisor, the Center’s Coordinator of Outreach, and the Center’s official liaison to the Office of Residence Life. In these varied capacities, Becky has:

- *devoted considerably more time to the provision of outreach and consultation than any other staff member in the Center while also providing extremely high levels of direct clinical service (i.e., counseling)*
- *spearheaded several new initiatives, including: (1) the development of a successful fall workshop series for students; (2) the hosting of a “Depression Screening Day”; (3) the development of a very detailed on-line publication, “A Faculty and Staff Guide to Helping Students”; and (4) the creation of a web page that provides resource information to parents of BGSU students*
- *offered numerous training programs for Residence Hall staff*
- *solicited a record number of members (12) for the Counseling Center’s Graduate Student Outreach Team; subsequently trained team members and was responsible for overseeing the work of the team*
- *devoted countless hours of her personal time on evenings and weekends to participating in programs and providing services to students*
- *received extremely favorable evaluations from students in the Center’s Evaluation of Services*

Becky is a phenomenal colleague who demonstrates a high level of commitment to the students of our University—as well as compassion for the greater community. I can think of no one more deserving of special recognition than Becky. She is truly one of BGSU’s very best.



Craig J. Vickio, Ph.D.  
Director and Clinical Psychologist, Counseling Center

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For more information, check the ASC Website: [www.bgsu.edu/organizations/asc](http://www.bgsu.edu/organizations/asc)

## 2004 B.G. Best Award Official Nomination Form

I am pleased to nominate the following administrative staff individual/team for the 2004 B.G. Best Award:

Nominee: Connie Allison  
 Position: Secretary - General Studies Writing Dept.  
 Department/Campus Address: 240 East Hall, Rm 315  
 E-mail: Conniea@bgsu.edu Phone: 372-7885  
 Immediate Supervisor: Donna Nelson - Boone, Director GSA  
 Area Vice President: Assoc. Dean: Roger Thibault

Submitted By: Robert Lowe McNaugus  
 Position: Instructor  
 Department/Campus Address: General Studies Writing 240 East Hall  
 E-mail: rlowe@bgsu.edu Phone: 372-0537

Please Check the criterion on which your nomination is based:

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

Return this nomination form with attached one-page, double-spaced narrative to:  
 Lona Leck  
 ASC Awards Committee Chair  
 Ice Arena

Deadline for nominations: February 6, 2004

February 5, 2004


Lona Leck, ASC Awards Committee Chair  
Ice Arena

To Whom It May Concern,

It is with great pleasure that we nominate Connie Allison, the General Studies Writing Administrative Assistant, for a 2004 BG Best Award. Each of us has known Connie for the past four years and she exemplifies many of the positive qualities that highlight the award.

Thank you for your consideration.

Sincerely,

  
Jay Jones, Instructor

  
Chad Rohrbacher, Instructor



Connie, the lone administrative assistant for GSW, embodies a number of BGSU's core values. Connie serves 32 full-time Instructors, 46 Graduate Assistants, and 5 part-timers. Also, over 3000 first year students pass through the GSW program in some capacity, and if they have a question or concern, Connie is the first person they speak with. Even if she is extremely busy, she makes time to assist the staff and the student body. By amicably assisting that many people on a daily basis, Connie exhibits a high degree of respect and cooperation to the BGSU community.

The key factor that sets Connie apart from all other university staff is the way in which she excels in such a uniquely difficult position. Indeed, to understand Connie's value to GSW, and the campus community as a whole, one would probably have to see her in action on "portfolio day" at the end of each semester. Thousands of freshman stream through East Hall grasping their collected writings, and Connie is the first person they go to with complaints, questions, appeals, and so on. On top of this, Connie is at the same time trying to shepherd dozens of first time instructors, English graduate students, through the natural anxieties and mistakes that come with first timers, especially given the complex portfolio system that they all must participate in. And yet through it all, she offers clear and effective help with a smile (and usually a piece of chocolate). She's part registrar, part advisor, part grievance counselor, and part faculty-mentor. Quite simply, it's an amazing juggling act.

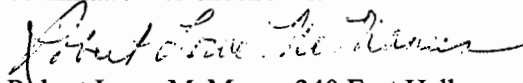
Connie exemplifies a strong commitment to the BGSU's core values and is truly one of "BG's Bests".

I am pleased to nominate Connie Allison, the Secretary of the General Studies Writing Program, for the 2004 B. G. Best Award. As an Instructor in that Department, I have been especially impressed with how she constantly considers ways to improve the handling of day-to-day functions and how she consistently provides intelligent, helpful, and considerate service, not only to the faculty of the department but also to the numerous students who come to her office for advice, for scheduling questions, and about portfolio issues.

Our department has an infusion of new graduate student/teachers each Fall Semester, many of whom have never taught before. While Dr. Donna Nelson-Beene's 602 Seminar provides a strong foundation for new incoming teachers, Connie Allison's organization of supporting materials, her willingness to answer the hundreds of questions about policies, and her calm manner of handling any "crisis" that may arise are critical assets in maintaining continuity so that the quality of the General Studies Writing Programs can continue to improve. One example of an improvement she herself has recently implemented is the overhauling of a cramped multi-function room. This room, by its nature an overflow area, is used by such a variety of instructors and professors for such a multiplicity of purposes that, over time, the storage of materials had become random, the arrangement of filing cabinets had become illogical, and the working space had diminished. Connie thoroughly reorganized this vital area so successfully that I now would *volunteer* for department duties that are performed in the room!

Connie's ability to make everyone's life easier is exemplified in so many ways, but one example stands out. At the end of each semester, Connie handles the overall operation of the GSW Portfolio Evaluation system, organizing over a 5-day period the collection, the distribution to instructors, the re-collection, and the grade-posting of about 3000 student writing portfolios. She organizes the operation itself; she monitors the support staff; she fields questions from instructors, from students, from parents, and from Registration; and she does all this in such a way she demonstrates one major reason this University is such an incredible intellectual value for the students and their parents.

I'm a parent of a high school senior myself, one who has traveled to a variety of different campuses with his son. Connie Allison is the epitome of the Administrative Staff member I'd appreciate helping my family. As a teacher at this university, I recognize and appreciate the way she always supports all of our attempts to provide better service with her experience and commitment to excellence.



Robert Lowe McManus 340 East Hall

General Studies Writing Instructor

**2004 B.G. Best Award  
Official Nomination Form**

I am pleased to nominate the following administrative staff individual/team for the 2004 B.G. Best Award:

Nominee: Jeanne Langerdorfer  
 Position: Coordinator, Serials + Binding, University Librarians  
 Department/Campus Address: Jerome Library  
 E-mail: jlanger@bgsu.net Phone: 2-8281  
 Immediate Supervisor: Colleen Farmer  
 Area Vice President: Linda Dobb

Submitted By: Robin Sinn + Jean Switzer  
 Position: Head, Org Science Library; Serials Org  
 Department/Campus Address: Sci Lib; Math Bldg; Serials Lib  
 E-mail: rsinn@bgsu.net Phone: 2-9239

Please Check the criterion on which your nomination is based:

- ☐ Implemented a new idea or program to benefit the BGSU community.
- ☒ Improved the quality of programs and/or services on the BGSU campuses.
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- ☒ Provided excellent customer service to the BGSU community.
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Lona Leck

ASC Awards Committee Chair  
Ice Arena

Deadline for nominations: February 6, 2004

### **Nomination for Jeanne Langendorfer from Robin Sinn for B.G. Best Awards**

Jeanne Langendorfer, Coordinator of Serials and Binding in University Libraries, exemplifies the core values of BGSU. Because of this, her work has provided excellent service to the BGSU community.

Jeanne's respect for others is demonstrated in her ability to work with a wide variety of people with different skills and needs. Her ability to truly listen lets her incorporate others' input where it can best be used. Jeanne also emphasizes communication with others in her work. She knows that without the give and take of listening and communicating projects often fall short of their goals and people don't feel valued.

I have worked with Jeanne on a few committees and her cooperative skills are wonderful. We are currently part of a group whose charge is to write a Human Resources Plan for University Libraries. She makes her points, listens and considers others' opinions, and generally keeps the discussion moving forward.

While I can't touch on her spiritual growth, she is always eager to learn more. Jeanne attends conferences, reads the literature, and talks with colleagues at other institutions to grow intellectually. She also looks at every situation as a learning situation. I really admire this in her.

Jeanne also accepts new situations with grace. Her unit has to pick up quite a bit of work from my unit due to a retirement. The thought and time she has put into planning for this large change in her unit's work has ensured a smooth transition.

Jeanne Langendorfer is definitely a "B.G. Best".

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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.

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Award Presentation - The awards will be given at the ASC Spring Reception. The awards 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.

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## 2004 B.G. Best Award Official Nomination Form

I am pleased to nominate the following administrative staff individual/team for the 2004 B.G. Best Award:

Nominee: Amy Davidson

Position: Secretary

Department/Campus Address: 104 University Hall, Honors Program

E-mail: amy.davidson@bgsu.edu Phone: 419 372 6507

Immediate Supervisor: Dr. Paul Moore

Area Vice President: Dr. Mark Gromko

.....

Submitted By: Paul Moore

Position: Director, University Honors Program

Department/Campus Address: 104 University Hall, Honors Program

E-mail: p.moore@bgsu.edu Phone: 419 372 6556

.....

Please Check the criterion on which your nomination is based:

- ☐ Implemented a new idea or program to benefit the BGSU community.
- ☒ Improved the quality of programs and/or services on the BGSU campuses.
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Lona Leck  
ASC Awards Committee Chair  
Ice Arena

Deadline for nominations: February 6, 2004

January 16, 2004

To: ASC Awards Committee

From: Dr. Paul A. Moore, Honors Program Director

I am writing this letter in support of **Amy Davidson** for the 2004 B.G. Best Award. Amy is the secretary for the University Honors Program and shows an outstanding commitment to the Honors Program and the University. I am proud to have Amy as the secretary of our program and am especially proud that Amy is the first person that our students see when they walk into the Honors office. I would like to nominate Amy for this award both for her tireless efforts in improving the quality and services that the Honors Program provides for students and for her excellent customer service for the Honors Students.

Amy shows an outstanding commitment to making the University Honors Program truly its best. She is very innovative in her ideas of how to make the Program and office run more efficiently and smoothly. Her ideas are all aimed at making the Program better for the Honors students and her ideas work. The University Honors Program has over 1,000 students in the program which makes it one of the single largest student programs on Campus. Amy keeps the office organized and on schedule for extramural scholarships, tracking applications, monitoring academic advising, organizing mailings for recruitment, and nearly everything involved in the courses that the Honors Program runs. When Honors students have problems (scheduling, departmental, etc.), they come into the office and their problems are immediately solved by Amy's knowledge and skills in dealing with the University at large. The students are often shocked at how easily and quickly Amy can help them with their problems. The University Honors Program has to deal with a broad range of issues from across campus, Amy knows who to go to and how to get things and the students greatly benefit from her hard work and extensive knowledge.

Despite the size, the Honors students feel as if the Honors Program and in particular the Honors office is a "home away from home". Amy plays a large role in developing this atmosphere for our students. She knows almost all of the student's names and greets them personally. She makes them feel welcome and attends their academic and non-academic needs. I honestly can't think of a person on-campus that is more dedicated to their job and the student's needs than Amy Davidson. She is the embodiment of what a BG Best person should be.

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## 2004 B.G. Best Award Official Nomination Form

I am pleased to nominate the following administrative staff individual/team for the 2004 B.G. Best Award:

Nominee: TAUNIS WILLIAMS-NEEL  
Position: ASSISTANT BUSBAR  
Department/Campus Address: 126 Administration Bldg.  
E-mail: HWILLIA@BGSU.EDU Phone: 312-7603  
Immediate Supervisor: NANCY COLEMAN  
Area Vice President: DR. DALTON

Submitted By: NANCY E. POSEY  
Position: ADMINISTRATIVE ASSISTANT  
Department/Campus Address: 122 Administration Bldg.  
E-mail: NPOSEY@BGSU.EDU Phone: 312-3107

Please Check the criterion on which your nomination is based:

- ☐ Implemented a new idea or program to benefit the BGSU community.
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January 8, 2004

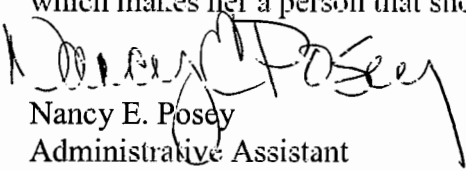
To Whom It May Concern:

I am pleased to nominate Tawn Williams-Nell for this award.

Tawn is an outstanding team member of the Bursar's office. She is always willing to help you, whether you are a student, parent, staff member or faculty member. She has always demonstrated exemplary commitment to the core values of BGSU.

Tawn is always helpful and professional, if she doesn't know the answer she is willing to make a phone call or ask to get an answer for you. Tawn is patience and has the listening skills to understand all of the different situations, the Bursar's office deals with on a daily basic.

Tawn is willing to go that extra mile, some people would never even think about doing, which makes her a person that should be recognized.



Nancy E. Posey  
Administrative Assistant  
Office of the Bursar  
419-372-8167  
nposey@bgnet.bgsu.edu



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## 2004 B.G. Best Award Official Nomination Form

I am pleased to nominate the following administrative staff individual/team for the 2004 B.G. Best Award:

Nominee: Tina Ames

Position: Secretary 2

Department/Campus Address: History / Williams Hall

E-mail: tarnoseb@net.bgsu.edu Phone: 2-2030

Immediate Supervisor: Dr. Peter Way

Area Vice President: \_\_\_\_\_

Submitted By: Beth A. Griech-Petelle

Position: Assistant Professor of Modern European History

Department/Campus Address: History / Williams Hall

E-mail: b.griech@net.bgsu.edu Phone: 2-9478

Please Check the criterion on which your nomination is based:

- ☐ Implemented a new idea or program to benefit the BGSU community.
- ☒ Improved the quality of programs and/or services on the BGSU campuses.
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# Bowling Green State University

January 17, 2004

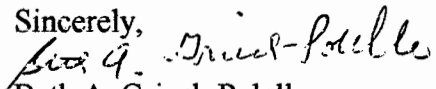
Department of History  
Bowling Green, Ohio 43403-0220  
(419) 372-2030  
Fax: (419) 372-7208

I would like to nominate Ms. Tina Amos for a 2004 B.G. Best Award. I first came to the History Department in the fall of 2000. We were then moving into a transition that ultimately would bring the experience of three different secretaries to our department in fairly quick succession. Once Tina was hired, she very quickly adjusted to the working environment and has not faltered since. She is on the "front lines" so to speak as hers is the first face undergraduates, graduate students, faculty members, delivery people, etc. see when they enter Williams Hall. I believe she represents the best face of BGSU to each and every one of those individuals she encounters.

When I look over the core values of our university, I see how Tina transforms each of the values into a living reality. She is one of the very few people I have ever met who is never angry, grumpy, mean spirited or unkind, even when there are stacks of things waiting for her to do. The strongest testimony I can think of in that regard is just how many students and professors can be found standing around her office, laughing and smiling. Somehow, despite all of the interruptions, Tina has always done her work in a timely manner. I have yet to hear her complain about any assignment she has been given. No job is seen as beneath her, she performs every task quickly and efficiently, and, it is always done with pride and a real sense of cooperation. Based on my personal experiences I can say that every time I have sent a student to Tina for assistance, they have never once said she was too busy to help them. In fact, most come back to me and tell me how great she is at finding solutions to their problems. I believe that Tina's respectful and personable approach to all of the people she encounters truly enhances our program. Students and professors alike feel that there is someone who can help answer

their questions, finish any job sent her way, and most importantly, they know that all of it is accomplished with grace and good humor. Tina Amos embodies the best of the BGSU experience and I believe that she deserves to be recognized for her fine representation of our institution.

Sincerely,

A handwritten signature in cursive script that reads "Beth A. Griech-Polelle".

Beth A. Griech-Polelle

Assistant Professor of Modern European History

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## 2004 B.G. Best Award Official Nomination Form

I am pleased to nominate the following administrative staff individual/team for the 2004 B.G. Best Award:

Nominee: Michael Fisher, Mark Bunce, Keith Hofacker, Theresa Clichter, Tina Bunce, Deborah Fleits

Position: Public Events Office Personnel

Department/Campus Address: 1037 Moore Musical Arts Center

E-mail: dfleits@bgsu.edu Phone: 372-8654

Immediate Supervisor: Richard Kennell

Area Vice President: John Collins

Submitted By: Richard Kennell

Position: Dean

Department/Campus Address: 1051 Moore Musical Arts Center

E-mail: kennell@bgsu.edu Phone: 2-2188

Please Check the criterion on which your nomination is based:

- ☐ Implemented a new idea or program to benefit the BGSU community.
- ☒ Improved the quality of programs and/or services on the BGSU campuses.
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Lona Leck  
ASC Awards Committee Chair  
Ice Arena

Deadline for nominations: February 6, 2004

I am pleased to nominate the Public Events Office in the College of Musical Arts for the 2004 B.G. Best Award. The Public Events Office supports over 500 concerts and public events presented in the Moore Musical Arts Center each year. The Moore Musical Arts Center is a major cultural resource for the campus and community.

The Public Events Office team consists of Michael Fisher (Piano Technician), Mark Bunce (Director of Recording Services), Keith Hofacker (Technical Director), Theresa Clickner (Box Office Manager) and Tina Bunce (Publicity/Publications Manager). Their team leader is Deborah Fleitz, Director of Public Events in the College of Musical Arts.

Every public event in the College of Musical Arts involves the coordination of their professional efforts. They are simply outstanding. In the volume of work that they produce and the quality of that work, they support the accomplishments of our students and faculty. In doing so, they contribute to the rich cultural resources of Bowling Green State University.

Many on campus are familiar with the Festival Series or the New Music & Art Festival. But our annual Band Reading Clinic, Summer Music Institute, Admission Programs, and Development functions in the College are all supported by this capable team.

The teamwork that I see in this outstanding staff epitomizes the spirit of the B.G. Best Award and I am pleased to nominate them for your serious consideration.

**BG BEST AWARD LETTER OF SUPPORT**

Feb 6 '04

I am pleased to submit this letter to the *BG BEST AWARD* committee in support of BGSU Instructional Media Service photographer, David Hampshire. Mr. Hampshire's tireless effort to help artists document their artwork is a tremendous service to School of Art faculty and students.

School of Art faculty members conduct creative research and we are in constant need of high quality documentation of our work to submit to grant applications, exhibition opportunities, and many other endeavors that require us to provide visual information. Mr Hampshire also helps art faculty document student art work in the form of slides and discs. This documentation of artwork is crucial for art students who are considering applying to graduate school and exhibition opportunities.

To enhance his photography skills and service to others, Dave Hampshire strives to stay updated with the fast pace changes in the latest digital technology. He commits himself to provide high quality images to those of us working with him.

What transcends Mr. Hampshire's technological expertise however, is his genuine respect and concern for others. He works hard to maintain a high level of professionalism and human kindness to others. He also takes on several student workers who benefit from the photography lab experience. During a recent photo shoot of my sculpture, Dave specifically mentioned how the number one reason any of us are here working at BGSU, is the students. "*Students First*" is a Dave Hampshire philosophy that we can all remind ourselves of from time to time. I have a tremendous amount of respect for him and without reservation, I fully support Dave Hampshire for the *BG BEST AWARD*.

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I am pleased to nominate the following administrative staff individual/team for the 2004 B.G. Best Award:

Nominee: DAVID HAMPSHIRE

Position: PHOTOGRAPHER

Department/Campus Address: INSTRUCTIONAL MEDIA SERVICE

E-mail: dhamph@bgsu.edu Phone: 419 372 6998

Immediate Supervisor: DR. KEVIN WOREK IMS DIRECTOR

Area Vice President: JOHN FOLKINS

Submitted By: GREG MUELLER

Position: SCULPTURE INSTRUCTOR

Department/Campus Address: SCHOOL OF ART

E-mail: mgreg@bgsu.edu Phone: 372 4193

Please Check the criterion on which your nomination is based:

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Award Presentation - The awards will be given at the ASC Spring Reception. The awards 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.

For more information, check the ASC Website: [www.bgsu.edu/organization/asc](http://www.bgsu.edu/organization/asc)

## 2004 B.G. Best Award Official Nomination Form

I am pleased to nominate the following administrative staff individual/team for the 2004 B.G. Best Award:

Nominee: Kim Fleshman

Position: Program Coordinator

Department/Campus Address: Student Technology Center

E-mail: k.flesh@bgsu.net Phone: 2-9459

Immediate Supervisor: Dr. Prane Whitmore

Area Vice President: Dr. Linda Robb

.....  
Submitted By: Dr. Prane Whitmore

Position: Director

Department/Campus Address: Student Technology Center

E-mail: whitmore@bgsu.net Phone: 2-2927  
.....

Please Check the criterion on which your nomination is based:

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

Return this nomination form with attached one-page, double-spaced narrative to:  
Lona Leck  
ASC Awards Committee Chair  
Ice Arena

Deadline for nominations: February 6, 2004





# Bowling Green State University

Student Technology Center  
200 Saddlemere Student Services Building  
Bowling Green, Ohio 43403-0125  
(419) 372-9277  
(419) 372-9040

Lona Leck  
ASC Awards Committee Chair  
Ice Arena

January 13, 2004

Dear Lorna:

It is with great pleasure that I write this letter of nomination for Kim Fleshman for one of the 2004 B.G. Best Awards. Kim is one of the most technologically astute administrative staff members on campus who has done an unbelievable job expanding the BGSU Northwest Ohio Technology Fair. This event is the premier Technology Fair at a university in the state of Ohio and one of the best in the nation, and this statement can only be made because of the excellent work that Kim has done with the event.

When Kim and I took positions in the Student Technology Center almost two years ago, the Technology Fair was an event that had 19 external exhibitors along with 23 internal grant recipients who were required to present their efforts at the Tech Fair. In the first year, the Technology Fair grew from 19 exhibitors (the grant recipients were no longer required to attend) to 46 exhibitors from throughout Northwest Ohio and the campus. It was through Kim's ongoing and tireless efforts to attract new exhibitors that the Tech Fair expanded so rapidly with over 600 people attending.

The event was transformed this past year into the BGSU Northwest Ohio Technology Fair. In addition, a High School Web Contest was added at the suggestion of Dr Linda Dobb. Once again, Kim's efforts far exceeded expectations. The Tech Fair grew from 46 exhibitors to 62, and 19 high school students submitted entries for the first ever High School Web Contest. Kim took an embryo concept, the High School Web Contest idea from Linda Dobb, and made it an exciting and professional supplement to the BGSU Northwest Ohio Technology Fair. The University received positive publicity throughout the 21 county Northwest Ohio area as over 1300 people attended.

I have always described the Tech Fair as "Kim's baby". She has taken that baby and nurtured it into "a happening" in which the entire University can be proud. Kim can indeed take pride in a job well done, and she is more than deserving of one of the 2004 B.G. Best Awards.

Sincerely,

*Duane E. Whitmire*

Dr. Duane E. Whitmire  
Director  
Student Technology Center

**About the Awards-** The ASC Award & Special Recognition Committee is now accepting nominations for the 2004 B.G. Best Awards. This 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.

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**Award Presentation -** The awards will be given at the ASC Spring Reception. The awards 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.

For more information, check the ASC Website: [www.bgsu.edu/organizations/asc](http://www.bgsu.edu/organizations/asc)

## 2004 B.G. Best Award Official Nomination Form

I am pleased to nominate the following administrative staff individual/team for the 2004 B.G. Best Award:

Nominee: Linda Hamilton

Position: Director of Budgeting

Department/Campus Address: Vice President for Finance & Administration

E-mail: lhamilt@bgsu.edu Phone: 2-8262

Immediate Supervisor: Dr. J. C. Dalton

Area Vice President: Dr. J. C. Dalton

Submitted By: Carol Engler, John Folkins, Chris Dalton, Amani Snyder, Kim Turner-Young, Lisa Meyer

Position: VPAA & VPFA 230 McFall Center

Department/Campus Address: VPAA & VPFA 230 McFall Center

E-mail: cengler@bgsu.edu Phone: 372-2915

Please Check the criterion on which your nomination is based:

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

Return this nomination form with attached one-page, double-spaced narrative to:  
Lona Leck  
ASC Awards Committee Chair  
Ice Arena

Deadline for nominations: February 6, 2004

## 2004 BG Best Nomination for Linda Hamilton

On behalf of the Office of Finance and Administration and the Office of the Provost and Vice President for Academic Affairs, we are nominating Linda Hamilton for the 2004 B.G. Best Award. The reasons we believe she deserves to be recognized cross the boundaries of the individual categories for the award. She exercises each of these qualities and achievements in everything she does, personally and professionally.

Writing this nomination in a collective voice is very difficult because Linda means so many different things to so many different people. Her title, Director of Budgeting, falls short of describing the responsibilities associated with her position in the dynamic and demanding financial environment of higher education. By virtue of her position, she is administrator and manager, predictor and planner, and sometimes—given the volatility of the State's budget—juggler and magician. But those of us lucky enough to work with her every day know Linda Hamilton to be an innovator and leader, teacher and mentor, and *always* our colleague and friend. She touches us each uniquely, yet we share the common experience of her grace and dignity, her fortitude and courage—and her bursting and contagious laugh. She personifies the University's core values: respect for one another, cooperation, intellectual and spiritual growth, creative imaginings, and pride in a job well done.

Putting her best effort and intelligence into each project, Linda holds herself to an extremely high standard. She is widely respected and stands as an outstanding role model for faculty, staff and students. From the members of the Board of Trustees to the students who cross her path, she cultivates each relationship with the same genuine interest. She carries the pattern of success and commitment she has established within the University into her community activities and contributions. She is unilaterally trusted for her judgment and the quality of her work.

In summary, Linda Hamilton is a person of energy, strength, and foresight. She connects with people through an understated eloquence that is commanding in its honesty and integrity. To borrow a phrase from author Anne Rivers Siddons, she is a multitude of one.

Respectfully submitted by Chris Dalton, Carol Engler, John Folkins, Lisa Meyer, Amani Snyder, and Kim Turner-Young.

42

About the Awards- The ASC Awards & Special Recognition Committee is now accepting nominations for the 2004 B.G. Best Awards. This award is in recognition of outstanding contributions to BGSU by administrative staff members.

Basic 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.

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Award Presentation - The awards will be given at the ASC Spring Reception. The awards 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.

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## 2004 B.G. Best Award Official Nomination Form

I am pleased to nominate the following administrative staff individual/team for the 2004 B.G. Best Award:

Nominee: Jan Ruffner  
Position: Director of Purchasing  
Department/Campus Address: Purchasing Dept./103 Park Avenue  
E-mail: jruffne@bgsu.edu Phone: 2-8419  
Immediate Supervisor: James Schimpf  
Area Vice President: Chris Dalton

.....  
Submitted By: Pat Getz / Violet Serrato  
Position: Clerical Specialist  
Department/Campus Address: Purchasing Dept./103 Park Avenue  
E-mail: patn@bgsu.edu Phone: 2-8411  
Serrato@bgsu.edu 2-8415  
.....

Please Check the criterion on which your nomination is based:

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

Return this nomination form with attached one-page, double-spaced narrative to:  
Lona Leck  
ASC Awards Committee Chair  
Ice Arena

Deadline for nominations: February 6, 2004

It is with great pride and pleasure that Jan Ruffner, Director of Purchasing, is being nominated for BGSU Administrative Staff 2004 B.G. Best Awards.

Jan leads by example. She treats all staff with the same respect and consideration, no matter what the job classification is. Everyone is included in bi-monthly staff meetings and encouraged to participate as a team. She willingly listens to all points of view with an open mind. Her abundant generosity is apparent in numerous areas such as monthly breakfast meetings with each staff member for a more personal one-on-one experience.

Core values are visited and promoted on a regular basis. Jan encourages all staff to develop intellectually by approving and encouraging continued academic growth through seminars, classes and workshops. Teamwork has been encouraged and emphasized and is now considered an enduring, integral part of Purchasing.

Jan has been a mentor in the Partner's First Program and has worked tirelessly on giving diverse companies opportunities to do business with BGSU. Her graciousness has earned respect from many individuals on campus and among her numerous business contacts.

Our Director is a rarity in today's business world. She can be tough when the situation calls for it, but she has a big heart and truly cares for her staff and associates. With all her important tasks and job responsibilities, she doesn't feel above answering the office phone when staffing is short and includes herself in summer hours rotation to allow all staff equal Friday afternoons off. Employees are expected to respect their bosses, but it is truly respect when the boss earns it and the employees freely give it.

After 25 years at Purchasing, 10 years as Director, Jan will be retiring this summer. She can never be replaced and her departure will leave a void in the Purchasing Department and BGSU.

3

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

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## 2004 B.G. Best Award Official Nomination Form

I am pleased to nominate the following administrative staff individual/team for the 2004 B.G. Best Award:

Nominee: Florence Klopferstein

Position: Manager

Department/Campus Address: Dining Services / JCC Centrex

E-mail: florerk@bgsu.net Phone: 2-2781

Immediate Supervisor: Tara Blachowski-Dreyer

Area Vice President: Linda Newman

Submitted By: Tara Blachowski-Dreyer

Position: General Manager

Department/Campus Address: JCC Centrex / Dining Services

E-mail: daribach@bgsu.net Phone: 2-7568

Please Check the criterion on which your nomination is based:

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

Return this nomination form with attached one-page, double-spaced narrative to:  
Lona Leck  
ASC Awards Committee Chair  
Ice Arena

Deadline for nominations: February 6, 2004

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About the Awards- The ASC Awards & Special Recognition Committee is now accepting nominations for the 2004 B.G. Best Awards. This 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 member 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.

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For more information, check the ASC Website: [www.bgsu.edu/organization/asc](http://www.bgsu.edu/organization/asc)

11/3/17  
Please call  
back

2004 B.G. Best Award  
Official Nomination Form

I am pleased to nominate the following administrative staff individual/team for the 2004 B.G. Best Award:

Nominee: Florence Klopferstein  
Position: Manager

Department/Campus Address: Dining Services / 300 Centrex

E-mail: floerike@bgsu.net Phone: 2-2781

Immediate Supervisor: Tara Blachowski-Dreyer

Area Vice President: Linda Newman / Dr. Whipple

Submitted By: Tara Blachowski-Dreyer

Position: General Manager

Department/Campus Address: 300 Centrex / Dining Services

E-mail: darabdd@bgsu.net Phone: 2-7565

Please Check the criterion on which your nomination is based:

- ☐ Implemented a new idea or program to benefit the BGSU community.
- ☐ Improved the quality of programs and/or services on the BGSU campuses.
- ☒ Showed an outstanding commitment to BGSU by their voluntary involvement in campus/community activities.
- ☐ Provided excellent customer service to the BGSU community.
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Lona Leck  
ASC Awards Committee Chair  
Ice Arena

Deadline for nominations: February 6, 2004

Florence Klopfenstein is the epitome of commitment to the Bowling Green campus community. On her own time she has participated in or assisted with Springboard, Dance Marathon, Women's Basketball, and the How To classes held at the Union, just to name a few. She is however best known for her unwavering support of the Women's Basketball team. She is their most visible, outspoken supporter. Very rarely will a home game pass where she is not in attendance providing not only moral support, but home baked treats as well.

Flo has been instrumental in the establishment of mother/daughter teas, starting with the Alice in Wonderland tea. What began as a work assignment became a personal mission. Using her own time, talents, and resources she had herself outfitted with an authentic Alice costume, complete with wig. Florence embraces and embodies the University's core value of pride in a job well done. Her commitment to this event was evident in the eyes of all the young girls who attended the tea and felt they were actually meeting Alice.

Flo is consistently heeding the call of the University by voluntarily participating in programs that will enhance enrollment, such as the telephone campaign to welcome new students to our campus, recently addressed by Dr. Ribeau. Being an alumnus herself she is proud of the education she received at BGSU and is enthusiastic to share her love of this campus with others. Florence Klopfenstein is, in every aspect, the best that Bowling Green has to offer.



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## 2004 B.G. Best Award

### Official Nomination Form

I am pleased to nominate the following administrative staff individual/team for the 2004 B.G. Best Award:

Nominee: FULL-TIME ADMINISTRATIVE STAFF IN COUNSELING CENTER

Position: PSYCHOLOGISTS, PSYCHOLOGY RESIDENT

Department/Campus Address: COUNSELING CENTER, 320 SADDLEMIRE

E-mail: — Phone: 419/372-2081

Immediate Supervisor: CRAIG VICKIO (DIRECTOR, COUNSELING CTR)

Area Vice President: DR ED. WHIPPLE

Submitted By: CRAIG VICKIO, PhD

Position: DIRECTOR

Department/Campus Address: COUNSELING CENTER, 320 SADDLEMIRE

E-mail: CVICKIO@bgsu.net.bgsu.edu Phone: 419/372-2081

Please Check the criterion on which your nomination is based:

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

Return this nomination form with attached one-page, double-spaced narrative to:

Lona Leck  
ASC Awards Committee Chair  
Ice Arena

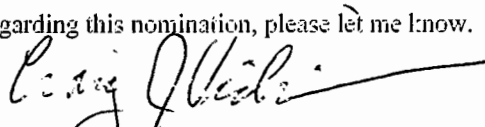
Deadline for nominations: February 6, 2004

I am writing to request that you consider presenting a "B.G. Best" Award to my administrative colleagues in the Counseling Center (i.e., Claudia Clark, Rebecca Conrad Davenport, Catherine Kocarek, Mark Krauthelm, Bai-Yin Chen, and Elizabeth Yarris). Over the course of the past year, this remarkable team of individuals has proven quite innovative and resourceful. Despite contending with a record number of student emergencies and devoting countless hours to counseling, consultation, and outreach, our Center's administrative staff has found the time to pursue the following new initiatives:

- *Creation of a pre-doctoral internship program (approved by President Ribeau in December of 2003)—a program that will hopefully lead to the hiring of 2-3 pre-doctoral psychology interns beginning in the Summer of 2004*
- *Development and implementation of a system for tracking suicidality among students*
- *Establishment of a new international organization, "The Association for Size Diversity and Health" (with the inaugural meeting held in May of 2003 and the first official newsletter published in January of 2004)*
- *Coordination of a campus-wide program on transgender issues in the fall semester of 2003*
- *Development of a fall and spring workshop series addressing men's issues*
- *Hosting of a "Depression Screening Day"*
- *Implementation of a fall workshop series addressing topics such as stress, anxiety, and depression*
- *Establishment of a weekly support group for GLET students*
- *Creation of a very detailed on-line publication, "A Faculty and Staff Guide to Helping Students"*
- *Development of a web site that provides resource information to parents of EGSU students*

These varied initiatives have already impacted hundreds of individuals in (and outside of) the University community and have the potential to reach thousands more in the future. Such initiatives have been successful largely as a result of staff demonstrating the following qualities: (1) the ability to maintain a highly positive, proactive approach to their work (despite being confronted with soaring service demands); (2) the willingness to devote considerable time and energy to new initiatives outside of regular office hours; and (3) the motivation to seek out opportunities for collaboration with others (both in and outside of the Counseling Center).

It has been an honor to work with such a dedicated group of individuals, and I hope that you will give serious consideration to recognizing this team's efforts. If you should have any questions or desire further information regarding this nomination, please let me know.



Craig J. Vickio, Ph.D.  
Director and Clinical Psychologist, Counseling Center



# Bowling Green State University

Office of Residence Life  
440 Saddlemire Student Services Building  
Bowling Green, Ohio 43403-0142  
(419) 372-2011  
FAX (419) 372-0477  
reslife@bgnet.bgsu.edu  
<http://www.bgsu.edu/offices/ca/reslife>

## 2004 B.G. Best Award OFFICIAL NOMINATION FORM

I am pleased to nominate the following individual for the 2003 B.G. Best Award:

Nominee: Tim Carney

Position: Assistant Director of Residence Life - Operations

Department/Campus Address: Office of Residence Life - 440 Saddlemire

Phone: 2-2011

Immediate Supervisor: Jim Zentmeyer

Area Vice President: Dr. Edward Whipple

\*\*\*\*\*

Submitted by: Julie Snyder

*phone conversation  
2/19 - she was last  
also there and  
your will get her  
staff there  
etc.*

Position: Assistant Director of Residence Life - Residential Neighborhoods

Department/Campus Address: Office of Residence Life - 440 Saddlemire

Email: [jmaiuri@bgnet.bgsu.edu](mailto:jmaiuri@bgnet.bgsu.edu)

Phone: 2-0576

\*\*\*\*\*

Please check the criterion on which your nomination is based:

- ☐ Implemented a new idea or program to benefit the BGSU learning community
- X Improved the quality of programs and/or services on the BGSU campus
- ☐ Showed an outstanding commitment to BGSU by their voluntary involvement in campus/community activities
- X Provided excellent customer service to the BGSU community
- X Demonstrated exemplary commitment to the core values of BGSU

*phone and email  
message*

To Whom It May Concern:

It is with great honor and pride that I submit this BG Best Award nomination for Tim Carney.

Tim serves as the Assistant Director of Residence Life for Operations. His position is responsible for the facilities management of our campus residence halls which includes creating a healthy and safe living environment for our 7000 on-campus students. This is no easy task and, at times, Tim is pulled between what is best for students and what is physically possible. In this process Tim works with our parents, students, maintenance and custodial staff, hall staff, off-campus contractors and other entities like the Fire Department, State Fire Marshall and Health Department.

As you can see Tim's position demands the ability to build collaborative relationships. All of these entities often have competing demands and needs. Tim's position requires the ability to understand the needs of all constituents and determine the best possible solution. Undoubtedly, this is where he excels. Since arriving on-campus we have been able to increase our response time to work orders. We have upgraded the look of our halls, and we continue to pursue an aggressive renovation plan. In all of his work Tim has never lost sight of students. Tim works towards the highest level of customer services for our students as well as staff. This combination of external versus internal customer service is what Tim has forced all of us to better understand and implement.

Since arriving on-campus Tim has collaborated with every component of our office and is always willing to assume additional responsibilities. Tim has challenged our office to rethink how we do our work to ensure we are providing the best possible service to our constituents. Tim has worked diligently and is a valuable member of our office. In addition to all of these accolades, Tim works so well with people because of his demeanor and personality. I truly believe that Tim is the only person within our office that is respected by everyone.

Tim is a walking example of the Core Values. Tim role models these behaviors in all his actions and respects the dignity of every person. Tim is empathetic to both students and staff and thus people seek him out for help and assistance. Through both active and passive ways Tim uses the Core Values in his daily work. I have always appreciated Tim's ability to take ideas that seem out of the question and instead, through partnerships, result in possibilities. Every day we continue to make positive strides in our halls because of Tim's openness, care and concern for students.

The greatest lesson we have learned from Tim Carney is also his motto. "Today is the best day ever." This summarizes how Tim does his work and lives his life. Tim lives everyday with an attitude that allows you to overcome the greatest adversity. He is a positive influence on those around him, even during the most stressful times. He reminds students, colleagues and staff to make the most out of life by remembering that each day is important.

Tim is an outstanding leader and vital asset to our work at Bowling Green State University. Tim is among those who are considered the best and I am humbled by working with him on a daily basis. It is an honor for me to nominate Tim Carney for the BG Best Award and I hope you will give him your full consideration.

About the Awards- The ASC Awards & Special Recognition Committee is now accepting nominations for the 2004 B.G. Best Awards. This 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 Procedure - Complete the Official Nomination Form and return to the Awards and Recognition Committee Chair by February 6, 2004. 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 at the ASC Spring Reception. The awards 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.

For more information, check the ASC Website: [www.bgsu.edu/organizations/asc](http://www.bgsu.edu/organizations/asc)

## 2004 B.G. Best Award Official Nomination Form

I am pleased to nominate the following administrative staff individual/team for the 2004 B.G. Best Award:

Nominee: Lavel Danner

Position: Costume Shop Giddens

Department/Campus Address: Theatre Dept

E-mail: lavel@bgsu Phone: 2-3141

Immediate Supervisor: Pat Shields

Area Vice President: ???

Submitted By: Molly Weisser

Position: PhD Student

Department/Campus Address: Theatre Dept South Hall 416

E-mail: mweisser@bgsu Phone: 2-5820

Please Check the criterion on which your nomination is based:

- Because we fixed clean-up! + was in Assoc instead of*
- ☒ Implemented a new idea or program to benefit the BGSU community.
  - ☒ Improved the quality of programs and/or services on the BGSU campuses. *boxes*
  - ☒ Showed an outstanding commitment to BGSU by their voluntary involvement in campus/community activities.
  - ☒ Provided excellent customer service to the BGSU community.
  - ☒ Demonstrated exemplary commitment to the core values of BGSU.

Return this nomination form with attached one-page, double-spaced narrative to:  
Lona Leck  
ASC Awards Committee Chair  
Ice Arena

Deadline for nominations: February 6, 2004

52

About the Awards- The ASC Awards & Special Recognition Committee is now accepting nominations for the 2004 B.G. Best Awards. This 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.
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For more information, check the ASC Website: [www.bgsu.edu/organizations/asc](http://www.bgsu.edu/organizations/asc)

3/17  
please  
call back  
to confirm

spoke to person  
great!  
great!  
with  
be there!  
2/19

Lona

## 2004 B.G. Best Award Official Nomination Form

I am pleased to nominate the following administrative staff individual/team for the 2004 B.G. Best Award:

Nominee: Laurel Danner  
Position: Costume Shop Coordinator  
Department/Campus Address: Theatre Dept  
E-mail: laurel@bgsu Phone: 2-5141  
Immediate Supervisor: Ray Schallert  
Area Vice President: ??? Dr. Folkins

Submitted By: Melissa Weiss  
Position: Ph.D Student  
Department/Campus Address: Theatre Dept South Hall 416  
E-mail: mweiss@bgsu Phone: 2-5620

Please Check the criterion on which your nomination is based:

- because  
no flood  
clean-up! + big on floor*
- ☒ Implemented a new idea or program to benefit the BGSU community. *instead of*
  - ☒ Improved the quality of programs and/or services on the BGSU campuses. *boiler*
  - ☒ Showed an outstanding commitment to BGSU by their voluntary involvement in campus/community activities.
  - ☒ Provided excellent customer service to the BGSU community.
  - ☒ Demonstrated exemplary commitment to the core values of BGSU.

Return this nomination form with attached one-page, double-spaced narrative to:  
Lona Leck  
ASC Awards Committee Chair  
Ice Arena

Deadline for nominations: February 6, 2004

From: Molly Weisser (Phd Student), Kristen Heller(Sr), Jessica Nowak(Soph.), Sarah Bird(Jr.), Melissa Anderson Erne(MA Student), James Strunk(Sr.), Toshie McSwain(Soph),  
To: BGSU ADMINISTRATIVE STAFF COUNCIL

Laurel Daman, head of costume shop at BGSU, has shown exemplary service above and beyond the role as defined by her title. By serving the department to the best of her ability, she constantly strives for excellence in herself. Yet this goal-oriented attitude not only serves her well on a personal level, it manifests itself in various forms, from grad student participation to undergraduate support. Her "get it done" attitude is not only a benefit for the shop in part, but a necessity to the department as a whole: for, without her drive, many of the department's shows would not benefit from her expertise. Nudity on stage, although a strong choice, should not be decided by the lack of a costumer.

Although technically her duties end at the 40<sup>th</sup> hour of the workweek, it is not surprising to find her working well beyond her time allotment, using her own time, both evenings and weekends, to fill an order made by a designer or director. Yet she does it. She does it not because it is part of her duty, not because she feels obligated, and not even because she is asked. She does it because she is part of a team. She knows that without this cog the wheel will not, cannot turn. Knowing this pushes her to extend herself beyond the clock, to finish what she started, filling her own creative spirit. Furthermore, by filling her need for creativity, she allows others to fill their need. As need feeds need, so does the production go up. In the theatre no one does this alone. No director stands tall enough in order to see and do all. He or she must stand on the shoulders of others. Laurel Daman has strong sturdy shoulders that have proven time and again ready to bear the weight.

Molly Weisser  
Kristen Heller

Sarah Bird  
Melissa Anderson Erne

Toshie McSwain  
James Strunk

## 2004 B.G. Best Award Official Nomination Form

I am pleased to nominate the following administrative staff individual/team for the 2004 B.G. Best Award:

Nominee: Darlene Thomas  
 Position: Director of Student Services, College of Arts & Sciences  
 Department/Campus Address: 205 Administration Building  
 E-mail: dthomas@hynet.bgsu.edu Phone: 419 372-2215  
 Immediate Supervisor: Dr. Roger Thibault  
 Area Vice President: Dr. John W. Folkins

.....  
 Submitted By: Jean Morgan and Diane Carpenter  
 Position: Academic Advisor, Academic Advisor & Coordinator for Advising Services  
 Department/Campus Address: College of Arts & Sciences  
 E-mail: j.morgan3@hynet.bgsu.edu Phone: 419 372-2215  
dcarpen@hynet.bgsu.edu  
 .....

Please Check the criterion on which your nomination is based:

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

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 Lona Leck  
 ASC Awards Committee Chair  
 Ice Arena

Deadline for nominations: February 6, 2004



## DARLENE THOMAS

This narrative is written in support of our nomination of Darlene Thomas for the 2004 B.G. Best award. This nomination is based on the following criteria.

### *Implemented a new idea or program to benefit the BGSU community*

Darlene has worked in the College of Arts and Sciences as both an academic advisor and most recently as Director of Student Services. In both of these positions she has been instrumental in initiating and implementing many programs. Most recently she was responsible for implementing a major change in the Bachelor of Liberal Studies program. This entailed reducing the number of hours a student would need to complete after acceptance into the program. This change facilitates the faster graduation of many students who are accepted in this program after a long absence from the University. Another program that Darlene conceived and implemented is a major in Forensic Sciences. Although not a reality at this point, serious discussions are underway to start such a program at the University.

### *Improved the quality of services at the BGSU campus*

Darlene has continually worked to improve the quality of academic advising in the College of Arts and Sciences. Most recently, she was instrumental in getting a computer in the College Office for students to use when they come for an advising appointment. This allows them to print a copy of their degree audit that can then be used in their advising appointment. Use of this audit in the advising appointment gives the advisors a chance to explain this important advising tool to students who can then become more independent in finding out the requirements of their specific degree. In addition Darlene was instrumental in the hiring of a medical doctor as an academic advisor to help in the academic advising of pre med students at the University. This addition to the advising staff will help improve the academic advising of pre med students at the University.

### *Showed an outstanding commitment to BGSU by voluntary involvement in campus activities.*

Ms. Thomas worked closely with the Athletic Department as evidenced by her involvement in recruitment of student athletes. In addition she is a loyal supporter of University athletic events attending most football and basketball games.

### *Provided excellent customer service to the BGSU community*

Darlene's has shared her extensive knowledge of the academic rules and regulations. This has been very helpful to both students and faculty at the University as decisions are made regarding degree requirements.

### *Demonstrated exemplary commitment to the core values of BGSU*

Working in the student services division of a college office, the core values of respect, cooperation, and creative imaginings are implemented on a daily basis. Respect for students, faculty and staff are essential if quality services are to be delivered. Cooperation with staff and others is essential for the effective operation of an office of this nature.

Creative imaginings occur frequently in Darlene's position as unusual situations sometimes seem more the norm than the exception. Finally pride in a job well done is essential in her position. Darlene's daily work ethic demonstrated an exemplary commitment to the core values at BGSU

In summary, Darlene is most deserving of the 2004 BG. Best Award. We will be happy to answer any questions you may have about this nomination.

Jan C. Meyer  
Academic Advisor  
College Arts and Sciences

Danna Lee  
Program Advisor  
College Arts

Leslie  
Associate Dean  
CAS

Diana K. Carpenter  
Coordinator of Advising Services

Donald G. L.  
DEAN, Arts

Danney Bishop  
Joni Jacobs

Janet May-McKnight - Admin Asst.  
Betty J. Ward, Manager Budgets +  
Operations  
Ciz Cole

Kelley M. Smith, academic adv, College Arts

Joe Frey

Cherie Shields  
Associate Dean

Mary J. Hill

Ryan Hutz

## 2004 B.G. Best Award Official Nomination Form

I am pleased to nominate the following administrative staff individual/team for the 2004 B.G. Best Award:

Nominee: MARY BETH SKELLY

Position: ASSOC. DIRECTOR, ACADEMIC ENHANCEMENT

Department/Campus Address: 101 UNIVERSITY HALL

E-mail: skellym@bgnet.bgsu.edu Phone: (419) 372-8943

Immediate Supervisor: LISA MCHUGH CESARINI

Area Vice President: \_\_\_\_\_

Submitted By: BRYNN A. PULLANO

Position: ACADEMIC ADVISOR

Department/Campus Address: 101 UNIVERSITY HALL

E-mail: brynnap@bgnet.bgsu.edu Phone: (419) 372-8943

Please Check the criterion on which your nomination is based:

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

Return this nomination form with attached page, double-spaced narrative to:

Academic Affairs Chair

Dean



# Bowling Green State University

Office of Academic Enhancement  
101 University Hall  
Pre-Major Advising (419) 372-8943  
University Program for Academic Success (419) 372-8943  
Bowling Green, Ohio 43403-0600  
Fax: (419) 372-8438

January 8, 2004

Dear Ms. Leck:

Please accept this BG Best Award nomination letter in recognition of Mary Beth Skelly, Associate Director of Academic Enhancement (ACEN). Mary Beth's continuous strides to make "students first" a motto definitive of BGSU and her ongoing dedication to improve the quality of the BGSU community make her a deserving candidate for this honor.

Mary Beth's job description is long and voluminous. However, ask Mary Beth her primary responsibility and she will tell you it is to listen – to listen to students, to staff, and to colleagues. Her commitment to this duty is of grand proportions. She works tirelessly to impart confidence in, support, and develop young minds, precarious futures and beleaguered co-workers. While most employees' workday ends at 5:00 p.m., Mary Beth can often be found working into the late evening, dutifully addressing student concerns/issues, returning student correspondence and charting campus wide academic initiatives. She is a woman driven by a desire to impact each individual she works with – to provide each individual she encounters with the tools for a successful career.

Her personal research in the area of retention has driven her to initiate grant programs that assist pre-major students in identifying their major areas of interests, areas of skill and workplace values. Her instructional performance in University Success, a transitional course for first year students, has allowed her to transfer her knowledge of time management, diversity, goal setting and career exploration to a larger population of students. Her service on a multitude of campus committees, from the Common Reading Experience and Enrollment Network to University Academic Support Council, has given her the chance to collaborate with peers across campus to enhance advising services, increase student awareness and institute smart institutional policies. Her work gives her purpose.

Mary Beth has taught me that working with students is not something you do; it is something you live. It is a passion. It is a privilege. Each student is an individual with unique needs, unique challenges, in need of unique solutions. You cannot articulate in one page what Mary Beth has contributed to the BGSU community. Her service here has been immeasurable and her dedication to our students unfathomable. Please recognize her for what she is, one of BG's Best.

If I can give you any further assistance in ensuring you that Mary Beth is worthy of this honor, please let me know. I am open to any questions you may have. You may contact by phone at 372-2386 or by email at [brynnap@bgnet.bgsu.edu](mailto:brynnap@bgnet.bgsu.edu). Thank you for the opportunity to single out an exemplary person.

Sincerely,

Brynn A. Pullano

## BGSU Core Values

☆ Respect for One Another ☆ Cooperation ☆ Intellectual and Spiritual Growth ☆  
☆ Creative Imagining ☆ Pride in a Job Well Done ☆



# Bowling Green State University

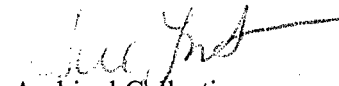


Center for Archival Collections  
5<sup>th</sup> Floor, Jerome Library  
1001 E. Wooster Street  
Bowling Green, Ohio 43403  
Phone (419)372-2411  
Fax (419)372-0155

Holdings: Northwest Ohio  
University Archives  
Rare Books and  
Special Collections  
Great Lakes

## MEMORANDUM

TO: Lona Leck, Chair  
ASC Awards Committee

FROM: Sue Frost   
Center for Archival Collections

RE: 2004 B.G. Best Award Nomination

DATE: January 26, 2004

Please find enclosed an Official Nomination Form and a one-page, double-spaced narrative nominating Ann Bowers, Interim-Director for the Center for Archival Collections, for the 2004 B.G. Best Award.

If you have any questions please do not hesitate to contact me. Thank you.

Enclosures

## 2004 B.G. Best Award

### OFFICIAL NOMINATION FORM

I am pleased to nominate the following individual for the 2003 B.G. Best Award:

Nominee: Ann M. Bowers

Position: Interim-Director

Department/Campus Address: Center for Archival Collections

Jerome Library 5th Floor Phone: 372-2411

Immediate Supervisor: Bonna Boettcher

Area Vice President: Linda Dobb

\*\*\*\*\*

Submitted by: Sue Frost

Position: Administrative Secretary

Department/Campus Address: Jerome Library 5th Floor - Center for Archival Collections

Email: sfrost2@hgnnet.bgsu.edu Phone: 372-2411

\*\*\*\*\*

Please check the criterion on which your nomination is based:

- ☐ Implemented a new idea or program to benefit the EGSU learning community
- ☒ Improved the quality of programs and/or services on the EGSU campus (Main or Firelands)
- ☒ Showed an outstanding commitment to EGSU by their voluntary involvement in campus/community activities
- ☐ Provided excellent customer service to the EGSU community
- ☐ Demonstrated exemplary commitment to the core values of EGSU

**Return this nomination form with attached one-page, double-spaced narrative to:**

**Lona Leck  
ASC Awards Committee Chair  
Ice Arena**

**Deadline for nominations: February 6, 2004**

**2004 B.G. Best Award - Ann M. Bowers**

The B.G. Best Award recognizes administrative staff employees who make outstanding contributions to BGSU. Ann M. Bowers, Interim Director for the Center for Archival Collections (CAC), meets and exceeds the criteria of this award and deserves recognition!

First and foremost, Ann is a hard-working, considerate and compassionate person. Her leadership at BGSU and the CAC has always been very strong. She's extremely organized, works well with University donors, employees and students, and the northwest Ohio community. She is respected for her professional knowledge and service in the areas of public records, records management at BGSU, and preserving historical collections.

She served as the editor of the *Northwest Ohio Quarterly*, a publication of the Lucas County/Maumee Valley Historical Society and BGSU's Department of History, coordinated an editorial board for this publication and solicited numerous manuscripts. She spent evenings and weekends making presentations on various topics including Women's History and northwest Ohio to various groups throughout Ohio. She worked with other university archivists on the management and preservation of electronic records, administered a web page for the University Archives, and has worked closely with the National Student Affairs Archives - increasing financial contributions from these professional associations. She developed the Public Health Archives by transferring the Ohio Association of Local Board of Health and Northwest Ohio Consortium for Public Health collections to the Center. She also began a campaign to increase revenues in the Center's Internship Fund and plans to make the first Internship award in 2004. Finally, she administered the CAC's annual Local History Conference and Publication Award. Ann was recently elected as a member of the Ohio Academy of History Executive Committee, is an alumni advisor to the Delta-Gamma Sorority, teaches BGSU History courses, works with students needing independent study credits, and gives tours of the Center to journalism and history students. Ann is a BGSU Commencement on-air host for WBGU-TV, serves on the University Library Fundraising Committee and was involved with last year's President's Club Reception held in the Library.

Ann works exceptionally well with people in all areas, both in and out of the University community, dealing with deadlines and still keeping her perspective on the "bigger picture" of overall goals of BGSU and the mission of the Center for Archival Collections. Even with an increase in on/off-campus responsibilities, it never affects her job performance. With additional increase in staff and budget responsibilities it has not dampened her enthusiasm and willingness to help. Doing what she does has enhanced the reputation of the Center and BGSU! Hence, she is worthy of such recognition.

About the Awards- The ASC Awards & Special Recognition Committee is now accepting nominations for the 2004 B.G. Best Awards. This 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.

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4. Provided excellent customer service to the BGSU community.
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For more information, check the ASC Website: [www.bgsu.edu/organizations/asc](http://www.bgsu.edu/organizations/asc)

## 2004 B.G. Best Award Official Nomination Form

I am pleased to nominate the following administrative staff individual/team for the 2004 B.G. Best Award:

Nominee: Joyce Blinn  
Position: Assistant Director/Academic Enhancement  
Department/Campus Address: 213 B Mosley Hall Studies  
E-mail: jblinn Phone: 28345 Skills Lab  
Immediate Supervisor: Lisa Cesarini  
Area Vice President: Alberto Gonzales

Submitted By: Dr. Barbara Tojin  
Position: Assistant Director/Academic Enhancement/Writers Lab  
Department/Campus Address: 503 Mosley Hall Writers Lab  
E-mail: btojin@bgsu.net Phone: 372, 2221

*Joyce is long overdue this award!*

Please Check the criterion on which your nomination is based:

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

*for many years!*

Return this nomination form with attached one-page, double-spaced narrative to:  
Lona Leck  
ASC Awards Committee Chair  
Ice Arena

Deadline for nominations: February 6, 2004

*Please contact me for further information.*



Dear 2004 BG Best Committee:

Joyce Blinn, head of the Studies Skills Lab, has assisted many, many students and colleagues during her 20+ years at BGSU. I am surprised she has not been selected as one of the BG best already--this recognition is long overdue for Joyce! Joyce is a gentle person, scholar, and administrator extraordinaire.

In supervising the Studies Skills Lab 12 months a year, Joyce oversees approximately 250 sessions fall and spring semesters. (Mentor groups are formed for students who want to have outside on-going help for large lecture courses. Such courses include, but are not limited to, journalism, psychology, sociology, biology, chemistry. A student mentor, who has been faculty recommended, assists the study habits of the group of students each week for 50 minutes.) Not only is retention of the students supported by Joyce's supervision of the mentor groups but also it is achieved in a smart and caring environment. For corroboration of my claims, refer to <http://www.bgsu.edu/offices/acen/sslab/mentorgroups.htm>.

Joyce has initiated and coordinated, along with Sally Dreier and Deb Cunningham in the Studies Skills Lab, BGSU's Annual Learning Fair for the last five years. The Learning Fair is a daylong activity, featuring BGSU experts such as Dr. Alberto Gonzalez (Communications), Dr. Bob Midden (Chemistry), Michelle Heckman (Math), and Dr. Elizabeth Yarris (Counseling). These experts provide presentations related to their respective fields to hundreds of undergraduate students each year and help build intelligent, informed community.

Single-handedly, Joyce wrote a grant for Success Challenge money for staff training materials, which benefited the Math Lab, the Studies Skills Lab, and the Writers Lab and subsequently the students with whom those units work. She also has scouted out relevant professional conferences (National Association of Developmental Education, for one example), for our unit and has coordinated the effort to get us there in order to share our work with other regional and national professionals. She has served on the UPAS Advisory Council for 2 years. She is currently a contributing member of the Academic Enhancement Professional Development Committee. Joyce has also served on the administrative staff council. For many years, she served as Academic Enhancement's United Way representative.

Joyce has taught EDCI for several years. She has also, from an administrative perspective, linked the EDCI courses to other courses such as sociology, biology, psychology in order to make more connected learning for the students. Presently, Joyce, and the unit she supervises, coordinates approximately 21 courses, no mean feat.

Ever student-centered, Joyce has compiled a list of academic vocabulary, which help acclimate first year students. Called *Language of the Academy*, this list includes such words as "core curriculum," "plagiarism," "bursar," "syllabus," terms which may be very familiar to us but are unfamiliar to new students. Currently, the list is included in EDCI curriculum but will also be posted in other forums to help students navigate the academic system more smoothly.

Joyce is a generous colleague and has hosted an annual potluck at her home for our 20+ members of Academic Enhancement. She is also a careful listener and collaborator. She is a person who competes with herself, not other people or units, and her collegiality is outstanding as a result. In fact, Joyce has nominated numerous peers over the years for awards. Moreover, her seniority gives her a perspective and a level-headedness, which is valuable to anyone who interacts with her. Yet Joyce is also alive with new ideas, which indeed assist BGSU students of the 21st century.

From my limited perspective, I am sure that I have merely touched the tip of the iceberg of Joyce's contributions to BGSU. If you need more information, please let me know or contact Sally Dreier and Debbie Cunningham (Study Skills Lab), who provided me with some of these details.

Sincerely and enthusiastically submitted,

Barbara Toth, Ph.D.

BGSU Writers Lab/ Academic Enhancement

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3. Showed an outstanding commitment to BGSU by their voluntary involvement in campus/community activities.
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5. Demonstrated exemplary commitment to the core values of BGSU.

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For more information, check the ASC Website: [www.bgsu.edu/organizations/asc](http://www.bgsu.edu/organizations/asc)

## 2004 B.G. Best Award Official Nomination Form

I am pleased to nominate the following administrative staff individual/team for the 2004 B.G. Best Award:

Nominee: Sheila Corressel  
 Position: ~~Residence Life~~ Hall Director  
 Department/Campus Address: Residence Life  
 E-mail: Corressel@tyrant.bgsu.edu Phone: 3-2150  
 Immediate Supervisor: Julie Snyder  
 Area Vice President: Dr. Edward Whipple

.....  
 Submitted By: Deborah A. Doral  
 Position: Hall Director  
 Department/Campus Address: Residence Life 440 Southlawn  
 E-mail: doralak@tyrant.bgsu.edu Phone: 3-8676  
 .....

Please Check the criterion on which your nomination is based:

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

Return this nomination form with attached one-page, double-spaced narrative to:  
 Lona Leck  
 ASC Awards Committee Chair  
 Ice Arena

Deadline for nominations: February 6, 2004



## Bowling Green State University

66  
Office of Residence Life  
440 Saddlemere Student Services Building  
Bowling Green, Ohio 43403-0142  
(419) 372-2011  
FAX (419) 372-0477  
reslife@bgsu.edu  
<http://www.bgsu.edu/offices/ca/reslife>

Lona Leck  
ASC Awards Committee Chair  
Ice Arena

Dear Lona,

February 6, 2004

It is with great enthusiasm that I write to you concerning my nomination of Sheila Coressel for the 2004 B.G. Best Award. Sheila Coressel has been a hall director for Bowling Green State University for the past three years and her dedication and commitment to her work is truly inspirational.

Throughout her work Sheila has shown an amazing ability to organize, manage, and create energy and excitement about the recruitment and training of resident advisors on our campus. Sheila has been the chairperson of the RAD (Resident Advisor) Committee for two years. During her tenure in this position Sheila has worked hard to market and promote the Resident Advisor position on our campus. Through her efforts the numbers of students applying to become RAs has doubled. Part of the reason for this improvement is the fact that Sheila has encouraged and initiated the use of technology to enhance the availability of applications online for students to complete. This year we had over 400 students complete applications for 69 open positions. It is a great benefit to be able to select from such a widely diverse and varied pool of people. Throughout every aspect of this process Sheila has taken the initiative to provide all members of the university community an opportunity to be a part of the process. She has trained the professional staff to be prepared for the process, she has communicated with all levels of the department, and she has served as a liaison to students and staff throughout the hiring process.

Through Sheila's vision and leadership the application, selection, and training of resident advisors has become streamline and systemic to allow for consistency of training across campus. This is no small job considering Sheila is coordinating this process for over 200 people. This year has also seen a remarkable decrease in the turnover of RAs as witnessed by the need to only fill 69 positions out of 170+ for the 2004-2005 school year. Our continuity of service and care for the residents on campus is so very important, and Sheila has spearheaded these efforts with careful attention to the core values of BGSU.

Sheila has also been a pillar in the professional hall director staff for three years and was recognized by the department of residence life with the Paulsen Award for her professionalism and commitment to the entire BGSU community. It would be an honor to recognize this woman's efforts in making our RA process one of the best in the nation. If I can be of further assistance please contact me at 372-8076.

Sincerely,

A handwritten signature in dark ink that reads "Deborah A. Novak". The signature is fluid and cursive, with the first name being the most prominent.

Deborah A. Novak  
Founders Hall Director

**BG BEST AWARD LETTER OF SUPPORT**

Feb 6 '04

I am pleased to submit this letter to the *BG BEST AWARD* committee in support of BGSU Instructional Media Service photographer, David Hampshire. Mr. Hampshire's tireless effort to help artists document their artwork is a tremendous service to School of Art faculty and students.

School of Art faculty members conduct creative research and we are in constant need of high quality documentation of our work to submit to grant applications, exhibition opportunities, and many other endeavors that require us to provide visual information. Mr Hampshire also helps art faculty document student art work in the form of slides and discs. This documentation of artwork is crucial for art students who are considering applying to graduate school and exhibition opportunities.

To enhance his photography skills and service to others, Dave Hampshire strives to stay updated with the fast pace changes in the latest digital technology. He commits himself to provide high quality images to those of us working with him.

What transcends Mr. Hampshire's technological expertise however, is his genuine respect and concern for others. He works hard to maintain a high level of professionalism and human kindness to others. He also takes on several student workers who benefit from the photography lab experience. During a recent photo shoot of my sculpture, Dave specifically mentioned how the number one reason any of us are here working at BGSU, is the students. "*Students First*" is a Dave Hampshire philosophy that we can all remind ourselves of from time to time. I have a tremendous amount of respect for him and without reservation, I fully support Dave Hampshire for the *BG BEST AWARD*.

About the Awards- The ASC Awards & Special Recognition Committee is now accepting nominations for the 2004 B.G. Best Awards. This 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 Procedure - Complete the Official Nomination Form and return to the Awards and Recognition Committee Chair by February 6, 2004. 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 at the ASC Spring Reception. The awards 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.

For more information, check the ASC Website: [www.bgsu.edu/organizations/asc](http://www.bgsu.edu/organizations/asc)

## 2004 B.G. Best Award Official Nomination Form

I am pleased to nominate the following administrative staff individual/team for the 2004 B.G. Best Award:

Nominee: DAVID HAMPTRE  
Position: PHOTOGRAPHER  
Department/Campus Address: INSTRUCTIONAL MEDIA SERVICE  
E-mail: dhamptre@bgsu.edu Phone: 419 372 6998  
Immediate Supervisor: DR. KEVIN WORK IMS DIRECTOR  
Area Vice President: JOHN FOLKINS

Submitted By: GREG MUELLER  
Position: SCULPTURE INSTRUCTOR  
Department/Campus Address: SCHOOL OF ART  
E-mail: mgreg@bgsu.edu Phone: 372 4193

Please Check the criterion on which your nomination is based:

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

Return this nomination form with attached one-page, double-spaced narrative to:  
Lona Leck  
ASC Awards Committee Chair  
Ice Arena

Deadline for nominations: February 6, 2004

David Hampshire, photographer at Instructional Media Services, received the Administrative Staff Council Spirit of BG Award May 26. Hampshire works with faculty, staff and students to document artwork and reproduce photographic images from the latest digital techniques to historic glass plate negatives.

“What transcends Mr. Hampshire’s technological expertise, however, is his genuine respect and concern for others,” a nominator wrote. “‘Students First’ is a Dave Hampshire philosophy that we can all remind ourselves of from time to time.”

Hampshire received a check along with the award.