

1984

Ferrari Award 1984

Bowling Green State University. Administrative Staff Council

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Inclusive Dates: 1984

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Notes

1. Colored Paper



Bowling Green State University

Office of Student Organizations
and New Student Programs
405 Student Services Building
Bowling Green, Ohio 43403
(419) 372-2843
Cable: BGSUOH

To: Ferrari Award Committee Members

From: Gregg DeCrane *GDC*
Chair

Date: March 20, 1984

Re: Committee Meeting

The initial meeting of the 1984 Ferrari Award Committee has been scheduled for Friday, April 6 from 11:00 a.m. to 12 noon in the State Room of the University Union.

The agenda for this meeting follows.

1. Review of 1983 award process.
2. Establishment of 1984 criteria and forms.
3. Time line.
4. Selection of chair.

GDC/vs



Bowling Green State University

Office of Student Organizations
and New Student Programs
405 Student Services Building
Bowling Green, Ohio 43403
(419) 372-2843
Cable: BGSUOH

To: The BG News
From: Gregg DeCrane
Acting Associate Dean of Students
Date: April 10, 1984
Re: Display Advertisement

Please run the following notice in The BG News on April 17 and May 1 in a 2 column x 4 inch format. The cost should be billed to budget # 183560-03520. If there are any questions, please call.

The Michael R. Ferrari Award (100%)

NOMINATIONS ARE NOW OPEN
for the presentation of
The Michael R. Ferrari Award

Faculty, students and staff may submit nominations. Nomination forms and explanation of criteria are available at the following locations:

| | |
|----------------------|--------------------------------|
| Registrar's Office | 405 Student Services |
| University Bookstore | Graduate Student Senate Office |
| University Union | Faculty Senate Office |

All nominations are due by MAY 11, 1984.

GDC/vs



Bowling Green State University

Office of Student Organizations
and New Student Programs
405 Student Services Building
Bowling Green, Ohio 43403
(419) 372-2043
Cable: BGSUOH

To: Administrative Staff Members

From: Gregg DeCrane, ~~Chair~~
Chair, Michael W. Ferrari Award Committee

Date: April 16, 1984

Re: Nominations

Nineteen eighty-four marks the second year in which the Michael W. Ferrari Award will be presented to a member of the Administrative Staff. The award was authorized by the Board of Trustees in 1982 to honor Dr. Ferrari who served as interim president during 1981-82. The initial recipient of the award was Suzanne Crawford, Director of Affirmative Action.

The first step in choosing this year's recipient is the seeking of nominations. The attached Criteria Sheet outlines those factors which should be addressed in nominating individuals for the award. The nomination form is to be used, in conjunction with additional support material, for the purpose of placing names into nomination. This initial process is open to all members of the University community. The selection of the award recipient will be made by a committee of administrative staff representing the various Vice Presidential and Presidential areas. Selection will be made on the basis of the information supplied through the nomination process.

All nominations should be submitted by Friday, May 11, 1984.

GDC/vs

The Michael R. Ferrari Award

CRITERIA

1. ELIGIBILITY - Any person who is a member of the Administrative Staff, i.e., non-faculty, contract employee, may be nominated. Nominee must have been an employee for at least one contract year and may not have received the award the previous year. Questions as to the status of a nominee (faculty vs administrative staff) should be directed to the Office of Administrative Staff Personnel, 372-2558.
2. NOMINEES - must have performed exceptionally during the year and must have demonstrated more than one of the following attributes:
 - A. Innovation and Initiative - a demonstration of resourcefulness in the work place including the formulation and implementation of creative new ideas. The emphasis of these ideas should be to improve the work environment, to save time and/or money and, in general, to contribute to the better overall efficiency and effectiveness of the University.
 - B. Emphasis on the Human Dimension - nominee needs to demonstrate a genuine sensitivity to others by showing an open, caring attitude and by being attentive to the growth and development of others.
 - C. Performance - "above and beyond" that required by the position, e.g., accepting special projects, additional responsibilities such as committee work, giving non-compensable time to effectively complete an assignment, service in professional organizations, or recognition brought to the University through the receipt of grants or through publications.
 - D. Relationship with University Community - The nominees must effectively interact with faculty, staff or students in providing services that promote growth and harmony in their respective departments, areas, etc., as well as the campus. (This would NOT mandate service on University groups, committees, boards, etc.)

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

TIMETABLE

- April 16 - Announcement of nominations being sought and availability of nomination forms.
- May 11 - All Nominations Due
- June 15 - Selection process completed

Announcement of recipient and presentation of award will take place as a part of the opening day activities.

NOMINATION FORM
The Michael R. Ferrari Award

I. Nominee:

Name: _____

Title: _____

Department: _____

II. Nominator:

Name: _____

Administrative Staff ___ Faculty ___ Student ___

III. Please list names and titles of two other individuals who may be contacted as additional references for the nominee. These individuals should be notified of your intent to list their names.

1. Name _____

Title _____

2. Name _____

Title _____

IV. On an additional piece of paper/s please describe how long and in what capacity you have known the nominee and, after referring to the criteria, describe how the nominee meets at least two of the listed criteria. Please keep in mind that the selection of the award recipient will be made on the basis of information you supply. Be sure that additional pages are attached to the nomination form and return them to:

Gregg DeCrane
Student Organizations & New Student Programs
405 Student Services Building

by

MAY 11, 1984



Bowling Green State University

Office of Student Organizations
and New Student Programs
405 Student Services Building
Bowling Green, Ohio 43403
(419) 372-2043
Cable: BGSUOH

April 16, 1984

Dear

The process of selecting the 1984 Michael P. Ferrari Award recipient has begun with the seeking of nominees. Last year you took the time to nominate _____ for this award. Because of the quality of nominees last year it has been decided that, in addition to new nominees, last year's nominees, who are still eligible, will be resubmitted for consideration with the approval of the original nominator.

Without having to submit a new nomination form, if you wish _____ to be considered for the 1984 Ferrari Award, please inform me of your intent in memo form by the nomination deadline of May 11. If you wish further information to be considered, please feel free to attach said information to your memo. If there are any questions, please call me at 2-2943.

Sincerely,

Gregg DeCrane
Chair, Michael R. Ferrari
Award Committee

GDC/vs

**WRIGHT
STATE**

Wright State University
Dayton, Ohio 45435



Office of the Provost

513/873-3035

June 14, 1984

Dear Gregg:

I am enormously pleased to learn that Zola Buford has been selected as the 1984 recipient of the Ferrari award. Zola's personal and professional contributions to Bowling Green over the years make her selection a superb one in all respects.

Thanks for informing me of the selection.

Best regards,

Mick

Michael R. Ferrari
Provost

MRF/cb

Gregg DeCrane
Acting Associate Dean of Students
405 Student Services Building
Bowling Green State University
Bowling Green, Ohio 43403



Bowling Green State University

Office of Student Organizations
and New Student Programs
405 Student Services Building
Bowling Green, Ohio 43403
(419) 372-2843
Cable: BGSUOH

To:

From: Gregg DeCrane
Chair, Michael E. Ferrari Award Committee

Date: May 15, 1984

Re: Receipt of Nomination

It is my pleasure to inform you that you have been nominated for the 1984 Michael E. Ferrari Award. The selection committee will begin their process shortly with the final decision being made prior to June 15. The actual award will be presented in late August.

It is very satisfying to have received nominations of individuals the caliber of yourself.

Congratulations on your nomination and best of luck in the selection process.

GDC/mm



Bowling Green State University

Office of Student Organizations
and New Student Programs
405 Student Services Building
Bowling Green, Ohio 43403
(419) 372-2843
Cable: BGSUOH

To:

From: Gregg DeCrane
Chair, Michael E. Ferrari Award Committee

Date: May 15, 1984

Re: Receipt of Nomination

Thank you for your nomination of _____ for the
Michael E. Ferrari Award. All nominations will be reviewed by the
selection committee with the final decision being made prior to
June 15.

GDC/mm

Nomination Form

THE MICHAEL R. FERFARI AWARD

I. Nominee:

Name Mrs. Zola R. Buford

Title Director of Records

Department Office of Registration and Records

II. Nominator:

Name Stuart R. Givens

Title Professor of History

III. Describe how long and in what capacity you have known the nominee..

I have known the nominee, Mrs. Buford since she returned to campus in
1954. I have worked closely with her on a number of committees such as
the Student Financial Aids Committee and the University Committee on Honors
and Awards. In addition, for the four years that I was Chair of the
Department of History I had a great deal of contact with her.

IV. List names and titles of two other individuals who may be contacted as additional references for the nominee.

1. Name Mr. Cary Brewer - Director of the Office of Reg. and Records

Title _____

2. Name Dr. Robert W. Twyman

Title Professor of History

(OVER)

- V. Refer to the criteria, as outlined in the cover letter, and describe how the nominee meets at least two of the listed criteria. (Please attach additional pages if needed.)

I think that to some degree Mrs. Buford meets well the level anticipated in all four of the criteria listed. However, I am most familiar with her contributions in areas B, C, And D.

B. Her work in the area of records brings her into constant contact with students and faculty. In that contact she is always most positive and helpful. She is aware of the fact that her decisions can effect the academic careers of those with whom she is dealing. She takes that role seriously and deals humanely with those with whom she deals.

C. She constantly is willing to and does perform tasks for various areas and individuals in the university that are above the call of duty. Her personal attention to the requests of a multitude of honorary organizations for the scanning of student records is a good example of this willingness.

D. Mrs. Buford is in constant contact with many different groups and levels in the university. I know from personal experience and observation that she works well with all of them and provides the information that is needed with dispatch and an inordinate accuracy.

I recommend strongly the consideration of Mrs. Buford. While I am not able to give in great detail examples I know that she is worthy. Please do contact those who can provide the kind of information you might need.

Please return to: Gregg DeCrane,
Office of Student Organizations & New Student Programs
405 Student Services Building

by: April 1, 1983

Nomination Form

THE MICHAEL R. FERPAPI AWARD

I. Nominee:

Name Zola Buford
Title Director of Records
Department Registrar's Office

II. Nominator:

Name Jane Wood
Title Director, PATCO, College of Education

III. Describe how long and in what capacity you have known the nominee.

I have known Mrs. Buford since I began working at EGSU in July 1969.
I have been in contact with her weekly (sometimes daily) about honors
and awards, transfer credit, transient work, etc.

IV. List names and titles of two other individuals who may be contacted as additional references for the nominee.

1. Name Carey Brewer
Title Registrar
2. Name Judy Roller
Title Director of Registration

(OVER)

- 13
- V. Refer to the criteria, as outlined in the cover letter, and describe how the nominee meets at least two of the listed criteria. (Please attach additional pages if needed.)

I feel Zola Buford meets all of the specified criteria for the Michael R. Ferrari Award. However I will focus on the performance and relationship with University community criteria.

Ever since I have known Zola she has definately been willing to go "above and beyond" the work required in her position. She is active and holds office in national professional organizations, serves on numerous university committees, and works weekends/evenings to complete tasks. Last year the semester conversion brought loads of extra work and seemingly impossible deadlines Zola's way, but she met the challenge in yeoman fashion!

Over the years Zola also has developed a strong working relationship with the university community. Her expertise and working knowledge of the university, its policies, and its procedures have made her a valued, respected member of any committees on which she serves. Additionally she is well accepted by faculty (often not an easy task for contract staff), and is fair, patient, and helpful with students. She is a credit to her position and her contributions to the university are valued by students, faculty, and contract staff alike.

Please return to: Gregg DeGrane,
Office of Student Organizations & New Student Programs
405 Student Services Building

by: April 1, 1983

Contract Staff Resume

ZOLA RUTH BUFORD

I. Education

- A. High School Diploma - Streator Township High School, 1943
- B. Academic Degrees - B.S. in Education, Illinois State University, 1947;
M.S. in Education, Illinois State University, 1948.

II. Full-Time Positions Held

- A. Instructor in Geography, Bowling Green State University, 1949-1951: teaching Geography classes
- B. Assistant Buyer, Bullock's Westwood, 1951-52: assisting buyer in selection of hand bag merchandise
- C. Teacher Los Angeles public school system, 1953-54: teaching Social Studies classes
- D. Teacher Placement Officer, Bowling Green State University, 1959-60: responsible for assisting Education graduates in finding employment
- E. Assistant to the Registrar, Bowling Green State University, 1960-61: assisting Registrar on assigned topics
- F. Assistant Registrar, Bowling Green State University, 1961-1970: supervision of clerical staff, assisting Registrar in planning and executing registration and records activities
- G. Associate Registrar, Bowling Green State University, 1970-72: continuation of above duties with increased responsibilities assigned
- H. Director of Records, Bowling Green State University, 1972-78: full responsibility for the academic records system of the institution

III. Current Job Description

Associate Registrar and Director of Records, 1978-Present
Report to Cary Brewer, Registrar
Responsibility for all graduate and undergraduate academic records of the university; includes final grade processing, issuing transcripts, producing and maintaining microfilm files of all documentation, evaluating all undergraduate transfer credit, supervising clerical staff responsible for record keeping; working with Computer Center Staff in developing and testing programs for academic records and grade processing

IV. Professional Development

Courses: Supervisor Development Program-new employe orientation
Time Management Seminar
Computer Seminar
Registrar's Self-Audit Workshop
Records Management Workshop
Law and the University Administrator Seminar

V. Professional Achievements

- A. Publications - edited and wrote many of the articles for The Registrar (journal of the Ohio Association of Collegiate Registrars and Admissions Officers), 1975-77
- B. Presentations at Ohio Association of Collegiate Registrars and Admissions Officers in 1973, 1975, 1977, and 1981
- C. Organized 2 day workshops for Ohio Association of Collegiate Registrars and Admissions Officers on Records and Management, 1971 and 1977

VI. Professional Service

- A. Division or area - Member of Records and Registration Advisory Committee

VI. Professional Service (continued)

B. University

- 1. Financial Aide (Scholarship Committee)
- 2. Consultant to Academic Policies Committee
- 3. Honors and Awards Committee
- 4. Contract Staff Classification Committee
- 5. Human Subjects Review Board

C. Professional organizations

- 1. American Association of Collegiate Registrars and Admissions Officers; member of Study Abroad by U.S. Students Committee
- 2. Ohio Association of Collegiate Registrars and Admissions Officers; served on newsletter and program committees; currently President-Elect
- 3. Gamma Theta Upsilon (professional Geography society)

VII. Honors and Awards

- A. Membership in honorary societies - Kappa Delta Pi (Education); Pi Gamma Mu (Social Studies); Kappa Delta Epsilon (Women's Education); Omicron Delta Kappa (Leadership)
- B. Awards or recognitions - Boss of the Year Award (American Business Women's Association)



Bowling Green State University

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

April 21, 1983

To Whom It May Concern:

This is to recommend Zola Ruth Euford, Associate Registrar and Director of Records, for the Michael R. Ferrari Award. Zola's lengthy record of service to the University, (twenty plus years), has been marked by personal integrity and professionalism. She has given freely of her time through University committees and working directly with students, faculty, and staff. In addition, she has contributed to several professional organizations and she currently holds the position of President of the Ohio Association of Collegiate Registrars and Admissions Officers.

Zola's past and current contributions to the University and University Community have always been characterized by hard work, achievement, professionalism, excellence and a caring attitude for others.

It is my belief there is no finer representative of the administrative staff than Zola Ruth Euford.

Sincerely,

A handwritten signature in cursive script that reads "Cary R. Brewer".

Cary R. Brewer
Registrar

rsm



Bowling Green State University

Office of Resource Planning
Bowling Green, Ohio 43403

March 29, 1983

TO: Mr. Gregg DeCrane, Director
Office of Student Organizations &
New Student Programs

FROM: Robert J. McGeein, Director
Academic Facilities Planning

A handwritten signature in black ink, appearing to read "Robert J. McGeein".

Mrs. Zola Buford has been nominated by Dr. J. Roller to receive The Michael P. Ferrari Award, and I was listed as an additional reference. I am extremely pleased to support Mrs. Buford's nomination and to forward my comments about her contributions to this University.

I have known Zola for 17 years and have had an excellent opportunity to observe her work in a variety of settings. Zola has major responsibilities in the Registrar's office for assisting in the formulation of policies which make that office respected for its efficiency and effectiveness throughout the state. Zola's honesty and integrity complement her results-oriented management style and her work has strengthened the reputation of Bowling Green State University.

Zola has consistently demonstrated a healthy sensitivity to the needs of students and administrators. Her participative, management style encourages achievement by those she works with and she has earned the trust and confidence of administrators, students and faculty. Zola is respected by her professional peers and her leadership recognized by her election as President of the Ohio Association of Collegiate Registrars and Admissions Officers. Zola has served on numerous university and professional committees, addressing such complex issues as study abroad programs, academic policies, financial aid and the use of human subjects in research.

Recognizing Zola's contributions to Bowling Green State University by naming her to receive the Ferrari award is a natural next step. I am endorsing her nomination with no reservations whatever and would be pleased to answer any specific questions you may have about her achievements.

RJM/ah



Bowling Green State University

Department of History
Bowling Green, Ohio 43403
Cable: BGSUOH
April 18, 1983

Mr. Greg De Crane
Chairman of Michael Ferrari Award Committee
Office of Student Organizations and New
Student Programs
405 Student Services Building

Dear Mr. De Crane:

I am delighted to hear that Mrs. Zola Buford has been nominated for the Ferrari Award. I would like very much to add my own enthusiastic recommendation because she is most deserving of the award. I know of no one in the University who works more conscientiously at her job or who is more devoted to the welfare of this University community. She has presided more than once over the complete reorganization of the methods of record keeping and has made Bowling Green into one of the most efficient systems in the United States. Her work has been recognized on a national level by her election to office by the national association of registrars. Whenever I have had occasion to seek information, often extensive in quantity, I have never been refused and have always received the data promptly. As an administrator she demands that her staff works hard because she works hard. She is a no-nonsense person and runs a tight ship. At the same time, the people she works with like and respect her. As close as I have worked with Mrs. Buford I have never heard anyone criticize her work unfavorably or denigrate her as a person.

Mrs. Buford has served this University in a variety of capacities ever since 1948. While other officials have come and gone, she has continued to serve and to improve the services of the Registrar's record keeping division. The time is long past due for the University to recognize her outstanding service.

Sincerely,

Robert W. Twyman
Professor of History

RWT:cw



Bowling Green State University

Office of Resource Planning
Bowling Green, Ohio 43403

March 29, 1983

TO: Mr. Gregg DeCrane, Director
Office of Student Organizations &
New Student Programs

FROM: Robert J. McGeein, Director
Academic Facilities Planning

Mrs. Zola Buford has been nominated by Dr. J. Roller to receive The Michael R. Ferrari Award, and I was listed as an additional reference. I am extremely pleased to support Mrs. Buford's nomination and to forward my comments about her contributions to this University.

I have known Zola for 17 years and have had an excellent opportunity to observe her work in a variety of settings. Zola has major responsibilities in the Registrar's office for assisting in the formulation of policies which make that office respected for its efficiency and effectiveness throughout the state. Zola's honesty and integrity complement her results-oriented management style and her work has strengthened the reputation of Bowling Green State University.

Zola has consistently demonstrated a healthy sensitivity to the needs of students and administrators. Her participative, management style encourages achievement by those she works with and she has earned the trust and confidence of administrators, students and faculty. Zola is respected by her professional peers and her leadership recognized by her election as President of the Ohio Association of Collegiate Registrars and Admissions Officers. Zola has served on numerous university and professional committees, addressing such complex issues as study abroad programs, academic policies, financial aid and the use of human subjects in research.

Recognizing Zola's contributions to Bowling Green State University by naming her to receive the Ferrari award is a natural next step. I am endorsing her nomination with no reservations whatever and would be pleased to answer any specific questions you may have about her achievements.

RJM/ah

Nomination Form

THE MICHAEL E. FERFAEI AWARD

I. Nominee:

Name Sola R. Buford
Title Associate Registrar and Director of Records
Department Registration and Records

II. Nominator:

Name Judi M. Roller *Judi M. Roller*
Title Director of Registration

III. Describe how long and in what capacity you have known the nominee.

I have known Sola for two and one half years as a colleague and a
friend.

IV. List names and titles of two other individuals who may be contacted as additional references for the nominee.

- 1. Name Cary Brewer
Title Registrar
- 2. Name Robert McGeein
Title Director of Academic Facilities Planning

(OVER)

- 421
- V. Refer to the criteria, as outlined in the cover letter, and describe how the nominee meets at least two of the listed criteria. (Please attach additional pages if needed.)

B. Emphasis on the human dimension

In her interactions with her co-workers, Zola Buford is always sensitive to their concerns and supportive of their professional development. With students, she provides explanations and information which help them to better understand the functioning of the university and to deal with it. Faculty have come to rely on her knowledge and experience of university policies and history, both in day-to-day matters and in her community service

C. Performance

President, Ohio Association of Collegiate Registrars and Admissions Officers
American Association of Collegiate Registrars and Admissions Officers, National
Committee - "Study Abroad of U.S. Students"
A.A.C.R.A.O. - Regional President's Council
Vice-Chair, R.A.R.A.C.
Executive Committee, Administrative Staff Council
Steering Committee, Administrative Staff Council
Financial Aid Committee - Scholarships
Academic Policies Committee - Consultant
Honors and Awards Committee
Search and Screening Committee, Director of International Programs and Assistant
Director of International Programs
Search and Screening Committee, Director of Financial Aid
Human Subjects Review Committee
Contract Staff Compensation Study

Non-compensable time - Overtime on grades consistently; overtime on development of computerized transcript system.

D. Relationship w/university community

Through her daily work and her substantial university service, Zola Buford deals with all segments of the university community. Her efficiency and leadership have reflected well on our office and have contributed to a lessening of the barriers which frequently separate faculty, administrators, and students. Her strength and integrity are inspirational to those she works with and to those with whom she comes in contact. She would be an outstanding person to select for the first Ferrari Award.

Please return to: Gregg DeCrane,
Office of Student Organizations & New Student Programs
405 Student Services Building

by: April 1, 1983



Bowling Green State University

Office of Student Organizations
and New Student Programs
405 Student Services Building
Bowling Green, Ohio 43403
(419) 372-2843
Cable: BGSUOH

June 11, 1984

Thank you for your active participation as a member of the 1984 Michael Ferrari Award Committee. Your time has been most appreciated and, hopefully, you found the experience rewarding. I feel we have selected a most worthy recipient based on our stated criteria and the nominations received.

I would welcome any suggestions you have for the future selection process of this meaningful award.

Thanks again.

Sincerely,

Gregg DeCrane
Chair of Ferrari Award Selection Committee

GDC:mm