

1988

Ferrari Award 1988

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: Ferrari Award

Inclusive Dates: 1988

Format: Bound Loose

Order: Alpha Chronological Numerical

Index: Included Separate None

Notes

1. Colored Ink



Bowling Green State University

File

Vice President for Student Affairs
Bowling Green, Ohio 43403-0140
(419) 372-2147
Cable: BGSUOH

November 5, 1987

MEMORANDUM

TO: Katrina Meyer
David Wu
Sue Crawford
George Howick
Sally Blair

Ruby

FROM: Ruby Bell, Secretary, Student Affairs

RE: Ferrari Award Committee

Just a reminder that the Ferrari Award Committee will meet at 2:30 p.m. on Tuesday, December 1, in Room 310 of the Student Services Building.

Michael Ferrari Award Committee

December 1, 1987

AGENDA

1. Review of 1987 award process - Sally Blair
2. Selection of additional members
3. Review of schedule for 1988

Bob Arrowsmith

1988 Ferrari Award Committee

Standing Committee

- ↳ Katrina Meyer - Academic Affairs
- ↳ David Wu - University Relations
- ↳ Bob Arrowsmith, Chair Student Affairs

Administrative Staff Chair

- ↳ Sue Crawford - does not count as representative of one of the areas

1987 Ferrari Award Recipient

- ↳ George Howick - Academic Affairs

Additional Members

To be named by ASC Executive Board

Each Vice President area has two members on full committee 12 members
and President's area

<u>Academic Affairs</u>	<u>Operations</u>	<u>Planning and Budgets</u>	<u>President</u>	<u>Student Aff.</u>	<u>Univ. Relations</u>
2/0 = 2	0/2 = 2	0/2 = 2	0/2 = 2	1/0 = 2	1/1 = 2

need 2 - suggest 4 candidates

need 1 - suggest 2 candidates

Michael Ferrari Award Committee
1988

1988 Dates To Do

Ferrari Award Standing Committee members named by the Administrative Staff Council Executive Committee. The Standing committee is responsible for reviewing the procedures to be followed in selecting the recipient and for selecting the other members of the Ferrari Award Committee.

11/5/87 Memo from the chair to the Ferrari Award Standing Committee scheduling the first meeting (see memo in file)

12/1/87 Meeting of the Ferrari Award Standing Committee. The committee reviewed the 1987 award process and guidelines with the past chair, selected the additional members and reviewed the schedule for the 1988 selection process. Items discussed relative to guidelines were:

1. the award is not viewed as a "retirement" award; it is given to an individual who best meets the criteria.
2. the committee is not responsible for soliciting nominees; this is the responsibility of every administrative staff person.
3. committee members cannot nominate a candidate.
4. committee members who are nominated have the choice of accepting that nomination and removing himself/herself from the committee or of declining the nomination and remaining on the committee.
5. at the selection meeting, committee members were free to discuss any nominee; the issue was whether the committee should consider only the materials submitted or allow a committee member to discuss a candidate based on his/her personal knowledge of that candidate.
6. individuals nominated in 1987, but not selected as the recipient, were eligible for renomination in 1988. Renomination consisted of the chair contacting the nominator and securing permission to include the nominee in the 1988 pool of nominees. The nominator did not have to resubmit the materials but additional information could be added if desired.
7. the award should go to the individual who goes "above and beyond" what is required of his/her job; it does not go to an individual who is doing a great job at what he/she was hired to do.
8. there was no limit placed on the amount of material submitted on behalf of any candidate.
9. committee members read all candidate materials and select their top five; this information is compiled by the chair to identify the overall top five; the recipient is determined, after discussion, by majority vote of the committee (the choice was not difficult in 1988 because the recipient was the first choice of most members).

Selection of additional members of the Award Committee proceeded as follows:

1. each member of the standing committee had a list of all administrative staff members; the list was provided by the Administrative Staff Council Executive Committee.
2. two members from each vice presidential and the presidential area

serve on the award committee.

- 3. members of the standing committee were each counted as one representative of their respective areas.
- 4. additional members were nominated by the standing committee and were voted on by the standing committee.

12/2/87 Memo from the chair was sent to the additional members selected by the standing committee asking them to serve on the award committee; all agreed to do so.

1/9/88 Memo from the chair sent to members of the award committee scheduling the first meeting of the entire committee; the agenda for this meeting is included in the files. Mailed with the memo were the following materials prepared/updated by the chair:

- 1. copy of the selection criteria
- 2. copy of the nomination form
- 3. agenda for the meeting
- 4. list of members of the award committee.

1/16/88 Meeting of the award committee (see agenda)

1/17/88 Chair has additional copies of the criteria sheet and nominating form printed; printing costs are charged to the ASC budget.

1/18/88 By telephone, the chair contacts the following:

- 1. Administrative Staff Personnel Office to get approval for that office to handle mailing of the nominating information to members of the administrative staff and to secure permission to place nominee files in that office for review by the award committee.
- 2. Norma Stickler to request mailing labels for deans and department chairs who receive award information.
- 3. faculty senate and bookstore for permission to place copies of the application information in these areas.

2/26/88 After receiving the printed copies of the selection criteria and the nominating form, the chair:

- 1. prepares and sends to Public Relations a memo requesting that information re: the award be placed in the Monitor and Green Sheet (see memo in files)
- 2. prepares and sends to the EG News a memo requesting that an ad announcing the opening of nominations for the award (see memo in files)
- 3. prepares for use by the Administrative Staff Personnel Office a memo announcing the opening of nominations for the award; enough copies of this memo, criteria sheets, nominating forms and envelopes are provided to the Administrative Staff Personnel Office for each member of the administrative staff; that office mails these materials (see memo in file).
- 4. provides about 25 sets of the criteria sheets and nominating forms to the faculty senate office and bookstore.

4/15/88 Nominations close; as chair receives nomination forms, the chair:

- 1. sends memo to the nominator acknowledging receipt of the nomination
- 2. sends memo to nominee informing him/her of nomination
- 3. sends memo and criteria sheet to nominee references requesting

the reference in writing
(see memo's in file)

- 4/29/88 Deadline for receipt of reference letters
- 6/16/88 Chair sends memo to members of the award committee that:
1. instructs them to go to the Administrative Staff Personnel Office to review the nominee files; chair has placed files there
 2. instructs them on how to rank the nominees
 3. establishes dates for submitting their nominee rankings to the chair
 4. schedules final meeting of the award committee (see memo in file)
- With memo, chair sends Ferrari Award Selection Sheet
- 7/15/88 Final meeting of award committee
1. prior to meeting, chair compiles members' rankings of candidates (top five) for use at the meeting
 2. award committee selects recipient
- 7/25/88 Chair sends memo to recipient (see memo in file)
- 7/25/88 Chair sends memo to Thomas Hilty, Art, informing him that recipient will select \$400 worth of art (see memo in file); charged to ASC
- 7/25/88 Chair orders plaque for recipient ; charged to ASC
- 7/26/88 Chair sends memo to 1987 recipient who will make award to 1988 recipient (see memo in file)
- 7/28/88 Notify Public Relations of the recipient and request news release be prepared but not released until after presentation is made
- 8/22/88 Chair, by letter, informs Mick Ferrari of the recipient



Bowling Green State University

Vice President for Student Affairs
Bowling Green, Ohio 43403-0140
(419) 372-2147
Cable: BGSUOH

MEMORANDUM

December 2, 1987

TO: Ken Schoeni
Intercollegiate Athletic Department

FROM: ^{BA} Bob Arrowsmith, Chair
Ferrari Award Committee

The Executive Branch of the Administrative Staff Council has submitted your name as a potential member of the 1988 Ferrari Award Committee. This committee is composed of two representatives from each area represented on the Administrative Staff Council.

The committee will meet in late January or early February to review the guidelines and procedures of the selection process. In late March or early April you will be asked to privately review the files of the nominees at a time convenient to your schedule. Following this will be no more than two meetings of the committee at which time we will identify the finalists and then make the final decision on the recipient of the 1988 Ferrari Award.

I think you will find this a most interesting and rewarding opportunity. I hope that you will agree to participate. Please call my office with your decision (2-2147). If I am out of the office, Ruby Bell or Phyllis Pickering will take the call.

BA:plp



Bowling Green State University

Vice President for Student Affairs
Bowling Green, Ohio 43403-0140
(419) 372-2147
Cable: BGSUOH

MEMORANDUM

December 2, 1987

TO: Cliff Boutelle
Public Relations
BA
FROM: Bob Arrowsmith, Chair
Ferrari Award Committee

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BA:plp



Bowling Green State University

Vice President for Student Affairs
Bowling Green, Ohio 43403-0140
(419) 372-2147
Cable: BGSUOH

MEMORANDUM

December 2, 1987

TO: Kay Meier
President's Office

FROM: ^{BA} Bob Arrowsmith, Chair
Ferrari Award Committee

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Vice President for Student Affairs
Bowling Green, Ohio 43403-0140
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Cable: BGSUOH

MEMORANDUM

December 2, 1987

TO: Clarence Terry
Admissions
BT
FROM: Bob Arrowsmith, Chair
Ferrari Award Committee

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BA:plp



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Vice President for Student Affairs
Bowling Green, Ohio 43403-0140
(419) 372-2147
Cable: BGSUOH

MEMORANDUM

December 2, 1987

TO: Linda Hamilton
Planning and Budgeting
BA
FROM: Bob Arrowsmith, Chair
Ferrari Award Committee

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BA:plp



Bowling Green State University

Vice President for Student Affairs
Bowling Green, Ohio 43403-0140
(419) 372-2147
Cable: BGSUOH

MEMORANDUM

December 2, 1987

TO: Dick Powers
Purchasing
BA
FROM: Bob Arrowsmith, Chair
Ferrari Award Committee

The Executive Branch of the Administrative Staff Council has submitted your name as a potential member of the 1988 Ferrari Award Committee. This committee is composed of two representatives from each area represented on the Administrative Staff Council.

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BA:plp



Bowling Green State University

Vice President for Student Affairs
Bowling Green, Ohio 43403-0140
(419) 372-2147
Cable: BGSUOH

MEMORANDUM

December 2, 1987

TO: Otis Sonnenberg
Bookstore
BA
FROM: Bob Arrowsmith, Chair
Ferrari Award Committee

The Executive Branch of the Administrative Staff Council has submitted your name as a potential member of the 1988 Ferrari Award Committee. This committee is composed of two representatives from each area represented on the Administrative Staff Council.

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BA:plp

Ferrari Award Committee

Membership 1988

<u>NAME</u>	<u>VICE PRESIDENTIAL AREA/OFFICE</u>
Bob Arrowsmith	Student Affairs/Vice President's Office
JoAnn Kroll	Student Affairs/University Placement Services
N → Katrina Meyer	Academic Affairs/Research Services
George Howick	Academic Affairs/Management Center
Dick Powers	Operations/Purchasing
N → Otis Sonnenberg	Operations/Bookstore
Linda Hamilton	Planning and Budgeting/Vice President's Office
Clarence Terry	Planning and Budgeting/Admissions
Kay Meier	President/President's Office
Ken Schoeni	President/Intercollegiate Athletics
Clif Boutelle	University Relations/Public Relations
N Sue Crawford	<i>Continuing Education</i>



Bowling Green State University

Vice President for Student Affairs
Bowling Green, Ohio 43403-0140
(419) 372-2147
Cable: BGSUOH

MEMORANDUM

February 9, 1988

TO: Members of the Ferrari Award Committee
FROM: ^{BA} Bob Arrowsmith, Chair

I have scheduled the first meeting of the Ferrari Award Committee for Tuesday, February 16, 1988 at 3:30 p.m. We will meet in the conference room, 310 Student Services Building.

The agenda for the meeting is attached.

BA:plp

Enclosure

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FERRARI AWARD COMMITTEE
February 16, 1988 - 3:30 p.m.
Student Services Building 310

AGENDA

1. Review of Process
2. Discussion Topics
 - a. Award Criteria - Review
 - b. Application Form - Review
 - c. Committee Member as Candidate for Ferrari Award and as a nominator.
 - d. Number of references; when to request references
 - e. Re-nomination of 1987 candidates
 - f. Discussion of candidates based on personal knowledge vs. consideration of application and materials
 - g. Limit on amount of supporting documentation
 - h. Number of candidates for final selection
 - i. Voting
3. Time Schedule

FERRARI AWARD
1988

Richard Eskin

NAME NOMINEE	DATE ACKNOWLEDGEMENT	NAME NOMINATOR	DATE ACKNOWLEDGEMENT	NAME REFERENCE #1	DATE REFERENCE REQUESTED	DATE REFERENCE RECEIVED	NAME REFERENCE #2	DATE REFERENCE REQUESTED	DATE REFERENCE RECEIVED
X Joan Eissland	4/8/88	Ramona Cormier	4/8/88	Joseph Spinelli	4/8/88	4/23/88	Fathy Steiger	4/8/88	4/29/88
X Richard Conrad	4/3/88	Richard Sera	4/8/88	Chris Dalton	4/3/88	4/29/88	Joe Martini	4/8/88	5/2/88
X Pat Green	4/5/88	D. C. Neckers	4/5/88	Chris Dalton	4/5/88	4/29/88	Deanne Enavely	4/5/88	4/29/88
X Patricia Koehler	4/15/88	Sally Blair	4/15/88	Duane Tucker	4/15/88	4/21/88	Pat Fitzgerald	4/15/88	4/27/88
✓ James Litvin	Renomination	Terese Leonhard		KATHLEEN PHILLIPS					
X Robert McGeein	4/15/88	Alice Hagemeyer	4/15/88	Suzanne Crawford	4/15/88	4/28/88	Richard Hoare	4/15/88	4/28/88
X Gail McRoberts	4/5/88	Louis Fatzner	4/5/88	Kathi Pollins	4/5/88	4/7/88	Alice Calderonello	4/5/88	4/11/88
X Katrina Meyer	4/15/88	Dennis Anderson	4/15/88	Teunee Akaha	4/15/88	4/9/88	Neocles Leontis	4/15/88	4/24/88
X Penny Nemitz	4/15/88	William McGraw	4/15/88	Maty Jane Hahler	4/15/88	4/27/88	Joan Morgan	4/15/88	4/22/88
X Sue Pastor	4/15/88	Margaret Weinberger	4/15/88	Conrad Pritscher	4/15/88	4/24/88	Errol Lam	4/15/88	5/4/88
X Pamela Phillips	4/5/88	Robert Harr	4/5/88	Judy Adams	4/5/88	4/23/88	Clyde Willis	4/5/88	4/21/88
X Mary Helen Fitts	4/13/88	John Sinn	4/12/88	<i>see message #12</i> Ernest Ewell	4/13/88	4/18/88	Gerald Colgan	4/13/88	4/22/88
X Diana Simmons	4/15/88	Michael Pastatter	4/15/88	Clyde Willis	4/15/88	4/21/88	Futh Olscamp	4/15/88	4/28/88
✓ June Shrider	Renomination	Pat Gangwer							
X Norma Stickler	4/13/88	David Hyslop	4/15/88	Fat Fitzgerald	4/15/88	4/26/88	Peter Hutchinson	4/15/88	4/26/88
X same	4/15/88	Stuart Givens	4/15/88	Roger C. Anderson	4/15/88	4/29/88	Rush Miller	4/15/88	4/22/88
✓ David Weinandy	Renomination	Kelly Vaguhn							
X Margaret Weinberger	4/11/88	Carol Alderige	4/11/88	Fona Flein	4/11/88	4/26/88	Dawn Glanz	4/11/88	4/27/88
X Paul Von	4/15/88	Jill Carr	4/15/88	Richard Hughes	4/15/88	4/27/88	Gregg DeCrane	4/15/88	4/21/88
Ron Zwierlein	2/18/88	Terry Parsons	2/18/88	Mary Edmonds	3/13/88		Josh Kaplan	3/13/88	4/22/88
X same	4/15/88	Lrian Crowe	4/15/88	Karen Firlough	4/15/88	(nominator)	Mike Otley	4/15/88	4/27/88
X same	4/15/88	Faren Firlough	4/15/88	Greg Jordan	4/15/88	4/21/88	Tamara Somers	4/15/88	4/21/88
X same	4/15/88	Mary Jane Lorentz	4/15/88	Joseph Martini	4/15/88	5/2/88	Philip Mason	4/15/88	4/22/88



Bowling Green State University

Vice President for Student Affairs
Bowling Green, Ohio 43403-0140
(419) 372-2147
Cable: BGSUOH

MEMORANDUM

March 18, 1988

TO: Dean and Department Chairs
 FROM: ^{BA} Bob Arrowsmith
 Chair, Michael R. Ferrari Award Committee
 RE: Nominations

Nineteen eighty-eight marks the sixth year in which the Michael R. 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 from Continuing Education, the second, Zola Buford, from the Registrar's Office, the third, Patrick Fitzgerald, of WBGU-TV, and the fourth, Gregory DeCrane, Student Activities and Orientation. Last year's recipient was George Howick, Management Center.

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. The nominee must be a member of the University's Administrative Staff. Nominations may be made by members of the Administrative Staff, Faculty, Classified Staff or the student body. The selection of the award recipient will be made by a committee of administrative staff representing each of the Vice Presidential and Presidential areas. Selection will be made on the basis of the information supplied through the nomination process. Additional information and support over and above that listed in the Criteria Sheet are welcome.

A nomination form and criteria form are enclosed. Additional forms are available in the Administrative Staff Personnel Office, Faculty Senate Office, University Union Lobby, and the University Bookstore.

All nominations should be submitted to Bob Arrowsmith, 305 Student Services Building no later than April 15, 1988.

BA:plp

Enclosures

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.
2. **NOMINEES** - Must have exhibited exceptional performances and must have demonstrated an emphasis on the human dimension. This means that the nominee exhibits a genuine sensitivity to others by showing an open, caring attitude and is attentive to the growth and development of the University. In addition, the nominee must demonstrate at least one of the following attributes:
 - A. Innovation and initiative - 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. Performance - "above and beyond" that required by the position, e.g., accepting special projects, additional responsibilities such as committee work, giving non-compensable time to effectively complete an assignment, service in professional organizations, or recognition brought to the University through the receipt of grants or through publications.
 - C. Relationship with University Community - The nominee must effectively interact with faculty, staff or students in providing services that promote growth and harmony in their respective departments, areas, etc., as well as the campus. (This would not mandate service on University groups, committees, boards, etc.)

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



Bowling Green State University

Vice President for Student Affairs
Bowling Green, Ohio 43403-0140
(419) 372-2147
Cable: BGSUOH

April 5, 1988

MEMORANDUM

TO: Sue Crawford, Chair, Administrative Staff Council
FROM: ^{Bob} Bob G. Arrowsmith, Assistant Vice President for Student Affairs;
Student Services & Finance
RE: Report - Ferrari Award Committee

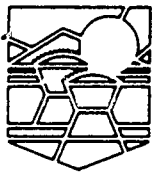
Since I will be out of town when the next ASC meeting is held, this will serve as a brief report on the status of the Ferrari Award Committee.

The necessary information for submitting candidates for the award was sent to deans and chairs, in addition to the administrative staff. Also, those who submitted candidates for consideration last year were contacted and given the opportunity to reactivate their candidates.

As of Monday, April 4, I have received the names of four new nominees and two of the three candidates from last year have been renominated.

The deadline for nominations is April 15.

rb



Bowling Green State University

Acknowledgement letters

Vice President for Student Affairs
Bowling Green, Ohio 43403-0140
(419) 372-2147
Cable: BGSUOH

April 8, 1988

MEMORANDUM

TO: Richard Zera, University Computer Services

FROM: ^{BA} Bob Arrowsmith, Chair, Michael R. Ferrari Award Committee

RE: Receipt of Nomination

Thank you for your nomination of Richard Conrad for the Michael R. Ferrari Award. All nominations will be reviewed by the 12-member selection committee. This committee is made up of two representatives from each of the vice presidential areas of the administrative staff. The final decision will be made by mid-May; however, announcement of the recipient will not be made until late August.

rb



Bowling Green State University

Vice President for Student Affairs
Bowling Green, Ohio 43405-0140
(419) 372-2147
Cable: BGSUOH

April 3, 1988

MEMORANDUM

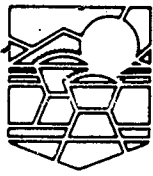
TO: J. Christopher Dalton, Vice President for Planning & Budgeting
FROM: ^{BA} Bob Arrowsmith, Chair, Michael R. Ferrari Award Committee

As you know, Richard Conrad has been nominated for the 1988 Michael R. Ferrari Award and the nomination form received by the selection committee lists you as a reference. Please use the enclosed criteria sheet as a guideline in writing your letter of recommendation. You are encouraged to include additional materials in support of your letter of recommendation.

Please provide me with your letter of recommendation, and any additional support materials, by April 29, 1988. Thank you for your assistance in supporting Richard Conrad as a nominee for the Michael R. Ferrari Award.

rb

Enclosure



Bowling Green State University

Vice President for Student Affairs
Bowling Green, Ohio 43403-0140
(419) 372-2147
Cable: BGSUOH

APRil 8, 1988

MEMORANDUM

TO: Joseph Martini, Bursar

FROM: ^{BA} Bob Arrowsmith, Chair, Michael R. Ferrari Award Committee

As you know, Richard Conrad has been nominated for the 1988 Michael R. Ferrari Award and the nomination form received by the selection committee lists you as a reference. Please use the enclosed criteria sheet as a guideline in writing your letter of recommendation. You are encouraged to include additional materials in support of your letter of recommendation.

Please provide me with your letter of recommendation, and any additional support materials, by April 29, 1988. Thank you for your assistance in supporting Richard Conrad as a nominee for the Michael R. Ferrari Award.

rb

Enclosure



Bowling Green State University

Vice President for Student Affairs
Bowling Green, Ohio 43403-0140
(419) 372-2147
Cable: BGSUOH

April 8, 1988

MEMORANDUM

TO: Richard Conrad

FROM: ^{BA} Bob Arrowsmith, Chair, Michael R. Ferrari Award Committee

RE: Ferrari Award Nomination

It is indeed with great pleasure that I inform you that you have been nominated for the 1988 Michael R. Ferrari Award. The selection committee, made up of two administrative staff members from each of the vice presidential areas, will begin their selection process shortly with the final decision being made in May. The recipient will not be notified until early August with the presentation being made near the end of that same month.

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

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

rb



Bowling Green State University

25
Vice President for Student Affairs
Bowling Green, Ohio 43403-0140
(419) 372-2147
Cable: BGSUOH

April 13, 1988

MEMORANDUM

TO: Members of the Ferrari Award Committee

FROM: ^{BA} Bob Arrowsmith, Chair, Michael R. Ferrari Award Committee

RE: Update

Since you have not heard from me for some time, I will give you an update on where we are in the nominating process.

The closing date for nominations is April 15, 1988, with recommendations/references to be received by April 29, 1988. Because I may have to provide additional time in which to receive recommendations/references, I will not, at this time, set a date for the committee to review the materials. However, I hope to do so sometime in early May.

To date, I have received eight new nominations. In addition, three nominations from 1987 are reactivated and will be considered by the committee.

Finally, I sent information related to the award to the deans and department chairs. This proved useful, resulting in several nominations.

rb



Bowling Green State University

26
Vice President for Student Affairs
Bowling Green, Ohio 43403-0140
(419) 372-2147
Cable: BGSUOH

June 16, 1988

MEMORANDUM

TO: Ferrari Award Committee Members

FROM: ^{BA} Bob G. Arrowsmith, Assistant Vice President for Student Affairs;
Student Services & Finance

We have 19 nominations for the Ferrari Award. You will note that in some instances a candidate was nominated by more than one person. The files have been placed in the Administrative Staff Personnel Services Office, Room 911, Administration Building. Please go to this office between Monday, June 20, and Wednesday, July 6, during office hours, and ask the secretary, Marcia Buckenmyer, for the file containing all of the nominations. The file is not to leave that office. Marcia will be glad to provide you an area where you can read all of the information on each of the nominees and complete your enclosed selection sheet.

After you have completed reviewing all of the nominees, please rank your top 5 choices with number 1 representing your first choice, 2 your second choice, etc., and then return this selection form to me in the envelope provided by Monday, July 11. Tabulation of all of the forms will be made and each of you will be notified through a confidential letter giving you the list of the top candidates.

We will meet on Friday, July 15, at 9 a.m. in Room 310 Student Services Building (please clear your calendar for this meeting) for our final meeting at which time a vote will be taken to confirm the recipient of the Ferrari Award.

rb

Enclosures

FERRARI AWARD SELECTION SHEET

Nominees	Innovation & Initiative	Performance	Relationship with University Community	Total	Rank
1. Joan Bissland					
2. Richard Conrad					
3. Pat Green					
4. Patricia Koehler					
5. James Litwin					
6. Robert McGeein					
7. Gail McRoberts					
8. Katrina Meyer					
9. Penny Nemitz					
10. Sue Pastor					
11. Pamella Phillips					
12. Mary Helen Ritts					
13. Diana Simmons					
14. June Shrider					
15. Norma Stickler					
16. David Weinandy					
17. Margaret Weinberger					
18. Paul Yon					
19. Ron Zwierlein					

Please rank the candidates, 1 to 5, in the right hand column.

Ferrari Award
Rating 1988

CANDIDATE	NUMBER RATED 1	NUMBER RATED 2	NUMBER RATED 3	NUMBER RATED 4	NUMBER RATED 5
Joan Bissland		1	1		
Richard Conrad	5			1	1
Pat Green		1	1		
Patricia Kohler	1	1	1		2
James Litwin		1	1		
Robert McGeein	3				
Gail McRoberts				1	
Katrina Meyer				1	
Penny Nemitz			1		2
Sue Pastor		1			
Pamella Phillips		1			
Mary Helen Ritts				1	
Diana Simmons					
June Shrider			1		
Norma Stickler				3	3
David Weinandy			1		
Margaret Weinberger					1
Paul Yon			1		
Ron Zwierlein		3	1	2	

Ferrari Award
Rating 1983

Ferrari Award
Rating 1989

CANDIDATE	Rater 1	Rater 2	Rater 3	Rater 4	Rater 5	Rater 6	Rater 7	Rater 8	Rater 9	CANDIDATE	AVERAGE RANKING
Joan Bissland	4	0	0	0	0	0	3	0	0	Joan Bissland	0.78
Richard Conrad	2	1	5	0	5	5	0	5	5	Richard Conrad	3.11
Pat Green	0	0	0	2	0	0	4	0	0	Pat Green	0.78
Patricia Kohler	0	0	4	5	0	0	1	3	1	Patricia Kohler	1.56
James Litwin	2	4	0	0	0	0	0	0	0	James Litwin	0.78
Robert McGeein	5	5	0	0	0	0	5	0	0	Robert McGeein	1.67
Gail McRoberts	0	0	0	0	0	0	0	2	0	Gail McRoberts	0.22
Katrina Meyer	0	0	2	0	0	0	0	0	0	Katrina Meyer	0.22
Penny Nemitz	0	0	1	0	1	3	0	0	0	Penny Nemitz	0.56
Sue Pastor	0	0	0	0	0	4	0	0	0	Sue Pastor	0.44
Pamella Phillips	0	0	0	4	0	0	0	0	0	Pamella Phillips	0.44
Mary Helen Ritts	0	0	0	0	0	2	0	0	0	Mary Helen Ritts	0.22
Diana Simmons	0	0	0	0	0	0	0	0	0	Diana Simmons	0.00
June Shrider	0	3	0	0	0	0	0	0	0	June Shrider	0.23
Norma Stickler	1	0	0	1	2	0	2	1	2	Norma Stickler	1.00
David Weinandy	0	0	0	0	0	0	0	0	3	David Weinandy	0.33
Margaret Weinberger	0	0	0	0	0	1	0	0	0	Margaret Weinberger	0.11
Paul Yon	0	0	0	0	3	0	0	0	0	Paul Yon	0.33
Ron Zwierlein	0	2	3	2	4	0	0	4	4	Ron Zwierlein	2.11

To arrive at an average ranking, the original ratings were assigned a new value (eg., 1 = 5, 2 = 4) which were summed and the total score was divided by the number of raters.



Bowling Green State University

Vice President for Student Affairs
Bowling Green, Ohio 43403
Cable: BGSUOH

July 25, 1988

Richard L. Conrad
Computer Services
Student Health Services
Bowling Green State University

Dear Dick:

As Chair of the Michael R. Ferrari Award Committee, I have the honor to inform you that you have been selected as the 1988 recipient of the Michael R. Ferrari Award. Since Rich Zera was your nominator for this award, I felt he should be the person to deliver this letter.

The Michael R. Ferrari Award is given to an administrative staff member who has exhibited exceptional performance and who has demonstrated an emphasis on the human dimension. In addition, the recipient demonstrates one or more of the positive attributes of innovation and initiative, performance "above and beyond that required by his/her position and relationships with the University Community" and relationships within the university community. A clear choice of the committee, you have the distinction of joining an elite group of only five others from the Bowling Green State University administrative staff membership to receive this award.

The Administrative Staff Council would like to honor you at our Fall Opening Reception Monday, August 22, in the Alumni Room of the Union. The reception will begin at 3:30 p.m. with the award presentation scheduled for 4:00 p.m. Additionally, the recipient of the Award is given \$400 worth of art of his/her choice from the University Art Department. This work can be selected from art that is now available or you have the option to commission work done by one of the Art Department's faculty. You should make arrangements for selecting the art with Dr. Thomas Hilty.

Because the recipient is identified at the Fall Opening Reception, I am requesting that your identity as the recipient not be disclosed and that you delay making your selection of art until after the Fall Opening Reception.

Sincerely,

Bob Arrowsmith

Bob Arrowsmith, Chair
Michael Ferrari Award Committee

BA:plp

XC: Pat Fitzgerald



Bowling Green State University

Vice President for Student Affairs
Bowling Green, Ohio 43403
Cable: BGSUOH

July 25, 1988

Dr. Thomas Hilty
School of Art
Fine Arts Department
Bowling Green State University

Dear Dr. Hilty:

The Michael R. Ferrari Award Committee has selected Richard L. Conrad as the recipient of the 1988 Michael R. Ferrari Award. In addition to the award, the recipient is given \$400 worth of art of his/her choice from the University Art Department. This can be selected from art that is available or the recipient may choose to commission work done by one of your staff.

I have informed Dick that he is to contact you to arrange for making his selection of art. However, I have asked that this not be done until after August 22 when the recipient is publically identified.

The bill for the Art selected should be charged to the Administrative Staff Council budget (187400/03587). If you have any questions, please contact me.

Sincerely,

A handwritten signature in cursive that reads "Bob Arrowsmith".

Bob Arrowsmith, Chair
Michael R. Ferrari Award Committee

BA:plp

XC: Pat Fitzgerald



Bowling Green State University

Vice President for Student Affairs
Bowling Green, Ohio 43403-0140
(419) 372-2147
Cable: BGSUOH

July 26, 1988

MEMORANDUM

TO: George Howick, Director, Management Center
FROM: ^{BA} Bob G. Arrowsmith, Assistant Vice President for Student Affairs;
Student Services & Finance
RE: Michael R. Ferrari Award Ceremony

As I indicated in our telephone conversation, the recipient of the Michael R. Ferrari Award for 1987 is responsible for presenting the award to the 1988 recipient. The award ceremony is held in conjunction with the Administrative Staff Council's Fall Opening Reception scheduled for Monday, August 22, in the Alumni Room, University Union. The reception will begin at 3:30 p.m. with the award presentation scheduled for 4 p.m. I have notified Dick Conrad that he is the recipient for 1988, so he will be in attendance.

The ceremony should include a statement about the award (criterion, etc.), identification of all nominees and a statement about the recipient. Content for the latter statement can come from information provided by the nominator and the reference letters. Enclosed is the information to assist in preparing for the presentation.

The plaque given to the recipient has been ordered. I will make sure that it is available for the presentation.

Since I will leave on vacation at the end of this week, please contact Pat Fitzgerald if you have any questions about the presentation.

rb

Enclosures



Bowling Green State University

Vice President for Student Affairs
Bowling Green, Ohio 43403
Cable: BGSUOH

July 28, 1988

MEMORANDUM

TO: Clarence Terry, Director of Minority Recruitment

FROM: ^{Bab} Bob G. Arrowsmith, Assistant Vice President for Student Affairs;
Student Services & Finance

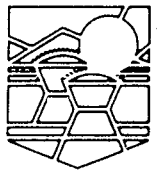
RE: Recipient of 1988 Michael R. Ferrari Award

Since you were not able to attend the final committee meeting, I want to let you know that Richard Conrad is the recipient of the 1988 Ferrari Award. His selection was clear from the rankings provided by members of the committee, so the task of the committee at the final meeting was simply one of confirming Dick.

His selection will not be made public until the ASC Fall Opening Meeting on August 22.

Thanks for your participation as a member of the committee.

rb



Bowling Green State University

Vice President for Student Affairs
Bowling Green, Ohio 43403-0140
(419) 372-2147
Cable: BGSUOH

July 28, 1988

MEMORANDUM

TO: Dick Powers, Director, Purchasing
FROM: ^{Bob} Bob G. Arrowsmith, Assistant Vice President for Student Affairs;
Student Services & Finance
RE: Recipient of 1988 Michael R. Ferrari Award

Since you were not able to attend the final committee meeting, I want to let you know that Richard Conrad is the recipient of the 1988 Ferrari Award. His selection was clear from the rankings provided by members of the committee, so the task of the committee at the final meeting was simply one of confirming Dick.

His selection will not be made public until the ASC Fall Opening Meeting on August 22.

Thanks for your participation as a member of the committee.

rb



Bowling Green State University

Vice President for Student Affairs
Bowling Green, Ohio 43403
Cable: BGSUOH

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July 28, 1988

MEMORANDUM

TO: Clif Boutelle, Director, Public Relations

FROM: *Bob* Bob G. Arrowsmith, Assistant Vice President for Student Affairs;
Student Services & Finance

RE: Recipient of 1988 Michael R. Ferrari Award

Since you were not able to attend the final committee meeting, I want to let you know that Richard Conrad is the recipient of the 1988 Ferrari Award. His selection was clear from the rankings provided by members of the committee, so the task of the committee at the final meeting was simply one of confirming Dick.

His selection will not be made public until the ASC Fall Opening Meeting on August 22.

Thanks for your participation as a member of the committee.

rb



Bowling Green State University

Vice President for Student Affairs
Bowling Green, Ohio 43403
Cable: BGSUOH

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July 28, 1988

MEMORANDUM

TO: Clif Boutelle, Director, Public Relations

FROM: ^{Bob} Bob G. Arrowsmith, Assistant Vice President for Student Affairs;
Student Services & Finance

RE: Press Release - 1988 Recipient of Ferrari Award

Since I will be on vacation starting at the end of this week, I want to conclude my work as Chair of the Ferrari Award Committee and, at the same time, give your office enough advance notice so a press release can be prepared for release after the recipient is identified on August 22.

I have included a copy of the information I received on the recipient, Dick Conrad. It can be used in preparing the press release.

Thanks.

rb

Enclosure



Bowling Green State University

Vice President for Student Affairs
Bowling Green, Ohio 43403
Cable: BGSUOH

August 22, 1988

MEMORANDUM

TO: Dick Conrad, Director, University Computer Services/Telecommunication
Services & Assistant Vice President, Planning & Budgeting

Bob

FROM: Bob G. Arrowsmith, Assistant Vice President for Student Affairs;
Student Services & Finance

Below are the names and addresses of those who wrote letters for you
in support of your nomination for the Ferrari Award.

Joseph Martini
Bursar
123 Administration Building

J. Christopher Dalton
Vice President, Planning & Budgeting
230 McFall Center

Dr. Richard R. Eakin
Chancellor
East Carolina University
Greenville, NC 27858-4353

One final observation is that the information presented on your behalf
by Rich Zera, as the nominator, was outstanding and, in my judgement,
was the best received on behalf of any of the nominees.

rb



DRAKE UNIVERSITY

Office of the President

August 30, 1988

SEP 06 1988

STUDENT AFFAIRS

Dear Bob:

I am delighted to learn that Dick Conrad has been selected for the 1988 Michael Ferrari Award. This is truly an outstanding selection, and I am honored once again by the quality of persons selected for the award. Please convey my very best wishes to members of the Committee and, of course, to Dick. Thanks again for sharing the good news with me.

Sincerely,

Mick

Michael R. Ferrari
President

MRF/wt

Mr. Bob Arrowsmith
Assistant Vice President for
Student Affairs; Student
Services and Finance
Bowling Green State University
Bowling Green, Ohio 43403

MICHAEL R. FERRARI AWARD

presented to

RICHARD L. CONRAD

1988

by the

ADMINISTRATIVE STAFF COUNCIL

BOWLING GREEN STATE UNIVERSITY

The plaque is mounted on wood which is 8 inches by 6 inches.

The plaque consists of a brass underlay 6.5 inches by 4.5 inches to which is attached a black color brass plate 6.25 inches by 4.25 inches. The lettering is etched into the black color brass plate.

The lettering which is capitalized is 5/16 of an inch in height and the lettering not capitalized is 3/16 of an inch in height.

The invoice for the plaque should be charged to:

Administrative Staff Council
Budget 187400/03587
c/o Bob Arrowsmith
Assistant Vice President Student Affairs
305 Student Services Building
Bowling Green State University
Bowling Green, OH 43403

372-2147

THE 1988 MICHAEL R. FERRARI AWARD

I. Nominee:

Name: Richard L. Conrad
Title: Director, University Computer/Telecommunication Services
Campus Address: 2nd Floor Student Health Center

II. Nominator:

Name: Richard S. Zera
Campus Address: 2nd Floor Student Health Center
Adm. Staff Faculty Student Classified

III. Please list names, titles and addresses of two other individuals who WILL BE contacted by the selection committee to write additional references for your nominee IF he/she is a finalist. PLEASE NOTIFY THESE INDIVIDUALS OF YOUR INTENT TO LIST THEIR NAMES.

1. Name: Joseph Martini
Title: Bursar
Address: 123 Administration Building

2. Name: J. Christopher Dalton
Title: Vice President, Planning and Budgeting
Address: 230 McFall Center

IV. A letter of support must accompany this nomination form. Resumes are not necessary. 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 sheet, describe the qualities the nominee possesses on the human dimension and at least one of the listed three criteria. Please keep in mind that the SELECTION OF THE AWARD RECIPIENT WILL BE MADE ON THE BASIS OF THE INFORMATION YOU SUPPLY. Be sure that all additional pages are attached to the nomination form and return them to:

Bob Arrowsmith, Chair
305 Student Services Building
by
April 15, 1988



Bowling Green State University

University Computer Services
Bowling Green, Ohio 43403-0120
(419) 372-2911
Cable: BGSUOH

March 28, 1988

MEMORANDUM

To: 1988 Michael Ferrari Award Committee

From: Rich Zera, Director Administrative Computer Services *RZ*

Subject: Letter of Nomination for Richard L. Conrad

It is with great pleasure I submit the name of Richard Conrad for the 1988 Ferrari Award. For the past 11 years, I have worked with Dick and have the highest regard for him in areas directly related to the Ferrari Award criteria.

In his primary position as Director of University Computer Services and Telecommunication Services, Dick's ability to guide the efforts of a very large, central department is proven. In the case of Telecommunication Services, he took over an area plagued by administrative and functional problems which were, in my opinion, an embarrassment to the University. Dick personally became involved in all details of the office to the point where he could knowledgeably institute many technical, managerial, financial, and operational improvements.

In Computer Services, Dick has led the area through tremendous changes and improvements in our ability to serve both administrative and academic computing users. The accomplishments which have taken us from a relatively obsolete installation to a modern, state-of-the-art operation are extremely impressive. Perhaps even more impressive is the way in which Dick accomplished these goals.

Change has a way of making people feel uncomfortable and resistant, yet in Telecommunication Services and Computer Services, change is a way of life. However, since these two areas affect so many others on campus, change must be instituted in a participative, planned fashion. Through the new Telecommunication Services Advisory Committee, the University Computing Council, the

Administrative Computing Council, the Task Force on Computing, the Academic Computer Users' Advisory Committee, and other related groups, Dick has set an example by listening to what people have to say and involving them throughout the process.

Both areas are a testimony to Dick's many innovative ideas. Many of the innovations are of a technical nature, which are not easily explained in this letter. Others, ranging from our approach to microcomputer sales and computer lab planning to the 911 emergency telephone system, are innovations which other universities in the state are still studying. One of these was recognized by the National Association of College and University Business Officers, (NACUBO), for which Dick and BGSU received special recognition. A second one has been submitted to the NACUBO "Cost Reduction Incentive Award Program" (see attachment).

Dick also continues to teach in the evening for Computer Science as a way of keeping in touch with students and their concerns. In spite of his hectic schedule, he always makes time for student questions and problems throughout the day. This aspect of his personality, the need to be responsive and open to students, has been demonstrated on numerous occasions in his primary capacity as well. Whether talking with student groups or soliciting student feedback on telephone or computer issues through surveys, his concern for the impact of technology on people is constant. In addition, he has been involved with numerous graduate students as the chair or a member of their thesis committees.

Perhaps the greatest testimony to Dick's character and reputation as a University representative involves his community service work. As a member of several United Way regional committees (see attachment), his perspective has been relied upon to evaluate recipients and distribute United Way funds. As a member of the Wood County Probate Court Citizens' Review Committee, Dick's human insights are relied upon in dealing with problematic domestic and juvenile cases. At BGSU, Dick has been involved in Administrative Staff Council(ASC), ASC Executive Committee, the Computing Task Force, as well as many computer, telecommunications and other committees.

In conclusion, I enthusiastically submit the name of Richard L. Conrad for consideration for the Michael Ferrari award. His duties in administration, education, University and community service are all totally consistent with the evaluation criteria. If you have any further questions, please feel free to contact me.

Thank you.

**Supporting Criteria
for
Richard L. Conrad's Nomination**

A. Innovation and Initiative

The initiative Dick Conrad has taken to develop many innovations in the last few years has contributed greatly to the betterment of the University and saved BGSU hundreds of thousand of dollars. University Computer Services is one of the leading computer services department in the state, if not the country. This is continuously demonstrated by the number of requests we receive from other universities and companies to visit our site, or to obtain copies of our programs and other materials. The number of articles published about the new ideas Dick Conrad has developed, as well as the awards and honors received are all indicative of the excellence demonstrated by Computer Services. The following are some examples of this initiative and the resulting innovative ideas:

- He was instrumental in the design and installation of the BGSU "enhanced" 911 emergency telephone system. This life saving system, which typically costs hundreds of thousands of dollars and takes years to install, was installed in four weeks and at no cost to the University.
- He facilitated the opening of the first microcomputer laboratory at BGSU (which was also one of the first microcomputer laboratories in the country) and managing the growing use of microcomputers. We now have over 15 laboratories and hundreds of microcomputers. Microcomputers are now readily and easily accessible to all students, faculty and staff.
- In 1982, his idea of establishing a microcomputer laboratory in West Hall was the winner of the National Association of College and University Business Officers (NACUBO) Cost Reduction Incentive Awards Program "Honorable Mention". He has submitted the "enhanced" 911 system as the University's 1988 entry to this program.
- He was responsible for establishing a rental pool of microcomputer systems. These microcomputers are available at a very economical price to all students, faculty and staff.

- In the early 80's when computer literacy of faculty was a major issue, he made available to faculty and graduate students approximately one-third (between 50 and 100 microcomputers) of the laboratory microcomputers. Initially, these systems were loaned free of charge and could be taken home for the entire summer or during Christmas break. The charge is now \$25 which covers the cost of administering the program. This ever popular and successful program is now entering its fifth year.
- He was instrumental in the replacement of the DEC 2060 computing system with a new DEC VAX 8530. He is also credited with acquiring a DEC VAX 11/780, VAX 11/785, as well as the IBM 4341 which is dedicated to interactive statistics. These systems significantly enhance the computing resources available to our students and researchers.
- He helped facilitate access to the Ohio Supercomputer in Columbus for all University researchers at no cost.
- He was responsible for the acquisition of IMAGINE. IMAGINE is a very innovative tool which enables administrative CICS users to easily retrieve data and print reports. Prior to the implementation of IMAGINE, special programs needed to be written to provide users with this information. This tool has saved thousands of hours of precious programmer time and enabled users to almost immediately generate needed reports. During its first year of operation, over 3,000 reports have been generated using IMAGINE.
- In the past 10 years, he has been responsible for obtaining grants, awards, etc., totaling over \$500,000. During the summer of 1986, he successfully negotiated a discount of over \$200,000 on the purchase of the new DEC VAX 8530 computer system. These grants and concessions have been key elements in providing our faculty, staff and students with fine, state-of-the-art computing facilities.

B. Performance

Dick's tireless devotion to University Computer Services, Telecommunication Services and the University is greatly responsible for the many successes which we have experienced. He is very astute in spotting problems and is always willing to do whatever is necessary to get the job done right. The following is a small list of the various services that he has performed in his efforts to bring improvements to the University:

- Dick has been a long term member of Administrative Staff Council and the Administrative Staff Council Executive Committee. He has been active on many Administrative Staff Council committees and has been the Administrative Staff Council representative on other University standing committees.
- Last year, he chaired the committee which selected the new Director of Administrative Staff Personnel.
- Last year, he was a member of one of the committees which interviewed and advised the selection committee on the new Vice President for Planning and Budgeting.
- He is participating on a committee of Library and Computer Services' personnel who will be selecting a new on-line computerized Library system.
- As a member of the Ohio Higher Education Computing Council (OHECC), he has chaired three meetings and for the third time, will be hosting the spring OHECC meeting.
- For the seventh consecutive year, Dick has collected, compiled and presented the OHECC salary survey.
- He was the University's representative to the Board of Regents committee on "merging technologies." This committee's report was primarily responsible for the allocation of approximately \$100,000,000 to the state universities over a six year period for upgrading computing and instructional equipment.
- He is a member of the Association of Systems Management and the Association of Computing Machinery professional data processing organizations.
- He is starting his fourth year as a member of the PC WEEK corporate advisory panel.
- He requested the University's attorney check with the Internal Revenue Service concerning the status of students paying excise tax on their long-distance telephone calls. The favorable ruling received from the IRS means that BGSU students do not have to pay the 3% excise tax on long-distance telephone calls. This ruling will save BGSU students over \$38,000 this year and every year hereafter. It also resulted in a \$45,000 refund from the IRS of all taxes paid since August

1985. This money was refunded to our students. When was the last time that any University administrator was responsible for obtaining over \$83,000 in refunds for our students?

- He was instrumental in turning around the Telecommunication Services area. During the first year the System S5 was installed (1985-86), they lost approximately \$600,000. He took over management on July 1, 1986. During that first year (1986-87), the loss was reduced to approximately \$200,000. It appears that 1987-88 income will exceed expenses by \$100,000.
- He was a member of the Planning and Budgeting Committee which redesigned the Annual Evaluation form that is used by all contract employees in the Planning and Budgeting area.

C. Relationship with University Community

Dick's job requires that he work with people from every level of the University. This includes the student in the laboratory, the faculty in the classroom, the President and the Board of Trustees. I feel that the success he and the University have enjoyed is a reflection of his skills as a manager and the fine working relationship he enjoys with his staff, University administration and users. Through his involvement in community projects, he has brought considerable recognition to the University. The following are several of Dick's University and community projects:

- He is currently the chair of the Computer Science thesis committee for Prasad Motupalli. Dick has chaired or been a member of numerous other Computer Science thesis committees.
- In addition to presenting papers at OHECC conferences, he was recently one of three presenters at an all day Association of Computing Machinery (ACM) conference in Ann Arbor on "Human Relations in Data Processing Management."
- He requested that Faculty Senate establish a standing committee for advisory on matters related to Telecommunication Services' budgets and policies. The Telecommunication Services' Advisory Committee, comprised of faculty, staff and students, was formed last fall and was extremely busy during their first year of operation.
- He is a firm believer in having faculty, staff and student input into the management decision process. In addition to the Telecommunication Services' Advisory Committee, Dick received advice from University Computing Council (which is in the process of updating the Bowling

Green State University five-year computing plan), Academic Computer Users' Advisory Committee and Administrative Computing Council.

- Dick is credited for the establishment of the Rachel Thurman Scholarship Fund. Rachel Thurman was a telephone operator who died last summer. He was also instrumental in the establishment of the Lynn Orwick Scholarship Fund. Lynn Orwick was a Computer Services' manager who died a year ago. The Rachel Thurman Scholarship fund was just started last fall and has already collected over \$200. The Lynn Orwick Scholarship fund has collected over \$3,000 and has already awarded three scholarships totaling \$2,000.
- He has taught a course for the Computer Science department almost every term since January 1970. This helps him in performing his regular duties as Director of University Computer Services. Teaching allows Dick to see first-hand what kind of computer services are provided to the instructor in the classroom and the students.
- He is starting his third year as a member of the United Way Allocation Panel for Children Services and will be the 1988 Vice Chair of the panel. This panel is responsible for the allocation of United Way funds to all agencies which provide children services in a five-county area.
- He is starting his first year as a member of the United Way Allocation and Agency Relations Committee. This is the committee which reviews the decisions of the six United Way allocation panels, establishes the criteria for the allocation of funds and promotes good relations with the agencies.
- He is starting his second year as a member of the United Way task force for St. Anthony's Villa. This task force assists St. Anthony's Villa in their reporting to United Way.
- For the last two years, he has been a member of the United Way allocation "Program evaluation And Review" (PAR) subcommittee for the Children's Resource Center in Bowling Green.
- He is starting his second year as a member of the Wood County Probate Court Citizens' Review Committee. This committee is comprised of seven Wood County citizens appointed by Judge Pollex. The purpose of the committee is to review and make recommendations for all juvenile cases from Wood County Human Services which are going before the Judge .

- He is an active member of the Tontogany American Legion. This is his 21st year, (17th year as chair), as a member of their Buckeye Boys State selection committee for Otsego High School. This committee selects six delegates and six alternates to Buckeye Boys State from Otsego High School. These delegates are sponsored by the Grand Rapids, Weston and Tontogany American Legion Posts. The process involves three nights with the candidates. The first night is an orientation session with the candidates and their parents; interviews are conducted on the second night; the third night is an informal atmosphere where a light lunch is served and games are played. This is also his 21st year, (17th year as chair), as a member of the Tontogany American Legion children's Christmas party committee.
- He is a past member of the Fourth Area Professional Standards and Review Data Committee. This committee was responsible for reviewing the Medicare/Medicaid records for abnormalities related to length of stay in northwestern Ohio hospitals. Reports of average length of stay by diagnosis are sent to the federal government.
- He has participated as a resource person in the Wood County Human Services' training sessions for prospective adoptive parents and foster care parents. He and his wife Joan have adopted two sons and have had four foster children for extended periods of time. His oldest son is currently a senior at Bowling Green State University, and he has a daughter who is a sophomore at the University of Michigan.
- Dick is an active church member. Some of his contributions to the congregation have included: painting the entire inside and the wooden exterior of the church, designing and building the large oak cross that hangs outside the church, and serving as a team leader for the "all member canvas" for pledges last fall. Dick has also participated in many smaller projects for the church.



Bowling Green State University

Vice President for
Planning and Budgeting
Bowling Green, Ohio 43403-0030
(419) 372-8262
Cable: BGSUOH

April 29, 1988

MEMORANDUM

TO: Bob Arrowsmith, Chair
Michael R. Ferrari Award Committee

FROM: Chris Dalton *Chris Dalton*
Vice President for Planning and Budgeting

RE: Nomination of Dick Conrad for the 1988 Michael R. Ferrari Award

I am pleased to enthusiastically support Rich Zera's nomination of **Dick Conrad**, Director of University Computer Services and Telecommunications Services, for the 1988 Michael R. Ferrari Award. I have known Dick Conrad for several years and have become very well acquainted with him over the past year.

I think that a strong case can be made that Dick Conrad is the most effective manager/administrator at Bowling Green State University. He has done an outstanding job in the Computer Services area, particularly in keeping us on top of the rapidly changing technology even though the University has been able to provide very little in the way of additional resources.

Dick Conrad also deserves the major credit for the remarkable turnaround in Telecommunications Services. When Dick took over leadership of the telecommunications area it was generating considerable dissatisfaction on campus, to say nothing of losing hundreds of thousands of dollars annually. His management skills, dedication and hard work have led to a dramatic transformation of the both the level of service and the image of Telecommunications Services, to say nothing of the fact that Telecommunications Services will show a "profit" this year.

-2-

If one concentrates on these remarkable accomplishments, and the skill, motivation and dedication to Bowling Green State University that they clearly manifest, one runs the risk, however, of overlooking the human dimension which is perhaps Dick Conrad's greatest strength. In a real sense, Dick has dedicated his life to service for others, not only at BGSU but also in the community at large. Dick genuinely cares about people. He goes way out of his way to help folks who are handicapped and disadvantaged.

In summary, I feel that Dick Conrad's superior performance, demonstrated creativity and very effective interactions with the university community clearly qualify him as an outstanding candidate for the 1988 Michael R. Ferrari Award. The strongest rationale for giving Dick the award, however, is the exceptional sensitivity and caring attitude that he has demonstrated toward individuals at BGSU and in the community-at-large.

EAST CAROLINA UNIVERSITY

GREENVILLE, NORTH CAROLINA 27958-4353

April 26, 1988

OFFICE OF THE CHANCELLOR

Dr. Bob Arrowsmith
Associate Vice President for Student Affairs
305 Student Services Building
Bowling Green State University
Bowling Green, Ohio 43403

Dear Bob:

Richard S. Zera informed me that he has nominated Dr. Richard Conrad for the Michael Ferrari award and asked that I write to you in support of Dr. Conrad's nomination. I am pleased to have this opportunity to write on Dick Conrad's behalf. I must apologize for not writing sooner. The press of business here prevented an earlier response.

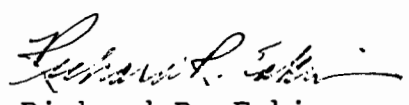
As I reviewed the criteria for the Ferrari award in preparation for writing this letter, I was struck by the "fit" that exists between the criteria and my observations of Dick Conrad's contributions to Bowling Green State University. It almost seems that the criteria were written in recognition of Dick's attributes.

As Dick's supervisor for several years, I came to know and appreciate his genuine caring for others. His personal and professional lives both reveal a man who is sensitive to those in need and who responds to the concerns of others.

Perhaps Dr. Conrad's strongest attribute is his creativity. His innovative approach to the funding of new computer hardware and software has brought BGSU from an out-of-date posture to a "state of the art" setting in computing. When the University needed creative, insightful leadership in resolving problems related to the telephone system, it was Dick Conrad who was selected to provide that leadership. His brilliant performance in putting telephone services on a proper course is likely to be a standard by which others will be matched for years to come.

Dick Conrad has the respect and confidence of faculty and staff throughout the University. That respect is the result of years of performance. There can be few who could match Dr. Conrad's contributions to BGSU.

Sincerely,



Richard R. Eakin
Chancellor



Bowling Green State University

May 2, 1988

Office of the Bursar
Bowling Green, Ohio 43403
Cable: BGSUOH
419-372-2815

Bob Arrowsmith, Chair
Michael R. Ferrari Award Committee (1988)
Office of the Vice President of Student Affairs
351 Student Service Building

RE: Richard Conrad

This letter is being sent to support the nomination of Richard Conrad, Director of University Computing Services, for the 1988 Michael R. Ferrari Award.

Richard Conrad is a very knowledgeable, exceptionally well-organized, and highly motivated individual who has contributed much to the development of computing resources at Bowling Green State University. These accomplishments (as listed in Rich Cera's nomination letter) demonstrate very vividly the impact he has had in the last 10 years in his current position. These accomplishments can be summarized into two areas:

- 1) Computing resources at BGSU - Dick Conrad's unselfish and innovative leadership has moved the University significantly closer in the computing resources needed to enter the 21st Century. He has successfully "navigated" BGSU through many mainframe and total system changes (both academic and administrative); made computer literacy a real possibility by increased number of computer labs with trained staff; has helped administrative areas increase productivity and effectiveness - an example is the number of Bursar CICS transactions (1,700,000 in 85/86 to 4,700,000 in 86/87 and increasing); "nudged us" along by providing staffing to train users in what sometimes was perceived as impossible hurdles.
- 2) Telecommunications - at last count, under his leadership, this particular area will move from an extremely difficult first year, at best, to a fairly smooth and more manageable level by mid-to-late summer 1988. He will have seen a growth in subscribers from 2,000 when he assumed responsibility to 8,000 subscribers in Fall 1988. In addition, he has used the new telecommunications system to implement a very low cost 911 emergency system. He also pursued the elimination of billing and collecting of federal excise tax charges to students. This latter change will save hundreds of thousands of dollars for student users.

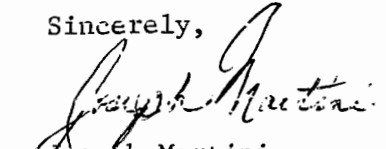
As you can see, Dick Conrad has made significant contributions to Bowling Green State University. Just managing Computer Services alone is a task unto its own. However, two years ago, he also accepted the added responsibility for Telecommunications - an area that had just installed a new telephone switching system. His low-keyed approach and persistence in including all the "parties involved" insures the running and survivability of an important facet of the campus community. I have found Dick to be extremely tactful and sensitive to all the people around him. He takes the time to listen and is able to quickly understand what information is being provided to him. In fact, this people involvement, in my opinion, is a major reason why the areas of Computing Resources and Telecommunications continue to grow and progress under his leadership.

At the same time, Dick has continued to participate in other activities: chairing selection committees; recently hosting a state-wide conference of his computer peers; active participation in Administrative Staff Council; plus serving on a number of other committees including those in the community. Dick is willing to help even when he is extremely busy and would hardly seem to have the time.

In summary, I think Bowling Green State University is fortunate to have Richard Conrad as a member of its staff. He is a person who, in my opinion, has already made his mark. Therefore, it is with great pleasure that I very strongly support his nomination for the 1988 Michael R. Ferrari Award and for all that it stands.

If you need any further information, please feel free to contact me.

Sincerely,



Joseph Martini
Bursar

JM/sal



Bowling Green State University

University Computer Services
Bowling Green, Ohio 43403-0120
(419) 372-2911
Cable: BGSUOH

April 6, 1988

MEMORANDUM

TO: Bob Arrowsmith
Student Services

FROM: Richard Zera *RZ*
University Computer Services

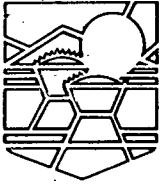
SUBJECT: Ferrari Nomination

Enclosed is my nomination of Dick Conrad for the Ferrari Award. I have asked Dr. Dalton, Joe Martini and Dr. Eakin to write supporting letters.

If you have any questions, please contact me.

Thank you.

ss



Bowling Green State University

University Computer Services
Bowling Green, Ohio 43403-0120
(419) 372-2911
Cable: BGSUOH

April 6, 1988

MEMORANDUM

TO: Joe Martini
Bursar

FROM: Richard Zera *RZ*
University Computer Services

SUBJECT: Ferrari Nomination

Enclosed is a copy of my nomination of Dick Conrad for the Ferrari Award that I sent to Bob Arrowsmith. I have also enclosed a copy of the rules and criteria.

I really appreciate your volunteering to write a letter supporting this nomination. This letter should be sent to Bob Arrowsmith no later than April 15.

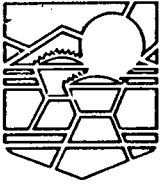
If you have any questions, please contact me.

Thank you.

ss

Enclosure

JM4688



Bowling Green State University

University Computer Services
Bowling Green, Ohio 43403-0130
(419) 372-2911
Cable: BGSUOH

April 6, 1988

MEMORANDUM

TO: J. Christopher Dalton, VP
Planning and Budgeting

FROM: Richard Zera *RZ*
University Computer Services

SUBJECT: Ferrari Nomination

Enclosed is a copy of my nomination of Dick Conrad for the Ferrari Award that I sent to Bob Arrowsmith. I have also enclosed a copy of the rules and criteria.

I really appreciate your volunteering to write a letter supporting this nomination. This letter should be sent to Bob Arrowsmith no later than April 15.

If you have any questions, please contact me.

Thank you.

ss

Enclosure

JD4688



Bowling Green State University

University Computer Services
Bowling Green, Ohio 43403-0120
(419) 372-2911
Cable: BGSUOH

March 23, 1988

Chancellor Richard R. Eakin
East Carolina State University
Greenville, NC 27858-4353

Dear Dick:

As you may recall, the Administrative Staff Council established the Michael Ferrari Award to recognize one outstanding administrator each year. This year, I am placing the name of Dick Conrad in nomination for the award.

The specific criteria of the award selection committee are on the first attachment, followed by a draft of my letter of nomination and an impressive list of accomplishments in Dick's recent past. Locally, Chris Dalton and Joe Martini have volunteered to provide letters of support, but I felt that in light of the years you and Dick worked together that comments from you would be not only welcomed, but quite influential. Therefore, I am asking that if you feel appropriate in doing so, and can spare a few minutes, I would like to invite you to send a letter describing your feelings on Dick's candidacy, particularly as related to one or more of the award's criteria.

Please accept my thanks in advance for supporting Dick's nomination. Please send your letter to Bob Arrowsmith, Student Services building.

If you have any questions or if I can provide any additional information, please do not hesitate to call me.

Thank you.

Sincerely,

Richard S. Zera, Director
Administrative Computer Services

ss

RE32388
RZD