

1990

Ferrari Award 1990

Bowling Green State University. Administrative Staff Council

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Notes

1. Colored Ink
2. Pencil
3. Photocopies
4. Post-It Notes



Bowling Green State University

Internal Auditing
Bowling Green, Ohio 43403
Cable: BGSUOH

September 5, 1990

Dr. Michael R. Ferrari, President
Drake University
25th and University Avenue
Des Moines, Iowa 50311

Dear Dr. Ferrari:

It is my pleasure to inform you that the Administrative Staff Council at Bowling Green State University has completed the process of selecting the recipient of the 1990 Michael R. Ferrari Award. This year's recipient is Miss JANE S. SCHIMPF, Director, University Food Operations. The following is a brief overview of Jane's accomplishments. I am also enclosing a copy of her nomination file and a copy of the Monitor so that you may read more extensively about the breadth of her contributions to Bowling Green State University.

In addition to being a dedicated employee of the University, Jane is a warm and caring person sensitive to the needs of others, Jane:

- o created the "ala carte" service in the dining facilities for the students.
- o established additional snack bars (now totaling five) to meet the needs of students eating during late hours.
- o has received three special awards from the National Association of College and University Food Services.
- o has been instrumental in receiving the "Ivy Award" from the Restaurants and Institutional Magazine.
- o created the "Pick of the Crop" program to recognize and reward outstanding employee performance.
- o effectively serves over 14,000 students and staff each day and manages a budget of over \$8,000,000.
- o always serves in a professional manner and is highly involved in community service both local and nationally.

Needless to say, we are very pleased with this year's selection. The process to select Jane as this year's award recipient was truly a successful one. We had eleven excellent candidates from which to choose. Jane was clearly a top contender from the start of the selection process.

It was my honor to serve as chairperson of this year's selection committee. It was an exciting, and humbling, experience to read about the excellent administrative staff members who contribute to the University's success.

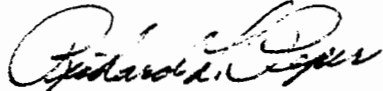
Cindy Puffer, last year's recipient, presented the award to Jane Schimpf at the Administrative Staff Annual Meeting. The presentation of the Award was made August 27, with approximately 200 administrative staff in attendance.

Dr. Michael R. Ferrari
Page -2-

With outstanding administrative staff such as Jane as part of Bowling Green State University's team, we will continue to remain a truly exceptional institution of higher education.

I wish you the very best, and thank you for instilling in us the presence to strive for excellence in our performance and to recognize those few that excel beyond the norm.

Sincerely,



Richard L. Peper
EDP Auditor, Internal Auditing

RLP:wp(mrf-ltr)

Atch

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February 12, 1990

MEMORANDUM

TO: Jill Carr

FROM: Rich Peper
EDP Auditor
Chair, Award Committee

SUBJ: 1990 Michael R. Ferrari Award Committee

I have contacted the following Administrative Staff personnel and they have agreed to serve on the award committee.

Cindy Puffer, 2-9680, 1989 Ferrari award recipient
Clarence Terry, 2-2086, Planning and Budgeting area
Melissa Firestone, 2-2616, Public Relations area
Cindy Colvin, 2-2677, Academic Affairs area
Scott Levin, 2-2711, Student Services area
Salvador Ramirez, 2-2228, Operations area
Pat Cleveland, 2-2401, President's area

I am planning a short meeting this month to review publication of the nomination process and review of the application forms. It is anticipated that each administrative member should receive the nomination information with nomination forms by March 15. The nominations are to be received by May 1, 1990.

I will be keeping you informed as to the progress of the committee.

RLP:wp(jillf)

February 13, 1990

MEMORANDUM

TO:

FROM: Rich Peper
Chair, Michael R. Ferrari Award Committee

RE: 1990 Michael R. Ferrari Award Committee

Nineteen ninety marks the eighth year in which the Michael R. Ferrari Award will be presented to a member of the Administrative Staff. This award was authorized by the Board of Trustees in 1982 in honor of Dr. Ferrari who served as interim president during 1981-82. This award has been presented to administrative staff that perform "above and beyond" the calling of professionalism; bringing to the University a new level of human dimension in community involvement.

I wish to thank you for serving on the award committee and look forward to working with you to select the award recipient for 1990. I will be sending a proposed statement of selection criteria and a nomination sheet. I anticipate a need for the Award Committee to meeting later this month to select final forms that will be forwarded to each Administrative Staff. Our selection work will begin after nominations are received, May 1, 1990.

The Award Committee member are:

- Rich Peper, Chair
- Cindy Puffer
- Clarence Terry
- Melissa Firestone
- Cindy Colvin
- Scott Levin
- Salvador Ramirez
- Pat Cleveland

If you have any questions pertaining to the Award Committee please, feel free to contact me. My telephone number is 2-9940 or my office, Internal Auditing, is located on the ninth floor of the Administration Building.

RLP:wp(fercom)



Bowling Green State University

Office of On-Campus Housing
Bowling Green, Ohio 43403-0151
(419) 372-2011
Cable: BGSUOH

February 13, 1990

MEMORANDUM

TO: Rich Peper -
FROM: Jill Carr *Jill Carr*
RE: 1990 Ferrari Award

Rich, enclosed are copies of the materials we used last year for the Ferrari Award Selection. A few suggestions for your committee based on our experience are listed below.

1. If someone is re-nominated - insist that the nominator write a NEW nomination letter which would include the most up to date information.
2. Three letters of recommendation in addition to the nomination letter works best.
3. Plan to send out several reminders on the recommendation letters. It takes awhile for people to do these.

Thanks for agreeing to do this. Let me know if I can be of any assistance.

JC/jm

Enclosure

THE MICHAEL R. FERRARI AWARD

Criteria

1. **ELIGIBILITY** - Any person who is a full-time member of the Administrative Staff, i.e. non-faculty contract employee, may be nominated. Nominee must have been an employee for at least one contract year and may not have received the award the previous year.
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 - 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/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

Internal Auditing
Bowling Green, Ohio 43403-0031
Cable: BGSUOH

February 23, 1990

MEMORANDUM

TO: Clarence Terry Jr.
Director, Minority Recruitment, Admissions

FROM: Rich Peper
Chair, Ferrari Award Committee

RE: 1990 Ferrari Award Committee

Thank you for agreeing to participate as a member of the 1990 Ferrari Award Committee. The committee will meet for the first time at 1:30 on March 5, 1990 in room 212, Arts & Sciences conference room, second floor of the Administration Building. This will be an organizational meeting. Agenda items will include:

1. time line of events
2. advertisement
3. re-nominations from last year
4. future meeting dates.

The attached documents were used last year that could be updated and used this year. If this time is not convenient for you please give me a call at extension 2-9940.

Thank you for your participation on the committee.

RLP:wp(facmeet1)

cc: Jill Carr
Donna Pulschen



Bowling Green State University

Internal Auditing
Bowling Green, Ohio 43403-0081
Cable: BGSUOH

March 12, 1990

MEMORANDUM

TO: Michael R. Ferrari Award Committee Members

FROM: Rich Peper *Rich Peper*
Chair

RE: Nominations Forms Review

Attached are the updated nomination forms. Please review them for corrections that may be needed. Your input is encouraged to ensure the best possible reception by nominators.

If you have any suggestions please, contact me at extension 2-9940. If I have not received any suggestions by 5 P.M., March 15, I will assume that the attached documents meet with your approval and will be sent to all Administrative Staff personnel. A cover memo will be created to solicit the support of the vice presidents by having them announce at their staff meetings that nominations are being accepted.

Thank you again for your support in making this committee successful.

RLP:wp(fa0)

Enclosures



Bowling Green State University

Internal Auditing
Bowling Green, Ohio 43403-0031
Cable: BGSUOH

March 16, 1990

MEMORANDUM

TO: Administrative Staff Members

FROM: Richard Peper, Chair, 1990 Michael R. Ferrari Award Committee *Richard Peper*

RE: Nominations

Nineteen ninety marks the eighth 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 recipients of the award have been:

1983	Suzanne Crawford, Affirmative Action
1984	Zola Buford, Registrar's Office
1985	Patrick Fitzgerald, WEGU-TV
1986	Gregory DeCrane, Student Activities and Orientation
1987	George Howick, Management Center
1988	Dick Conrad, University Computer Services
1989	Cindy Fuffer, Student Health Center.

Recipients of the award receive an inscribed plaque presented during the Administrative Staff annual meeting and are afforded the opportunity to select a work of art through the School of Art.

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, student, faculty, or classified staff. The selection of the award recipient will be made by the committee of the 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, College Park Building, Faculty Senate Office, University Union Lobby, and the University Bookstore.

Please note that the prominence of the University position held by the nominee will not be considered in the nomination process or considered in the selection process.

All nominations should be submitted to Richard Peper, 913 Administration Building no later than five O'clock Monday, April 30, 1990.

RLP:wp(fa3)

Enclosures

THE MICHAEL R. FERRARI AWARD

Criteria

- 1. ELIGIBILITY - Any person who is a full-time member of the Administrative Staff, i.e. non-faculty contract employee, may be nominated. Nominee must have been an employee for at least one contract year and may not have received the award the previous year. Any nomination that is a nomination from the previous year will need to complete a new nomination application form and be filed by the due date.

- 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 - 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/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.

THE 1990 MICHAEL R. FERRARI AWARD

I. Nominee:

Name: _____

Title: _____

Campus Address: _____

II. Nominator:

Name: _____

Title: _____

Campus Address: _____ Phone: _____

Adm. Staff ___ Faculty ___ Student ___ Classified ___

III. Please list names, titles and addresses of three 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: _____

Title: _____

Campus Address: _____ Phone: _____

2. Name: _____

Title: _____

Campus Address: _____ Phone: _____

3. Name: _____

Title: _____

Campus Address: _____ Phone: _____

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 SUPPLIED. The nomination form must be received in the office listed below no later than 5 P.M., April 30, 1990. Late submissions will not be considered. Be sure that all additional pages are attached to the nomination form.

Richard Peper, Chair
915 Administration Building
by April 30, 1990



Bowling Green State University

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Internal Auditing
Bowling Green, Ohio 43403-0031
Cable: BGSUOH

April 4, 1990

MEMORANDUM

TO: J. Christopher Dalton
Vice President, Planning and Budgeting

FROM: Richard Peper *Richard*
Chair, Ferrari Award Committee
EDP Auditor, Internal Auditing

RE: The Michael R. Ferrari Award Nominations

I am soliciting your assistance in informing the campus community about our search for Michael R. Ferrari Award nominations. Nominations are being accepted in my office through April 30, 1990. A short announcement at your next staff meeting about our search for nominations would be greatly appreciated.

This award was authorized by the Board of Trustees in 1982 to honor Dr. Ferrari who served as interim president at BGSU during 1981-82. This year is the eighth year in which the Michael R. Ferrari award will be presented to a member of the administrative staff on campus.

Nominations to receive the award are currently being accepted from administrative staff personnel as well as from students and faculty. I have attached a copy of the committee's memo dated March 16, a nomination form and the criteria sheet for your information. These documents may be reproduced as needed.

If I can provide any further assistance or answer any questions that you may have, please contact me at extension 2-9940. Thank you for your attention.

Notes: from 5/1/90 meeting at 150-150

1. ~~done~~ Send memos to nominators acknowledging their submission.
2. ~~done~~ Review all initial folders by May 15.
3. ~~done~~ Next meeting May 15 1:30 tenth floor.
4. Memo requesting further supporting documents from ~~additional supports~~, to be received by June 15, 1990.
Last week in June June 17 or YES NO
5. Final selection by July 27, 1990.
 - 5a. Notification to Sumner about master degree earned.
 - 5b. Letter to Dr. Ferreri advising of selection.
6. Plaque for presentation by August 15, 1990.
Possible Dave Berry in Leontura.



Bowling Green State University

Internal Auditing
Bowling Green, Ohio 43403-0031
Cable: BGSUOH

April 4, 1990

MEMORANDUM

TO: Editor
The B.G. News

FROM: Richard Peper *Rich*
Chair, Ferrari Award Committee
EDP Auditor, Internal Auditing

RE: The "Briefly" Column

I was hoping to obtain space in the "Briefly" column under the heading of 'Campus' information. The space would be to inform the campus community about the Michael R. Ferrari Award. This year is the eighth year in which the Michael R. Ferrari award will be presented to a member of the administrative staff on campus. This award was authorized by the Board of Trustees in 1982 to honor Dr. Ferrari who served as interim president at EGSU during 1981-82.

Nominations to receive the award are currently being accepted from students and faculty, as well as from administrative staff personnel. I would be glad to provide more information about the award system and its history.

If I can provide any further assistance or answer any questions that you may have, please contact me at extension 2-9940. Thank you for your attention.

CONFIDENTIAL

July 16, 1990

MEMORANDUM

FROM: The Ferrari Award Committee

RE: Final Selection of the Award Recipient

Final selection has been made from all nominations submitted to receive the Michael Ferrari Award for 1990. Each member of the committee agrees to the selection made by signing the respective line below.

Selection for the 1990 Michael Ferrari Award is:

Jane Schimpf

Special Note: This persons name will remain confidential and not releasable to anyone until after the presentation of the award at the Administrative Staff Meeting, August 27, 1990.

Cindy Puffer	<u>Cindy Puffer</u>
Clarence Terry	<u>Clarence Terry</u>
Melissa Firestone	<u>Melissa Peper Firestone</u>
Cindy Colvin	<u>Cindy Colvin</u>
Scott Levin	<u>Scott R. Levin</u>
Sam Rameriz	<u>Sam Rameriz</u>
Pat Cleveland	<u>Pat Cleveland</u>
Rich Peper, Chair	<u>Rich Peper</u>



Bowling Green State University

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Internal Auditing
Bowling Green, Ohio 43403
Cable: BGSUOH

August 9, 1990

MEMORANDUM

TO: J. Christopher Dalton
Vice President, Planning and Budgeting

FROM: Rich Peper *Rich*
Chair, Michael R. Ferrari Award Committee

RE: Representation on the Michael R. Ferrari Award Committee

Your area was represented on the Ferrari Award Committee by Clarence Terry Jr., Director, Minority Recruitment. It was great having Clarence on the committee. You are to be commended on having such professional administrative staff serving in your area.

Again, thank you for assisting the Committee during our solicitation for nominations in April. Your assistance was greatly appreciated.

The 1990 recipient of the Michael R. Ferrari Award will be announced during the Administrative Staff Annual meeting on August 27, in the Alumni Room of the Union. Presentation of the award will be made at approximately 4:00 PM. I look forward to seeing you there; hopefully, you will see an Administrative Staff member from your area receive the Award.



Bowling Green State University

Internal Auditing
Bowling Green, Ohio 43403
Cable: BCSUOH

August 9, 1990

MEMORANDUM

TO: Phil Mason
Vice President, University Relations

FROM: Rich Peper *Rich*
Chair, Michael R. Ferrari Award Committee

RE: Representation on the Michael R. Ferrari Award Committee

Your area was represented on the Ferrari Award Committee by Malissa Peper-Firestone, Editor of the Monitor. It was great having Malissa on the committee. You are to be commended on having such professional administrative staff serving in your area.

Again, thank you for assisting the Committee during our solicitation for nominations in April. Your assistance was greatly appreciated.

The 1990 recipient of the Michael R. Ferrari Award will be announced during the Administrative Staff Annual meeting on August 27, in the Alumni Room of the Union. Presentation of the award will be made at approximately 4:00 PM. I look forward to seeing you there; hopefully, you will see an Administrative Staff member from your area receive the Award.



Bowling Green State University

Internal Auditing
Bowling Green, Ohio 43403
Cable: BGSUOH

August 9, 1990

MEMORANDUM

TO: Mary Edmonds
Vice President, Student Affairs

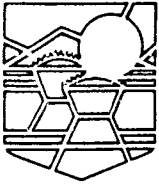
FROM: Rich Pepe *RP*
Chair, Michael R. Ferrari Award Committee

RE: Representation on the Michael R. Ferrari Award Committee

Your area was represented on the Ferrari Award Committee by Scott Levin, Assistant Director, Student Recreation Center. It was great having Scott on the committee. You are to be commended on having such dedicated administrative staff serving in your area.

Again, thank you for assisting the Committee during our solicitation for nominations in April. Your assistance was greatly appreciated.

The 1990 recipient of the Michael R. Ferrari Award will be announced during the Administrative Staff Annual meeting on August 27, in the Alumni Room of the Union. Presentation of the award will be made at approximately 4:00 PM. I look forward to seeing you there; hopefully, you will see an Administrative Staff member from you area receive the Award.



Bowling Green State University

Internal Auditing
Bowling Green, Ohio 43403
Cable: BGSUOH

August 9, 1990

MEMORANDUM

TO: Eloise E. Clark
Vice President, Academic Affairs

FROM: Rich Peper *Rich*
Chair, Michael R. Ferrari Award Committee

RE: Representation on the Michael R. Ferrari Award Committee

Your area was represented on the Ferrari Award Committee by Cindy Colvin, Assistant Director, Academic Enhancement. It was great having Pat on the committee. You are to be commended on having such a dedicated administrative staff serving in your area.

Again, thank you for assisting the Committee during our solicitation for nominations in April. Your assistance was greatly appreciated.

The 1990 recipient of the Michael R. Ferrari Award will be announced during the Administrative Staff Annual meeting on August 27, in the Alumni Room of the Union. Presentation of the award will be made at approximately 4:00 PM. I look forward to seeing you there; hopefully, you will see an Administrative Staff member from you area receive the Award.

will begin observing summer hours May 7 and continue through August 10. With the exception of Memorial Day and Independence Day weeks, the regular work hours will be from 7:30 a.m.-noon and from 12:30-5 p.m. Monday through Thursday, and from 7:30-11:30 a.m. Friday.

Memorial Day falls on Monday, May 29 and Independence Day, July 4, falls on a Wednesday. To make up for the additional hour that employees would have worked on those days, the hour will be

working Monday. Therefore, the work hours for Friday, June 1, and Friday, July 6, will be from 7:30 a.m. to 12:30 p.m. with no lunch break.

Some offices on the main campus will remain open on Friday afternoons with limited staffing.

At Firelands College, switchboard/receptionist coverage will be from 8 a.m. to 5 p.m. daily Monday through Friday. However, there will be no live coverage from 7:30-8 a.m. through the summer.

Be sure to vote in CSC election

Classified employees will be electing new representatives to Classified Staff Council at an election Thursday (May 3). Employees can vote from 7 a.m.-6 p.m. in Memorial Hall and must present their University I.D.s to receive a ballot.

Running for seats on council are:

For two three-year terms in academic affairs: **Nancy White Lee**, popular culture, a library associate who has been employed at the University for 17 years; **Dolores Reynolds**, economics, has worked 22 years on campus as a secretary; **Teresa Kuhlman**, institutional

studies, has been employed four years as a secretary; and **Ann Ruehl**, Science Library, has been a library technical assistant on campus for 15 years.

For one three-year term in University relations: **Robert Kreienkamp**, WBGL-TV, an engineer at the University for 20 years and previously has served as chair of CSC.

For one three-year term in auxiliary support services: **Marilyn Gottschalk**, University Union, where she has been employed nine years as a baker; and **Meagon Shaffer**, Food Operations, has been on campus three years as a clerical specialist.

For two three-year terms in plant operations and maintenance: **Kenneth Stemen**, plumbing, a 10-year employee of the University; **Mary Stewart**, custodial services, a 12-year employee; **Kathy Eninger**, paint shop, a 23-year employee and currently vice chair of CSC; **John Beck**, electric shop, a 12-year employee; and **Jake Trevino**, stationary engineer, a 15-year employee.

For one three-year term in planning and budgeting: **Carol Lininger**, Computer Services, a computer operator who has been employed on campus for 15 years.

Classified Employment Opportunities

New Vacancies

Posting Expiration Date: noon, Friday, May 4.

5-4-1	Account Clerk Pay Range 4 Euser's office Temporary, part-time
5-4-2	Secretary 2 Pay Range 27 Radio-television-film

Faculty/Staff positions

The following faculty positions are available:

Applied Human Ecology: Assistant professor, human development and family studies division. Deadline: May 1. Also, assistant professor, food and nutrition division (anticipated). Also, assistant professor, interior design area of apparel merchandising (anticipated). Deadline: April or until filled. For all positions, contact Deanna J. Radeloff (2-2026).

EDAS: Associate/full professor. Also, assistant professor (anticipated). Contact Eugene W. Thompson (2-7277). Deadline: May 1.

Firelands College: Instructor/assistant professor of computer science/MIS, applied sciences, etc.

representatives to three-year terms on Administrative Staff Council.

Beginning their terms in the fall from academic affairs are: Susan Darrow, honors program; Barbara Keeley, nursing; Mary Beth Zachary, libraries and learning resources; Paul Yon, Center for Archival Collections; and Joan Morgan, academic enhancement.

In student affairs: Tom Gorman,

Dining facilities close

Food Operations has announced the spring closing dates for its various campus facilities.

Snack bars that will be closing include: Amani, midnight, Monday (April 30); Chily's, 11:30 p.m., Wednesday (May 2); Galley, midnight, Tuesday (May 1); Garden Terrace Deli, 11 p.m., Tuesday (May 1); and Zzas, 11:30 p.m., Tuesday (May 1).

The Cold Sandwich Family will close following lunch Wednesday (May 2) and the Weigh To Go Salad Bar will close at 6 p.m. Thursday (May 3). All dining halls will close at 2 p.m. Friday (May 4).

Deadline is April 30

The deadline for the 1990 Michael R. Ferrari Award is 5 p.m. Monday (April 30). The award, presented in August at the University's Opening Day festivities, honors an outstanding member of the administrative staff.

Nomination forms have been mailed to all administrative staff. However, if additional forms are needed, they can be obtained at the University Union Information Desk, the University Bookstore, the Faculty Senate office and the administrative staff personnel office in 100 College Park Office Building.

Completed forms should be sent to Richard Peper, 913 Administration Building.

Take-a-desktop course

A course on desktop publishing is being offered this summer for persons interested in an introductory level. It will run from 1-5 p.m. Tuesdays and Thursdays from June 18 through July 20.

Primary instruction will be on the Macintosh computer using PageMaker software. Additional instruction for using PageMaker on the IBM PC platform will be

student activities and orientation; Ron Zwiernin, Student Recreation Center; and Cindy Puffer, Student Health Services.

From the University relations area: Jan Ruma, alumni affairs. From the president's area: Pat Cleveland, Greg Nye, Jacquie Joseph and Gary Palmisano, all of athletics.

From the operations area: Ed O'Donnell, food operations, and John Buckenmyer, University Bookstore. From the planning and budgeting area: Charles Schultz, computer services, and Lori Schumacher, payroll.

Elected to committees were: James Treeger, University Union, parking appeals committee; Dr. Joshua Kaplan, Student Health Services, insurance committee; James Litwin, institutional studies, equal opportunity compliance committee; Charles Schultz, computer services, Human Relations committee; and Ed O'Donnell, food operations, ACGFA.

Positions are filled

Six new employees recently have joined the administrative staff. They are: **Anthony Short**, director of television learning services, WBGL-TV; **Ann Bernhard**, part-time coordinator, Project SRRING, EDSE; **Peggy Newlove Russell**, part-time coordinator of field experience, College of Education and Allied Professions; **Suzanne Andrews**, program coordinator, continuing education; **Claire Carlson**, proposal development coordinator, research services; and **Debra Freyman**, administrative assistant, biological sciences (formerly classified).

Return evaluations

All supervisors of classified staff are reminded that the annual performance evaluations for their staff are due to personnel services by Friday, (May 4).

Submit nominations

Do you know a classified staff member who is outstanding in his or her service to the University community? Classified Staff Council is soliciting nominations for the 1990 Classified Staff Outstanding Service Award. Nominations currently are being solicited and forms and award criteria information have been sent to all faculty

Tabulation Sheet

1990 Ferrari Award Selection Sheet

- 5 - Outstanding
- 4 - Very Good
- 3 - Good
- 2 - Fair
- 1 - Poor
- 0 - No Evidence

	3 References & Recommendation Letters in File	Innovation & Initiative	Emphasis on the Human Dimension	Performance	Relationship with the University Community	Total
Ken Schoeni						
Ron Zwierlein						
Jane Schimpf						
Joshua Kaplan						
Rich Zera						

BRIEFLY

CAMPUS

Ice show sell-out: The Scott Hamilton and Friends ice show, scheduled for April 25, has been sold out.

Hamilton, a world, Olympic and professional champion, will perform in the Ice Arena with two-time Olympic Silver Medalist Brian Orser and Olympic Silver Medalist Rosalynn Sumners.

Ferrari award: Applications are now available for nominations for the Michael R. Ferrari Award.

This is the eighth year in which the award will be presented to an administrative staff member. A selection committee meets during the summer and a plaque is presented before the fall semester begins.

Applications are available at the Faculty Senate office, University Bookstore, the Union information desk and the Personnel office, and are due by April 30.

Relationship talk: The Young Men of Black Alliance will host a panel discussion entitled "Male-Female Relationships: Part II", tonight at 7 in 220 Math-Science Building.



September 11, 1990

Office of the President

Dear Jane:

How delighted I am to learn from Richard L. Peper that you have been selected as the recipient of the 1990 Michael R. Ferrari Award. Mr. Peper has shared with me the extensive file on your innovations and accomplishments in the food service area. Clearly you have brought national visibility to Bowling Green's programs, and I congratulate you and your staff for your outstanding work. In addition, it is clear from the material sent to me that your interpersonal strengths are such that you have earned the trust and confidence of your colleagues and the student body in developing the excellent food service program at Bowling Green.

Congratulations again, and best wishes to you for another superb year at Bowling Green.

Sincerely,

A handwritten signature in cursive script that reads "Mick Ferrari".
Michael R. Ferrari
President

MRF/wt

Ms. Jane Schimpf
Director, University Food Operations
Centrex Building
Bowling Green State University
Bowling Green, Ohio 43403

xc: Richard L. Peper



Bowling Green State University

Internal Auditing
Bowling Green, Ohio 43403
Cable: BGSUOH

June 7, 1990

MEMORANDUM

TO: Jill Carr
Chair, ASC

FROM: Rich Peper *Rich*
Chair, Michael R. Ferrari Award Committee

RE: End of Year Wrap-Up

I am pleased to say that the Ferrari Award Committee is progressing very well. We received eleven nominations for the award. The nominees have been reduced to five finalist by the Committee. The schedule of events is listed:

- o Nomination were received by April 30, 1990
- o The Committee met again to select the top three to five nominees
- o Additional documentation was requested to be received by June 15
- o The Committee will met again June 25 to make final selection
- o Notification of selectee will be provided to Director of Administrative Staff Personnel, and to Michael Ferrari
- o Award to be presented to the selectee by Cindy Puffer at the Annual Administrative Staff Personnel meeting in August, 1990.

The process of selecting a small group of finalist from all nominations has made the selection process more efficient. I recommend this process to future Ferrari Award Committees. Additionally, I am attempting to produce a guide to aid future chairs. It will define the tasks required and the time frames in which they need to be accomplished. The book is to be a guide, not a directive, to allow freedom for each chair to use their judgement. The guide will include such items as the schedule of events and copies of the forms and letters previously used.

I would like to recommend three Administrative Staff members as candidates for future chair. They are; Cindy Colvin, Melissa Firestone, and Ken Kavanaugh. Both Cindy and Melissa are representatives on the Ferrari Committee and would provide continuity to the Committee. Ken has a personal leadership quality that would be an asset to the committee.

I am available at any time to provide assistance or answer questions that you may have. It has been a pleasure to serve ASC during this year of growth under your leadership.



Bowling Green State University

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

*9/11/90 -> plaque to go
in Union in glass case.*

MEMORANDUM

TO: John Moore
Interim Executive Director of Personnel

FROM: Gregg DeCrane *GD*
Chair, ASC

DATE: August 23, 1990

RE: Ferrari Award Plaque

It is my understanding that there is a plan to display the Ferrari Award permanent plaque, and the CSC Employee of the Year permanent plaque along with pictures of the recipients somewhere in the College Park Office Building. When I mentioned this to the Administrative Staff Council Executive Committee at our August 21st meeting, they were excited about the idea of displaying the plaques, however, they felt it would be better for the location to be more centrally located. The Union was suggested as being an ideal place for the display, and one that would allow maximum exposure to both students and employees.

Please let me know if the Union location would be acceptable. If so, I will be happy to help secure approval from the Union management.

GD/bal
pc: ASC Executive Committee

January 15, 1991

Greg DeCrane, Chair
Administrative Staff Council
Bowling Green State University
Bowling Green, OH 43403-0373

Dear Greg,

The New Year finds the Brewer's in good spirit and health. My sincere hope that you and your family are the same.

Another term as ASC chair, apparently you are a glutton for punishment! I never believed the whips and chains stories, but now

I am pleased to learn that you, as chair, are sitting at Trustee committee meetings. With a new governor taking office, the information shared at such meetings could alleviate many misunderstandings that inevitably will occur. Hopefully, these discussions will take place.

What is the reasoning behind changing the funding source for the Ferrari award? Has the funding source for the faculty teaching awards changed? You don't have to answer these questions, but it seemed to me to be executive support for an administrative staff award.

I look forward to seeing you on the links or on campus. Please call me if you plan to visit and possibly we can arrange lunch.

Say hello to everyone at BG!

Sincerely,


Cary Brewer



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

February 1, 1991

Mr. Frederick Rudolph, President
Bowling Green State University Foundation Board
Bowling Green State University
Mileti Alumni Center
Bowling Green, OH 43403

Dear Mr. Rudolph and Board Members:

In the eight years since its formation, the Administrative Staff Council has proven itself not only to be a representative body for all administrative staff, but a staunch supporter of Bowling Green State University as well.

During its early years, ASC realized the importance of committing to academic excellence and in a proactive move established the Administrative Staff Scholarship. At the time we established this fund, the Foundation Board matched the first \$2,500 to assist in endowing the fund. We are grateful to the Board for encouraging employee participation in this manner. The endowment for this award now exceeds \$21,000 and we have been able to make awards to students in each of the last three years. Last year's award in the amount of \$1000 was to Kelly Lynn Sprout, an outstanding pre-med major from Marietta. Our commitment to this fund is continual and our goal is to increase the number of awards each year.

In addition to our scholarship efforts, ASC is currently undertaking the establishment of an endowment fund to support the Michael R. Ferrari Award. The Ferrari Award was established at the request of the Board of Trustees in recognition of the contributions of Dr. Ferrari who served as interim president of Bowling Green State University during 1981 and 1982. ASC was asked to develop the award and since 1983 the Ferrari Award has been presented to an administrative staff member who has given selflessly to the betterment of the University. It is the only recognition award for administrative staff and carries with it a \$400 certificate to be used for the purchase of an original piece of art from the BGSU School of Art. Since its inception, the funding for the award has come out of ASC's operating budget. Since operating budgets have increased only 2 to 3% over the past three years and the activity of ASC has greatly expanded, it has become clear that in order to maintain the award alternative sources of funds are required. Thus the endowment campaign was approved by ASC at its December meeting.

Prior to solicitation from the entire administrative staff, past Ferrari Award recipients and ASC officers contributed over \$1500 in leadership pledges. Our goal is to raise \$7,500 (\$6,500 during the first year) which will allow future increases in the award as dictated by inflation. In our

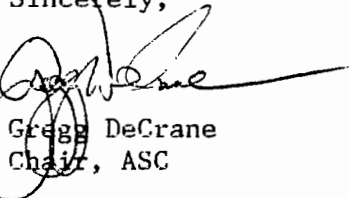
Mr. Frederick Rudolph, President
February 1, 1991
Page two

effort to meet this goal, the Administrative Staff Council seeks your support by requesting matching funds for our first \$2500 raised. Your matching of funds would not only assist us in reaching our goal but would also be an indication to administrative staff that their past efforts have been recognized as being significant to the betterment of the University.

I and other members of the ASC Executive Committee would be available to answer any questions you may have or supply additional information in support of this request.

On behalf of ASC I thank you in advance for your consideration of this request.

Sincerely,



Gregg DeCrane
Chair, ASC

GD/bal
pc: /ASC Executive /

Named 1990 Ferrari Award winner

Schimpf has led food operations into a position of national prominence

Last week when the 1990 Ferrari Award was presented at the annual Administrative Staff Reception, a long list of accomplishments was read about the recipient. But when Jane Schimpf, director of food operations, accepted the award, she refused to take all the credit for her success.

"Those accomplishments sound impressive, but as my staff knows, they can't all be done by one person," Schimpf said. "I have to give a lot of the credit to the staff in food operations."

Schimpf received the Michael R. Ferrari Award Aug. 27 at the opening day reception for administrative staff.

Created in 1982 by the Board of Trustees to honor an University administrator who shows a caring attitude in working with faculty, staff and students, the award is named after Dr. Michael Ferrari, a longtime Bowling Green administrator who was interim president of the University in 1981-82. Ferrari currently is president of Drake University in Des Moines, Iowa.

Schimpf joined the University in 1970, and has worked in food operations as a service manager, general manager, coordinator and assistant director. Since becoming director of the University's food services in 1984, the department has received numerous awards for innovation and fiscal responsibility.

"Jane has demonstrated over the years a propensity and acumen for improving campus food services to such a level of excellence that it has progressively moved food operations, as well as the University, into a position of national prominence," said James R. Corbit, executive director of auxiliary services. "Because of Jane, Bowling Green State University has the enviable reputation of being a national leader in the field of institutional feeding."

During the past six years, the University has received three special awards from the National Association of College and University Food

Services for innovative menus and events, and also received the Ivy Award from *Restaurants and Institutional Magazines*.

This summer, food operations won a prize for its "Reach for Glass" program in the 1990 Cost Reduction Incentive Awards Competition sponsored by the National Association of College and University Business Officers and USX Foundation Inc.

Corbit said due to Schimpf's leadership, the University's a la carte service has excelled. In response to students' desire to dine later in the day, Schimpf expanded dining services by opening evening snack bars to service the 8,000 students living on campus. Each of the five major residence halls now has its own snack bar accentuated with a different motif.

Conscious of students' nutritional and dietary concerns, she initiated an extensive "Calorie and Nutritional Guide Booklet" that is distributed to all customers. Additionally, low calorie menu suggestions are prepared and posted daily in all dining halls.

Schimpf recognizes that food operations employees are as important as the students and has continuous in-house training programs and sends staff to professional seminars and workshops. Recently she developed a creative employee recognition program entitled "Pick of the Crop" which recognizes and rewards outstanding employee performance. From the monthly winners, a Food Operations Employee of the Year is selected at the end of the academic year.

As director, Schimpf oversees five dining halls, five snack bars, two restaurants and a central bakery. Approximately 14,177 customers are served per day and the service's projected income from last year is \$9,262,920.

During the summer, food operations implemented "Quantum '90," a debit card system that allows students to use their University IDs to pay for their meals and snacks. Bowling Green is thought to be the first university in Ohio to adopt such a



Jane Schimpf (left), director of Food Operations, receives the 1990 Ferrari Award from Cindy Puffer, coordinator of the pharmacy at the Student Health Center, who was last year's recipient.

system. Schimpf received her bachelor's degree from Ohio State University and has conducted graduate study at Miami University, the University of Kentucky and Bowling Green. Before coming to the University, she was an instructor at Penta County Vocational High School and a teacher at Euckeye Central High School.

She is a member of the Administrative Staff Council, the Penta County Vocational School Advisory Board and the Food Service Industry Standards Identification Task Force.

Schimpf also is involved in numerous professional organizations, including the National Association of College and University Food Services for which she has served as regional president, vice president and treasurer; the Wood County Hospital Guild, the BGSU Falcon Club and the Toledo Area Home Economics

Association. The Ferrari Award winner is chosen following campus-wide nominations, by a committee of administrative staff based upon criteria that include innovation and initiative and job performance.

Previous award winners have been Cindy Puffer, coordinator of the pharmacy at the Student Health Center; Dr. Richard L. Conrad, director of computer services and telecommunications services; George J. Howick, director of the Management Center; Gregory DeCrane, assistant vice president for student activities; Patrick Fitzgerald, general manager of WBSU-TV; Zola Buford, registration and reports; and Dr. Suzanne Crawford, interim dean of continuing education.

Recipients of the award are given a plaque and a \$100 piece of artwork.

What do students think about an issue? Research and evaluation office can find the answers for you

Student affairs, through its director of research and evaluation, Dean Purdy, is getting pretty good at figuring out what University students think.

During the past four years his office has conducted numerous studies in an effort to assess the values, opinion and attitudes of BG students. Now he wants to let the campus community know more about the office's services because the information can aid faculty and administrators in a variety of ways.

"We conduct our research to try to get a handle on a profile of what our students are like," Purdy said. "We're trying to identify the changing nature of our students and we look at what they want from the University and how they perceive the quality of our services here."

During the past few years, Purdy and a group of students specially trained to conduct phone interviews have polled students and faculty alike on topics ranging from socio-political attitudes during the presidential election; opinions on academic honesty; incoming freshman attitudes on minority students; opinions on alcohol abuse and AIDS; feelings about the racial climate on campus; and studies on financial aid and why fewer students are applying for work while going to college.

"We have gathered a wealth of knowledge and I'd like to be able to make it available to other offices, to graduate students working on theses and to faculty

our surveys," Purdy said. "After working at this for a couple of years now, sometimes I already have a pretty good idea what students are going to think on an issue. A lot of people consider this to be a conservative campus, but while the students are conservative in their opinions on some topics, they are surprisingly open-minded on most issues."

To conduct the surveys, the office has arranged to use phones in the Student Services Building where the calls usually are made after 5 p.m. For a fee, the service will help the client who has commissioned a study to determine what information he or she wishes to gather from the survey and then student callers will collect approximately 400 responses during a two-week period using a random sampling. The service uses the University phone book and is able to adjust to a variety of demographics as needed.

The office is capable of conducting approximately one to two surveys per month.

"Clients want a good cross-section of University responses on an issue," Purdy said. "What we do is act as the data gathering service. We don't get into the position of interpreting the data and making conclusions unless the client wants us to do so. On the other hand, we'll take an issue, help devise the questions and then give the client a pretty good idea of what students, staff or the community think on a topic."



Dean Purdy, student affairs, examines some of the data collected by the research and evaluation office.

proves the quality of services and overall, that's why we are here. "As we compete more for students, it's a

Glanz is named assistant dean

Dr. Dawn Glanz, School of Art, has been named assistant dean of the College of Arts and Sciences. Dr. Andrew Ferek, dean of the college, has announced. The appointment became effective Aug. 13.

An associate professor of art history and of women's studies, Glanz was assistant director of the School of Art from July through December of 1988. She joined the University in 1978.

In her new administrative post, Glanz will oversee student activities and services ranging from pre-registration programs and academic advising to the annual honors banquet and the awarding of scholarships in the College of Arts and Sciences. She also will coordinate the academic advising programs of schools and departments within the college and will serve on several college committees as well as on the curriculum committees of the School of Art and the School of Mass Communication.

Glanz graduated cum laude from Pomona College in Claremont, Calif., and holds a master's degree in art history from Columbia University. She earned her doctorate at the University of North Carolina at Chapel Hill.

A participant in American culture studies graduate programs, she has written many articles for professional journals and is the author of the book *How the West Was Drawn: American Art and the Sealing of the Frontier* published in 1982.



Bowling Green State University

Office of On-Campus Housing
Bowling Green, Ohio 43403-0151
(419) 372-2011
Cable: BGSUOH

February 13, 1990

MEMORANDUM

TO: Rich Peper -
FROM: Jill Carr *Jill Carr*
RE: 1990 Ferrari Award

Rich, enclosed are copies of the materials we used last year for the Ferrari Award Selection. A few suggestions for your committee based on our experience are listed below.

1. If someone is re-nominated - insist that the nominator write a NEW nomination letter which would include the most up to date information.
2. Three letters of recommendation in addition to the nomination letter works best.
3. Plan to send out several reminders on the recommendation letters. It takes awhile for people to do these.

Thanks for agreeing to do this. Let me know if I can be of any assistance.

JC/jm

Enclosure

History



Bowling Green State University

Internal Auditing
Bowling Green, Ohio 43403-0031
Cable: BGSUOH

April 4, 1990

Not done in 1992

MEMORANDUM

TO: Louise Clark
Vice President, Academic Affairs

FROM: Richard Peper *RP*
Chair, Ferrari Award Committee
EDP Auditor, Internal Auditing

RE: The Michael R. Ferrari Award Nominations

*Also sent to
Phil Mason
Mary Edmonds
Bob Martin*

I am soliciting your assistance in informing the campus community about our search for Michael R. Ferrari Award nominations. Nominations are being accepted in my office through April 30, 1990. A short announcement at your next staff meeting about our search for nominations would be greatly appreciated.

This award was authorized by the Board of Trustees in 1982 to honor Dr. Ferrari who served as interim president at BGSU during 1981-82. This year is the eighth year in which the Michael R. Ferrari award will be presented to a member of the administrative staff on campus.

Nominations to receive the award are currently being accepted from administrative staff personnel as well as from students and faculty. I have attached a copy of the committee's memo dated March 16, a nomination form and the criteria sheet for your information. These documents may be reproduced as needed.

If I can provide any further assistance or answer any questions that you may have, please contact me at extension 2-9940. Thank you for your attention.



Bowling Green State University

Internal Auditing
Bowling Green, Ohio 43403
Cable: BGSUOH

*Was not
done in 1991
or
1992*

August 9, 1990

MEMORANDUM

TO: Robert Martin
Vice President, Operations

FROM: Rich Paper *Rich*
Chair, Michael R. Ferrari Award Committee

RE: Representation on the Michael R. Ferrari Award Committee

Your area was represented on the Ferrari Award Committee by Salvador (Sam) Rameriz, Employment Services Manager. It was great having Sam on the committee. You are to be commended on having such professional administrative staff serving in your area.

Again, thank you for assisting the Committee during our solicitation for nominations in April. Your assistance was greatly appreciated.

The 1990 recipient of the Michael R. Ferrari Award will be announced during the Administrative Staff Annual meeting on August 27, in the Alumni Room of the Union. Presentation of the award will be made at approximately 4:00 PM. I look forward to seeing you there; hopefully, you will see an Administrative Staff member from your area receive the Award.



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

Dear Administrative Staff Member:

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

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

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

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

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

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

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

Thank you for your support.

Gregg DeCrane
Gregg DeCrane
Chair, ASC



Bowling Green State University

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

January 23, 1991

Dr. Michael Ferrari
President
Drake University
DesMoines, Iowa 50311

Dear Mick:

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

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

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

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

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

Sincerely,


Gregg DeGrane
Chair, ASC

GD/bal

pc: Executive Committee

History

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 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. (This particular criteria is considered a must for all nominees.)
 - C. Performance - "above and beyond" that required by the position, e.g., accepting special projects, undertaking additional responsibilities such as committee work, giving non-compensable time to effectively complete an assignment, serving in professional organizations, or bringing recognition 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

March 1 - Announcement of nominations being sought and availability of nomination forms.

- A. Forms should be readily available to all staff members, faculty members and students. Suggested placement in Union, Administration Building, McFall Center, Student Services Building and identifiable high traffic areas.

E. Media to utilize - Monitor, Green Sheet/BG News.

C. Letter sent to all administrative staff.

April 1 - All nominations due

April 1 - 30 - Peer Group Selection Process

May 1 - Selection process completed

Opening Convocation - Announcement of recipient and presentation of award.

Award

It is suggested that the award itself be of some value and not just another plaque. An item such as a sculpture which could be mounted on a pedestal with an engraved plate is one example. The awarding of a three-month development leave may be another consideration.

Selection Committee

It is recommended that the Administrative Staff Council appoint the Peer Selection Committee and that each of the Vice Presidential areas be represented by two people and the Presidential area (to include any person not under a Vice President) be represented by one person. When possible, at least one member of the committee should be someone who worked directly with Dr. Ferrari so that the selection process maintains a focus reflective of Dr. Ferrari.

Cover Letter

Each nomination form should be attached to a cover letter explaining the history of the award, the criteria for selection, and the process of selection, including the timetable.

Nomination Form

Please see attached.