

1993

Ferrari Award 1993

Bowling Green State University. Administrative Staff Council

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Bowling Green State University

University Honors Program
231 Administration Building
Bowling Green, Ohio 43403-0014
(419) 372-8504
Cable: BGSUOH

July 13, 1993

MEMO

TO: Jill Carr, Chair, Ferrari Award Committee
FROM: Larry H. Small, Honors Program Director
RE: Nomination of Susan Darrow

A handwritten signature in cursive script that reads "Larry H. Small".

This letter is in support of Susan Darrow as a nominee for the 1993 Ferrari Award. Susan has the qualities that allow her to be an effective and dedicated administrator. She always sets extremely high goals for herself in terms of the quality of her administrative tasks. I have noticed that Susan's work is always efficient and correct. Susan is a stickler for detail; very little escapes her watchful eye. I mean this in a truly positive sense. I never have to worry about the correctness or the precision of Susan's work. Susan is an independent worker; she is able to make decisions and act on them. Susan is also a great planner.

Susan supervises two classified staff members and one graduate student. Her supervisory skills are excellent. She is willing to meet with these individuals when ever a problem arises. She makes sure that all of their tasks are performed in a timely, yet efficient manner. Susan strives for office harmony; if there is a problem in the office, Susan makes sure it is quickly worked out so that office efficiency is not hampered.

One of Susan's best qualities is her ability to adapt to change. Susan has always been willing to listen to suggestions and to try new ideas. I find this a remarkable trait for someone who has been in the same position for over ten years.

In addition, Susan is extremely dedicated to the Honors Program. I do not think I have ever met any one as dedicated to their job as Susan. She treats the staff and all of the students in the Program as family. There is never a time of day or night when Susan is not available for the Program.

Susan has maintained an active voice on campus as well. She has participated on several University committees, including Administrative Staff Council.

I feel that Susan does an admirable job as associate director of the Honors Program. With her continued expertise, the Honors Program will be able to maintain the fine reputation it has come to enjoy over the past several years.

OFFICE MEMORANDUM

TO: Jill Carr, Chair
1993 Ferrari Award Committee

FROM: Ofir Sisco OS
Study Skills Lab

SUBJECT: 1993 Ferrari Award Nomination

DATE 6/15/93

Per our phone conversation earlier today, I would like to formally state that I would be pleased to have Joyce Blinn's application reactivated for the 1993 award. Thank you.



Bowling Green State University

University Honors Program
231 Administration Building
Bowling Green, Ohio 43403-0014
(419) 372-8504
Cable: BGSUOH

July 12, 1993

MEMORANDUM

TO: Jill Carr, Chair
Michael R. Ferrari Award Committee

FROM: Jan Finn, Administrative Assistant
Honors Program *Jan Finn*

RE: Nomination of Susan Davenport Darrow

I am pleased to have this opportunity to support Susan Davenport Darrow's application for the 1993 Michael R. Ferrari Award. Having worked with Susan for six years, I have seen the effort that she puts into her position and in meeting the needs of the students in both the Honors Program and the Honors Student Association. Susan has continually and consistently exhibited a high level of concern for the well being of the individual students. She is always available for the students should problems arise, if they need advising, or just need to talk. She approaches her position in a professional manner and regularly attends seminars to upgrade her skills and retain her licensed counselor certification.

During the period of time that I have known Susan, she has demonstrated a high desire to serve the needs of the students in the Honors Program. Susan has been very instrumental in the growth and development of the Honors Program and the Honors Student Association since shortly after their formation. She has developed a broad range of programming for both organizations which includes an annual alumni newsletter and cultural conversations. The former being a program designed to sustain the interest of former students in the Honors Program and the latter to offer an opportunity for students to expand their knowledge and understanding of people from other countries and their cultures. In addition, she has developed topics and brought in speakers for discussion sessions.

Susan's service to the University community includes her membership on Administrative Staff Council where she is serving her second term and is chairperson of the scholarship committee. She also serves on Admissions Recruitment Network and the University Academic Support Council.

In summary, Susan takes an active interest in the academic and personal aspects of individual Honors students. She participates in broader University activities through her involvement in a variety of committees and support groups. The above attributes reflect Susan's unquestionable qualifications for consideration as a nominee for the Ferrari Award.



Bowling Green State University

Department of Economics
Bowling Green, Ohio 43403-0268

Recommendation of Susan Darrow
for
The Michael R. Ferrari Award

I have the privilege of writing supporting letters for two individuals who have been nominated for the Ferrari Award. I am pleased to write the letters because both persons are excellent candidates, who deserve this recognition. The one who does not receive the award this year should receive it next year.

I first met Susan in the fall of 1981 when she was hired as Assistant Director of the University Honors Program, and I worked side-by-side with her until I resigned as Director in the summer of 1991. From that experience I can honestly say that I have never worked with anyone who was more dedicated to her job, the students, and the overall quality of the University than Susan.

In many respects, especially in the early years, Susan was my mentor. She entered the job with administrative experience from other universities, and brought to the job creative energies that permitted us to develop the character of the Honors Program. Susan had the responsibility for the student-centered activities. Through her guidance, Honor students became some of the most active students on campus. The Honors Student Association has become one of the most recognized organization, even to the point that it has its own seat on Undergraduate Student Government. These achievements have occurred because Susan had the foresight and leadership ability to encourage student involvement and direction. If someone were to take a close look at the Honors Program today, they would quickly realize that many of the innovative programs were implemented by Susan.

During the ten years we worked together Susan always received the highest performance ratings. It is customary to believe that a staff position requires 40 hours per week. Although I know many staff who devote more than the 40 hours, I was continually amazed by the way Susan defined the job. Clock was not a factor. Quality of performance was a major factor. Because the Honors Program always seem to be in an expansion mode, we always had new projects or new ideas to consider and develop. Even during the summer when the students were not around, Susan would go beyond the normal call of duty and work on planning for the following year. If those concerns required late hours in the office or carrying work home, Susan did what was necessary. If specific examples help, I could provide many, but let me relate one to set the tone. We were working on a major grant proposal that had a deadline that coincided with my being out of town. We worked hard to complete the proposal and have it ready to go prior to my leaving. When I left for the meeting, I believed that we had most things in place except for the final polishing. When I returned several days later, I learned that Susan had discovered some significant problems and spent entire nights making sure they were corrected prior to submission.

Although this example may be dramatic, it is consistent with Susan's persistent drive to do things right. This attitude had a pronounced effect on the overall quality of the Honors Program.

In her job as Associate Director, Susan interacts with virtually all of the University publics: students, faculty, administrators, clerical staff, alumni, families, and the community. Susan very clearly understands the important contributions of all of the above to successful programming. Although I have a strong bias, I contend that Susan's ability to interact effectively with these different publics contributed significantly to the success that the Honors Program has achieved. In addition to these very important interactions, Susan is also involved in University governance. Although I do not remember the specifics, I know she has been very active in Administrative Staff Council, including being a member of the Welfare Committee. Susan is highly respected in the community and her counsel is often sought.

The award criteria emphasize the human dimension. I reserved comment on this criteria until the end because I want to emphasize how well that criteria describes Susan Darrow. In the Honors Program, I brought traditional academic skills and a desire to enrich the learning process. Susan brought the human dimension. She guided me to appreciate the importance of focusing on individuals and their individual concerns so that the learning process would be more complete. Through Susan's assistance, I learned that education is a very complex process that requires the engagement of the students, and that engagement is much more likely if the students are seen and respected as individuals. We need to appreciate that students learn in many different ways. This emphasis has helped shape the Honors Program because of Susan's direction and concern.

I strongly endorse Susan's nomination for this award. She is very deserving, and I encourage you to give her nomination the utmost consideration.



Paul F. Haas
Professor of Economics



Bowling Green State University

Academic Enhancement
101 University Hall
Bowling Green, Ohio 43403-0600
(419) 372-2677
Fax: (419) 372-3486

July 14, 1993

MEMORANDUM

TO: Jill Carr, Chair, The Michael R. Ferrari Award Committee

FROM: Joan C. Morgan, Director
Academic Enhancement *Joan*

RE: Susan Darrow

Larry Small recently informed me that he had nominated Susan Darrow for the Michael R. Ferrari Award and asked me to write a letter of support. I am delighted to have the opportunity to do this.

I know of few other administrative staff members who are as deserving of this reward as Ms. Darrow. I have worked closely with Susan since she was initially employed at the University as Assistant Director of the Honors Program. During the time I have worked with her she has demonstrated great sensitivity to others at the University; students, faculty and staff. She is always interested in what is going on in others lives and very supportive of both the development and growth of others at the University. In addition to this caring attitude, Susan also has demonstrated in outstanding ways the three attributes needed to be considered for the Ferrari award.

Innovation and initiative
Performance
Relation with the University Community

Specific examples will be given for these three attributes.

Innovation and Initiative

Susan has been instrumental in developing the University Honors program. In its infancy when Susan arrived as the Assistant Director, this program has grown and developed considerably since she has been at the University. This program makes the University much more effective in both attracting and retaining outstanding students.

Performance

Without a doubt Susan consistently does more than is required in her position. Recently serving two years in a row as Chair of the Administrative Staff Scholarship Committee certainly demonstrates her willingness to do more than is required of her current position.

Relationship with University Community

Susan has been instrumental in working with faculty and staff to provide the strongest possible program for outstanding students. This has required Susan to work with faculty and staff from all departments at the University. Being able to work with so many diverse individuals and groups on campus attests to her competency in this area.

I strongly endorse Larry's nomination of Susan Darrow and will be happy to answer any further questions you may have about the nomination.

JCM/nm

re-activated by
Ofir Sisco

. FERRARI AWARD

I.

Title: Reading Specialist
Campus Address: Academic Enhancement

II. Nominator:

Name: Ofir Sisco
Title: Reading Specialist
Campus Address: Academic Enhancement Phone: _____
Adm. Staff Faculty Student Classified

III. Please include additional letters of reference from three other individuals for your nominee.

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 17, 1992. Late submissions will not be considered. Be sure that all additional pages are attached to the nomination form.

Joyce Kepke, Chair
Continuing Education and Summer Programs
by April 17, 1992



Bowling Green State University

Study Skills Lab
213 Moseley Hall
Bowling Green, Ohio 43403-0600
(419) 372-8840
Cable: BGSUOH

March 26, 1992

MEMORANDUM

TO: Selection Committee
The Michael P. Ferrari Award

FROM: Ofir Sisco
Study Skills Lab Reading Specialist

RE: Nomination of Joyce Elinn

It is my pleasure to nominate Joyce Elinn for the Michael P. Ferrari Award.

According to the Criterion delineated for the nomination, Joyce is eligible as a full-time member of the Administrative Staff and with more than one year contract at the University.

My nomination stems from observing Joyce's professional performance and her dedication to all students who seek personal and academic growth at the Study Skills Lab. I have known Joyce for four years and during this period I have been her immediate colleague at the Study Skills Lab. My observation and her results clearly point out her genuine sensitivity to others by showing a caring attitude and concern to the growth and development of all the students who seek assistance in their course work.

Joyce in the past year has implemented many of her creative ideas in both her teaching and administrative duties. Many of the Universities departments have requested her mentor programs to assist their students in successfully achieving in course work. She has been resourcefull and efficient while improving the overall performance at the Study Skills Lab to contribute to the better overall of the University.

These and many other attributes are what prompted me to gladly nominate my much appreciative colleague for the Michael P. Ferrari Award. Attached please find the 4 additional letters of reference from others who support this nomination.

Thank you in advance for the consideration that you will give to this nomination.



Bowling Green State University

Study Skills Lab
213 Moseley Hall
Bowling Green, Ohio 43403-0600
(419) 372-6640
Cable: BGSUOH

March 30, 1992

MEMORANDUM

TO: Selection Committee
The Michael P. Ferrari Award

FROM: Janet Lundy *JL*
Study Skills Lab Secretary

RE: Nomination of Joyce Blinn

It is with such great pleasure that I endorse the nomination for Joyce Blinn for the Michael P. Ferrari Award. She is very much deserving of this award.

I have been employed as secretary to Joyce for the past 5 years and have observed her to be very genuinely sensitive to persons that have used the Study Skills Lab, both faculty, staff and students. She is very considerate of their needs and goes beyond her responsibilities as Study Skills Lab Reading Specialist to accommodate them. Joyce always puts others before herself and tries to meet their every need.

The reports over the years showing students improved progress after being instructed by Joyce in the Study Skills Lab in their particular weak areas is testimony enough for the great job she is doing.

In my direct working relationship with Joyce she has allowed me to grow both personally and professionally. Joyce takes into consideration much of my input on opinions and decisions and has made me feel both approachable and comfortable on a personal basis. When there are seminars being conducted to further my abilities professionally, she has allowed and encouraged me to attend. Joyce has placed confidence in my ability as a secretary by assigning tasks that require responsibility beyond the normal expected realm. Consequently, it has encouraged me for professional growth. An example of her confidence in my ability and judgement is displayed by the authority she has granted me in instructing and supervising the 5 workstudy students that are employed in the Study Skills Lab.

I have unlimited admiration for Joyce. She is the most outstanding supervisor I have ever encountered in my approximately 35 years of employment. She is supportive, considerate, understanding, caring, and has a terrific personality and makes everyone she comes in contact with feel important and worthwhile. I have observed over the years many previous mentors that were engaged by Joyce to help the students succeed that returned just to see Joyce and inquire as to her present well being, which only proves the impact or emphasis her personality has on other people.

I employ you to seriously consider this very special person for this award.



Bowling Green State University

Department of Biological Sciences
Bowling Green, Ohio 43403-0212
Phone 419-372-2332

March 17, 1992

MEMORANDUM

TO: Selection Committee
The Michael R. Ferrari Award

FROM: Robert C. Romans, Associate Professor
Biological Sciences

RE: Nomination of Joyce Blinn

A handwritten signature in cursive, likely belonging to Robert C. Romans, is written over the 'FROM' line.

It is with ultimate enthusiasm that I support the nomination of Joyce Blinn for the Michael R. Ferrari Award. I have known Joyce from the day she first began her work in the Study Skills Center. We have a very workable professional arrangement. Simply put, it goes like this: I send her the students in my non-majors introductory biology class who lack the skills to compete for good grades in the course. Joyce, using programs and skills she developed for the Study Skills Center, provides my students with the study techniques and methodology needed to do well in the course. She sends them back to me, excited and highly motivated because they have the tools to do well in a science course; perhaps, for the very first time in their academic lives.

Success is the best mechanism to gauge the worth of a course or program or individual. Joyce meets that criterion. No, that's not true. She surpasses that criterion! Through study, trial and error, toil and back-breaking effort, Joyce has developed one of the finest programs for underskilled students this University has ever seen. Through her efforts, a multitude of students have developed abilities that has salvaged a rocky academic start. My personal bias is that we invest too much of our effort and finances into attracting new students with flashy brochures and television advertisements, but have far less interest in retaining them once they get here.

If she were not so modest, Joyce Blinn could lay claim to countless successes in the retention of students. I have been impressed time after time with the ability the Study Skills Center has for developing the talents of its clientele. I truly believe that the students are just as surprised as I am with the skills they have developed from Joyce's programs!

If you read into my letter the admiration that I have for Joyce Blinn, for her innovative techniques, for her dedicated support of the less academically fortunate of our students, and for the successes, you are reading correctly. We all can fare well with the gifted honor student. It takes special skills, devotion and persistence when working at the opposite end of the student spectrum. Joyce Blinn has done that, and for that reason and that reason alone, I feel she should be honored with the Michael R. Ferrari. I'm certain Mick Ferrari would agree.

I support her nomination with as much enthusiasm as one individual can generate. The term for the '70's was cool. For the '80's it was awesome. The '90's are going to be known as the "it stresses me out" decade. Joyce Blinn is cool, awesome and she certainly removes a great deal of stress from me and my students!

jt



Bowling Green State University

Intercollegiate Athletics
Bowling Green, Ohio 43403-0030
(419) 372-2401
Cable: BGSUOH

March 16, 1992

The Michael R. Ferrari Award
Selection Committee

Nominee: Joyce Blinn

Ofir Sisco has asked me to write a letter of endorsement for Joyce Blinn who has been nominated for the 1992 Ferrari Award. I take great pleasure in doing so.

I have known Joyce Blinn for nearly two years and during that time have grown to respect her in many ways. Over the course of my tenure with the Athletic Department, I have encouraged many student-athletes to meet with Joyce when their performance in a particular class has not been at a desired level. Joyce has always been helpful and innovative in her approach in meeting the special needs of the student-athlete and has been very accommodating in arranging appointment times.

This past Fall semester, Joyce conducted a Sunday evening study-skills workshop for the new freshmen recruits. She was very well-received and the content of her talk was presented in a fashion that kept the attention of a restless group of nearly 100 student-athletes, while providing information that was fresh and well directed.

There is no doubt that Joyce Blinn's greatest asset is her personality. She is very professional yet is able to make those she is with feel very comfortable, involved, and important. I marvel at her interpersonal skills and would like to emulate many of her traits.

Joyce Blinn is the epitome of the Ferrari Award winner: sensitive, genuine in her approach to students, and is open and caring. I encourage you to provide Joyce Blinn every consideration as the recipient of the 1992 Michael R. Ferrari Award.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris A. Geib".

Chris A. Geib, Director
Academic & Regulatory Affairs



Bowling Green State University

Department of Educational
Curriculum and Instruction
Bowling Green, Ohio 43403-0252
419-372-7320
Cable: BGSUOH

March 20, 1992

Dear Selection Committee:

This letter is written in support of Ms. Joyce Blinn, Reading Specialist in charge of the Study Skills Lab, Academic Enhancement Program. I was on the screening committee that recommended Ms. Blinn for the position she presently holds. I have never been happier with a choice I've made than I have been with this one. Ms. Blinn, from the start, has been a diligent, enthusiastic, competent leader in her profession.

Her resourcefulness is quite evident the moment one walks into the center. The ingenious manner in which she utilizes successful college students as role models and tutors for underprepared students has earned her high regard from her peers, nationally. Her many presentations at the College Reading Association are well received and receive high ratings. I know, personally, of at least two other universities that have adopted some of Ms. Blinn's successful tutoring and study skill methods.

Ms. Blinn, not only works in and coordinates the science area of the Study Skills Lab, she also helps out whenever we are in need of a competent instructor for the College Reading/Learning Skills class. Additionally, she willingly assists the Summer Freshman Program interns, and part-time instructors, sharing her considerable knowledge of academically underprepared students and resources.

I have never called or visited Joyce when she wasn't a gracious listener and cooperative associate. I am very pleased to recommend Ms. Joyce Blinn for the Michael R. Ferrari Award.

Sincerely,

A handwritten signature in cursive script that reads "Clifford C. Brooks".

Clifford C. Brooks
Educational Curriculum and Instruction

THE 1993 MICHAEL R. FERRARI AWARD

I. Nominee:

Name: Melissa Dallas Bandy

Title: Director, Hospitality Management Program

Campus Address: 367 Business Administration Bldg.

II. Nominator:

Name: George J. Howick

Title: Director, Management Center and Distinguished Lecturer in
Business Administration

Campus Address: 367 Business Administration Bldg. Phone: 372-2807

Adm. Staff Faculty Student Classified

III. Please include additional letters of reference from three other individuals for your nominee.

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 July 15, 1993. Late submissions will not be considered. Be sure that all additional pages are attached to the nomination form.

Jill Carr, Chair
On-Campus Housing
by July 15, 1993



Bowling Green State University

Management Center
College of Business — Suite 369
(419) 372-2807
Cable: BCSUOH

June 24, 1993

Jill Carr, Director
On-Campus Housing
Chair, The 1993 Michael E. Ferrari Award

Dear Jill:

This letter serves to nominate Melissa Dallas Bandy for the 1993 Michael E. Ferrari Award. As the Director of the Hospitality Management Program since August, 1989, she has strategically guided the program toward growth and excellence. In addition to her university career, she is also working toward her Juris Doctorate at the University of Toledo's College of Law. She takes ten hours per semester, specializing in International Law.

I have known Melissa since 1980, when she was a student in my senior Business Policy and Strategy class. More recently, we have shared an office suite since August, 1989.

Human Dimension

In addition to serving as the Director of Hospitality Management Program, Melissa is advisor to both the Hospitality Management Society (70 active members) and Eta Sigma Delta, the international hospitality honorary fraternity. She accompanies students on professional trips to places including Moscow, Russia, New York City and Chicago.

Melissa also serves as academic and career advisor to more than 140 students. She primarily advises hospitality students, but also volunteers to help numerous students from other colleges who are interested in the hotel and restaurant industries. Attached are a few letters from past students indicating her concern for their academic and professional careers.

In 1990, Melissa developed the Hospitality Alumni Network, a semi-annual newsletter sent to all alumni. Previously, the alumni lacked cohesion and a way to contact each other. The newsletter serves to update alumni on their friends, professional events and the program's direction. It also generates some development funds for the program. Many have contacted Melissa, expressing their gratitude for her efforts.

Innovation and Initiative

Melissa has been quite busy professionally. She has worked diligently to better the reputation of the Hospitality Management Program and Bowling Green State University. Her goal, to become the leading program out of the nineteen in Ohio, has been realized. In fact, BGSU's Hospitality Program is regarded as one of the top fifteen in the nation by firms including Hyatt Hotel Corporation and Marriott Hotel and Resorts.

As you can see from the enclosed resume, Melissa attained this growth and prestige for the program through innovation and perserverance. She started the program's Advisory Board in 1991, consisting of twenty members and meeting semi-annually. This board is becoming integral to the development of the program, providing leadership and financial support.

Recently, Melissa was instrumental in developing the P.A.C.E. program for Bob Evans Farms, Inc. slated to begin in January, 1994. P.A.C.E. will be jointly housed at BGSU and Purdue University, generating funds for both. The program is the first of its kind, providing restaurant managers with continuing education opportunities tailored to Bob Evans' specific needs. This project will afford BGSU positive publicity since we will be serving an Ohio based firm in an innovative way, in effect, giving something back to the state.

Melissa is also working with Moscow Business University (MBU), the first university in Russia to offer a hospitality major within their Faculty of Management, to send their students to BGSU for their fourth year of study. They are also collaborating on a grants-funded training center, located at MBU, to train managers of joint venture hotels and restaurants in Western style service and management principles.

Additionally, Melissa recently contacted the major franchisee of Marriott's Fairfield Inns to persuade them to build in the university's Research Park. The hotel would lend the hospitality program national recognition since it would serve as a training center for the students. She is currently working with Bob Waddle to firm the deal.

Performance

Service

As listed on her resume, Melissa is extremely active in professional organizations. She currently serves as Membership Chair for the Council on Hotel, Restaurant and Institutional Education (CHRIE), the professional hospitality educators

society, with an international membership of over 2400 educators and industry representatives. This position automatically positions her on CHRIE's Strategic Planning Committee.

She is also currently President-Elect of Ohio CHRIE, one of the thirteen regional chapters of CHRIE, and will assume Presidency in July, 1993.

Furthermore, Melissa has served on numerous local and regional boards including the Northwest Ohio Hospitality Association.

Publications

Melissa currently has four articles in press, two of which are in one of the hospitality management field's "A" journals, The Hospitality Research Journal. Additionally, she is completing two more articles which should be ready for review this fall. These types of publications are imperative to the academic reputation of the program.

Presentations

During the past two years, Melissa has presented several papers at CHRIE. She also served as moderator for panels at both the CHRIE convention and at Ohio CHRIE meetings. Her paper abstracts have also been published in the conference proceedings.

I strongly recommend the candidacy of Melissa Dallas Bandy for the 1993 Michael Ferrari Award. Her caring attitude is well documented by her accomplishments.

Sincerely,



George J. Howick
Director, Management Center
Distinguished Lecturer in Business Administration

MELISSA DALLAS BANDY

HOME:
10271 Napoleon Road
Bowling Green, Ohio 43402
(419)352-5055

OFFICE:
367 Business Administration Building
Bowling Green State University
Bowling Green, Ohio 43403
(419)372-8713

Education

Juris Doctorate, Expected Completion: December, 1994, University of Toledo

- * Specializations in International Law and Labor Law
- * 1993 H.J. Heinz Graduate Degree Fellowship recipient
- * 1993 American Jurisprudence Award nominee for earning the highest grades in:
 - International Organizations, Spring, 1993 (rank was 1/9)
 - Civil Procedure II, Spring, 1993 (rank was 1/52)

Twenty-first Annual Law & Institutions of the European Community Seminar,
July, 1993, Brussels, Belgium

- * One of thirty U.S. International Law students selected to attend

Master of Business Administration, May, 1990, Bowling Green State University

- * Concentrations in Organizational Behavior and International Business

Bachelor of Science in Business Administration, June, 1982, Bowling Green State University

Continuing Education/Certification

- * Americans with Disabilities Act Workshop, 1992
 - Sponsored by the Abilities Center of Northwest Ohio
- * Certified Food and Beverage Executive, 1991
- * Yield Management Workshop, 1990
 - Sponsored by the Educational Institute of the American Hotel & Motel Association

Academic Experience

Director, Hospitality Management Program - College of Business Administration - Bowling Green State University, Bowling Green, Ohio, 7/90 - present

- * Direct Hospitality Management Program of over 150 students
- * Teach Introduction to Hospitality Management (BA 310) and Hospitality Seminar (BA 480)
- * Advise the Hospitality Management Society, a student professional society consisting of seventy members
- * Advise Eta Sigma Delta, the International Hospitality Management Honor Society
- * Serve as academic and career advisor to over 150 hospitality students
- * Developed Hospitality Alumni Association
- * Instituted Program Advisory Board of seventeen leading hospitality practitioners
- * Served on University's Sidney Frohman Scholarship Selection Committee, 1993

Faculty Administrator and Instructor, Bob Evans Farms, Inc. P.A.C.E. Program, 1993 - present

- * Solicited Program sponsorship of P.A.C.E. program in coordination with Purdue University
- * Teach Current Issues module to Bob Evans General Managers

Academic Experience, cont.

Interim Director, Hospitality Management Program/Undergraduate Advisor - College of Business Administration - Bowling Green State University, Bowling Green, Ohio, 8/89 - 7/90

- * In addition to above duties, served as academic advisor to over 500 students in the College of Business Administration

Instructor, Graduate Student Professional Development Program - Bowling Green State University, Bowling Green, Ohio, Summers, 1989 - 1991

- * Taught MacWrite to in-coming graduate students

Business Instructor - Stautzenberger College, Bowling Green, Ohio, 12/86 - 9/87

- * Taught Management, Accounting, Finance, Economics and Marketing
- * Led advisory group for new students

Industry Experience

Faculty Internship- Hyatt Regency Hilton Head, Hilton Head, South Carolina, 12/92

- * Calculated payroll for 100 casual employees during Renaissance Weekend
- * Served banquets for up to 1500 at the four-star resort

Faculty Internship - Holiday Inn French Quarter, Perrysburg, Ohio, 5/91 - 8/91

- * Worked as Manager on Duty for 311-room full-service property
- * Performed front desk, reservations, and auditing functions

Assistant Director of Dining Services - Professional Food Services Management, Averett College, Danville, Virginia, 5/84 - 8/84

- * Assisted in all financial aspects of the dining services
- * Supervised full-time staff of twelve employees
- * Organized and supervised operations of the college's food services including inventory control, scheduling, and menu-planning for 1500 students
- * Developed a marketing program for Averett College's food services

Catering and Service Manager - Professional Food Services Management, North Carolina School of Science and Mathematics, Durham, North Carolina, 7/83 - 5/84

- * Supervised all catering functions for the school
- * Assisted with bimonthly inventory and accounting procedures
- * Supervised full-time staff of eleven and part-time staff of over eighty work-study students
- * Organized and supervised daily operations of the school's food services including inventory control, scheduling, and menu-planning for 500 full-time students

Assistant Manager, The Parrot and the Peacock Restaurant, Bowling Green, Ohio, 3/80 - 6/83

- * Supervised all areas of the 120-seat full-service restaurant and the 150-seat cocktail lounge
- * Scheduled over fifty employees
- * Developed inventory control and theft control programs

Other Experience

Principal - Computer and Display Solutions, Bowling Green, Ohio, 8/87 - 8/89

- * Programmed, designed and installed computer systems for art galleries and small businesses
- * Designed and sold storage/display units for galleries and museums

Office Manager/Business Manager - Computer Resource Center at Bowling Green State University, Bowling Green, Ohio, 1/86 - 1/87

- * Developed and directed all marketing for the Center
- * Consultant for computer hardware and software
- * Developed and taught computer-related courses
- * Supervised office staff
- * Researched and wrote \$500,000 grant proposal for addition to the Center

Project Technician/Management Trainee - Owens-Illinois Television Products Division, Columbus, Ohio, 8/84 - 11/85

- * Acted as Project Manager for the plant
- * Designed and costed various projects throughout the plant
- * Supervised a \$3 million glass furnace rebuild
- * Trained in Systems Engineering, Industrial Engineering, and Plant Engineering departments

Consulting

Bob Evans Farms, Inc., 1993, Columbus, Ohio

Bowling Green Convention & Visitor's Bureau, 1993, Bowling Green, Ohio

Nate's Restaurant & Lounge, 1993, Port Clinton, Ohio

Articles in Refereed Journals

Bandy, M.D., "Workers' Compensation Claims in the Hospitality Industry: A Comparative Study," The Hospitality Research Journal, In press, 1993.

Bandy, M.D., "Reducing Accidents in the Hospitality Industry through Ergonomics," The Hospitality & Tourism Educator, In press, 1993.

Bandy, M.D. and L. Dopson, "Employee Assistance Programs: For the Future of the Hospitality Industry?" The Journal of Hospitality and Tourism Research, In press, 1993.

Bandy, M.D., "The Future of Hospitality Law," The Hospitality Research Journal, In press, 1993.

Presented Papers - Published in Proceedings (refereed)

Bandy, M.D., "Ergonomics: Yet Another Manufacturing Concept Applicable to the Hospitality Industry?" 1992 Conference of the Council on Hotel, Restaurant and Institutional Education. Abstract published in the Conference Proceedings.

Bandy, M.D., "A Comparative Study of Workers' Compensation Claims in the Hospitality Industry," 1991 Conference of the Council on Hotel, Restaurant and Institutional Education. Abstract published in the Conference Proceedings.

Presented Papers - Published in Proceedings (refereed), cont.

Bandy, M.D. and L. Dopson, "I'm Not as Drunk as You Think I Am: There is Help with Employee Assistance Programs," 1991 Conference of the Council on Hotel, Restaurant and Institutional Education. Abstract published in the Conference Proceedings.

Chapter in Book

Bandy, M.D., "Facilities Management: Introduction to Hospitality Property Management," Hospitality Management: An Introduction to the Industry, R. Brymer, Editor, Kendall/Hunt Publishing Company, Dubuque, Iowa, 7th Edition, 1993.

Invited Publication

"Eta Sigma Delta and the Future of Hospitality and Tourism," Eta Sigma Delta Newsletter, Council on Hotel, Restaurant and Institutional Education, Washington, D.C., Spring, 1993.

Panel/Workshop Presentations

"Organization Development for the Hospitality Industry," M.D. Bandy, A. Darrow, R. LaKosh, and A. Austin, 1992 Conference of the Council on Hotel, Restaurant and Institutional Education. Abstract published in the Conference Proceedings.

"Alumni Development," Fall 1992 meeting of the Ohio Council on Hotel, Restaurant and Institutional Education.

"Perspectives on the Soviet Union and Czechoslovakia," 1991 Conference of the Council on Hotel, Restaurant and Institutional Education.

"The Soviet Union after Perestroika," April 1991 meeting of the Administrative Staff Council, Bowling Green State University.

"Hospitality Curriculum and Cooperative Educational Experiences in Hospitality Management," Spring 1991 meeting of the Ohio Council on Hotel, Restaurant and Institutional Education.

Invited Presentations

"CHRIE Mentorship Program," Poster Session, 1993 Conference of the Council on Hotel, Restaurant and Institutional Education. Abstract to be published in the Conference Proceedings.

"Current Issues in the Hospitality Industry," Moderator, 1993 meeting of the Ohio Council in Hotel, Restaurant and Institutional Education.

"What Travelers Want Versus What Management Thinks They Want," 1992 Central States Travel and Tourism Research Association Conference.

"Issues Relating to Liquor Liability," Moderator, 1992 Conference of the Council on Hotel, Restaurant and Institutional Education.

Paper Reviews

The Council on Hotel, Restaurant and Institutional Education Conference, Paper Reviewer, 1993
The Hospitality Research Journal, Paper Reviewer, 1991

Grants Received

- * Faculty Development Committee Speed Grant, Bowling Green State University, 1992
- * Educational Foundation of the National Restaurant Association, Teacher's Work Study Grant, 1991
- * Administrative Staff Professional Development Grant, Bowling Green State University, 1991

Professional Memberships and Offices Held

- * Council on Hotel, Restaurant and Institutional Education (CHRIE)
 - Co-Chair, Membership Committee, 1992 - present
 - Strategic Planning Committee, 1992 - present
 - International Initiatives Ad Hoc Committee, 1992 - present
 - Member, Membership Committee, 1990 - present
 - Member, 1989 - present
- * Ohio Council on Hotel, Restaurant and Institutional Education (OCHRIE)
 - President, 1993 - present
 - President-Elect, 1992 - 1993
 - Member, 1989 - present
- * National Restaurant Association, Member, 1989 - present
- * Ohio Restaurant Association, Member, 1989 - present
- * American Hotel & Motel Association, Member, 1989 - present
- * Northwest Ohio Hospitality Association
 - Board of Trustees, 1989 - 1992
 - By-laws and Budget Committee Co-chair, 1991 - 92
 - Membership Committee Chair, 1990 - 1992
 - Scholarship Committee Chair, 1990
 - Member, 1989 - present
- * Owens College, Toledo, Ohio
 - Hospitality Management Program Advisory Board Member, 1989 - present
- * Rogers High School, Toledo, Ohio
 - Hospitality Management Program Advisory Board Member, 1989 - present

Awards/Honors

- * Faculty Member of the Year, Bowling Green State University, Sponsored by University Career Placement and Planning Services, 1992
- * Advisor of the Year, Bowling Green State University, Sponsored by Student Organizations Leadership Development, 1992
- * Master Teacher Award Nomination, Bowling Green State University, Sponsored by Undergraduate Alumni Association, 1992
- * Holiday Inn "Plus Performer" recognitions, 1991
- * Hollis A. Moore Outstanding University Service Award, Bowling Green State University, Sponsored by Undergraduate Student Government Association, 1990

International Experience and Education

- * International Comparative Law research in Poznan, Poland, 1993
- * European Community research at the Hague, 1993
- * Hospitality Delegation to Russia, Delegation Leader, 1992 and 1993
 - Sponsored by Bowling Green State University's Hospitality Management Program
- * Hospitality Delegation to the Soviet Union and Czechoslovakia, 1991
 - Sponsored by the Council on Hotel, Restaurant and Institutional Education

Teaching Strengths

- * Hospitality Policy and Strategy
 - Teaching evaluations for this class averaged 3.8/4.0 since 1990
- * Introduction to Hospitality Management
 - Teaching evaluations for this class averaged 3.7/4.0 since 1990
- * International Hospitality Corporations
- * Human Resource Management
- * Hospitality Law

Activities

- * Medici Circle (supporters of Fine Arts at Bowling Green State University), 1988 to present
- * Big Brothers/Big Sisters of Northwest Ohio, 1986 to present
- * Bowling Green State University Alumni Association, 1982 to present

References

Available upon request

Melissa-

I wanted to take this time to simply thank you for all your help these past couple years. I didn't realize at first how difficult it can be trying to find a career path right for me, but you offered great advice and made it less painful. Now that I'm going to face the "real world" shortly, I will always have the advice you gave me to help me become successful. Once again thank you for being such a caring and helpful advisor.

Sincerely,
 Jessie
 Monahan

Edward G. Prestileo
1813 Judson Dr.
P.O. Box 195
Huron, Ohio 44839

April 17, 1993

Malissa Dallas Bandy
Hospitality Management Dept.
Bowling Green State University
Bowling Green, Ohio 43403-0270

Dear Malissa:

Thanks a lot for the letter of recommendation. I am really impressed with it!

Your Introduction to Hospitality Management class was one of the most interesting classes I have taken. Your style of teaching is what made the class so much enjoyable and interesting. You are one of the very few instructors who hasn't forgotten what it is like to be a student. Many instructors at B.G.S.U. have lost sight on just how stressful college can be, especially when you work at the same time. You haven't and I respect you a lot for that! You are a lot of fun and have a great sense of humor. I have recommended your class to many people, but you better watch out for those Nixon impersonations! What a riot!!!

I almost felt guilty asking you to write me that letter because I know how busy you are, so thanks again!

Sincerely:

Edward G. Prestileo

Dear Melissa,

Once again, I would just like to thank you. Your help in my job search has been wonderful. The program is sure lucky to have you. I have good feelings about my new position with Holiday Inn. I think all has worked out for the best. Pass on a special Thank you to Donna also. She has also kept me informed on job openings. You both have been great. Thanks!

Beth
Ballinger





Bowling Green State University

College of Business Administration
Office of the Dean
Bowling Green, Ohio 43403-0260
(419) 372-2747
Fax: (419) 372-2875

July 15, 1993

Ms. Jill Carr, Chair
1993 Michael R. Ferrari Award
On-Campus Housing

Dear Ms. Carr:

I am pleased to endorse the nomination of Melissa D. Bandy for the 1993 Michael R. Ferrari Award. Melissa has directed our Hospitality Management Program since 1989, and her dedicated efforts have led to important advances in the program.

Melissa's responsibilities in the Hospitality Management Program are broad. She teaches, provides most of the program advising, and works extensively to place students in internships (the program requires an 800 hour internship) and in initial career positions upon graduation. She has established and worked very successfully with a program advisory board of representatives from the hospitality industry, an effort which has provided valuable support and professional perspectives for the program. Melissa has also established and led three student professional excursions to Russia, as well as several student professional trips to various sites in the U.S. The Undergraduate Student Government recognized her many and varied contributions to the campus community with a 1990 Hollis A. Moore Award.

Melissa is actively involved with the primary hospitality management professional organization, CHRIE (the Council on Hotel, Restaurant, Hotel, and Institutional Education), and is President-Elect of the Ohio chapter. In addition to her hospitality management activities, Melissa is also pursuing a Juris Doctorate at the University of Toledo Law School. She is making excellent progress on her degree, and should be finished within two years.

In summary, Melissa Bandy is doing an excellent job in all of her areas of responsibility. She would be a most worthy recipient of the Michael R. Ferrari Award.

Sincerely,

A handwritten signature in cursive script that reads "Fred E. Williams".

Fred E. Williams
Dean



Bowling Green State University

College of Business Administration
Office of the Dean
Bowling Green, Ohio 43402-2261
(419) 372-2747
Telex: BGSUOH
Fax: 419-372-2875

FAX TRANSMISSION SLIP

DATE: 7/16/93

FAX NUMBER: 2-8150

COMPANY NAME: On-Campus Housing

ATTENTION: Jill Carr, Chair 1993 Michael R. Ferraro Award

FROM: Ted Williams

1 PAGES FOLLOWING COVER SHEET

COMMENTS: Original
Copy will follow.



Bowling Green State University

College of Business Administration
Office of the Dean
Bowling Green, Ohio 43402-0265
(419) 372-2747
Fax: (419) 372-2875

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Sincerely,

A handwritten signature in cursive script that reads "Fred E. Williams".

Fred E. Williams
Dean

lx

THE 1993 MICHAEL R. FERRARI AWARD

I. Nominee:

Name: Bob G. Arrowsmith

Title: Interim Vice President for Student Affairs

Campus Address: 305 Student Services Building

II. Nominator:

Name: Barbara Keller

Title: Director, Residence Education

Campus Address: 425 Student Services Bldg. **Phone:** 2456

Adm. Staff **Faculty** **Student** **Classified**

III. Please include additional letters of reference from three other individuals for your nominee.

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 July 15, 1993. Late submissions will not be considered. Be sure that all additional pages are attached to the nomination form.**

**Jill Carr, Chair
On-Campus Housing
by July 15, 1993**



Bowling Green State University

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

July 14, 1993

MEMORANDUM

TO: The Ferrari Award Committee

FROM: *Barbara Y. Keller*
Barbara Y. Keller, Ph.D., Director of Residence Education

As a colleague of Bob Arrowsmith for well over twenty years, I am aware that his accomplishments and service to the University have been extraordinary and deserve recognition. For these reasons I urge the Committee to give very serious consideration to recognizing Bob Arrowsmith as the 1993 recipient of the Ferrari Award.

During the years of service at Bowling Green State University, Bob has played a key role in assisting the chief student affairs officer. He has quietly done this for three such officers. Since March 1992 Bob has carried the full responsibility of the Student Affairs Division. In effect, he not only has been carrying out his own responsibilities but as Interim Vice President, all of the responsibilities associated with that position. The number of people at this institution carrying this kind of workload is very limited. Bob has been uncomplaining in the assumption of these responsibilities and has willingly forged ahead to do what is best for the division with limited resources.

Bob is a person of integrity, a quiet but strong ethical leader. He is a fine role model in terms of being honest in his dealings with others. Staff members and students can count on Bob's word, a rare commodity in higher education today.

Bob is unassuming in his approach. He manages budgets and countless other tasks with an eye fixed to accomplishment without personal gain or recognition. His big picture approach over the past 16 months has allowed a greater openness out of the Vice President's Office. He has circulated minutes from the Executive Staff meetings and has convened several working committees such as Public Relations and Staff Development.

A real test of Bob Arrowsmith's commitment over these 16 months rests with seeing a need to pull the Division together without much personal gain. In my experience at Bowling Green State University not many people are willing to take on this amount of responsibility without receiving some kind of personal recognition or gain.

Bob's educational background is congruent with the post he has assumed. Many of the accomplishments through his leadership are reflective of this. He is informed on issues and has provided helpful direction to the Student Affairs division.

In conclusion, I believe Bob Arrowsmith is worthy of the highest recognition given to an administrative staff member. I believe his accomplishments coupled with a genuine commitment are unparalleled.



Bowling Green State University

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

Dear Michael R. Ferrari Award Selection Committee:

It is my honor to submit this letter in support of the nomination of Dr. Bob Arrowsmith for this year's Michael R. Ferrari Award.

As a graduate fellow in the Office of the Vice President for Student Affairs, I have had the pleasure of working with Dr. Arrowsmith for three years. When examining the criteria for the award, I realized that Dr. Arrowsmith embodies them all:

- Since March of 1992, Dr. Arrowsmith has served as the Interim Vice President for Student Affairs. I note this placement not because of the position prominence, but because Dr. Arrowsmith has filled this position while continuing to serve in his capacity as Associate Vice President with no additional administrative support. In fact, the classified staff in the office was reduced by one member.
- While serving in this dual capacity, most individuals would have to concentrate on "putting out fires." However, Dr. Arrowsmith has adopted a proactive stance and dedicated himself to moving Student Affairs forward during his leadership. As a result of his initiative and determination, input was gathered from all areas of the division and two committees were formed to meet the needs associated with preparing the division for 2000 and beyond.
- Further evidence of Dr. Arrowsmith's innovation and initiative rests in an examination of his efforts during the recent budgetary constraints. Faced with the need to reduce the Division budget, Dr. Arrowsmith formulated a solution which accomplished the financial goal, but also strengthened the career planning and placement function by realigning so as to allow for "one-stop" career service at BGSU.
- Dr. Arrowsmith is a highly regarded member of the University community. During his career he has served on numerous division and University committees and developed strong ties with all constituencies on campus including other administrators, faculty and students.

Throughout our professional relationship, Dr. Arrowsmith has demonstrated a strong devotion to the University, the staff and the students. When dealing with situations, he carefully weighs the needs and wants of each group and formulates an appropriate solution. All of his encounters are marked by genuine interest, support and concern for those involved.

In closing, the strongest support I can give for Dr. Arrowsmith's nomination is to say that as a young professional I hope to emulate his devotion to innovativeness, performance, and professionalism, and genuine concern for those in the environment. If I can answer any questions for you, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "T. Lynn Hogan", written over a horizontal line.

T. Lynn Hogan
Administrative Intern, Student Affairs



Bowling Green State University

Medical Director
Student Health Services
Bowling Green, Ohio 43403-0147
(419) 372-2271
Cable: BGSUOH

7/1/93

MEMORANDUM

TO: Ferrari Award Committee

FROM: Josh Kaplan

RE: Bob Arrowsmith

I believe Bob Arrowsmith would be a worthy recipient of the Ferrari Award. In the last year, Bob has served as interim vice president. In this role, he has clearly demonstrated his willingness to go "above and beyond." Just accepting the position entailed a huge commitment of time and energy, especially since there was no replacement for his old position of associate vice president. He has had to deal with a number of difficult issues, including budget constraints, layoffs, charges that the university was guilty of racial discrimination, and condom vending machines in residence halls. He has confronted these issues with patience, energy, and a determination to be fair. As an example of his fairness, under his direction, the Student Affairs office that has lost the most staff has been his own.

Bob has also demonstrated innovation and initiative. He has promoted growth within Student Affairs, by actively involving all levels of Student Affairs staff in strategic planning. Within the last year, under his direction, we established staff development in cultural diversity as a top priority, and then provided workshops in this area for the entire Student Affairs staff. We also reviewed the Student Affairs mission statement, and established new committees for staff development and public relations. Considering that he is serving in an interim role, and that there have been plenty of unavoidable issues to address, Bob has shown exceptional initiative in forging so much that is innovative and new.

I know you get many worthy nominees each year, but I doubt you ever get anyone who has worked harder, or with more dedication and devotion, than Bob Arrowsmith.



Bowling Green State University

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

July 2, 1993

MEMORANDUM

TO: Ferrari Award Selection Committee

Ruby Bell

FROM: Ruby Bell, Secretary, Interim Vice President for Student Affairs

RE: Letter in Support of Nomination of Bob Arrowsmith

I have worked with Bob Arrowsmith for the past 14 years. During this time he has served various roles in Student Affairs and has often been the backbone of the Division. He has always and can always be depended on to "do the right thing" and "get the job done" - WELL!

In the Spring of 1992, Bob became the Interim Vice President for Student Affairs. He assumed this position during difficult monetary times. His former position of Associate Vice President for Student Affairs remains vacant and Bob continues to do both jobs. His dedication is evident. Bob has not only continued to do both jobs, but has also operated in a proactive style. During his tenure as Interim Vice President for Student Affairs, he has created the Staff Development Committee and the Public Relations Committee. The purpose of these committees is to enrich and promote Student Affairs staff members. This is one step in his mission to promote unity and teamwork within the Division of Student Affairs. Bob helped to develop Recreational Sports by supporting the reorganization and staffing of that area so that it can operate at its best. Career development services were moved into the Career Planning and Placement Office; thereby providing fluency for students for the purposes of career exploration, advising, planning and job placement. Currently, Bob is focusing his efforts on assisting Financial Aid and Student Employment in their struggle to package and verify financial aid using the new AMS computer system. The process has been plagued with problems, but Bob has been available to provide assistance and support.

Bob is accessible to all members of his staff. He is available and willing to talk with or help students and parents. Bob is a fair-minded administrator with difficult decisions to make. Although some of his decisions have been unpopular, he has made those decisions based on careful research and forward thinking.

I fully support Bob Arrowsmith's nomination for the Ferrari Award. If you need additional information, please contact me at 2147.

July 14, 1993

Jill Carr, Chair
The 1993 Michael R. Ferrari Award
On-Campus Housing
Bowling Green, OH 43403

Dear Ms. Carr:

I write this letter in support of the nomination of Bob Arrowsmith for The 1993 Michael R. Ferrari Award. I believe Bob has done an outstanding job as Interim Vice President for Student Affairs. He has led the Division during a period of financial hardship which has required difficult personnel actions. I know that he agonized over these decisions weighing carefully the human dimension of each. His formation of the Staff Development and Public Relations committees is yet another indication of his concern for the employees of the Division and how our work is communicated to the University community.

Bob has been my immediate supervisor for more than nine years. Throughout the years I have always counted on Bob for his sound judgement and unique insight. He has consistently demonstrated his support for the members of the Career Planning and Placement Services staff and for me. Encouraging each of us to continue to develop professionally, he has always acknowledged our successes. We would not think of celebrating a professional milestone without him.

His contribution to the University over the years is well documented. Serving as Chair of the Advisory Committee on General Fee Allocations has required Bob to work many weekends over several years. He has also served with distinction on the numerous University committees - Intercollegiate Athletics, Financial Aid and Student Employment, Project 90 Steering, and Honors and Awards. Not only has Bob willingly given of his time to the University and Division, he has also held leadership positions in the National Association for Student Personnel Administrators. In the recent past, he coordinated the placement service at a regional NASPA conference. Clearly, not a job undertaken for fun.

The 1993 Michael R. Ferrari Award would be a fitting acknowledgement of Bob Arrowsmith's exceptional performance and contribution to Bowling Green State University.

Sincerely,


JoAnn Kroll

THE 1993 MICHAEL R. FERRARI AWARD

I. Nominee:

Name: Dr. Joan C. Morgan

Title: Director, Academic Enhancement

Campus Address: Academic Enhancement

II. Nominators

Name/Title: Cynthia Colvin, Assistant Director, Academic Enhancement/
Pre-Major Advising

Name/Title: Susan Pauly, Associate Director, Student Support Services

Campus Address: Academic Enhancement Phone: 372-2677

Adm. Staff Faculty Student Classified

III. Please include additional letters of reference from three other individuals for your nominee.

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 July 15, 1993. Late submissions will not be considered. Be sure that all additional pages are attached to the nomination form.

Jill Carr, Chair
On-Campus Housing
by July 15, 1993

It is with great pleasure and enthusiasm that we nominate Dr. Joan C. Morgan for the Michael R. Ferrari Award. Dr. Morgan has long been an advocate of students and staff on this campus, as will be illustrated by her many and varied accomplishments in the areas of innovation and initiative, performance, and relationship with the University community described in this nomination. Letters of support from other members of the University community follow this narrative.

Innovation and Initiative

By participating in the creation of a new University area, Academic Enhancement, Dr. Morgan made significant contributions to the efficiency, effectiveness, and coordination of student academic services provided on this campus. The organization of Pre Major Advising, the Writing Laboratory, the Mathematics Laboratory, the Study Skills Laboratory, the Advanced Placement Program, the Post Secondary Enrollment Options Program, and the Student Support Services program within one area has facilitated increased communications between the various components; allowed the components to effectively share physical and personnel resources; and has improved the quality of academic support services provided to students at Bowling Green State University. Since the area's creation in 1985, Academic Enhancement has served increasingly large numbers of students, has improved the retention of students involved in the academic components, and has contributed to the overall retention rates achieved by the University.

Part of the growth in Academic Enhancement is the direct result of revisions made by Dr. Morgan in the Student Support Services

project. In preparing grant proposals for the federally funded educational opportunity program, Dr. Morgan has been able to increase the number of professional staff members funded by the grant, thereby decreasing the student/staff ratio and allowing for a larger variety of more intensive services as well as more frequent contact with students. The increased number of staff and intensified services to participants in the program has led to a significant increase in program retention since Dr. Morgan became the project director in 1985. As the project director, she also solicited an evaluation of the program by an outside professional who provided a written report suggesting ways in which the program might be improved. Issues identified in the report were addressed and relevant changes incorporated into the next grant proposal.

Periodically in her career at Bowling Green, Dr. Morgan has observed policies and procedures she feels are contrary to the best interests of students. In each case, she has worked hard for reform which would positively contribute to the academic performance and retention of students attending the University. One example of Dr. Morgan's perseverance has been her longitudinal study of academic success at BGSU by underprepared and/or minority students which resulted in a modification of academic regulations for first semester freshmen who are now allowed to enroll for a consecutive semester on probation even if they fail to achieve good academic standing during their first semester of enrollment. She also chaired the University Academic Support Council committee which is responsible for forthcoming changes in the reading skills placement testing procedure. After working closely with the American College Testing Program, Dr. Morgan

was able to determine that analogizing the ACT scores of incoming student would provide a more accurate indication of their reading ability than the measure currently used.

In 1992 layoffs at the University resulted in the reorganization of several University offices. As a result, the Advanced Placement and Post Secondary Enrollment Options programs were transferred to Academic Enhancement. Upon assuming without compensation the administration of these two programs, Dr. Morgan reviewed each for quality and efficiency. Her examination resulted in the streamlining of the registration process for high school students attending BGSU. After networking with other institutions involved in post secondary enrollment programs for high school students, she also created an orientation for the high school students which is based upon a student development model.

Dr. Morgan's resourcefulness has not escaped the notice of her colleagues. She was appointed to the University Retention Committee and made significant contributions to the recommendations made by that committee, thus influencing the University's policies and priorities over the years to come.

Performance

As a member of the University Academic Support Council, Dr. Morgan has always been willing to participate in committee work. Similarly, she has been an active member of the Administrative Staff Council, working on the professional development committee and the succession planning committee. During the 92-93 academic year, Dr. Morgan served on the executive committee, an elected position which indicates that her peers have respect for her and confidence in her

leadership abilities. As a member of Administrative Staff Council, Dr. Morgan volunteered to organize, publicize, and coordinate the EG Effect Program. The program was established to increase retention and to offer new freshmen a mentoring experience. Students volunteered to participate in the program and were paired with a University staff person who offered individual support to help the student make the transition to college life.

As a member of the Directorate Board for ACPA's Commission 16 from 1988-91, Dr. Morgan studied the pedagogy related to learning skills laboratories, evaluated the performance of various models, and demonstrated the expertise she has developed through her supervision of the learning laboratories at this University. Her participation in Commission 16's Learning Centers in Higher Education study helped to disseminate information and standardize learning center practices nation-wide.

Although her position does not require it, Dr. Morgan has advised incoming students during Pre Registration, advised students during the academic year, traveled to the Firelands campus to advise students there, made presentations during Orientation, and participated in Preview Days. She continues to engage in these activities in order to maintain an accurate and current understanding of student concerns and needs, as well as to represent the area in a positive, professional manner.

Dr. Morgan has procured a vast amount of resources for the University through her grant writing activities and her knowledge of

legislation pertinent to the United States Department of Education. Since becoming the project director of Student Support Services in 1987, Dr. Morgan has prepared grant proposals and continuation requests resulting in the acquisition of over 1.5 million dollars in federal funds. These funds have been utilized to increase the retention of low income and first generation college students.

On a national level, Dr. Morgan has served as the regional representative for the National Association of Academic Advisors. She also served on the placement committee for the same association.

Relationship with the University Community

Dr. Morgan's most immediate influence on the University community is through her supervision of eleven administrative staff members, four classified staff members, eight graduate students, and seventy-five student employees. As the Director of Academic Enhancement, Dr. Morgan is extremely supportive of her employees. She challenges her staff, which is composed of individuals from diverse ethnic groups and a wide range of educational backgrounds, to develop professionally and continually improve their individual performance. She also promotes consensus building throughout the area and with other areas.

Her humanistic educational philosophy is also reflected in her implementation of direct services provided to students. She is flexible and that flexibility has been incorporated into the area's willingness to address a variety of student needs. Through her work as the project director of Student Support Services, she has become particularly sensitive to the needs of low income and minority students. She has demonstrated her sensitivity by providing a wide

range of employment opportunities for students in the administrative offices and learning laboratories which comprise Academic Enhancement.

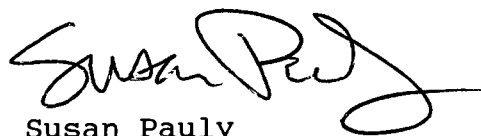
As an advocate of students, Dr. Morgan has also created special opportunities for students, including an awards ceremony recognizing the achievements of disadvantaged students. She has further expanded the experiential range of disadvantaged students by facilitating visits by groups of students to Marion Correctional Institution to explore their potential as criminal justice professionals and to interact with prisoners in order to understand the dynamics of crime and delinquency.

Dr. Morgan was a member of the University's Human Relations Commission for three years, including one year during which she was chair. During her tenure, she worked to create a University environment free from harassment based upon race, gender, age, disability, religion, or sexual orientation, thereby improving relationships among all individuals at Bowling Green State University.

Summary

Throughout her entire career at Bowling Green State University, in each position and role she has filled, Joan Morgan has strived to produce programming and deliver services characterized by quality and integrity in order to guarantee students at this institution a rewarding educational experience. She has done so by performing at levels far beyond that which have been required of her, and she has done so while always respecting her fellow employees and treating them with the utmost professional kindness. Both her actions and her

words have qualified her as a role model for her peers and for the students who encounter her during their stay at BGSU. Certainly she exemplifies the caring attitude and sensitivity required for the heartfelt recognition symbolized by the Michael F. Ferrari Award.



Susan Pauly

Associate Director

Student Support Services



Cindy Colvin

Associate Director

Academic Enhancement

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Page



Bowling Green State University

Office of Multicultural Affairs
424 Student Services Building
Bowling Green, Ohio 43403-0161
(419) 372-8357 or 2642
Fax: (419) 372-8150

July 12, 1993

To: Ferrari Award Committee

Fm: Jack Taylor, Office of Multicultural Affairs

Re: Joan Morgan for Ferrari Award

I am writing in support of the nomination of Joan Morgan for the 1993 Ferrari Award. I have known and worked with Joan for approximately fifteen years, and believe that she deserves this honor for what she has accomplished and for who she is.

As Director of Academic Enhancement/Pre-major Advising, Joan has demonstrated outstanding leadership skills and a commitment to helping students achieve their academic and personal goals. Under her direction, the Office of Academic Enhancement has taken the leadership role in providing a variety of exemplary programs and activities to increase student retention. Also, Joan has always been willing to assist other areas in accomplishing their programmatic goals. For example, the support provided by her area to the Pre-college Summer Program for Black and Hispanic Students was very instrumental to the initial development and subsequent success of the Program. Additionally, on several occasions, I've had to consult with her on matters pertaining to student retention activities. Her counsel has always been thoughtful, and demonstrative of the highest regard for the academic and personal welfare of students.

In summary, I believe Joan Morgan has demonstrated a commitment to the human dimension by exhibiting an open and caring attitude toward the students, faculty and staff of the University. Her efforts and exemplary degree of professionalism has truly helped to make the University an environment for excellence. I believe she would be an extremely worthy recipient of the Ferrari Award.



Nomination of Joan Morgan
for
The Michael R. Ferrari Award

I have the privilege of writing supporting letters for two individuals who have been nominated for the Ferrari Award. I am pleased to write the letters because both persons are excellent candidates, who deserve this recognition. The one who does not receive the award this year should receive it next year.

I have known Joan Morgan for approximately 15 years, and worked most closely with her while I was Director of the University Honors Program. From my earliest meeting with Joan when she was Director of University Division, it was clear to me that Joan had a vision about how this university should be working with its students not to only assist students succeed, but also to strengthen the overall commitment of the university to quality education. Joan demonstrated this commitment by her dogged attention to the needs of students and her constant pursuit of better ways to meet those needs. A quick look at Joan's record quickly reveals her dedication to quality education as she led the formation of the University Division and then the office of Academic Enhancement. It should be emphasized that while this office is now seen as a University fixture and the number of students using its services are growing annually, University administrators did not search for Joan to start the Program. The Program started because Joan conceived the idea, developed it in the University Division, and expanded and improved the concept in Academic Enhancement. This student-centered approach to education is a result of Joan determination.

While I was Director of the Honors Program, I had frequent opportunity to work directly with Joan. Many Honors students either had not declared majors or were unsure about whether they had chosen the best major for them. Whenever possible, we directed those students to see Joan because we knew that the students would not only receive accurate information, but they also would receive that information from someone who cared about them and their future. Students frequently reported back to us that the advisors were very helpful in dealing with academic and other matters. In fact, the Center is so successful with its work that many Honors students were reluctant to leave Pre-Major Advising. Although they clearly understood that they should get advising that directly related to their majors, they greatly appreciated the care and concern demonstrated by Joan Morgan and her staff.

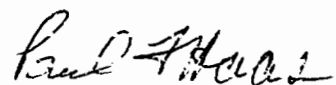
I have served with Joan on several committees, and I look forward to working with her. It is a definite pleasure to go to a meeting knowing that work will be accomplished. That result was always the case when Joan was a committee member. Not only had she done homework, but she often had issues laid out so clearly that the rest of us were able to go directly to the most

important aspects of the problem and search for resolution.

I find it comforting to know that with Joan now supervizing a large staff her student-centered concerns have been transferred to her staff. I am currently working with a graduate student who has significant writing problems, and I have sent her to the Writing Lab. I am amazed with the amount of attention that the staff person has dedicated to the student. It is clear to me that the goal of the Lab is to assist students improve their writing skills, and not to simply get them through the next assignment. I also believe that this attitude exists because Joan Morgan is the director of the program.

When I read the criteria for the Ferrari Award, it appeared as if it were written with Joan Morgan in mind. The major criteria of human dimension, sensitivity to others by showing an open, caring attitude, attention to growth and development if the University all are seen in Joan's daily actions. Her work with students has led to the development of one of the University's most successful programs. And, as I have said previously, a major reason for the great success flows directly from Joan's sensitivity to others and her caring attitude.

Joan is an outstanding person who has contributed significantly to the stature of EGSU. She is very deserving of this award. I urge you to give her the utmost consideration.



Paul F. Haas
Professor of Economics



Bowling Green State University

College of Arts and Sciences
Office of the Dean
Bowling Green, Ohio 43403-0210
(419) 372-2015
Cable: BGSUOH

July 14, 1993

MEMORANDUM

To: Ferrari Award Committee

From: Beth A. Casey
Coordinator for General Education and Special Programs

Re: Nomination of Dr. Joan Morgan, Director of Academic Enhancement for the Ferrari Award

I am writing to nominate Dr. Joan Morgan for the Ferrari Award because her innovative contributions to Bowling Green State University over the past fifteen years have had an extensive impact on the quality of the education we are able to provide and because the results of these innovations have extended far beyond her own immediate area of supervision. I believe she is very justly deserving of this distinction.

I have known and worked with Joan Morgan for fifteen years. In 1978 Joan was hired as an associate for advising in the University Division of General Studies. I became Director of the newly reconstituted unit, the Center for Academic Options in 1980 and immediately created the Directorship of the University Division for her work with pre-major students, then called college undeclared students. Joan Morgan initiated in the Division an outreach advising office with the highest retention rate for freshmen and sophomores of any unit on the campus. She was not required to set up outreach advising, but she believed that the university needed to come to the students--especially students who had not yet declared a major and who had, potentially, the highest drop out rate. Joan initiated the use of graduate students as advisors to assist her in the Division and trained the advisors herself. Pre-Major Advising to this day is the central home of more than twelve hundred students who enter the university on an exploratory basis to take general education courses and inquire into a variety of majors before making a decision. Students were loath to leave the Division, and still are, because it offers the most personalized advising on the campus.

A second innovation of Dr. Morgan's was the establishment of an all university advising council which is still flourishing. Early in the eighties Joan saw the need for coordinating advising in the university. She organized a university council of advisors to provide better assistance to entering students and to other students throughout their four years in the university. In her usual modest fashion, she chose not to chair this group but to initiate a revolving chair instead. The council continues to this day as BGSUASK and involves other administrators working with students. It is one of the few councils in the university which creates partnership for academic and student affairs.

Joan left the Center for Academic Options to lead the innovative new unit of Academic Enhancement which united Pre-Major Advising with developmental units in reading, writing and mathematics and joined those units to an advising office for disadvantaged students. At the time, she worked with Minority Affairs, in particular, to offer special services to minority students in the office of Disadvantaged Students and elsewhere. She also obtained a large federal grant each year for assistance to disadvantaged students, and she has initiated tutorial services for freshmen and sophomores.

I should add that Academic Enhancement has the same student oriented ambience which characterizes any office Joan has supervised. A year does not go by that some fresh vision does not come from her office. I recommend her highly for this award as I believe she has not only achieved administrative excellence of the highest caliber, but she has aided the university to unite academic and student affairs in unique and compelling ways, providing a model for our future. This award is long overdue.

•

Dr. Morgan's Resume

RESUME

Joan C. Morgan, Ph. D

Home Address

612 Normandie Boulevard
Bowling Green, OH 43402
(419) 352-6648

Office Address

Academic Enhancement
Bowling Green State University
Bowling Green, Ohio 43403
(419) 372-2677

Professional
Experiences

1985 - present

BOWLING GREEN STATE UNIVERSITY
Director, Academic Enhancement and Pre-Major
Advising.

CURRENT AREAS OF RESPONSIBILITY

Administration

Direct Academic Enhancement, an academic support program for all students at the University. The Writing Laboratory, the Study Skills Laboratory, the Mathematics Laboratory, the Office of Pre-Major Advising and the Student Support Services program are housed within Academic Enhancement. Serve as Project Director for the Student Support Services Program, a federally funded program for disadvantaged students. Supervise a staff of ten professionals, four secretaries, eight graduate students and seventy-five student employees. Administer budgets totaling over \$600,000. Coordinate university-wide mentoring program for new students.

Grant Writing

Have written grants and received over one million dollars in funding for support programs for disadvantaged students.

Counseling

Conduct both individual and group counseling and advising sessions with students who are unsure of their major area of study as well as with students experiencing academic difficulty.

Research

Conduct institutional studies on undecided students and students enrolled in basic skill classes. Conduct follow-up studies on disadvantaged students.

Committee Assignments

University Academic Support Council. Human Relations Commission. Chair, Academic Enhancement Advisory Committee. Administrative Staff Council. University Retention Committee. University Task Force for Adult Learners. Summer Freshmen Program Advisory Committee.

1978-1985

Director, University Division
Established and directed an innovative academic advising program for students entering the university unsure of their major area of study. Involved directing a summer pre-registration program, training staff members to work with undecided students, and liaison with college and student affairs offices on campus. Was promoted as part of a major reorganization at Bowling Green State University to direct a newly created office, Academic Enhancement.

1970-1975

STATE UNIVERSITY COLLEGE AT BUFFALO
Associate Director of Career Counseling and Placement.

AREAS OF RESPONSIBILITY

Career counseling and placement counseling for liberal arts students and students in technological areas. Graduate school advisement for all undergraduate students. Organized career days and seminars. Responsible for office publications. Served as Acting Director for a six month period in the absence of Director. Supervised staff of two professional counselors and four secretaries. Conducted placement studies on graduates. Conducted surveys on student reactions to placement services. Visted potential campus recruiters to attract them to campus. Implemented job search workshops for seniors. Implemented taping of mock interviews for graduating seniors. Left position to return to graduate school.

Resume

Joan C. Morgan, Ph.D.

Page 3

1967-1969

UNIVERSITY OF PITTSBURG
Assistant Director of Educational Placement.

AREAS OF RESPONSIBILITY

Placement of seniors in the College of Education. Graduate school advisement. Liaison with academic departments in all placement activities related to

their graduate students. Communication with University community about job information. Communication with school districts about potential candidates.

1965-1967

STATE UNIVERSITY COLLEGE AT BUFFALO
Assistant Dean of Students

AREAS OF RESPONSIBILITY

Director of residence hall for freshmen and sophomore women. Chairperson of resident assistant selection committee. Compiled and edited handbook for new residence hall staff members. Worked with hall councils in programming and discipline cases.

Educational Experiences

1975-1978

BOWLING GREEN STATE UNIVERSITY, Bowling Green, Ohio. Ph.D. in Educational Administration and Supervision with specializations in Higher Education and College Student Personnel.

Was awarded a nonservice doctoral fellowship. Held assistantships with the Dean of the College of Education and with the Continuing Education Office.

1964-1965

PENNSYLVANIA STATE UNIVERSITY, University Park, Pennsylvania, M. Ed. Counselor Education.

Held research assistantship in the Counselor Education Department. Elected secretary of student honorary organization.

Resume

Joan C. Morgan, Ph.D.
Page 4

1960-1964

RUSSELL SAGE COLLEGE, Troy, New York, B.A. History and Political Science.

Was a Kellas Scholar, an honorary society for outstanding students. Edited student handbook. Vice President of residence hall in the freshman year. Participated in Maxwell School summer program in Washington, D.C.

Teaching Assignments

Have taught the following courses at Bowling Green State University.

"University Seminar," an orientation class for new freshmen.

"Organization of the School in Relationship to Society," a course for seniors in the College of Education.

"Academic Advising: A College Student Personnel

Function," Graduate seminar in the College Student Personnel Department.

"Summer Transition," An orientation course for Summer Freshmen.

Presentations

"Using Student Affairs Staff in Academic Advising of Undecided Students." A presentation made at the 1979 Residence Life Workshop, Bowling Green State University.

"Preparation of Academic Advisors." A Presentation made in October, 1980, with Dr. Audrey Rents at the Williams Midwest Regional ACADFAD Conference, Bowling Green State University.

"A Graduate Course for Future Academic Advisors." Presentation made at National Association for Academic Advisors (NACADA) Indianapolis, 1981.

"How to Provide Quality Advising with Limited Resources," National Association of Academic Advisors, October, 1983.

Resume

Joan C. Morgan, Ph.D.

Page 5

Publications

"Programmatic Organization in Higher Education: A Case Study at Bowling Green State University." Unpublished doctoral dissertation, December, 1978.

"Bowling Green State University, University Division," Forum for Liberal Education, February, 1981, III, No. 4, pg. 5-6.

"University Division," Campus Practices for Students with Undeclared Majors. Description of Current Programs. The ACT National Center for the Advancement of Educational Practices, Iowa City, Iowa, 1981, pps. 1-5.

Awards

and

Honors:

Doctoral Fellow at Bowling Green State University. Selected for membership in Phi Delta Kappa and Pi Lambda Theta. Fellow Scholar.

Offices

Held:

Regional representative to National Association for Academic Advisors, (NACADA), 1982.
Placement chair for the National Association of Academic Advisors (NACADA), 1983, 1984.
Academic Affairs representative to the Administrative Staff Council at Bowling Green State University. Directorate Board, ACPA Commission XVI: Learning Centers in Higher Education, 1988-91.

References furnished upon request.

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You Are Invited to Attend the

***Administrative Staff
Fall 1993 Reception***

***Monday, August 30 3-5 p.m.
Community Suite, University Union***

*Come join your administrative staff colleagues
at our fall gathering.*

Refreshments will be served.

THE 1993 MICHAEL R. FERRARI AWARD

I. Nominee:

Name: Diane Regan

Title: Executive Assistant to the Dean (College of Arts and Sciences)

Campus Address: 205 Administration Building

II. Nominator:

Name: Ralph N. Townsend

Title: Interim Dean, College of Arts and Science
Professor of Mathematics

Campus Address: 205 Administration Building Phone: 372-2340

Adm. Staff Faculty Student Classified

III. Please include additional letters of reference from three other individuals for your nominee.

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 July 15, 1993. Late submissions will not be considered. Be sure that all additional pages are attached to the nomination form.

Jill Carr, Chair
On-Campus Housing
by July 15, 1993

COLLEGE OF ARTS AND SCIENCES
Bowling Green State University
Office of the Dean

205 Administration
Building

Tel: 372-2015

July 14, 1993

Jill,

Dr. Townsend had to leave at 6:30 this morning for Columbus so I signed this in his absence. .

Sylvia
2.2017



Bowling Green State University

College of Arts and Sciences
Office of the Dean
Bowling Green, Ohio 43403
(419) 372-2015
Cable: BGSUOH

July 14, 1993

MEMORANDUM

TO: Jill Carr, Chair
Michael R. Ferrari Award Committee

FROM: Ralph N. Townsend *Ralph Townsend sd*
Interim Dean, College of Arts and Sciences

RE: Nomination of Diane Reagan for the 1993 Ferrari Award

I wish to recommend Diane Reagan, Executive Assistant to the Dean in the College of Arts and Sciences, for the 1993 Ferrari Award.

I have known Diane since 1986, when she joined the College Office staff. Since that date I have worked closely with her, especially in my two terms as Interim Dean. She has been an extremely valuable assistant, along with taking on many independent tasks within the office as well as across the University. She started into the job at a run, and has been going at a fast pace ever since. She never stops at the end of the work day, frequently taking work home, or coming in on weekends and forgoing vacation to make certain that the work of the College gets done promptly and well.

In addition to her normal duties as Executive Assistant, Diane has taken on responsibility for the very successful monthly Arts and Sciences Faculty Forum Luncheon/Speaker series, arranging for speakers and overseeing the program, has been responsible for publication of *Dimensions*, the Arts and Sciences Alumni Newsletter, has conducted surveys of Arts and Sciences graduates, and is frequently involved with outreach efforts and contacts for the College.

Within the College, and across the University, Diane has come to be regarded as a key resource person for information needed by Chairs and Directors, faculty, and many other administrators. She has developed a very comprehensive knowledge of employment, immigration, and affirmative action regulations, and is a very strong promoter of appropriate application of these policies. Diane has been the primary contact within the College for many persons concerned about personnel matters, and has organized annual workshops for Chairs and faculty concerned with preparing for promotion and tenure review. Through all these actions she has earned the trust and confidence of many employees when they have concerns or need assistance.

Jill Carr, Chair
Michael R. Ferrari Award Committee
July 14, 1993
Page 2

Diane has been a particularly diligent guardian of equal opportunity and equally aggressive in any sexual harassment matters. She has been a key person in the success of the Arts and Sciences Minority Affairs Advisory Committee, and has served on special review panels and made presentations to numerous groups on these issues. She has frequently been sought out by students, faculty and staff for advice and help in cases of behavior or threats by others, and has often played a key role in pursuing and resolving such problems. She really deserves an honorary appointment in the Affirmative Action/Equal Opportunity office for her service in this area.

Diane's importance to the College and its personnel is such that I cannot imagine how we would operate without her; certainly we could not deliver the level and quality of service we now do, and my job would be much more difficult without her assistance. I believe the accompanying letters provide convincing evidence of the contributions she has made to the University community and of the good will she helps engender through her many contacts. Throughout all these activities, Diane always maintains a friendly, spirited attitude that makes working with her always a pleasure. I cannot think of anyone more deserving of the Ferrari Award.

sd



Bowling Green State University

Department of Computer Science
Bowling Green, Ohio 43403-0214
(419) 372-2337
Cable: BGSUOH

MEMORANDUM

To: 1993 Michael R. Ferrari Award Committee

From: Ann-Marie Lancaster, Chair *aml*

Date: July 14, 1993

Re: In support of Diane Regan's nomination

I am delighted to write in support of the nomination of Diane Regan for the 1993 Michael R. Ferrari Award. In her role of executive assistant to the Dean, Diane consistently goes well beyond the requirements of her position responsibilities to provide an extraordinary level of assistance and guidance to our department. Whether it is helping us decipher the specifics of a new federal regulation or providing us insight into the rationale behind an administrative request or serving as a sounding board as we consider alternate approaches for dealing with a particular problem situation, Diane focuses her attention and energy on our problem or need. One member of our department recently made the following comment. "Although you know Diane is very busy, when she is interacting with you, you don't feel rushed. She takes the time to help you solve the problem. Diane is very receptive, courteous and always willing to help."

As a department chair, I know that because of the energy and dedication with which Diane assumes her responsibilities, my effectiveness as a department chair is enhanced. Her ability and willingness to respond swiftly and accurately to my questions and inquiries enables me to respond effectively and efficiently. Diane appreciates the importance of addressing an issue or problem within the context in which it is occurring. For example, she has taken the time to become familiar with how our department functions and to understand the underlying philosophical basis upon which our departmental policies have been developed. When she works with us on departmental related matters, she does not suggest "boiler plate" alternatives. Rather, she seeks solutions that are consistent with our departmental priorities. One of the strongest indicators of the high regard members of our department have for Diane is the frequency with which we seek her advice or appraisal.

Finally, in whatever Diane does, her extensive knowledge and understanding of the many diverse areas of the university and her genuine concern for the various constituents of the university community are clearly evident. Diane is truly deserving of the public recognition and appreciation provided through the Michael R. Ferrari Award.



Bowling Green State University

Department of Popular Culture
Bowling Green, Ohio 43403-0226
Telephone: 419-372-2981
Cable: BGSUOH

July 12, 1993

MEMORANDUM

From: Christopher D. Geist, Chair

A handwritten signature in black ink, appearing to read "Chris Geist".

To: Michael R. Ferrari Award Committee

Subj: Diane Regan Nomination; Letter of Support

I am most pleased to support the nomination of Ms. Diane Regan for the Ferrari Award. Indeed I do so with pleasure and great enthusiasm, for I know of no member of the BGSU staff who would be more deserving. Diane Regan's diligence and careful attention to detail in a very demanding position have benefitted the entire College of Arts and Sciences and the University as a whole. She carries out her duties with cheerfulness and grace even in the face of a demanding and often almost unforgiving workload. Hers is a critical position, one which requires an individual who does not resent the many surprise tasks which arise nor the frequent need to work well beyond normally expected hours and expend more than the contracted time and effort. Diane Regan is just that sort of person!

I have been proud to serve with Ms. Regan on the Dean's Advisory Committee on Minority Affairs of the College. In her role as secretary of this Committee Diane Regan has devoted countless hours to insure that the members of the Committee receive timely information. She has taken the initiative in setting an appropriate agenda for the group and has willingly worked additional unpaid hours to see that the group's work is carried through. Recently, in spite of an extremely full agenda in her own office, Diane agreed to take on the task of serving the new University-wide Committee on Minority Affairs as its secretary. She organized the first meeting, a difficult assignment which involved coordinating the schedules of representatives from each of BGSU's colleges and the library. She also prepared the first agenda for the new group, established reasonable goals for 1993-94, and agreed to coordinate the first session in the fall. I believe that without Diane Regan's devotion and willingness to go beyond what is required of her that the A&S Advisory Committee on Minority Affairs would never have become so active and significant a force as it is. I also doubt that the University-wide group would have been created without her hard work and leadership.

Another of Diane Regan's many important contributions has been her coordination of the Arts and Sciences Forum series. This important series represents one of the few opportunities for faculty from all of the A&S disciplines to meet, converse, share ideas, and hear speakers of general interest and from a wide variety of perspectives and disciplines. Diane Regan has consistently developed a monthly program which is stimulating and informative. Her efforts have been rewarded by increased attendance during the past two years and the series is highly successful in building collegiality among A&S faculty. Through the Forum series I met and made friends with at least nine faculty from other disciplines in the past year alone. As I understand it, Diane Regan coordinates every aspect of this program from scheduling the speakers and topic, to raising funds from various departments to support honoraria for off campus speakers, to publicity, to selection of the luncheon menu. This is a monumental effort which must be repeated each month of the academic year. It is also an effort which is clearly above and beyond Diane Regan's normal and expected duties.

Memo: Geist to Ferrari Committee
Page 2

Diane Regan is a dedicated, giving, and loyal servant to BGSU and the College of Arts and Sciences. She works diligently to help keep the Chairs and Directors informed of important College issues. Her door is always open to us and she spends many hours in consultation. She is our liaison with the Dean's office and her willingness to spend the time necessary to answer what, I am certain, must seem like silly questions is greatly appreciated. Diane Regan would be a worthy recipient of the Ferrari Award.

CDG/gt



Bowling Green State University

64
Department of Ethnic Studies
Ethnic Cultural Arts Program
Bowling Green, Ohio 43403-0216
(419) 372-2796
Fax: (419) 372-2300
E-mail: rperry@andy.bgsu.edu

July 12, 1993

MEMORANDUM

TO: 1993 Michael R. Ferrari Award Committee

FR: Robert L. Perry *RLP*

RE: Recommendation of Ms. Diane Regan for the 1993 Michael R. Ferrari Award

It is with a great deal of enthusiasm that I write in support of Ms. Diane Regan's nomination for the 1993 Michael R. Ferrari Award. As Chair of the Department of Ethnic Studies, I have had the pleasure of working with Diane in her capacity as Executive Assistant to three different Deans of the College of Arts and Sciences. In the 24 years that I have been employed at Bowling Green State University, I have not encountered anyone more humane, honest, hardworking, and sincere than Diane Regan. She is the kind of administrative support person that every administrator would like to have.

Diane understands higher education, the mission of Bowling Green State University, and the role the College of Arts and Sciences has in helping the institution to achieve its mission. She has a global perspective that is unusual for someone with her staff responsibilities. She is the ideal Executive Assistant.

Diane represents the College of Arts and Sciences as an ex officio member of the Minority Affairs Committee. I chair this Committee and it is here that I have been able to observe the depth of her creative ideas. She has personally contributed ideas toward the use of minority recruitment enhancement funds that have become University policy. The contributions that she has made have gone a long way in helping the University to diversify the work environment. She has been the unofficial affirmative action officer for the College of Arts and Sciences. Monitoring and advising the Dean on issues of equity, she has brought to her job an added human dimension.

Diane is also largely responsible for coordinating the Arts and Sciences academic forums. These have showcased a diverse group of national and local scholars who have presented issues that are at the cutting edge of liberal arts education. Her enthusiasm for her work is infectious. She is always upbeat and positive.

I am further impressed by Diane's ability to work with dignity with all levels of the University personnel, from housekeeping staff to the Presidency, with women and men, people of color and others, without the tendency to hierarchically rate the importance of their contributions. In her work on the Equal Opportunity Committee she has contributed significantly in the areas of establishing appropriate extramural relations between students and faculty. Indeed, she has been instrumental in the College of Arts and Sciences' support for out-of-classroom learning experiences for students.

Because much of her work is largely invisible to the University community, the impact of the policies she has helped to shape, positively affecting thousands of students, goes unacknowledged. Diane represents the interests of the College of Arts and Sciences well. She sees the accomplishments of the mission, goals, and objectives of the College as primal over the desires of its independent actors. She has a superior intellect and performs at a level far beyond her job description. It is my understanding that the hours that she devotes to completing important tasks often are given without compensation or hesitation. In her role as liaison to departmental chairs, I have found her assistance essential to my success. Perhaps her most important attribute is her loyalty.

I can think of no other person who better exemplifies the characteristics appropriate for the 1993 Michael R. Ferrari Award. She is a humanist, a good samaritan, and an unsung heroine of Bowling Green State University.



Bowling Green State University

Affirmative Action/Disability Resources
Bowling Green, Ohio 43403-0013
(419) 372-8495
Fax: (419) 372-8496

JUL 13 1993

July 12, 1993

MEMORANDUM

TO: Jill Carr, Dir. On-Campus Housing
Ferrari Award selection committee

FROM: Rob Cunningham, Coord., *Rob*
Affirmative Action/Disability Resources

RE: Diane Regan, Exec. Asst.
College of Arts and Sciences

I am writing to recommend that the strongest consideration be given for the awarding of the 1993 Ferrari Award to Diane Regan.

This recommendation is based in large part, on the fact that she continues to exemplify the concepts of teamwork and individual initiative.

This office has had occasion to call upon Diane numerous times for assistance in handling EEO/Affirmative Action related concerns. In each instance she has been insightful, gracious and extremely thorough. She possesses a great amount of knowledge regarding the various workings of the University, and shares this knowledge freely.

I truly believe she has the best interests of the University and it's people at heart. I also believe that she is a realist and more than a little shrewd, which makes her an extremely effective administrator.

I believe this combination of qualities makes her an excellent candidate for the award, and again, I recommend her strongly.

Please feel free to contact me for further elaboration and thank you for your consideration.

RC:sk



Bowling Green State University

Department of English
Bowling Green, Ohio 43403-0215
(419) 372-2576

July 13, 1993

1993 Michael E. Ferrari Award Committee
Via Campus Mail

Dear Ferrari Award Committee:

I am pleased to support Diane Pagan's nomination for the 1993 Michael E. Ferrari Award, for during the four years I have worked closely with her, I have seen frequent and emphatic evidence that she embodies the qualities this award is designed to reward.

When you come, as I did, from outside the university to the chair's office of a large department, you daily confront complex questions of policy and procedure. If you are lucky, as I was, you can turn to someone like Diane Pagan for the answers, advice, and support necessary, not just to do your job, but to help you learn the ropes of the institution. For some time, now, I've felt that I know Bowling Green pretty well, but I still turn to Diane frequently on such matters as college policy, affirmative action efforts, hiring procedures, and interpersonal relations. Her responses, on these occasions, have been unfailingly useful: at the least, they have given me information upon which to act; often, they have suggested creative alternatives or more efficient approaches to the problem under discussion.

In the way she performs her duties, it is very clear that Diane is interested not just in effective policies and efficient procedures, but also in the "human factor" of how policies and procedures affect people. This sensitivity reflects itself in such ways as the care Diane takes to help department chairs stay on schedule with personnel-decision timetables, the tenure/promotion orientation materials and workshops she has developed, and the meetings she schedules with probationers confused about nuances of the college's tenure/probation policies.

In my first-hand experience, Diane Pagan performs her extensive and exacting duties with extraordinary enthusiasm, reliability, sensitivity, and concern for the people and programs of Bowling Green State University. I believe she deserves the Michael E. Ferrari Award.

Sincerely,


Richard Gebhardt
Professor and Chair

THE 1993 MICHAEL R. FERRARI AWARD

I. Nominee:

Name: Jeffrey M. Grilliot

Title: Assistant Dean and Director, Center for International Programs

Campus Address: 1106 Offenbauer West

II. Nominator:

Name: Anne N. Saviers

Title: Assistant Director, Center for International Programs

Campus Address: 1106 Offenbauer West Phone: 372-9948

Adm. Staff Faculty Student Classified

III. Please include additional letters of reference from three other individuals for your nominee.

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 July 15, 1993. Late submissions will not be considered. Be sure that all additional pages are attached to the nomination form.

Jill Carr, Chair
On-Campus Housing
by July 15, 1993



Bowling Green State University

Center for International Programs
Bowling Green, Ohio 43403-0029
(419) 372-2247
FAX: (419) 372-2429

July 6, 1993

Ms. Jill Carr, Chair
Michael J. Ferrari Award Committee

Dear Ms. Carr:

I would like to nominate Mr. Jeffrey M. Grilliot, Assistant Dean and Director of the Center for International Programs (CIP), for the 1993 Michael J. Ferrari Award. I have known Jeff since August of 1989 when I was hired as the Assistant Director of the CIP.

Jeff is an exceptional student personnel administrator whose talents are many. Bright, gregarious, and energetic, he relates well to virtually everyone he meets - students, co-workers, and members of the University and civic communities. His commitment to the promotion of international awareness on campus and in the community can be seen in the number and variety of activities in which he is involved and which he directs.

Jeff is the proverbial Idea Man, a walking center of creative resources. International students often seem to have very unique and difficult problems, financial, personal, and otherwise. Not only does Jeff always have time to talk to students (indeed, he goes out of his way to be available to students and staff alike), he also is one of the most diligent and persevering administrators I have ever known when it comes to finding a way to help a student. He knows and is known by the staff of every office on this campus and his knowledge of both human and material resources available to students is more than extensive. In addition, Jeff has well-established connections both in the community of Bowling Green and Toledo. He is an active member of his church, the Bowling Green branch of Rotary, and the International Institute of Toledo.

Jeff is creative in other ways as well. One of his most recent ideas which is in the process of becoming a reality is to create a sort of "international grove" on campus where trees and plants and shrubs indigenous to different countries will be used to landscape a particular area of campus. Not only will this add beauty to our campus, but it will be one more way to internationalize B.G.S.U.

During both the fall of 1990 and the fall of 1991 Jeff went on a mega recruitment tour to Asia, visiting numerous countries and seeing literally thousands of students. While on these tours, he went out of his way to help local, in-country alumni chapters re-activate and/or get established. He made it a point to visit and meet with parents of current students whenever possible and went out of his way to make time to visit the family of a B.G.S.U. international student who had been killed in an accident (while a student) several years before.

These recruitment tours were very successful, a reflection, in large part, of Jeff's personal recruiting style. Based on the success of these previous tours, another recruitment tour is being planned for this Fall, 1993.

Next, in response to President Olscamp's stated commitment to internationalize our campus, Jeff has been instrumental in the development of a number of new study abroad exchange programs. While numerous other faculty and administrators have also been involved in developing these programs, it falls on Jeff to resolve the major, thorny problems which invariably come up---problems such as immigration/visa issues, exchange of funds, travel difficulties, and in-country personal, social, and medical problems.

Jeff is a true Student Personnel Administrator. He is genuinely interested in students' welfare and is a generous and flexible boss. He shows an open, caring attitude towards students, colleagues, and co-workers. His commitment to the growth of the University is unquestionable. He easily demonstrates strength in all of the required areas. I believe he is an excellent candidate for the Michael J. Ferrari Award and I nominate him with pleasure.

Please feel free to contact me should you have any questions regarding his qualifications for the award.

Sincerely,



Anne N. Saviers
Assistant Director



Bowling Green State University

Office of the Associate Vice President for Research
and Dean of the Graduate College - (419) 372-2791
Research Services Office - (419) 372-2481
Bowling Green, Ohio 43403-0130
FAX: (419) 372-8569
Cable: BGSUOH

July 14, 1993

Dear Michael R. Ferrari Award Committee:

I am writing in support of Jeff M. Grilliot, Assistant Dean and Director of the Center for International Programs, for the 1993 Michael J. Ferrari Award. I have had the pleasure of knowing and working closely with Jeff for ten years. He came to Bowling Green State University in January of 1983 as the Assistant Director of the Center for International Programs. His dedication, hard work, and expertise were the primary reasons for the change in his job title to Assistant Dean and Director for the Center for International Programs.

Jeff is one of the outstanding administrators at Bowling Green State University who contributes immeasurably to the Center for International Programs. The International Office would have difficulty operating smoothly without his resourcefulness. This is not intended to diminish the skill and dedication of the other staff working in the office, but to stress the importance his administrative leadership. Jeff has completed numerous recruitment efforts while traveling extensively to Europe and Asia to expand opportunities for international students and programs at Bowling Green State University.

Jeff exhibits a high level of professionalism, a pleasant and friendly demeanor, as well as enthusiasm and esprit de corps for the University which make him a pleasure to work with as a colleague. It is exceptional people like Jeff that give Bowling Green State University a good reputation for being helpful and for providing outstanding service and assistance to students.

Jeff has continued the tradition of sponsoring the Annual International Dinner to recognize the many international students and their educational accomplishments. The success of this banquet is exceptional in that it is sold out annually and it brings faculty, students and Bowling Green families together who serve as hosts to international students while enrolled at the University.

Jeff Grilliot is indeed an ambassador at good will and deserves recognition for ten years of outstanding service to Bowling Green State University. It is my pleasure to enthusiastically recommend Jeff M. Grilliot, Assistant Dean and Director of the Center for International Programs, for the 1993 Michael J. Ferrari Award.

Sincerely,

A handwritten signature in cursive script, appearing to read "Winifred O. Stone".

Winifred O. Stone
Associate Dean and Director
of Graduate Admissions



Bowling Green State University

Department of German, Russian
and East Asian Languages
Bowling Green, Ohio 43403-0219
(419) 372-2268
FAX: (419) 372-2571

14 July 1993

Jill Carr, Chair
Michael R. Ferrari Award Committee
Office of On-Campus Housing
Bowling Green State University

Dear Ms. Carr:

I was delighted to have been asked to write a letter in support of Jeff Grilliot's nomination for the Ferrari Award. This opportunity enables me to express the deep appreciation I feel for Mr. Grilliot's tireless work on behalf of students and faculty in my academic area and in many areas of the university community. I am certain that my colleagues in the world languages departments and Arts & Sciences interdisciplinary programs would readily second my high opinion of Mr. Grilliot's performance. He is also a personal acquaintance of mine through St. Aloysius school and parish, where, I might add, he has been especially active in educational affairs. In this letter I will cite specific examples of how Mr. Grilliot has, in my experience, met and surpassed the criteria established for this award. These excerpts from his work could be multiplied by the number of frequently seven-day weeks that Mr. Grilliot works.

During the past year I have cooperated with Mr. Grilliot on starting up the undergraduate exchange with the Mendeleev Institute in Moscow. Among many other things, he managed selection of the Bowling Green students and then arranged their enrollment, documents, travel, supervision, and took care of an emergency medical evacuation from Moscow. This is a new program; it required a great deal of innovation and initiative on Mr. Grilliot's part to see it through. For the first time in this university's history, an undergraduate group (of six) studied for a semester in Russia at a partner institution. Each aspect of the program's implementation benefited from Mr. Grilliot's creative thinking. Moreover, he has been instrumental in bringing Russian students, both undergraduates and graduates, to Bowling Green on this exchange and through other channels.

Mr. Grilliot's exemplary performance was illustrated in May when a group of eight Bowling Green students travelling to Kiev for language and culture study had visa difficulties. It took me four solid days, Friday through Monday (7-10 May), to resolve the problem. During that time I was in constant contact with Mr. Grilliot, who generously offered his expertise. When he had to leave town on that Sunday, he thought to leave messages at his home for me and a phone number where he could be reached. Over that weekend he volunteered to speak to the

students' parents, which he did, in order to ease the tense situation. He truly acted selflessly for the students' benefit and mine. In the end the students spent a profitable month abroad and returned very pleased.

In working with Mr. Grilliot I have had the sense that faculty-administrative-student distinctions are secondary to the academic and experiential goals of study abroad (or hosting international students). I have never had the feeling that we were dividing work according to recognized responsibilities. Rather, Mr. Grilliot would assume whatever duties he possibly could and thus faculty and students were encouraged to do the same. His energy is reflected in his (International Programs) colleagues' performance, too. In my experience, this office is unique on campus, and I attribute the fact to Mr. Grilliot's leadership.

I trust that the selection committee will favorably consider Mr. Grilliot's nomination and extend to him the honor he is due.

Yours truly,



Timothy Pogacar
Associate Professor of Russian
International Studies Program Director

215 Pike Street
Bowling Green, OH 43402
(419) 354-5204

July 12, 1993

Ms. Jill Carr, Chair person
Michael J. Ferrari Award Committee

Dear Madam:

We are writing to express our strong support for the nomination of Mr. Jeffrey M. Grilliot, Assistant Dean and Director of the Center for International Programs at BGSU, for the 1993 Michael J. Ferrari Award.

As international students, we have known the nominee for two and a half years. Mr. Grilliot was one of the first persons in the U.S.A. with whom we got in touch, initially through our correspondence overseas, and later, personally, after we came in Bowling Green. We were very impressed by him in many respects.

First of all, we were impressed by his professional qualities. Always energetic and attentive, Mr. Grilliot has been easily relating to our needs and problems. His high professional competence makes him a person whose help and advice we often seek. Thanks to Mr. Grilliot's management skills, the CIP is always on the top of its duties. It is hard to believe that so many activities are conducted by a staff of only four people. Mr. Grilliot is very imaginative in developing new events and programs, such as the International Festival, the International Friendship Program, the Business Shadow Program, which promote the interaction of the international students with the local community.

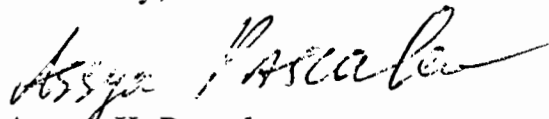
Secondly, Mr. Grilliot is a very caring person. His intelligence and kindness gives us the confidence that he is someone we can rely on being away from our home. He is very flexible and accessible, and

in few cases when we had urgent need for prompt and efficient help, he was able to take the time, even above and beyond his duties, to meet us, to discuss the situations and to offer solution to our problems.

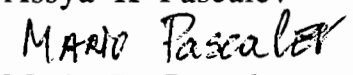
Thirdly, and what is of great importance for us, as well as for the other international students who undergo the enriching, but difficult process of cultural adaptation, Mr. Grilliot is very sensitive to the issues of cultural diversity. His profound knowledge as to various cultural experiences and his ability to communicate this knowledge to others soothe the transition from our own cultural environment to the life in the U. S. A.

These reasons make us believe that Mr. Grilliot is the most appropriate person for the Michael J. Ferrari Award and we are happy to support his nomination.

Sincerely,



Assya K Pascalev



Mario D. Pascalev



Bowling Green State University

Continuing Education, International
and Summer Programs
40 College Park
Bowling Green, Ohio 43403-0200
(419) 372-8181
FAX (419) 372-8667

July 13, 1993

Ms. Jill Carr, Director
Housing Office

Dear Jill:

This is a letter to support the nomination of Mr. Jeffrey Grillicot, Assistant Dean and Director of the Center for International Programs, for the 1993 Michael J. Ferrari Award. Although aware of the entrepreneurial spirit of Mr. Grillicot, I was nonetheless, amazed that it encompassed such a number of offices and people on behalf of whatever international student group he was working with.

Jeff embodies the spirit of the Ferrari award by going beyond that which is required of his position to redefine and reinvent it to meet the needs of students and of his staff. He is one of the few operations that has done the impossible with the invisible. As I have researched the area of international affairs, particularly the area of study abroad, I have found that any office working with incoming international students is at least twice the size of Jeff's for the number of students he handles and each of his staff members represents more than one on other staffs. It is truly amazing what he and his colleagues have been able to do for EGSU. And no one seems to be camping out all day and all night in the office (although on occasion it may appear to be so). He inspires within his staff a willingness to create and to work long and concentrated hours.

Another aspect of the Ferrari Award that reflects Jeff is his integrity. He does what he says he will or lets you know that what he had at first anticipated just will not work. He has a strong belief in what he is doing. International students are more than a job for Jeff; they are a "calling."

We are indeed fortunate to have the dedication of Jeff at EGSU. Our university is a better place to be because of him. I believe he is an excellent candidate for the Michael J. Ferrari Award.

Thank you for your consideration.

Sincerely,

Suzanne
Suzanne Crawford, Dean
SC:cal



Bowling Green State University

Student Recreation Center
1001 E. Wooster Street
Bowling Green, Ohio 43403-0146
419-372-2711
Fax 419-372-8454

June 10, 1993

MEMORANDUM

TO: Jill Carr
1993 Ferrari Award Committee

FROM: Jodi Laubis *Jodi*
Office Manager

RE: Nomination of Dr. Ron Zwierlein

Jill, as per your request, I am submitting this memo to you for re-activation of my nomination for Ron Zwierlein for the 1993 Ferrari Award. When I need submit another letter, please contact me.

Thank You.

THE 1993 MICHAEL R. FERRARI AWARD

I. Nominee:

Name: Dr. Ronald Zwierlein

Title: Director - Recreational Sports

Campus Address: University Fieldhouse

II. Nominator:

Name: Scott R. Levin

Title: Assistant Director/Aquatic Director - Recreational Sports

Campus Address: Student Recreation Center Phone: 2-7477

Adm. Staff X Faculty Student Classified

III. Please include additional letters of reference from three other individuals for your nominee.

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 July 15, 1993. Late submissions will not be considered. Be sure that all additional pages are attached to the nomination form.

Jill Carr, Chair
On-Campus Housing
by July 15, 1993



Bowling Green State University

July 12, 1993

Student Recreation Center
1001 E. Wooster Street
Bowling Green, Ohio 43403-0146
419-372-2711
Fax: 419-372-8454

MEMORANDUM

To: Jill Carr, Chair
1993 Michael R. Ferrari Award Committee

From: Scott Levin, Assistant Director/Aquatic Director
Recreational Sports

Re: Nomination of Dr. Ronald Zwielerlein

Jill, it is with great confidence and enthusiasm that I wish to submit my Director, Dr. Ronald Zwielerlein for nomination for the 1993 Michael R. Ferrari Award. Having served on the 1990 committee in which Jane Schimpf was selected, I feel I have some experience with the selection process and the caliber of the candidate nominated.

I have worked with and for Dr. Z since 1985 when I arrived fresh out of graduate school to fill the position of Aquatic Director at the Student Recreation Center. Having been the former men's and women's swimming and diving coach, Dr. Z helped me through that first year of "lost in the ozone" many times as I began my career in aquatic administration at BGSU. In 1984 Dr. Z became the second Associate Director of the SRC responsible for day-to-day operations of the Center, as well as supervising the student Floor Supervisors and Center Managers. Dr. Z has chaired and served on numerous committees and special task forces, too many to list. His involvement and commitment to the university is without question.

Over the years as Associate Director, Dr. Z performed numerous duties for the SRC, several of his organizational and creative ideas have saved the Center and ultimately the University many dollars in fine tuning heating and air conditioning, lighting, building hours and staffing and Dr. Z has a natural knack for making prudent equipment and supply purchases.

More recently, with the retirement of former Director Dr. Terry Parsons, Dr. Z has taken the helm of all of Recreational Sports as just a year ago we became the Division of Recreational Sports, encompassing Intramurals and Sport Clubs as well as opening the new University Fieldhouse. Dr. Z was instrumental in the design, construction phase, equipment selection and operation of this great new BGSU recreational facility. His new position which commands all facets of recreational sports on this campus can only be driven by an individual with Dr. Z's capabilities.

On a personal note, Dr. Z has always been the kind of administrator who can one minute help our maintenance men clean the pool filters and a few hours later be dressed in a coat and tie and meeting with one of our Vice Presidents. Student employees over the years have always respected Dr. Z as the kind of boss who they can come to with any problem and feel like they can trust him and respect his ideas and opinions. Now entering my ninth year at the SRC I have seen Dr. Z deal with many situations with students, university officials and Bowling Green community members; always with a smile, a little joke and a lot of professionalism.

I can nominate no other individual who I feel better deserves this most prestigious award than, Dr. Ronald Zwielerlein, a true BGSU "WE CARE" staff member. Thank you for your consideration.

1993 Michael R. Ferrari Award

Nominee: Dr. Ron Zwierlein

Department: Recreational Sports

I am pleased and eternally confident to recommend Dr. Ron Zwierlein as a most capable and deserving candidate for the Michael R. Ferrari Award. As a selection committee, it would reason your job is to make a selection based primarily on the candidate's performance during the past year. That alone would certainly make Ron an excellent choice for the 1993 award, but in actuality, this man has performed in an exemplary manner for the eight years I have worked with him. Each time I have supported his nomination for this award, I have done so with the thought that if he did not win that year, he was unlikely to ever perform at such levels again. But time and time again, he has shown himself to be an individual who is not content to fall behind in the ever-changing and highly competitive field of recreational sports. This year was no different as he hit a home run for BGSU that could be heard, seen, and read about across the country.

Over two years ago Ron was asked to serve as the interim director of the University Field House even before it was constructed. Prior to that announcement, he had served on the planning committee for the building since its inception. During these past two years, his background and experience in designing and managing recreational facilities served him well as he made final decisions ranging from the type of surfaces to be installed, to the security system selected, to the colors used throughout the building. Ron was the main link between a variety of individuals and companies involved with the project.

It took someone with an understanding of everything from plumbing, electrical, acoustical, architectural, and spatial considerations to coordinate the needs and timetables of all those different contractors trying to work together in sync. As the series of expected conflicts developed, Ron would quickly arrive on-site to keep everyone focused on the main task at hand. From my own visits to the site while construction progressed, it was evident from talking with the different contractors that Ron had their respect and their gratitude for his approachable, yet no-nonsense style. They specifically pointed out the consistency and accuracy of his decisions. At the same time, he was open to listening to their ideas and making changes when they were able to improve upon his own plans.

While construction progressed on the Field House, Ron was also continuing in his full-time role as assistant director at the Student Recreation Center until May of 1992 when the SRC Director, Terry Parsons announced his retirement. But before Dr. Parsons retired, he requested that Ron be placed in charge of a new division within the University, called Recreational Sports. After being reviewed by the vice-presidents and president Olscamp, the plan was approved to appoint Ron as the director of Rec Sports, which would include the Rec Center, Field House, intramural sports, and sport clubs.

Very soon after his appointment, it was Ron's responsibility to set up the organizational structure for Rec Sports. Intramurals and sport clubs had previously been controlled by two different people under the school of HPER (Health, Physical Education, Recreation). Rec Sports absorbed both areas, but neither individual planned to continue in their respective positions, so Ron combined the two jobs. The Rec Center needed a new director, so Ron re-wrote the position description to fit in with his role overseeing the whole department, thereby eliminating the need for his former position as SRC assistant director. And finally, he created a job description for the first-ever position of Field House Manager, to oversee the day-to-day operations of the new building. The urgency of having people in place in time for the upcoming fall semester required the positions be advertised and filled quickly, a feat efficiently accomplished by Ron even as he was trying to develop and begin his own new role with the University. By combining jobs and re-writing position descriptions, Ron was able to add only one new job to the University when the department of Rec Sports took on three new entities -- not an easy situation, but a necessity, given the existing economic climate within state-funded universities.

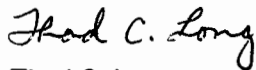
My positive endorsement of Ron could conceivably be explained away as repayment for ultimately getting the new job of director of intramurals/sport clubs. I feel I have nothing to hide or defend from such a claim, but rather I hope my statements will be taken for the sincere appreciation and respect I have for Ron as my colleague since I was already working for the man at the Rec Center. I believe your award criteria calls that demonstrating an emphasis on the "human dimension". Throughout my eight year employment history at the University, Ron has been my boss, my co-worker, my mentor, and my friend. The key to making all those roles work, is knowing when to wear each hat. It was Ron who years ago encouraged me to complete my master's degree, so that one day I would have a shot at a promotion. He has encouraged me and others on our staff to attend state, regional, and national conferences in order to make new contacts, share ideas, and better ourselves professionally.

His interest in people is genuine and far-reaching. One co-worker went so far as to name him god-father to one of her children! He continues to serve on numerous committees within the University, and is especially involved as chair of the Appeals Board. Student employees and full-time employees alike, regularly request Ron's advise and letters of reference as they plan their careers. While he retired as the swim coach at BGSU in 1984, his interest in the program remains high, as evidenced by his volunteering to direct a number of Mid American Conference championship meets over the years. In addition, he continues to serve on the Hall of Fame committee that honors former Falcon athletes.

In closing, Ron has proven himself as the innovator with initiative that I believe your committee is looking for. In one short year Ron has taken on a brand new position and department, while at the same time making every effort to ensure everyone else in the department is comfortable in their new roles as well. When the doors to the Field House opened, the students who had appeared bitter about the building being constructed without their approval, suddenly flocked to the wonderful opportunities that it allowed them. As promised, the facility provided time for classes, varsity athletics, intramurals/sport clubs, and drop-in use where available.

The result is an aesthetically beautiful, functional haven for those wanting a place to play outdoor sports year-round. The positive results on students should make the University a little bit more relaxed for the entire campus community. And for the efficient design, construction, and management of this showcase project, we can thank Ron Zwierlein. Please do your part to congratulate Ron for a job well done with a building, a staff, and a University that would simply not be the same without him. The 1993 Michael R. Ferrari Award would be the perfect tribute.

Sincerely,



Thad C. Long
Intramurals/Sport Clubs
2-7479



Bowling Green State University

Student Recreation Center
1001 E. Wooster Street
Bowling Green, Ohio 43402-0146
419-372-2711
Fax 419-372-8454

July 12, 1993

Michael R. Ferrari Award
Jill Carr, Chair
On-Campus Housing

Dear Selection Committee:

It is a great honor to write a letter of recommendation for Dr. Ronald Zwierlein for the Michael R. Ferrari Award. Dr. Zwierlein is currently the Director of Recreational Sports which includes the Student Recreation Center, University Field House, Intramural Sports and Sport Clubs. Prior to becoming Director, Ron was the Associate Director of the Student Recreation Center for 8 years and the Head Swimming Coach for both men and women at Bowling Green State University for 4 years. Ron possesses numerous positive characteristics which qualify him as a very deserving candidate for this prestigious award.

Dr. Zwierlein's current position as Director of Recreational Sports has an immense amount of responsibility for which he is an **excellent administrator**. Some of the position requirements include developing the philosophic mission, establishing policies and overseeing/managing the programs, promotion, personnel and financial resources of the Division of Recreational Sports.

His **dedication and commitment** both to Recreational Sports and Bowling Green State University have gained the respect and admiration of his colleagues, staff and student employees. In addition to his stated job responsibilities, he has been actively involved in various committees including the Falcon Field House Building/Planning Committee, Space Reservation Study Committee and a presidential appointment to Chair the University Appeals Board. His involvement on campus indicates his strong commitment to the betterment of Bowling Green State University.

When describing the **ideal effective leader**, Dr. Zwierlein's personal qualities make him an outstanding candidate. One of the qualities I admire most about Ron's leadership style is his ability to focus on **goal achievement** and the **accomplishment of a vision**. This is particularly exemplified by his involvement in the Falcon Field House Planning Committee, in which his facility knowledge and expertise were a great asset in determining the design, purpose and function of the building.

Dr. Zwierlein indeed goes "**above and beyond**" that required by the position. The Division of Recreational Sports has received a great deal of recognition due to Ron's countless hours of work and dedication. Ron has a **high energy level** and at times when his enthusiasm is tested, his **dedication** helps him to prevail. Due to his expertise, Ron has been selected as Director of the northwest Ohio Swim Meet for the past five years, as well as the MAC Championships hosted by BGSU (all of this, in addition to carrying out his responsibilities as Director). Along with Dr. Zwierlein's heavy work load, he spends many hours consulting with a variety of administrative university groups and outside facilities concerning issues such as facility management, utility maintenance, and informal recreation liabilities.

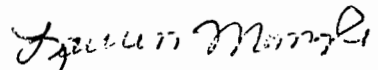
Ron maintains an **outstanding rapport** with his co-workers, administrators and students who are directly (or indirectly) associated with the day-to-day operations of Recreational Sports. This liaison with various areas around campus and off-campus, helps maintain a cooperative attitude among the different departments on campus and local agencies within the community.

Above all, Dr. Zwierlein is an **exemplary manager**. Not only is Ron successful in his endeavors, but he also knows how to **motivate and empower** others to achieve success. His co-workers and student employees respect his knowledge and authority and strive to uphold his high standards. Dr. Zwierlein is serious about the pursuit of excellence within Recreational Sports, but at the same time he has an incredible **sense of humor** which contributes to the positive work environment.

Dr. Zwierlein is one of the few people I describe as dedicated to his work and an achiever in striving to meet higher expectations. He, to no one's surprise, has received countless awards and honors including finalist of the 1987 Hollis A. Moore Presidential "Outstanding University Administrator," recipient of the 1987 Administrative Staff "Outstanding Student Affairs Award," and was inducted into the John Carroll Athletic Hall of Fame in 1989.

Having known and worked with Dr. Zwierlein, I have the utmost respect for him as a professional and as a friend. Ron is an exceptional individual and a most worthy candidate for the Michael R. Ferrari Award.

Sincerely,



Lauren Mangili

Bowers' work honored

Former ASC chairwoman earns Ferrari Award

by Courtney Gangemi
administration reporter

The former chairwoman of the Administrative Staff Council received the annual Ferrari Award, which honors a dedicated administrative staff member.

Ann Bowers, the University Archivist and past ASC Chairwoman, was presented the award last week at the administrative staff council reception.

The award was created in 1982 by the University Board of Trustees to recognize a University administrator who shows a caring attitude in working with faculty, staff, and students, and who makes outstanding contributions to the University community, according to Greg Jordan, chairman of the council.

"[The award] is the highest honor that a member of the administrative staff can receive in respect

to the contributions to the University, community and possibly even their profession," Jordan said. "[The recipient] goes above and beyond the call of duty."

The award is named for Michael Ferrari, a University administrator who was interim president of the University in 1981-82. The award winner is chosen by a special committee appointed by the council, Jordan said.

According to Jordan, the committee solicits nominations from the University and community. The winner is then judged according to the criteria of innovative thinking, initiative and job performance.

Bowers said she was "elated and excited" about receiving the award.

"Words don't describe [how I feel]. I can't think of anything that would top getting the award," Bowers said. "It's a high point in my life here at [the University]."

as interim nt affairs

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Ann Bowers (center), Center for Archival Collections, received the Ferrari Award at the Administrative Staff Reception Aug. 30. With her are Greg Jordan, chair of Administrative Staff Council, and Penny Nemitz, last year's recipient of the award.

Bowers 11th recipient of Ferrari Award

Ann Bowers, assistant director and archivist at the Center for Archival Collections, has been named the 1993 recipient of the Michael R. Ferrari Award.

She was presented the award Monday (Aug. 30) during an afternoon reception hosted by the Administrative Staff Council.

The Ferrari Award was created in 1982 by the Board of Trustees to recognize a University administrator who shows a caring attitude in working with faculty, staff and students and who makes outstanding contributions to the University community.

The award honors Dr. Michael Ferrari, a longtime Bowling Green administrator who was interim president of the University in 1981-82. The award winner is chosen, following campus-wide nominations, by a committee of administrative staff. Selection criteria include innovation, initiative and job performance.

Bowers is the immediate past chair of ASC and a member of its executive committee. She holds a master's degree in history from Bowling Green and did her undergraduate work at Wittenberg University.

Last year she co-authored a new records management guide for use by all Ohio state universities and colleges. The project was supported by the Inter-University Council of University Presidents and has been adopted by all the state's college and university libraries.

Active in several national, state and local organizations, she is current president of the Ohioana Library Association. She previously has served as vice-president and secretary of the organization.

Also a past vice president of the Midwest Archives Conference Council, she serves as editor of the council's journal, *Archival Issues*.

In addition, she is a past president of the Bowling Green chapter of the American Association of University Women and is a member of the Archives Commission of Region VI of the Evangelical Lutheran Church of America, the Society of Ohio Archivists, the National Council on Public History and the Ohio Academy of History.

The recipient of several research grants, Bowers has written numerous journal articles.

Before joining the University staff in 1977, she taught social studies at Bowling Green High School.

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Bowling Green State University

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Vice President for
Academic Affairs
230 McFall Center
Bowling Green, Ohio 43403-0020
Phone: (419) 372-2915
FAX: (419) 372-8446

July 21, 1993

MEMORANDUM

TO: Jill Carr
Chair, Ferrari Award Committee

FROM: Norma J. Stickler *Norma*
Director of Academic Services

SUBJECT: Nomination of Ann Bowers

I have been asked to write a letter in support of Ann Bowers for the Ferrari Award. I am delighted to do so, as I can't think of anyone who better fits the criteria and spirit of the Ferrari Award. I write this knowing that I am on the selection committee, but I assure the other members of the committee that I will fairly judge all applications. My associations with administrative staff members constantly reminds me that there are many people deserving of this award and that it is very difficult to select one from among the many who exemplify the profile we seek.

I always think of the Ferrari Award in the context of Dr. Ferrari himself--the kind of person he was and the kind of people he admired. The criteria for the award reflect these principles of caring for others, providing exceptional service to the University above and beyond the normal expectations, and working in an innovative manner to improve one's unit and the University. I believe the recipient should exemplify these principles and should be a staff member who has above all demonstrated an efficient but humanistic approach in his or her position, regardless of the level of the job in the organizational structure. (It's too easy to take credit for innovation, savings, and accomplishments when one is a director, a dean, vice president, etc.) Although it is not a formal part of the Ferrari Award criteria, I believe also that the recipient should be someone who has promoted the welfare of administrative staff.

This year
Ann Bowers is such a person. Although she has become more visible and well-known this past year in her role as ASC chair, she was just as deserving of this award prior to the year as chair. I have worked with Ann for many years in her capacity as Assistant Director of Archival Collections and always found her to be exceedingly efficient, consistently helpful, and a wonderful person to work with. I realize these terms sound like she is a Girl Scout, and we all use such descriptors so loosely that they could be applied to many people, but there truly

is a difference with Ann. One aspect of her job, for example, involves receiving boxes of old files from offices all over campus or from agencies and individuals off campus, screening them, organizing them, making the materials available to offices and researchers, and determining how the material can best be preserved for the future. Knowing how some of those files are "organized" when they are sent to Ann, it's hard to imagine a job that takes more organizational skill.

In the past few years Ann has taken a leadership role in supervising the records retention policy and procedures for the entire University, placing us in compliance with regulations of the State of Ohio. She is now making plans to determine how new technologies such as electronic mail and computerized data bases can be incorporated into a records retention policy. This is a typical example of her skills and innovation. She has foreseen a problem and has begun to organize an approach to assuring that important records are not lost or inaccessible just because they are no longer in paper form. Her accomplishments and leadership skills have been recognized by her professional colleagues around the State and country.

I suppose we have all encountered a librarian, archivist, or other keeper of documents and records who begins to feel personal ownership of the materials and is reluctant to allow them to be checked out and who may, in fact, be hostile to those who wish to gain access to the information. This is definitely not the case with Ann. She is always eager to help find what is needed and to make the resources of the Archives available to users. On many occasions, I have called Ann with a request to find an obscure document or to track down arcane information. She is unfailingly helpful, and I have to be careful sometimes to tell her not to spend too much time on looking for documents, because of her enthusiasm to be helpful.

In addition to my contacts with Ann through archival business, I have become well acquainted with her through Administrative Staff Council. Ann's contributions to administrative staff have been many, including service on numerous committees, culminating this year in her term as ASC Chair. Again, her tenure as chair was characterized by a sincere attitude of caring about the welfare of all administrative staff. It was through her leadership, for example, that committees were established to make new staff members feel more welcome and to organize opportunities for the administrative staff to assist in community service projects. It was also under her leadership that the long-range planning meeting was held to assess where Administrative Staff Council has been in the past ten years and the directions that we should pursue in the future.

There are administrative staff members who have many outstanding accomplishments, but I don't think we will find many who have Ann's record of achievement and also have the other attributes important to the Ferrari Award: efficiency, warmth, dedication to the University and to her profession, enthusiasm, a sense of humor, and above all a genuine consideration for others. Ann is a professional. I recommend her without reservation.



Bowling Green State University

Libraries and
Learning Resources

July 15, 1993

Jill Carr, Chair
Michael R. Ferrari Award Committee
On-Campus Housing
Student Services Building
Bowling Green State University

Dear Jill:

Ann Bowers is in every way one of the most outstanding administrative staff members at Bowling Green State University and is highly deserving of the Michael R. Ferrari Award. I am honored to be asked to second her nomination.

Among her many stellar accomplishments within the university, I would like to highlight one example within Libraries and Learning Resources which reflects her leadership qualities and dedication to high professional ideals. I would at the outset emphasize that this is merely one typical example. If I were to list her major accomplishments within LLR over the past seven years alone, it would fill many pages of text.

Ann played a major role in drafting the LLR Strategic Plan in 1987. This was the second such plan written at the university, and Ann was a member of the steering committee and one of the driving forces behind its success. This plan helped us forge a better relationship between the archival units, the media unit, and the various library related departments in LLR. I credit Ann's influence in insuring that this single plan could accommodate such disparate interests in a single focus.

As Dean of LLR, it is a real pleasure to work closely with someone of the calibre of Ann Bowers. She is hard working, dedicated, industrious, creative, professional, intelligent, and most of all, positive in her approach to people and issues. If she has a fault, I have never seen evidence of it in the seven years I have worked with her. Of the many fine administrative staff at this university, she is among those who make up the cream.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Rush G. Miller".

Rush G. Miller
Dean



Bowling Green State University



Center for Archival Collections
5th Floor, Jerome Library
1001 E. Wooster Street
Bowling Green, Ohio 43403
(419) 372-2411
Fax (419) 372-7996
Cable: BGSUOH

Holdings: Northwest Ohio
University Archives
Rare Books and
Special Collections

MEMORANDUM

To: Jill Carr, Chair
1993 Michael R. Ferrari Award Committee

From: Paul D. Yon, Director *Paul*
Center for Archival Collections

Re: Nomination of Ann Bowers

Date: 15 July 1993

Robert Graham, Archivist at the Institute for Great Lakes Research, has asked that I support his nomination of Ann Bowers for the 1993 Michael R. Ferrari Award. In short, I can not think of anyone else that would be worthy of this award for 1993 but as you well know I may be biased but I can and will be objective in my remarks.

Those individuals who have worked with Ann know she is a serious "people person". She approaches every situation, problem, project, goal, challenge in a caring and professional way. She is a leader, an excellent manager, and a great "compromiser" which are needed credentials in today's University environment. She takes extra time with students, positively responds to faculty and staff requests for archival lectures, oftentimes within twenty-four hours of the class, and serves as an "on-call" research assistant for many University administrators. She makes time for staff, students asking for career or employment advise, or researchers and donors interested in committing their collections to the Center. I can not think of anyone, as long as I have known and worked with her as a colleague, that did not enjoy working with Ann Bowers.

I know Bob is submitting the formal nomination but let me address a few points within the nomination criteria.

INNOVATION: Last year Ann and Rai Goerler, her counter part at Ohio State University, served as the co-authors for the new records management guide for all Ohio state universities and colleges. This project was initiated and supported by the Inter-University Council of University Presidents. This manual, which has been adopted by the Universities, will save

Jill Carr, Chair
1993 Michael R. Ferrari Award Committee
15 July 1993
Page 2

Bowling Green State University significant costs in the management of its historical and business associated records. Cost savings will be realized in the area of storage, purchases of containers, and information retrieval. Through her leadership Ohio's universities and colleges will have a sophisticated records management program.

PERFORMANCE: Ann has held her position as University Archivist since 1987. In 1983 she also became Assistant Director. Her professional interests have taken her well outside the University environment. As a professional archivist she was elected to the Presidency of the Ohioanna Library Association. She has been a member of the Midwest Archives Conference for fifteen years and held the position of Vice-President during 1991-92. Ann currently serves on the Archives Commission for Region VI of the Evangelical Lutheran Church of America; is past book review editor and current editor of "Archival Issues," the official journal of the Midwest Archives Conference; a volunteer with WBGU-TV; and serves on several CAC and Libraries and Learning Resources Committees.

RELATIONSHIP WITH THE UNIVERSITY COMMUNITY: Chairing Administrative Staff Council is a time consuming and demanding professional challenge. If one is not prepared to accept these challenges they can become "buried" in the detail. This was not the case with Ann. Through her leadership and organizational skills she met the challenges without difficulty. As Chair of ASC she quickly built a strong liaison with Classified Staff Council, Faculty Senate, and Undergraduate Student Government and diligently met the challenges of lay-offs, raises, salary inequities, and loss of SRP. She initiated the Internal and External Affairs Committees which were responsible for creating an orientation manual for all new ASC members and coordinating the summer food drive for the BG Food Pantry respectively. Ann also has taught Women's History and Public History for the Department of History and enjoyed working with students in helping them select research topics and oftentimes discussing the advantages of going on to graduate school. For ten years she has participated in the Fall Graduate Student Orientation program.

In summary, Ann's enthusiasm, dedication, positive attitude, and genuine commitment to Bowling Green State University qualify her for consideration. Good luck with your task and should you need additional information please do not hesitate to contact me.

THE 1993 MICHAEL R. FERRARI AWARD

I. Nominee:

Name: Ann Bowers

Title: University Archivist and Assistant Director, Center for Archival Collections

Campus Address: Jerome Library, 5th Floor

II. Nominator:

Name: Robert W. Graham

Title: Archivist, Institute for Great Lakes Research

Campus Address: Levis Park, Parrysburg Phone: 1-874-3907

Adm. Staff Faculty Student Classified

III. Please include additional letters of reference from three other individuals for your nominee.

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 July 15, 1993. Late submissions will not be considered. Be sure that all additional pages are attached to the nomination form.

Jill Carr, Chair
On-Campus Housing
by July 15, 1993



Bowling Green State University

92

Institute for Great Lakes Research
12764 Lewis Parkway
Perrysburg, Ohio 43551
(419) 874-3907

July 15, 1993

Jill Carr, Chair
Michael R. Ferrari Award Committee
Student Services Building
Bowling Green State University
Bowling Green, OH 43403

Dear Jill:

I would like to nominate Ann Bowers for the Michael R. Ferrari Award. I have worked with Ann in several capacities over the last five years: as staff members of the Center for Archival Collections, on the Administrative Staff Council, and as an ASC Personnel Welfare Committee member. In addition, I am familiar with Ann's professional activities in the Midwest Archives Conference and other organizations dating from 1979 when we first met at a conference.

The scope of Ann's activities clearly demonstrates her eligibility for this award (see attached), however I would like to focus on a few items emphasizing the human dimension. For the past several years Ann has coordinated the Bowling Green Food Pantry's Adopt a Family program at the CAC. As Chair of the ASC's Personnel Welfare Committee she worked diligently to investigate changes in the health care insurance program to ensure equity and fairness to all employee classes regardless of family status. As supervisor of student employment at the CAC she has consistently tried to employ as many students as possible while at the same time distributing hours in an equitable manner - not an easy task in the budget environment of the past few years. Her day-to-day personality makes her an ideal colleague - supportive, offers constructive criticism, willing to take on extra work, creatively approaches problems, understands others' work situations, is unselfish and compassionate.

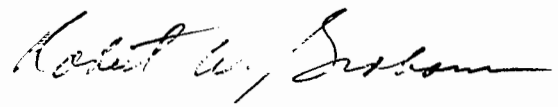
I have asked Rush Miller, Dean of Libraries and Learning Resources, Paul Yon, Director of the Center for Archival Collections, and Norma Stickler, Assistant to the Vice President for Academic Affairs, to submit letters of reference in support of this nomination. They all know

Jill Carr, Chair
Michael R. Ferrari Award Committee
July 15, 1993
Page 2

Ann's abilities and will be able to address many of the specific accomplishments, contributions, and personal qualities that make Ann so worthy of the Ferrari Award.

Thank you for your consideration and please contact me if you have any questions or need additional information.

Sincerely,



Robert W. Graham, Archivist

RWG

Attachment

Selected Activities in support of the nomination of Ann Bowers for the Michael R. Ferrari Award.

UNIVERSITY

Administrative Staff Council: Chair, Personnel Welfare Committee (Chair), Scholarship Committee, Ferrari Award Committee.

Inter-University Council of Presidents: Statewide group developed a records management manual for State colleges and universities.

Libraries and Learning Resources: Strategic Plan Committee, North Central Accreditation Report Committee, Search Committees.

Teaching: Public History, Women's History. Lectures in Popular Culture, American History, English, Records Management.

Advising: Graduate student advising, graduate student orientation; Adviser to Delta Gamma sorority.

WBGU TV: Volunteer.

PROFESSIONAL

Midwest Archives Conference: Council, Vice President, Book Review Editor, Editor, ARCHIVAL ISSUES.

Ohioana Library Association: Board Member, President.

Evangelical Lutheran Church in America: Member, Commission on Archives, Region 6.



Bowling Green State University

Office of On-Campus Housing
Bowling Green, Ohio 43403-0151
(419) 372-2611
Fax: (419) 372-8150

June 1, 1993

MEMORANDUM

TO: Administrative Staff Members

FROM: Jill Carr, Chair, 1993 Michael R. Ferrari Award Committee *Jill Carr*

RE: Nominations

Nineteen ninety-three marks the eleventh year of the Michael R. Ferrari Award. The award, presented to a member of the Administrative Staff, was authorized by the Board of Trustees in 1982 to honor Dr. Ferrari who served as interim president during 1981-82. The past recipients of the award have been:

1993	Suzanne Crawford, Affirmative Action
1984	Zola Buford, Registrar's Office
1985	Patrick Fitzgerald, WBGU-TV
1986	Gregory DeCrane, Student Activities & Orientation
1987	George Howick, Management Center
1988	Dick Conrad, University Computer Services
1989	Cindy Puffer, Student Health Center
1990	Jane Schimpf, Food Operations
1991	Dante Thurairatnam, Continuing Education
1992	Penny Nemitz, Firelands College

Recipients of the award receive an inscribed plaque presented during the Administrative Staff Fall opening day ceremonies and are presented with a cash award. A permanent plaque will also be displayed in the University Union Lobby honoring the recipient of the award.

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 materials, 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, students, 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, McFall Center; University Union Information Desk; 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 Jill Carr, On-Campus Housing no later than five o'clock July 15, 1993.

THE 1993 MICHAEL R. FERRARI AWARD

I. Nominee:

Name: _____

Title: _____

Campus Address: _____

II. Nominator:

Name: _____

Title: _____

Campus Address: _____ Phone: _____

Adm. Staff ___ Faculty ___ Student ___ Classified ___

III. Please include additional letters of reference from three other individuals for your nominee.

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 July 15, 1993. Late submissions will not be considered. Be sure that all additional pages are attached to the nomination form.

Jill Carr, Chair
On-Campus Housing
by July 15, 1993

THE MICHAEL R. FERRARI AWARD

Criteria

1. **ELIGIBILITY** - Any person who is a full-time member of the Administrative Staff, e.e. non-faculty contract employee, may be nominated. Nominee must have been an employee for at least one contract year and may not have received the award the previous year. Any nominations from previous years must be resubmitted.
2. **NOMINEES** - Must have exhibited exceptional 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.

June 17, 1993

TO: Joyce Kepke
Norma Stickler
Allen Zink
Ed O'Donnell
Brad Browning
Lori Schumaker
Penny Nemitz

FROM: Jill Carr

RE: Ferrari Award Committee

This is a follow-up to the memo I sent on 6/2. The committee did meet on 6/14 and reviewed the time line for the selection process , delegated some tasks, and made some decisions on several issues. For those of you who could not make the meeting, do not fear, we still need your input as nominations begin to roll in. Here is a synopsis of what occurred on 6/14.

The timeline (copy attached) has been approved as written. Ed O'Donnell and Allen Zink have agreed to place blank nomination forms in the Union, Personnel Office, Faculty Senate Office, the Bookstore, and the Rec Center.

Letters have been sent to nominators from last year giving them the opportunity to re-submit the same nomination for this year's process. So far, three nominators have chosen to re-nominate. We agreed that committee members can submit nominations, however, they would need to absent themselves from the final voting process. In addition, if a committee member is nominated , they would not be able to cast a vote.

Letters will be sent to each nominee as the nominations are received. A letter will also be sent to the nominee's supervisor and vice president apprising them of their staff member's nomination. The name of the person selected will be kept secret until the announcement at our opening day meeting.

When I have received several nominations, I will contact you so that you can stop by and read the nominations. The file needs to remain in the Housing Office. I will also have ranking sheets available so you can give numerical rankings as you go along.

I will call the committee together again in mid-July. If you have any questions, please give me a call. Thanks for your help with this!

cc: Greg Jordan ✓
Ann Bowers

FERRARI AWARD TIME LINE

- 6/14 Hold first committee meeting
- 6/15 Letters out to all administrative staff
- 6/18 Nomination forms in Bookstore, Personnel, Union, and Faculty Senate Office
- 7/15 Deadline for nominations
- 7/18 Send acknowledgment of receipt of nominations
- 7/21 Committee meets to begin selection process
- 7/23 Selection process is completed
- 7/26 Order plaques
- 7/26 Contact Monitor to arrange for article & picture
- 8/24 Award presentation
- 8/27 Letter to Mick Ferrari



Bowling Green State University

Office of On-Campus Housing
Bowling Green, Ohio 43403-0151
(419) 372-2011
Fax: (419) 372-2150

July 1, 1993

MEMORANDUM

TO: Greg Jordan, Chair, Administrative Staff Council

FROM: Jill Carr, Chair, 1993 Ferrari Award *JJC*

RE: Attached Memo

I received the attached memo, anonymously last week. I am forwarding this to you because I believe the issue presented is a legitimate one, although I am disappointed that the writer did not identify him or herself.

As you know the criteria for the selection of Ferrari Award winner were established by the Board of Trustees in 1982. ASC has not changed these criteria at any point. In my opinion, since the numbers of part-time Administrative Staff have increased since 1982, it would be appropriate for the 93-94 Council to review the criteria and perhaps include part-time staff and make any other changes to better represent the current administrative staff pattern on our campus.

If you have any questions, please give me a call. Thanks for considering this!

cc: Marshall Rose
enc.

*Refer to Exec. Committee
for 7-20-93 meeting*

Back to committee

THE MICHAEL R. FERRARI AWARD

Criteria

1. **ELIGIBILITY** - Any person who is a full-time member of the Administrative Staff, e.e. non-faculty contract employee, may be nominated. Nominee must have been an employee for at least one contract year and may not have received the award the previous year. Any nominations from previous years must be resubmitted.
2. **NOMINEES** - Must have exhibited exceptional 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.

copy to affirmative action

For every award
you need to be
full-time! There is not
part-time employees
who are very dedicated
innovative & noteworthy
10/17's Administrator
to only award
full-time
not employees &
also part-time
with all the
set backs &
the string of
more part-time
positions !!



Bowling Green State University

Office of On-Campus Housing
Bowling Green, Ohio 43403-0151
(419) 372-2011
Fax: (419) 372-3150

September 14, 1993

Joyce Kepke
Continuing Education

Dear Joyce:

Please accept my thanks and appreciation for your contributions to the 1993 Michael R. Ferrari Award Committee. When "time" seems to be something that none of us has these days, it is always refreshing to find staff members who are willing to give just a little bit more to complete an important task.

I believe our selection process went very well this year. Our final decision was not easy to render in light of the excellent quality of the nominees. However, when all was said and done I believe we definitely made the best choice.

Thank you again for your efforts and time. It is appreciated.

Sincerely,

A handwritten signature in cursive script, appearing to read "Jill Carr".

Jill Carr
Chair
1993 Michael R. Ferrari Award Committee

cc: Dr. Suzanne Crawford
Greg Jordan ✓



Bowling Green State University

Office of On-Campus Housing
Bowling Green, Ohio 43403-0151
(419) 372-2011
Fax: (419) 372-3150

September 14, 1993

Brad Browning
Athletic Department

Dear Brad:

Please accept my thanks and appreciation for your contributions to the 1993 Michael R. Ferrari Award Committee. When "time" seems to be something that none of us has these days, it is always refreshing to find staff members who are willing to give just a little bit more to complete an important task.

I believe our selection process went very well this year. Our final decision was not easy to render in light of the excellent quality of the nominees. However, when all was said and done I believe we definitely made the best choice.

Thank you again for your efforts and time. It is appreciated.

Sincerely,

A handwritten signature in cursive script, appearing to read "Jill Carr".

Jill Carr
Chair
1993 Michael R. Ferrari Award Committee

cc: Mr. Jack Gregory
Greg Jordan ✓



Bowling Green State University

104
Office of On-Campus Housing
Bowling Green, Ohio 43403-0151
(419) 372-2011
Fax: (419) 372-3150

September 14, 1993

Ed O'Donnell
Food Operations

Dear Ed:

Please accept my thanks and appreciation for your contributions to the 1993 Michael R. Ferrari Award Committee. When "time" seems to be something that none of us has these days, it is always refreshing to find staff members who are willing to give just a little bit more to complete an important task.

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Thank you again for your efforts and time. It is appreciated.

Sincerely,

A handwritten signature in cursive script, appearing to read "Jill".

Jill Carr
Chair

1993 Michael R. Ferrari Award Committee

cc: Ms. Jane Schimpf
Greg Jordan ✓



Bowling Green State University

Office of On-Campus Housing
Bowling Green, Ohio 43403-0151
(419) 372-2011
Fax: (419) 372-8150

September 14, 1993

Lori Schumaker
Payroll Office

Dear Lori:

Please accept my thanks and appreciation for your contributions to the 1993 Michael R. Ferrari Award Committee. When "time" seems to be something that none of us has these days, it is always refreshing to find staff members who are willing to give just a little bit more to complete an important task.

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Thank you again for your efforts and time. It is appreciated.

Sincerely,

A handwritten signature in cursive script, appearing to read "Jill Carr".

Jill Carr
Chair
1993 Michael R. Ferrari Award Committee

cc: Mr. Gaylyn Finn
Greg Jordan ✓



Bowling Green State University

Office of On-Campus Housing
Bowling Green, Ohio 43403-0151
(419) 372-2011
Fax: (419) 372-8150

September 14, 1993

Norma Stickler
Academic Affairs

Dear Norma :

Please accept my thanks and appreciation for your contributions to the 1993 Michael R. Ferrari Award Committee. When "time" seems to be something that none of us has these days, it is always refreshing to find staff members who are willing to give just a little bit more to complete an important task.

I believe our selection process went very well this year. Our final decision was not easy to render in light of the excellent quality of the nominees. However, when all was said and done I believe we definitely made the best choice.

Thank you again for your efforts and time. It is appreciated.

Sincerely,

A handwritten signature in cursive script, appearing to read "Jill".

Jill Carr
Chair
1993 Michael R. Ferrari Award Committee

cc: Dr. Eloise Clark ✓
Greg Jordan ✓

THE 1993 MICHAEL R. FERRARI AWARD

I. Nominee:

Name: Susan Darrow

Title: Associate Director, Honors Program

Campus Address: 231 Administration Building

II. Nominator:

Name: Larry Small

Title: Director, Honors Program

Campus Address: 231 Administration Phone: 372-8504

Adm. Staff Faculty YVY Student Classified

III. Please include additional letters of reference from three other individuals for your nominee.

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 July 15, 1993. Late submissions will not be considered. Be sure that all additional pages are attached to the nomination form.

Jill Carr, Chair
On-Campus Housing
by July 15, 1993

Letters of Support From:

- Paul Haas
- JAN Finn
- JOAN MORGAN