

1995

## Ferrari Award 1995

Bowling Green State University. Administrative Staff Council

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## Pre-Microfilm Inventory

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Administrative Staff Council, UA-022

**Location:** Bowling Green, Ohio

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**Index:** \_\_\_ Included    \_\_\_ Separate    X None

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### *Notes*

1. Colored Ink
2. Photocopies



# Bowling Green State University

Office of Admissions  
Bowling Green, Ohio 43403-0085  
(419) 372-2086  
Fax: (419) 372-6955

## MEMORANDUM

**TO:** Steve Barr  
Bryan Benner  
Cindy Colvin  
Rich Hughes  
Gail McRoberts  
Judy Paschalis  
Ken Schoeni

**FROM:** Gary D. Swegan  
Office of Admissions

**DATE:** May 10, 1995

**SUBJECT:** 1995 Ferrari Award Committee

COPY

The time has arrived to begin the selection process for the 1995 Michael R. Ferrari Award. I have again agreed (been coerced?) to serve as chairperson of the committee this year, and would like to request a meeting in the Office of Admissions conference room on Wednesday, May 31 at 1:00 p.m. to finalize the selection timeline (tentative attached), and discuss our publicity and nomination seeking strategies. The meeting should last a maximum of 1 hour. Please let me know if you will be *unable* to attend.

In the interests of time, and the fact that the memorandum to all staff which solicits nominations has not changed significantly for years, I have taken the liberty of producing and sending the initial mailing to all administrative staff prior to convening the committee. I have attached the two page mailing for your information.

If you have any questions, please give me a call. Thank you for agreeing to assist with this important process.




# Bowling Green State University

Administrative Staff Council  
Bowling Green, Ohio 43403-0373

## MEMORANDUM

**TO:** Administrative Staff Members

**FROM:** Gary D. Swegan, Chair, 1995 Michael R. Ferrari Award Committee 

**DATE:** May 15, 1995

**SUBJECT:** Nominations

Nineteen ninety-five marks the thirteenth 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:

1983	Suzanne Crawford, Affirmative Action
1984	Zola Buford, Registrar's Office
1985	Patrick Fitzgerald, WBGU-TV
1986	Gregory DeCrane, Student Activities and Orientation
1987	George Howick, Management Center
1988	Richard 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
1993	Ann Bowers, Archival Collections
1994	Ken Schoeni, Athletics

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 criteria printed on the reverse side 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 full-time 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 a committee of administrative staff representing each of the Vice Presidential and Presidential areas. Selection will be made on the basis of the information supplied through the nomination process. Additional information and support over and above that listed in the Criteria Sheet are welcome.

A nomination form and criteria form are enclosed. Additional forms are available in the Administrative Staff Personnel Office, 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 Gary Swegan, Office of Admissions, no later than five o'clock **July 7, 1995.**

# The 1995 Michael R. Ferrari Award

I. Nominee

Name \_\_\_\_\_

Title \_\_\_\_\_

Campus Address \_\_\_\_\_

II. Nominator

Name \_\_\_\_\_

Title \_\_\_\_\_

Campus Address \_\_\_\_\_

Phone \_\_\_\_\_

Administrative \_\_\_\_\_ 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 7, 1995. Late submissions will not be considered. Be sure that all additional pages are attached to the nomination form.

*Gary D. Swegan  
Office of Admissions  
by July 7, 1995*



**Ferrari Award Committee**  
**May 31, 1995**  
**Office of Admissions Conference Room**

1. Tentative timeline approval / revisions
2. Distribution to campus locations
3. Solicitation of past year nominations
4. Mailing to Deans/Dept. Chairs with Administrative staff subordinates
5. Other issues from past selections:
  - Nomination of a committee member
  - Non-selected nominees
  - Part-time administrative staff
  - Communication from committee to non-selected nominees
6. Selection sheet review and revision
7. Publicity
8. Next meeting

# 1995 Michael R. Ferrari Award Selection Timeline (tentative)

- 5/17 Letters out to all administrative staff
- 5/22 Nomination forms available in Bookstore, Personnel, Union, and Faculty Senate Office.
- 5/31 Initial meeting of the Ferrari Award Committee  
Office of Admissions - 110 McFall Center
- 7/7 Deadline for nominations
- 7/11 Send acknowledgement of receipt of nominations
- ~~7/10 -~~  
~~7/14~~ Nomination review process
- ~~7/17~~ Selection meeting 1:00 p.m.
- 7/18 Order plaques
- 7/18 Schedule picture and article in Monitor
- 8/29 Award presentation
- 8/30 Letter to Dr. Ferrari







# Bowling Green State University

Office of Admissions  
Bowling Green, Ohio 43403-0085  
(419) 372-2086  
Fax: (419) 372-6955

**Confidential**

## MEMORANDUM

**TO:** Dr. Eloise E. Clark  
Vice President for Academic Affairs

**FROM:** Gary D. Swegan  
Chair, Ferrari Award Committee

**DATE:** August 8, 1995

**SUBJECT:** Award check for 1995 winner of the Michael R. Ferrari Award

**COPY**

It is my understanding that your office arranges for the award check in the amount of \$1000 to be ready for the Ferrari Award presentation ceremony. The ceremony will be held on September 6, 1995.

The winner of the 1995 Ferrari Award is **Joshua Kaplan**, Director of Health Services.

Please let me know when the check is available and I will pick it up. Thank you for your attention to this matter.

This "dummy" letter sent  
because the actual winner Norma  
Stickler is involved in the check  
disbursement process.

Galyn Finn notified, as was  
Josh K.



# Bowling Green State University

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

June 19, 1995

## MEMORANDUM

TO: Gary D. Swegan  
Office of Admissions

FROM: Barbara Lang

A handwritten signature in black ink, appearing to read "Barbara Lang", written over the printed name.

I am grateful for the opportunity to re-nominate Diane Regan for the Ferrari Award. Please use last year's materials in the evaluation process.

Thank you.

# The 1994 Michael R. Ferrari Award

I. Nominee

Name Sally Blair

Title Director

Campus Address Northwest Ohio Educational Technology Foundation

II. Nominator

Name Sharon Hanna

Title Development Associate

Campus Address WBGU-TV

Phone 372-7128

Administrative  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 8, 1994. Late submissions will not be considered. Be sure that all additional pages are attached to the nomination form.

*Gary D. Swegan  
Office of Admissions  
by July 8, 1994*





Bowling Green  
State University  
245 Troup Street  
Bowling Green  
Ohio, 43403-0060  
Phone 419-372-2700  
Fax 419-372-7048

July 5, 1994

1994 Michael R. Ferrari Award Committee  
Bowling Green State University  
Bowling Green, OH 43402

Dear Friends:

It is with great pleasure that I nominate Sally Blair for the 1994 Michael R. Ferrari Award. To consider that she might join others who have been acknowledged by this honor seems fitting, given the outstanding professional and personal qualities she consistently demonstrates.

My professional association with Sally began in 1981 when I was hired as one of two utilization specialists for the Northwest Ohio Educational Technology Foundation. The goal of this newly created position was to serve member districts by visiting their schools, thereby enabling the Foundation to more personally and immediately respond to their needs. Sally, at that time the assistant director, was my supervisor in this task. She directed and inspired me with her unflinching dedication to teachers and their students. Sally made it clear that the Foundation would make every effort to provide materials and technology assistance to help educators implement curriculum.

After a period of years and subsequent full-time employment elsewhere, I returned to the Foundation as a technology consultant and coordinator of Project Equity. By this time, Sally was director; the office had expanded from television, film and tape duplication services to include a computer resource center and the support staff required to provide sophisticated assistance with newer technology. I was impressed with Sally's vision in anticipating change and with her determination to provide quality services that would enhance the competence and confidence of educators. Northwest and west central Ohio teachers have been enriched by her appreciation of their educational goals.

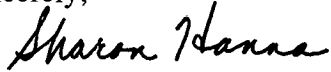
During my association with Sally at the Foundation, I was aware of her working relationship with her board of directors (all superintendents of district schools) and other professionals on the state and local levels. I can attest to the respect she and the Foundation have earned because she is so true to the high standards she has set for herself and NWOET. Through Foundation outreach projects such as the NEWS SIX television series, the MARC Record initiative, Math Boosters, MathLine and various volunteer community committees, she undoubtedly has enhanced the University's reputation, as well.

Sally would not accept praise for the many accomplishments of the Foundation without recognizing the cooperative efforts of her staff. She gives generous credit always to those who have helped her in making the Foundation's services accessible; she trusts her employees and encourages them to implement innovative ways this might be accomplished. No less importantly, she is a mentor and confidant to those with whom she works, often going beyond her professional responsibility to interact in a personal, caring way. She is highly regarded by her staff.

I am proud to support Sally's nomination without reservation. I believe she would represent well

the ideals established as criteria for the Michael R. Ferrari Award.

Sincerely,

A handwritten signature in cursive script that reads "Sharon Hanna".

Sharon Hanna  
WBGU-TV Development Associate

Enclosures: Support letters from Dr. Richard Cummings  
Patrick T. Fitzgerald  
Dr. Duane E. Tucker  
Margaret Tucker  
Larry J. Weiss

# BOWLING GREEN CITY SCHOOLS

Central Administration, 140 South Grove Street, Bowling Green, Ohio 43402-2899, 419-352-3576

Senior High School  
530 West Poe Road  
Bowling Green, Ohio 43402  
(419) 354-0100

July 8, 1994

Junior High School  
215 West Wooster Street  
Bowling Green, Ohio 43402  
(419) 354-0200

Gary D. Swegan, Chair  
Michael E. Ferrari Award Committee  
Bowling Green State University  
Bowling Green, Ohio 43403

Conneaut Elementary School  
542 Haskins Road  
Bowling Green, Ohio 43402  
(419) 354-0300

Dear Dr. Swegan:

Crim Elementary School  
1020 Scott Hamilton Drive  
Bowling Green, Ohio 43402  
(419) 354-0400

I wish to add my voice in support of Sally Blair as a nominee for the University's Michael R. Ferrari Award.

Kenwood Elementary School  
710 Kenwood Avenue  
Bowling Green, Ohio 43402  
(419) 354-0500

I have known Sally Blair for approximately nineteen years through her work with the Northwest Ohio Educational Technology Foundation. I have been tremendously impressed with Mrs. Blair's work throughout the entire time. In her current role as director of NWOETF, Mrs. Blair has devoted herself to maintaining and improving the services that NWOETF provides to member districts. Through her efforts and the efforts of her staff, approximately 150,000 school children have access to better educational opportunities.

Milton Elementary School  
22550 Memmill Road  
Custar, Ohio 43611  
(419) 669-4700  
(419) 353-1249

During Sally's several years as Director of NWOETF, she has guided the program from films and film duplication into computer technology and sophisticated inservice programs for member schools. Throughout this, she has served in a dedicated, creative way. As president of NWOETF, I have worked closely with Mrs. Blair for years and have come to appreciate her and respect her more each year. My feelings for her are shared by the superintendents of our member districts.

Ridge Elementary School  
225 Ridge Street  
Bowling Green, Ohio 43402  
(419) 354-0800

South Main Elementary School  
437 South Main Street  
Bowling Green, Ohio 43402  
(419) 354-0900

Because of Mrs. Blair's efforts and skill, NWOETF is recognized as an outstanding service organization, probably the most outstanding one of its kind in Ohio. As NWOETF's reputation has grown and gained respect in Ohio, Bowling Green State University's reputation has been enhanced since NWOETF is so closely aligned with the University.

School Bus Transportation  
195 Gorrel Avenue  
Bowling Green, Ohio 43402  
(419) 352-3576



**“Teaching for today,  
Reaching for tomorrow”**

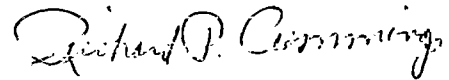
BOWLING GREEN CITY SCHOOL DISTRICT

Page 2

I believe that Sally is a dedicated, conscientious professional administrator worthy of outstanding recognition. If she is selected as the winner of the Ferrari Award, I am certain that she will be a credit to the award, to Dr. Ferrari, and to the Bowling Green State University.

I recommend Sally Blair to you without reservations of any nature.

Sincerely,



Richard P. Cummings  
Superintendent  
Bowling Green City Schools

RPC:ra



Michael R. Ferrari Selection Committee  
Bowling Green State University

June 29, 1994

Dear friends:

It is a great pleasure for me to write a letter in support of Sally Blair's nomination for the the 1994 Michael Ferrari Award. When I think of people who contribute daily to the goals of Bowling Green State University through their work both in the office and community, Sally stands out.

Professionally, Sally has directed the staff of Northwest Ohio Educational Technology Foundation through continuing transitions in order to keep up with current educational technologies that support both the teachers in the field and teacher training at BGSU. She is consulted on a regular basis by superintendents who need to make decisions about how they will spend their precious few dollars to being technology to their students and teachers.

In the past year for example, Sally was instrumental in helping Bowling Green State University receive national and state prominence in the educational technology field. In the first instance, she helped initiate a plan whereby WBGU-TV was chosen to be one of only 20 sites nationally to insitute MATHLINE, a computer and satellite interactive project for middle school math teachers that has already been recognized by the White House as a perfect example of how technology can be used to support systemic change in education. In the second case, her commitment to teachers, again led her to be instrumental in the creation of the MATH BOOSTER initiative that has involved over 400 primary classrooms in the weekly MATH BOOSTER project this year which involves live interactive television and computers. These are only two examples of Sally's eagerness to innovate with technology that benefits kids and teachers. Sally does not come to work to do a job. She comes to work to have a positive impact and influence on education: teachers, kids, and pre-service teachers.

Sally is very conscientious about her staff and their lives. Supporting them through difficult times in their personal lives and urging them to grow in their professional lives as well. Her staff are regularly challenged to learn new things and take on new responsibilities to meet the changing educational technology needs of customers.

On a personal level, Sally had to suffer through the year with a debilitating knee problem that made her movement difficult and painful. Yet, she never missed a beat in her responsibilities. In fact, after a total knee replacement this spring, she was back at her desk earlier than expected. She said the "job had to be done."

Students have always been a part of the Northwest Ohio Educational Technology Foundation. Not only are students from first to 12th grade her primary focus, but university student employees and interns are always a part of the daily life of the Foundation. This may mean hours of dubbing tapes or helping to produce the award winning NEWS SIX program with schools.

I could go on and on about other ways in which she helps. She has always been ready and willing to help countless hours in our fundraising efforts and helps bring others in as well.



Bowling Green  
State University  
245 Troup Street  
Bowling Green  
Ohio, 43403-0060  
Phone 419-372-2700  
Fax 419-372-7048



Her service to the Alumni has been widely recognized. As a past recipient of the Ferrari award, one who also was fortunate to serve on the committee and one who knew Mick and ideals of staff commitment that this award is meant to recognize, I can enthusiastically recommend Sally Blair for your consideration without reservation.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Patrick Fitzgerald", written in a cursive style.

Patrick Fitzgerald  
General Manager and Director of Television Services

14  
July 6, 1994

Mr. Gary D. Swegan  
Office of Admissions  
Bowling Green State University  
Bowling Green, Ohio 43403

Dear Mr. Swegan,

I have the pleasure of writing a letter of reference in support of Sally Blair's nomination for the 1994 Michael R. Ferrari Award.


I have known Sally professionally since 1970 when WBGU-TV and the Northwest Ohio Educational Television Foundation hired her as an Instructional Television Utilization Co-ordinator. Her mission was to train elementary and secondary teachers and administrators in the use of educational television in the classroom.

As Director of Television Services (WBGU-TV/University Television Learning Services) I worked with her as an administrative colleague when she became Director of the NWOET Foundation in 1984. Housed in the same building, tied together contractually, we shared a common mission--to make television an essential part of the educational and cultural experience of northwest Ohioans. She specializing in young people in the classroom. I serving learning needs of University students on campus and bringing public and instructional television to the general populace.

We shared broadcast facilities, work space, ideas, special projects, and planning for common goals. We had a relationship too complex to be detailed in our annual contract for the services and financial support which we provided each other. It depended upon a special kind of interaction and cooperation, of mutual insight into the needs and contributions of each entity. Sally provided that interaction, cooperation and insight in exceptional measure. She has maintained a focus on the elements common to the total Troup Street enterprise and to the mission of the University. She continues the NWOET Foundation's policy of employing student staff and giving them quality training coupled with genuine support for their academic achievement and concern for their personal problems. She eagerly offers her Foundation's educational technology resources to University faculty and students.

At the state level Sally is a leader among Ohio's instructional technology directors and a staunch and effective defender of the needs of her Foundation's schools in the smaller cities and towns of northwest Ohio vis-a-vis the major metropolitan areas.

Sincerely,

  
Dr. Duane E. Tucker

July 6, 1994

To: Mr. Gary D. Swegan, Chair  
Michael R. Ferrari Award

From: Margaret J. Tucker  
Director NWOET Foundation, retired

I am writing to recommend Sally Blair for the 1994 Michael R. Ferrari Award.

I worked professionally with Sally for 20 years. For 14 years she assisted me while I was Director of the NWOET Foundation. When I retired, she became the Director and I became her part-time assistant for the next 6 years. Because of that long association, I am proud to share my personal knowledge of her as a professional woman and as a compassionate human being.

I have heard Sally express her philosophy of the Foundation many times. She sums it up in two words: "user driven". Behind that simple phrase lies a world of doing. The Foundation was created by the Ohio legislature to serve the schools in effective use of instructional television. Since its creation it has gone so much further than that. Before "user driven" can happen, Sally, with the staff, must anticipate the future direction that educational strategies and technologies will take. She must then make sure that the staff is well prepared to meet the teacher requests for help when they are expressed; deliver help where it is needed; and be sure that help is accessible to teachers in the most convenient and effective way. The fact that this Foundation has survived and thrived in a time when educational financial resources were dwindling proves that Sally never lost sight of the Foundation's mission-- to provide valuable educational services as determined by educators in Northwest Ohio schools.

Another dimension that makes Sally so special is her tenderness and caring when her staff members are troubled. At the moment of whatever disaster, each of us knows that we are the only important consideration. She does whatever it takes to help us through.

I need to emphasize one other Sally attribute that makes life, both professional and personal, so much more fun-- her disarming wit and sense of humor.

Reviewing the list of past recipients of the Ferrari Award reminds me just how many outstanding people there are on this campus and how stiff the competition will be in any given year for the Award. However, I know, based on my many years of professional association and personal friendship with her, that Sally Blair should also be recognized for her remarkable contribution to the field of education and for her sincere concern for her fellow workers.



**Bowling Green State University**

Office of Alumni Affairs  
Mileti Alumni Center  
Bowling Green, Ohio 43403-0054  
(419) 372-2701  
FAX: (419) 372-7697  
Cable: BGSUOH

June 1994

To the Michael R. Ferrari Award Selection Committee:

It is a pleasure for me to write this letter to support the nomination of Sally K. Blair for the Michael R. Ferrari Award. An outstanding volunteer for the Alumni Association, Sally has long been involved with, and supportive of, our programs and activities which, in turn, support Bowling Green State University. To recognize her many contributions, the Alumni Association presented her with the 1993 Alumni Service Award last Fall.

Sally served a term on our Alumni Board of Trustees and, in 1989, became only the third woman ever elected president of the board. She was also one of a select few to serve on the Association's Long-Range Planning Committee in 1991. Additionally, she has served on search committees for our office and was chair of the Association's Nominating Committee.

She cares a great deal about Bowling Green State University and is a tremendous ambassador for BGSU. Having known Dr. Ferrari during his tenure at BGSU, I can honestly say that Sally epitomizes all the positive traits for which this award was established.

I know you have a difficult task in the selection process and I wish you every success. Let me conclude by noting that I feel Sally is a real credit to BGSU and she would do honor to the award. Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Larry J. Weiss".

Larry J. Weiss  
Associate Vice President for  
University Relations and  
Director of Alumni Affairs

LJW/mls

# The 1995 Michael R. Ferrari Award

## I. Nominee

Name Pat Green

Title Administrative Director, Photochemical Sciences

Campus Address Photochemistry, Physical Sciences Building

## II. Nominator

Name Amy O'Donnell

Title Assistant Dean of Students for Orientation and New Student Programs

Campus Address 405 Saddlewire Student Services Building

Phone 372-7516

Administrative 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 7, 1995. Late submissions will not be considered. Be sure that all additional pages are attached to the nomination form.

*Gary D. Swegan  
Office of Admissions  
by July 7, 1995*





# Bowling Green State University

Office of Student Life  
Orientation Office  
405 Saddleire Student Services Building  
Bowling Green, Ohio 43403  
(419) 372-2843  
FAX (419) 372-0499

July 7, 1995

TO: Gary Swegan, Chair  
Ferrari Award Committee

FROM: Amy O'Donnell, Assistant Dean of Students  
Orientation and New Student Programs

RE: Ferrari Award Nomination

A handwritten signature in black ink, appearing to be 'A O'D', written over the 'FROM:' line of the memo.

I am pleased to offer my nomination of Pat Green for the Michael R. Ferrari Award. I have known Pat for three years, the length of time I have been on the Administrative Staff Council (ASC). I nominate her based on her performance as Chair of the Administrative Staff Council.

I would like to comment on Pat's interaction with faculty, staff, and students, her creativity in her capacity as Chair of ASC, and her ability to go above and beyond her responsibilities.

When Pat became Chair, she made it quite clear that her goal was to be the "Communication" Chair. Anyone who has attended an ASC meeting, read ASC minutes, or read their e-mail knows that Pat has taken great strides to increase the level of communication among her administrative colleagues. In this sense, her interaction with staff is commendable. I can say with confidence that Pat's efforts as a communicator have been appreciated by administrators campus-wide. It is no exaggeration to say that Pat's name has come up in conversation numerous times in a variety of circles, each time positively because she initiated the idea of putting ASC or Presidential search information on e-mail. Thanks to Pat's initiative, more BG administrators are aware of the work of ASC.

In addition to her interaction with staff, Pat is extremely well-connected to faculty. Clearly, her role as Administrative Director of the Photochemical Sciences department places her in contact with a variety of faculty. I am amazed at the level of work she completes for her department, while at the same time, committing heavily to other campus involvements such as ASC, and to community work, such as working with her daughter's 1995 graduating high school class.

Finally, Pat plays the role of student advocate. As the person responsible for Orientation on BG's campus, I am gratified when I see other staff and faculty on campus who demonstrate what we call our **WE CARE** spirit. Pat Green lives the **WE CARE** spirit. It is evident by the work that Pat does, that she recognizes our primary constituents at BGSU are our students. Not only does she interact with graduate and undergraduate students, she goes beyond interaction to finding them housing, recruiting graduate students, and arranging housing for international students in her department. As ASC Chair, it is not unusual for Pat to interject into a Council discussion the potential impact our actions will have on our students.

To say Pat has been creative in her role as ASC Chair is an understatement. Pat possesses a sincere, involving, and refreshing leadership style in which she solicits the talents and interests of her committee chairs to act on issues for the betterment of administrative staff. She charges her committees with a task, and allows them the latitude to make recommendations on projects which will benefit all administrators. As Chair of the Internal Affairs Committee, I valued Pat's leadership and sincere interest in the issues our committee worked on. Not only is she involving, she is supportive. Pat will take whatever means necessary to make sure her committees have the support they need. Considering ASC really has no budget to speak of, her efforts in this area are admirable.

Her creativity as Chair, however, is most recognizable with her communication efforts referenced earlier in this letter. No administrator on this campus could say Pat didn't attempt to communicate ASC progress to him or her. She sent reports to all administrators. She began a health care discussion group and Presidential search report on e-mail. She took administrator concerns seriously when contacted individually and went to bat several times. I don't know how *any* Chair could have been more committed to the administrative constituency of BGSU than Pat Green. ASC Chair is one of many roles she plays in the Bowling Green community, and fortunately for us, one of the best.

If after reading this and the attached reference letters for Pat Green, anyone on the selection committee questions Pat's ability to go above and beyond, I'd be happy to respond in greater detail. Earlier in this letter I mentioned Pat's involvement in campus, family, and community work. How she gets it all done and on time is way beyond my comprehension. She manages to fulfill the demanding role of Administrative Director of the Photochemical Sciences Department, chair ASC, volunteer in the community, read a few novels per week, and participate fully in the lives of her husband and children. I can't think of a more well-rounded, deserving recipient of the Ferrari Award. I hope your committee members agree with me, Doug Neckers, Diane Regan, and Ellen Dalton.



July 5, 1995

MEMORANDUM

TO: Gary Swegan, Chair  
Ferrari Award Committee

FROM: Diane Regan *Diane Regan*

SUBJ: Support Of Nomination For Pat Green

I would like to add my name to those who have also written in support of the nomination of Pat Green for the 1995 Ferrari Award. As a colleague and multi-term member of the Administrative Staff Council, I have had the opportunity to observe Pat for many years. She has served all of us well, beyond any expected level of performance.

While others will speak of her accomplishments and leadership as the Executive Director of the Center for Photochemical Sciences and Graduate Coordinator, I would like to focus my comments on her work on behalf of the administrative staff on this campus. It wasn't too long after Pat accepted the position in Chemistry that she began to explore ways to become more involved in the life of the campus expressing a real interest in serving on Administrative Staff Council. From the time of her initial appointment as a one-year replacement for someone who had resigned to her election as Chair, Pat Green has demonstrated a very special quality of leadership--interested in the group, yes, but also interested in each and every person within it. She spent several years as a member of the Personal Welfare Committee, one of our most important subcommittees. She served as Chair of the Professional Development Committee at a time when that group was at its highest level of activity. She led an intensive examination of the possibility of establishing a Succession Policy for administrative staff and what it might mean in terms of career opportunities for members of our constituent group. Also under her leadership, the PDC sponsored several professional development seminars. In addition, Pat took over the reins of Council early as Chair-elect when Greg Jordan's off-campus commitments made it impossible for him to conduct meetings.

As Chair, Pat had responsibilities to all of us, an obligation she took very seriously. I don't think anyone would dispute the lasting impact some of her



policies have had: She has led us to new levels of information sharing with a process that is the envy of both Faculty Senate and Classified Staff Council. It's not that those groups don't have the wherewithal to do the same thing; it's just that with Pat's 'let's do it' approach, we did it! The on-line discussion of health care benefits and the immediate feed-back on the presidential candidates are just two examples of Pat's goals put into practice: she committed herself to doing whatever she could to open up the "workings" of Ad Staff Council, its Executive and standing committees. I believe the new sense of self enjoyed by members of administrative staff comes as a result of feeling "connected," of understanding our individual roles in relation to the rest of the university and for having a better sense of who others are and what they do, is a direct result of Pat's leadership in the area of community building. Above all, **individuals** matter to Pat--just ask those for whom she has gone to bat --people with concerns about benefits coverage or the work of the Mercer Committee.

That we have been well-served by all of our Council leaders over the years is clear. I would suggest, however, that Pat Green took us to a new level and for making us like and respect ourselves and each other better because she got us talking and listening, she should be specially recognized. If the Ferrai Award is about recognizing the 'human dimension,' then I am convinced that Pat Green is someone we should honor in this way.

To: 1995 Michael R. Ferrari Award Committee

From: Ellen Dalton *Ellen Dalton*

Re: Support for Nomination of Pat Green

I wish to enthusiastically support the nomination of Pat Green for the Michael R. Ferrari Award. I have known Pat since she began working in the Center for Photochemical Sciences. I consider her a good friend and I greatly admire what she has done at the University.

In a real sense the Center for Photochemical Sciences would not be what it is today without Pat. Doug Mechers is certainly the scientific brains behind the Center, and he continually comes up with new ideas for Center activities. It is Pat who has made realities out of Doug's ideas for Center activities, and it's hard to imagine anyone else could have done as well. She's been involved in hiring faculty, writing grant proposals, designing and publishing *The Spectrum* (the quarterly scientific newsletter of the Center for Photochemical Sciences), designing and writing Center annual reports and graduate brochures, recruiting graduate students, managing symposia and short courses, and coordinating the OBOR evaluation of the Center Ph.D. program. I'm sure that Doug feels that whatever task he throws at Pat, it will be done well and on time. Three years ago Doug decided to put Pat in charge of administration of the graduate programs. She developed rational, logical procedures to handle advertising, respond to requests for information, process applications (including figuring out how to route them most efficiently through the university), handle student contracts and maintain records on all students. This is now a smoothly running operation, with great benefit to the Center.

In her work in the Center alone Pat has consistently gone way beyond the 8-5 time frame, spending as much time as needed to do what needs to get done. She is a perfectionist so that everything she does is high quality--every detail is "sweated." As an example, Pat had to arrange housing for a Russian visiting professor this summer. This included finding an apartment, finding furniture for the apartment, stocking the kitchen with food, brightening the apartment with fresh flowers, and even getting the professor a birthday gift to make her feel welcome--all this just before Pat's daughter graduated from high school.

With all that she does, Pat still finds time for people because she is sincerely interested in them. In particular, she spends a lot of time assisting foreign graduate students. A new Russian student, for example, complained of poor eye sight because he either broke or lost his glasses just before coming to BG. Pat called around to several optometrists until she found one that would make an appointment with a new patient and on short notice. Pat has made

many calls to straighten out billing errors on students' bursar bills, and has written many letters for students to embassies so that family members may join them or visit them in BG.

One master's student was trying to complete his thesis and needed to register for two hours of 699. However, the student had been in auto accident, still owed thousands of dollars, and did not have money to pay for the two hours. Pat managed to get him a fee waiver for the two hours. She arranges travel and gets airline tickets for Russian students (we are later reimbursed) all of which takes alot of her time.

Pat's interest in the university as a whole led to her finding time for campus service. She has served on various committes and just finished a term as chair of Administrative Staff Council. As chair, she established a computer discussion list and wrote periodic memos to all administrative staff, reflecting the high value she places on communication and distribution of information. In my 14 years as an administrative staff member, I cannot remember any chair who communicated the way that Pat did. Some people in her position would hoard information; it is a credit to Pat that she made such an effort to distribute information that came her way.

I feel that Pat Green is exceptionally qualified for the Michael F. Ferrari Award and enthusiastically support her nomination.

To:

Chair, 1995 Michael R. Ferrari Award Committee

From: D. C. Neckers

Re: Support of the Nomination of Pat Green

It is my sincere pleasure to support the nomination of Pat Green for the 1995 Michael R. Ferrari Award. Ms. Green is Administrative Director of the Center for Photochemical Sciences and Coordinator of Graduate Studies in the Department of Chemistry.

Pat has provided exceptional leadership in the evolution and development of the Center. Without her continuing efforts, it is most certain that the Center would have been much less successful. As administrative director she interacts with administrators, classified staff, students, scientists and business people from outside the University. She approaches each of these persons, no matter what the position or status, with the same respect, care, sensitivity and openness. She has a reputation on and off campus of being sensitive to the needs of others as well as being easy to work with in an assertive but harmonious fashion. Always present in her interactions is her loyalty to the Center and her concern for the well-being of the University.

Pat Green's competence shows in everything she does and it helps improve the reputation of the University. A number of years ago, as a result of her participation in writing a major National Science Foundation proposal for the Center, Pat was asked to evaluate the guidelines for the program for which the proposal was submitted. The following year she assisted the program director, who is now Assistant Director of Physical Sciences at the Foundation, with a new format for the guidelines. These were re-written based largely on her suggestions, and I know how much the administrative staff at NSF appreciated her contributions.

Pat continually seeks to streamline and improve procedures. For the past three years she has taken charge of recruitment of our masters and doctoral students and maintenance of their records (this in addition to her administrative duties in the Center). Through her creative and resourceful efforts in working with other offices on campus, Pat has expedited application processing so that bright students are accepted before other schools make offers. She keeps in touch with each of the priority applicants on an individual basis, by phone, letter, fax, and probably even carrier pigeon in some cases, to smooth the application process and transition to Bowling Green. She has provided a unique and caring personal touch to our recruiting efforts. She is committed to the educational mission of the University and has worked diligently to bring students from the Soviet Union and eastern Europe into the doctoral program in support of University

initiatives in these areas. As a result the Ph. D. program in the photochemical sciences is now one of the fastest growing in the State. As of the fall, nearly 40 students will be full time residence.

Pat oversees the publication of *The Spectrum*, the quarterly newsletter of the Center, which is received by scientists around the world. The quality of this effort is evidenced by the fact that major industries such as Olin Corporation, E.I. Du Pont de Nemours, Ciba-Geigy and Coherent have become continuing sponsors of *The Spectrum*. Pat created the desktop publishing system used to create *The Spectrum* from contributed manuscripts and she designed the layout. She also creates our recruiting materials and student handbooks by working with undergraduate design majors in the development, layout and writing of these documents.

A unique contribution that Pat has made to the Center for Photochemical Sciences is in creating an atmosphere which encourages the active participation of all principal faculty members. Thus Center members willingly work for its betterment and on its on-going activities as a cohesive group and much more gets done as a result. Pat is an efficient person and excellent organizer. The result is the body politic works together enthusiastically on projects of mutual interest. Three highlights of Pat's efforts have been symposia put on by the Center. In each, scientists from major universities around the US came to Bowling Green for a weekend to discuss their experiments and research.

You'd think that Pat would be overloaded with the work I've mentioned above, but she still finds time for campus service. She has served or is currently serving on the Parking Appeals Committee, Equal Opportunity Compliance Committee, Personnel Services Training Committee, Non-Academic Functions Committee, and Administrative Staff Council (of which she is currently chair). The latter is particularly significant since it demonstrates that Pat enjoys the respect and confidence of her peers.

Few individuals of my acquaintance at the University have contributed as much to the development of and the operation of an important segment of the University as has Pat Green. She goes about her work in with sincere enthusiasm, with dignity, with loyalty and with grace. She is an excellent participant in, and contributor to, the greater community of the University. In summary, I feel that Pat Green is exceptionally qualified for the Michael R. Ferrari Award. In her day to day efforts on behalf of the University, she truly exemplifies the quiet dignity which best characterized Dr. Ferrari's daily work. I enthusiastically place her name in nomination for the 1994 M. R. Ferrari Award.



# Bowling Green State University

Office of Admissions  
Bowling Green, Ohio 43403-0085  
(419) 372-2086  
Fax: (419) 372-6955

## CONFIDENTIAL

### MEMORANDUM

TO: Douglas Neckers  
Chemistry

FROM: Gary D. Swegan, Chair, 1995 Michael R. Ferrari Award Committee

DATE: June 15, 1995

SUBJECT: Michael R. Ferrari Award nomination

A handwritten signature in black ink, appearing to be 'G. Swegan', located to the right of the 'FROM' field.

I wanted to take this opportunity to invite you to re-activate your 1994 nomination of Pat Green for the 1995 Michael R. Ferrari Award. The committee has unanimously agreed that nomination materials can be utilized in the the year following the original nomination.

Your nomination can be reactivated by addressing a memorandum or letter to me in the Office of Admissions formally requesting the re-nomination. All materials in the nominee's file from last year have been maintained and will be utilized again this year. It may be in the nominee's best interests for you and/or anybody else of your choosing to update the nominee's accomplishments over the past year. You are welcome to seek letters from individuals who were not letter writers for the nominee last year, or updated letters from last year's supporters.

If you have any questions about the re-nomination process, do not hesitate to contact me in the Office of Admissions @ 2-2086, or by E-Mail at [GSWEGAN@bgnet.bgsu.edu](mailto:GSWEGAN@bgnet.bgsu.edu). Thank you.



# Bowling Green State University

Office of Admissions  
Bowling Green, Ohio 43403-0085  
(419) 372-2086  
Fax: (419) 372-6955

## CONFIDENTIAL

### MEMORANDUM

TO: Sarah Grimes  
Career Planning & Placement

FROM: Gary D. Swegan, Chair, 1995 Michael R. Ferrari Award Committee

DATE: June 15, 1995

SUBJECT: Michael R. Ferrari Award nomination

A handwritten signature in black ink, appearing to be 'G. Swegan', located to the right of the 'FROM' field.

I wanted to take this opportunity to invite you to re-activate your 1994 nomination of JoAnn Kroll for the 1995 Michael R. Ferrari Award. The committee has unanimously agreed that nomination materials can be utilized in the the year following the original nomination.

Your nomination can be reactivated by addressing a memorandum or letter to me in the Office of Admissions formally requesting the re-nomination. All materials in the nominee's file from last year have been maintained and will be utilized again this year. It may be in the nominee's best interests for you and/or anybody else of your choosing to update the nominee's accomplishments over the past year. You are welcome to seek letters from individuals who were not letter writers for the nominee last year, or updated letters from last year's supporters.

If you have any questions about the re-nomination process, do not hesitate to contact me in the Office of Admissions @ 2-2086, or by E-Mail at [GSWEGAN@bgnet.bgsu.edu](mailto:GSWEGAN@bgnet.bgsu.edu). Thank you.



# Bowling Green State University

Office of Admissions  
Bowling Green, Ohio 43403-0085  
(419) 372-2086  
Fax: (419) 372-6955

## CONFIDENTIAL

### MEMORANDUM

TO: David Pope  
College of Musical Arts

FROM: Gary D. Swegan, Chair, 1995 Michael R. Ferrari Award Committee

DATE: June 15, 1995

SUBJECT: Michael R. Ferrari Award nomination

A handwritten signature in black ink, appearing to be 'G. Swegan', located to the right of the 'FROM' field.

I wanted to take this opportunity to invite you to re-activate your 1994 nomination of Paul McCutcheon for the 1995 Michael R. Ferrari Award. The committee has unanimously agreed that nomination materials can be utilized in the the year following the original nomination.

Your nomination can be reactivated by addressing a memorandum or letter to me in the Office of Admissions formally requesting the re-nomination. All materials in the nominee's file from last year have been maintained and will be utilized again this year. It may be in the nominee's best interests for you and/or anybody else of your choosing to update the nominee's accomplishments over the past year. You are welcome to seek letters from individuals who were not letter writers for the nominee last year, or updated letters from last year's supporters.

If you have any questions about the re-nomination process, do not hesitate to contact me in the Office of Admissions @ 2-2086, or by E-Mail at [GSWEGAN@bgnet.bgsu.edu](mailto:GSWEGAN@bgnet.bgsu.edu). Thank you.





# Bowling Green State University

Office of Admissions  
Bowling Green, Ohio 43403-0085  
(419) 372-2086  
Fax: (419) 372-6955

## CONFIDENTIAL

### MEMORANDUM

TO: Barbara Lang  
College of Arts & Sciences

FROM: Gary D. Swegan, Chair, 1995 Michael R. Ferrari Award Committee

DATE: June 15, 1995

SUBJECT: Michael R. Ferrari Award nomination

A handwritten signature in black ink, appearing to be 'G. Swegan', located to the right of the 'FROM' field.

I wanted to take this opportunity to invite you to re-activate your 1994 nomination of Diane Regan for the 1995 Michael R. Ferrari Award. The committee has unanimously agreed that nomination materials can be utilized in the the year following the original nomination.

Your nomination can be reactivated by addressing a memorandum or letter to me in the Office of Admissions formally requesting the re-nomination. All materials in the nominee's file from last year have been maintained and will be utilized again this year. It may be in the nominee's best interests for you and/or anybody else of your choosing to update the nominee's accomplishments over the past year. You are welcome to seek letters from individuals who were not letter writers for the nominee last year, or updated letters from last year's supporters.

If you have any questions about the re-nomination process, do not hesitate to contact me in the Office of Admissions @ 2-2086, or by E-Mail at [GSWEGAN@bgnet.bgsu.edu](mailto:GSWEGAN@bgnet.bgsu.edu). Thank you.



# Bowling Green State University

Office of Admissions  
Bowling Green, Ohio 43403-0085  
(419) 372-2086  
Fax: (419) 372-6955

## CONFIDENTIAL

### MEMORANDUM

**TO:** Richard Conrad  
Computer Services

**FROM:** Gary D. Swegan, Chair, 1995 Michael R. Ferrari Award Committee

**DATE:** June 15, 1995

**SUBJECT:** Michael R. Ferrari Award nomination

A handwritten signature in black ink, appearing to be 'G. Swegan', located to the right of the 'FROM' field.

I wanted to take this opportunity to invite you to re-activate your 1994 nomination of Rich Zera for the 1995 Michael R. Ferrari Award. The committee has unanimously agreed that nomination materials can be utilized in the the year following the original nomination.

Your nomination can be reactivated by addressing a memorandum or letter to me in the Office of Admissions formally requesting the re-nomination. All materials in the nominee's file from last year have been maintained and will be utilized again this year. It may be in the nominee's best interests for you and/or anybody else of your choosing to update the nominee's accomplishments over the past year. You are welcome to seek letters from individuals who were not letter writers for the nominee last year, or updated letters from last year's supporters.

If you have any questions about the re-nomination process, do not hesitate to contact me in the Office of Admissions @ 2-2086, or by E-Mail at [GSWEGAN@bgnet.bgsu.edu](mailto:GSWEGAN@bgnet.bgsu.edu). Thank you.



# Bowling Green State University

Office of Admissions  
Bowling Green, Ohio 43403-0085  
(419) 372-2086  
Fax: (419) 372-6955

## CONFIDENTIAL

### MEMORANDUM

**TO:** Anne Saviers  
International Programs

**FROM:** Gary D. Swegan, Chair, 1995 Michael R. Ferrari Award Committee

**DATE:** June 15, 1995

**SUBJECT:** Michael R. Ferrari Award nomination

A handwritten signature in black ink, appearing to be "Gary D. Swegan", written over the "FROM:" line of the memorandum.

I wanted to take this opportunity to invite you to re-activate your 1994 nomination of Jeff Grilliot for the 1995 Michael R. Ferrari Award. The committee has unanimously agreed that nomination materials can be utilized in the the year following the original nomination.

Your nomination can be reactivated by addressing a memorandum or letter to me in the Office of Admissions formally requesting the re-nomination. All materials in the nominee's file from last year have been maintained and will be utilized again this year. It may be in the nominee's best interests for you and/or anybody else of your choosing to update the nominee's accomplishments over the past year. You are welcome to seek letters from individuals who were not letter writers for the nominee last year, or updated letters from last year's supporters.

If you have any questions about the re-nomination process, do not hesitate to contact me in the Office of Admissions @ 2-2086, or by E-Mail at [GSWEGAN@bgnnet.bgsu.edu](mailto:GSWEGAN@bgnnet.bgsu.edu).  
Thank you.



# Bowling Green State University

Office of Admissions  
Bowling Green, Ohio 43403-0085  
(419) 372-2086  
Fax: (419) 372-6955

## CONFIDENTIAL

### MEMORANDUM

**TO:** Sabrina White  
Alumni Affairs

**FROM:** Gary D. Swegan, Chair, 1995 Michael R. Ferrari Award Committee

**DATE:** June 15, 1995

**SUBJECT:** Michael R. Ferrari Award nomination

A handwritten signature in black ink, appearing to be 'G. Swegan'.

I wanted to take this opportunity to invite you to re-activate your 1994 nomination of Larry Weiss for the 1995 Michael R. Ferrari Award. The committee has unanimously agreed that nomination materials can be utilized in the the year following the original nomination.

Your nomination can be reactivated by addressing a memorandum or letter to me in the Office of Admissions formally requesting the re-nomination. All materials in the nominee's file from last year have been maintained and will be utilized again this year. It may be in the nominee's best interests for you and/or anybody else of your choosing to update the nominee's accomplishments over the past year. You are welcome to seek letters from individuals who were not letter writers for the nominee last year, or updated letters from last year's supporters.

If you have any questions about the re-nomination process, do not hesitate to contact me in the Office of Admissions @ 2-2086, or by E-Mail at [GSWEGAN@bgnet.bgsu.edu](mailto:GSWEGAN@bgnet.bgsu.edu).  
Thank you.



# Bowling Green State University

Office of Admissions  
Bowling Green, Ohio 43403-0085  
(419) 372-2086  
Fax: (419) 372-6955

## CONFIDENTIAL

### MEMORANDUM

TO: Ann Bowers  
Jerome Library

FROM: Gary D. Swegan, Chair, 1995 Michael R. Ferrari Award Committee

DATE: June 15, 1995

SUBJECT: Michael R. Ferrari Award nomination

A handwritten signature in black ink, appearing to be "G. Swegan", written over the "FROM:" line of the memorandum.

I wanted to take this opportunity to invite you to re-activate your 1994 nomination of Norma Stickler for the 1995 Michael R. Ferrari Award. The committee has unanimously agreed that nomination materials can be utilized in the the year following the original nomination.

Your nomination can be reactivated by addressing a memorandum or letter to me in the Office of Admissions formally requesting the re-nomination. All materials in the nominee's file from last year have been maintained and will be utilized again this year. It may be in the nominee's best interests for you and/or anybody else of your choosing to update the nominee's accomplishments over the past year. You are welcome to seek letters from individuals who were not letter writers for the nominee last year, or updated letters from last year's supporters.

If you have any questions about the re-nomination process, do not hesitate to contact me in the Office of Admissions @ 2-2086, or by E-Mail at [GSWEGAN@bgnet.bgsu.edu](mailto:GSWEGAN@bgnet.bgsu.edu). Thank you.



# Bowling Green State University

Office of Admissions  
Bowling Green, Ohio 43403-0025  
(419) 372-2086  
Fax: (419) 372-6955

## CONFIDENTIAL

### MEMORANDUM

**TO:** Gregg DeCrane  
Student Activities & Orientation

**FROM:** Gary D. Swegan, Chair, 1995 Michael R. Ferrari Award Committee

**DATE:** June 15, 1995

**SUBJECT:** Michael R. Ferrari Award nomination

I wanted to take this opportunity to invite you to re-activate your 1994 nomination of Ron Zweirlein for the 1995 Michael R. Ferrari Award. The committee has unanimously agreed that nomination materials can be utilized in the the year following the original nomination.

Your nomination can be reactivated by addressing a memorandum or letter to me in the Office of Admissions formally requesting the re-nomination. All materials in the nominee's file from last year have been maintained and will be utilized again this year. It may be in the nominee's best interests for you and/or anybody else of your choosing to update the nominee's accomplishments over the past year. You are welcome to seek letters from individuals who were not letter writers for the nominee last year, or updated letters from last year's supporters.

If you have any questions about the re-nomination process, do not hesitate to contact me in the Office of Admissions @ 2-2086, or by E-Mail at [GSWEGAN@bgnet.bgsu.edu](mailto:GSWEGAN@bgnet.bgsu.edu). Thank you.



# Bowling Green State University

Office of Admissions  
Bowling Green, Ohio 43403-0035  
(419) 372-2086  
Fax: (419) 372-6955

## CONFIDENTIAL

### MEMORANDUM

**TO:** Sharon Hanna  
WBGU-TV

**FROM:** Gary D. Swegan, Chair, 1995 Michael R. Ferrari Award Committee

**DATE:** June 15, 1995

**SUBJECT:** Michael R. Ferrari Award nomination

I wanted to take this opportunity to invite you to re-activate your 1994 nomination of Sally Blair for the 1995 Michael R. Ferrari Award. The committee has unanimously agreed that nomination materials can be utilized in the the year following the original nomination.

Your nomination can be reactivated by addressing a memorandum or letter to me in the Office of Admissions formally requesting the re-nomination. All materials in the nominee's file from last year have been maintained and will be utilized again this year. It may be in the nominee's best interests for you and/or anybody else of your choosing to update the nominee's accomplishments over the past year. You are welcome to seek letters from individuals who were not letter writers for the nominee last year, or updated letters from last year's supporters.

If you have any questions about the re-nomination process, do not hesitate to contact me in the Office of Admissions @ 2-2086, or by E-Mail at [GSWEGAN@bgnet.bgsu.edu](mailto:GSWEGAN@bgnet.bgsu.edu). Thank you.



# Bowling Green State University

Department of Chemistry  
Bowling Green, Ohio 43403-0213  
(419) 372-2051  
Fax: (419) 372-9809

June 19, 1995

## Memorandum

To: Gary D. Swegan  
Chair, 1995 Michael F. Ferrari Award Committee

From: D. C. Neckers *D.C.N.*  
Chair

Re: Pat Green - Award Nomination

Just wanted to let you know the 1994 nomination of Pat Green is being re-activated for the 1995 Michael F. Ferrari Award. The award nomination will be submitted by Diane Pegan, executive assistant, College of Arts and Sciences.

aaf

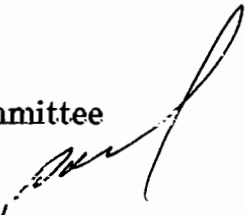


July 5, 1995

MEMORANDUM

TO: 1995 Michael Ferrari Award Committee

FROM: Richard L. Conrad, Director  
University Computer Services/  
Telecommunications Services and  
Asst. V.P. for Planning and Budgeting



SUBJECT: Letter of Nomination for Richard S. Zera

It is with great pleasure I submit the name of Richard Zera for the 1995 Ferrari Award. For the past 19 years, I have worked directly with Rich and have the highest regard for him, particularly in areas directly related to the Ferrari Award Criteria.

Although some of Rich's many accomplishments may fit in multiple categories, I will attempt to place them in the three categories listed on the criteria form. I am sure you will agree that he has excelled in all three areas.

1. INNOVATION AND INITIATIVE

It is absolutely essential that to be truly successful as Director of Administrative Computer Services, innovation and initiative are key characteristics. The impact Rich's creativity has had on Bowling Green State University has been dramatic. Just a few of the more significant innovations include:

-PROJECT-90

In January of 1989, Rich conceptualized and initiated what is now called Project-90 through his "Proposal for Upgrading Administrative Computing". Project-90 represented the most dramatic upgrade in administrative computing in the past 20 years and is one of the boldest plans seen anywhere in higher education. While some areas have not yet achieved the positive benefits of this progressive initiative, it is important to note that Project-90 was not intended to be a destination, but rather the laying of a foundation. Once the last layers of functionality and consistency are laid in the foundation, BGSU will be in a position to build new technologies and capabilities which would have been impossible without Rich's foresight. In fact, the proposal and resultant documents (Systems Proposal, RFP, Planning Document, Organizational Structure, etc.) have been accepted by the College and University Systems Exchange (CAUSE) for inclusion in their library for sharing with other institutions as a model. Along with Ron Lancaster, Rich presented this innovative model, entitled

"Implementation of Comprehensive, Integrated Administrative Systems: Central Coordination with Distributed Control", at the 1991 CUMREC (College and University Computer Users' Conference) International conference. Their paper and presentation earned them recognition as one of the top five contributions to the 1991 international conference.

Major universities from around the country have called and visited BGSU to study our innovative approach, plan and control mechanisms. This list of institutions who have visited BGSU to study our successful approach includes the University of Oklahoma, Michigan State, Minnesota, Tennessee, Mississippi, Nevada, Louisville, Toledo, Eastern Michigan, University of California, Miami University, Ohio University, and several others. Project-90 includes the implementation of new, state-of-the-art, integrated systems for the offices of the Registrar, Bursar, Admissions, Graduate College, Housing, Financial Aid, Payroll, Personnel, Student Employment, Business Office, Treasurer's Office, Purchasing, Inventory, Central Stores, and Physical Plant. It is truly hard to imagine any innovative, creative endeavor having a more sweeping impact on B.G.S.U. for years to come.

In addition to being the person who conceptualized this project, Rich continued to help guide it as the computer manager of the project, a member of the Project-90 Steering Committee, a member of the SIS Executive Team, and a member of the Project-90 User Group. Many of Rich's subordinates have been assigned to serve on the Executive Teams of the system implementations and have become members of the national executive committee guiding AMS. Although Project-90 was initially planned to take 8 years, it was completed in four years. As Director of Administrative Computer Services, Rich successfully guided the over 70,000 person-hours of effort from systems analysts and programmers to accomplish the implementations on schedule.

-S.T.A.R. TELEPHONE REGISTRATION SYSTEM

Rich was also co-author, along with the Bursar and Registrar, of the proposal that led to the STAR (Student Telephone Access Registration) system. This system has not only proven to be of tremendous service to the students and administration of Bowling Green, but has also been studied by other universities and vendors as a model for registration packages being developed. Although the upgrade of the STAR system associated with Project-90 was not without startup problems, the degree of control provided students when compared to the old paper system is a dramatic improvement.

-STUDENT INFORMATION DISPENSING (KIOSK) PROPOSAL

Although not yet adopted by top administration, we are hopeful that Rich's latest innovative proposal will provide yet another level of service to students, while reducing administrative costs. Specifically, he has researched and proposed the implementation of ATM-type kiosk devices to dispense information to students in a self-serve format. These devices

could dramatically reduce student lines at many administrative offices when students need a printed copy of their schedule, list of their bills, financial aid status, employment status, or potentially many other common information needs. His proposal will also enable students to access this same information via BGNNet, and expanded use of telephone audio-response units has also been proposed by Rich as a means of enhancing service to students. Rich has also discussed the possibility of using this new technology as a recruiting mechanism from community colleges.

#### -PROJECT CONTROL/USER RELATIONS

Rich's innovations involving technology, significant as they are, are not the only application of his creativity. He conceptualized and developed the project control system in use at Bowling Green, featuring a strong emphasis on the involvement of users. His on-going effort to make the planning and operational aspects of our department a model for other data processing shops to follow has resulted in both universities and private corporations emulating his project control methodology. His presentations at the international CUMREC conference and the Data Processing Management Association (DPMA) conferences, "Effective Project Control: A User and EDP Partnership" has served as the basis for similar systems at institutions ranging from Appalachian State University to divisions of Owens-Corning Fiberglas. In addition to a unique computerized component, the key thrust of his methodology is the User's Committee (Administrative Computing Council) approach to priority decision making. Although this approach is taken for granted at Bowling Green, it is still a goal being sought at most other institutions. Several other universities in Ohio have been so impressed with the positive user relations derived from this approach that they have studied our operation in the hope of emulating it.

## 2. PERFORMANCE

Beyond a doubt, Rich is a highly motivated professional who carries out his primary duties with distinction. The innovations cited above, and many more, would not have been successful without Rich's interpersonal skills and progressive leadership.

Without minimizing the countless merits of his daily performance, the criteria of the Ferrari Award ask for information "above and beyond" the call of duty. In trying to select a few items which best typify this aspect of his value to the University, I have selected the following:

#### -USER RELATIONS

The Administrative Computer Services area could not possibly be as effective and respected as it is without an environment which supports and nurtures the "human element". While certainly many aspects of Rich's internal management could be cited, perhaps the atmosphere established with users is even more revealing. The development and growth of the Administrative Computing Council, which serves in an advisory capacity to Rich, is a model being emulated at other institutions. By sharing in the

prioritization process of key human resources, Rich has striven to establish a sense of accountability and mutual trust with the administrative user community. This trust has been demonstrated time and time again in supportive and complimentary documents submitted by this group to top administration. Again, the success of this philosophy was tangibly evidenced when he was requested to provide this approach in a workshop format for a regional seminar sponsored by the Association of Computer Machinery (ACM) entitled "Restoring Human Relations in EDP Management". His strong interest in understanding users and working with them was further evidenced in his Master's Thesis in Organization Development, "The Dimensions of Corporate Middle Managers Attitudes Toward Computers".

#### -PROFESSIONAL WORK/RECOGNITION TO THE UNIVERSITY

Rich is a highly regarded and visible representative of Bowling Green State University both locally and nationally. He has attempted to share some of the innovations and creativity he developed for Bowling Green with others through the professional seminars he conducts. In addition to the seminars or presentations listed above, some of his other publications and seminars include:

- "A Practical Approach to Structured COBOL", presented six times throughout Ohio.
- "An Executive Overview of EDP", presented 14 times throughout the midwest.
- "Fundamentals of Data Processing for the Non-DP Manager", conducted both publicly and privately over 40 times across the country.
- "Integrated Admissions: Keystone to the Future" published and presented at the international CUMREC conference.
- "Controlling the Information/Technology Explosion: A Pragmatic Approach for DP in Higher Education" published and presented at CUMREC.

Over 65 companies have sought Rich's perspective through his seminars, including banks, governmental units, Fortune 500 corporations, insurance companies, and utilities. Just a few of these organizations include Ford Motors, Westinghouse, Union Carbide, the U.S. Social Security Administration, and National City Bank.

Rich has also appeared through the media as a local expert on computer crime and data privacy. These appearances have ranged from half-hour radio talk shows to newspaper articles to several appearances on local television shows in news segments.

Through all of Rich's public speaking and consulting endeavors, he developed a library of relevant quotes, anecdotes, and poignant stories to drive home key points. His success as a speaker and the nature of this collection was recognized in 1993 when Sterling Publishing Company

released his book, "1,001 Quips & Quotes for Business Speeches" to bookstores around the world. A second edition has already been requested.

In all of his external professional exposure, Rich prominently acknowledges his affiliation with BGSU and speaks in a highly supportive fashion of the University community and environment.

-BRINGING NATIONAL SEMINARS TO BGSU

Rich's innovation and emphasis on the human element can also be evidenced by the creative way in which he has made training possible for his employees. On several occasions over the years, he has been able to bring national seminars to Bowling Green (e.g. On-Line Design, Teleprocessing Fundamentals, CICS Programming, etc.) which our employees have been able to attend for free. These seminars, which cost up to \$12,000 each for in-house offerings, were paid for through Rich's contacts with data processing managers in local industry. By selling seats to these programs at a cost far lower than industry would normally pay if they sent their employees to major cities, he not only provided a positive service to area industry, but also paid the entire bill for the seminars (thereby allowing our staff to attend at no charge). In addition, there was enough profit generated through this endeavor to seed our department scholarship fund.

Not only has Rich provided the technical training needed through such seminars, but his keen awareness of the "people skills" needed by data processors has led to his sponsorship of other seminars for our staff. For example, in the past few years he has brought "Personal Profile" and "Values Profile" seminars to campus, which have provided valuable tools for UCS staff members to assess and deal more effectively with differing personal styles of users, administrators and other departmental areas. This example of his constant concern for both the technical and human side of data processing are very typical of his commitment to providing efficient and effective services to the University while creatively financing the programs needed.

In 1995, Rich also proposed and initiated a new, monthly series of technological updates for both Computer Services and key administrative staff on campus. The monthly "Techshare" program features either internal or external speakers being brought in to update the computing community on the newest technologies.

3. RELATIONSHIP WITH UNIVERSITY AND COMMUNITY

Certainly, a number of the items cited above also reflect on Rich's constant efforts to effectively interact with other members of the University community. Just a few of these include inviting users to the "Personal Profile" type seminars, the participative nature of the Administrative Computing Council, development of mutual trust through project accountability, and sharing of project coordination functions with representative groups on campus.

There are many other examples of his commitment to the University and community, a few of which include:

-UNIVERSITY COMMITTEE SERVICE

Although not a comprehensive list of all committees and task forces Rich has been a part of, a representative sample of his committee work would include:

- Student Services Task Force
- Administrative Performance Evaluation Committee
- Project-90 and Legend Steering Committees
- Project-90 User Group
- North Central Accreditation Sub-Committee
- Administrative Staff Council (partial term)
- ASC Personnel Welfare Committee
- Project-90 Information Needs Assessment Committee
- Project-90 Proposal Development Committee
- President's Task Force on Computing
- Hayes Program Committee
- Debit Card Implementation Committee
- University Welcoming Committee
- Parent's Orientation Leader at Pre-Registration
- Numerous Search Committees
- Ferrari Award Committee

-SERVICE TO STUDENTS

Through the years, Rich has also maintained a keen interest in the impact which computer systems have on students. While teaching Computer Science classes for several years and now as a Management Information Systems instructor in the College of Business, he always solicited input from students on administrative systems. He can frequently be found at Pre-Reg, in classrooms as a guest lecturer, or other points of student interface with systems to observe reactions and discuss problems. Certainly, many aspects of the STAR, Project-90, Transcript, and proposed ATM systems were developed in an attempt to circumvent specific problems he witnessed and discussed with students.

One of the basic purposes of Project-90, which Rich conceptualized five years ago, was to improve the accuracy and timeliness of information serving students. Through on-line terminals, departments are better able to query and update information on students immediately, saving the student frustration associated with inaccurate information, or having to go to multiple offices to change an address. The integrated nature of these systems will enable departments to more carefully monitor work study allocations to insure maximum compensation is provided work study students while controlling University resources. With the broad array of enhanced on-line capabilities, Bowling Green State University offices will have an ability to serve student needs in a manner unparalleled in Ohio, and among the top schools in the nation.

Another example of his concern for students was his initiation of the highly successful "Lynn Orwick Memorial Scholarship Fund", which has generated several thousands of dollars for needy students.

#### -REPRESENTING BGSU IN THE COMMUNITY

Another testimony of Rich's character and reputation as a University representative involves his community service work. In the past few years, a partial list of his activities include:

- Chair, Wood County Commission on Alcohol and Drug Abuse
- Wood County Community Mental Health Board
- Recipient of Distinguished Service Award from Wood County Council on Alcohol and Drug Abuse
- President, St. Aloysius School Board
- St. Aloysius Parish Council
- Toledo Diocesan Assembly (Bishop's advisory board) of the Catholic Church
- Wood County Probate Court Advisory Committee on Substance Abuse
- Twice named "An Outstanding Young Man in America"
- Numerous other youth, family, and church activities which Rich and his family are involved in were also recognized when his family was named as a "Bowling Green Family of the Year" finalist.

#### SUMMARY

It is indeed difficult to select which of the three criteria Rich best satisfies for the Ferrari Award, since his accomplishments in all related areas are so significant. From a purely business standpoint, perhaps his innovative talents have made the most dramatic impact on Bowling Green State University, but it would be difficult to discount any of his performance or community service activities.

In conclusion, I enthusiastically submit the name of Richard S. Zera for consideration for the Michael Ferrari Award. His duties both at the University in administration, education and service, as well as his community service, are totally consistent with the evaluation criteria.

If you have any further questions, please feel free to contact me.

Thank you.



# Bowling Green State University

Career Planning and Placement Services  
360 Student Services Building  
Bowling Green, Ohio 43403-0144  
Office: (419) 372-2356  
Fax: (419) 372-9847

CONFIDENTIAL

MEMORANDUM

TO: Cary D. Swegan, Chair, 1995 Michael R. Ferrari Award Committee

FROM: Sarah Grimes, Career Services

A handwritten signature in black ink, appearing to be 'S. Grimes'.

SUBJECT: Michael R. Ferrari Award nomination

DATE: June 15, 1995

Please re-activate my nomination of JoAnn Froll for the 1995 Michael R. Ferrari Award. All nominees have agreed to re-activate their letters. I will forward an update of my letter of nomination and additional letters by the July 7th deadline.

Thank you for all your assistance.



# GRAVES

## PIANO AND ORGAN COMPANY

5798 Karl Road  
Columbus, Ohio 43229-3659  
Phone (614) 847-4322 • Fax (614) 847-0608

July 19, 1995

rec'd  
7/19/95

Too late

Mr. Gary D. Swegan  
Chair - 1995 Michael Ferrari Award Committee  
Office of Admissions  
McFall Center  
Bowling Green State University  
Bowling Green, Ohio 43403

Dear Mr. Swegan:

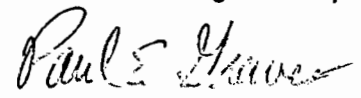
*I understand that Bowling Green State University is in the process of selecting staff members as candidates for University awards.*

*I would like to submit the name of Mr. Paul McCutcheon as a person who, in my opinion, is worthy of special recognition. During the years I have known Paul, he has been a very fine gentlemen, and certainly a goodwill ambassador for Bowling Green State University. In addition, he possesses superior technical skill in his work with pianos, and is well respected by his peers and all who come into contact with him in the music industry.*

*I hope that you will consider him as a worthy candidate for an award.*

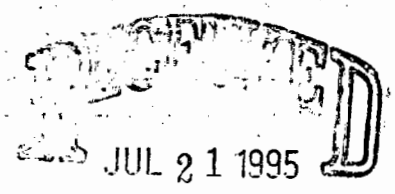
*Please feel free to call me if you desire any additional information.*

Most sincerely,  
Graves Piano & Organ Company



Paul E. Graves

PEG/jkm



ADMISSIONS OFFICE




**Bowling Green State University**

College of Musical Arts  
Bowling Green, Ohio 43403  
(419) 372-2181  
Cable: BGSUOH

Memorandum

TO: Gary D. Swegan, Chair, 1995 Ferrari Award Committee

FROM: David Pope   
College of Musical Arts

DATE: June 21, 1995

RE: Paul McCutcheon

This is to request that the nomination of Paul McCutcheon for the 1995 Michael R. Ferrari Award be accepted as a re-activation of his 1994 nomination.

Additional materials have been requested from Mr. Paul Graves, President of Graves Piano Co. in Columbus, Ohio.

**RECEIVED**  
JUN 28 1995

**ADMISSIONS OFFICE.**

# The 1995 Michael R. Ferrari Award

I. Nominee

Name Joan Morgan

Title Director of Academic Enhancement

Campus Address 101 University Building

II. Nominator

Name Margie A. Erodick

Title Director of The Learning Center (Firelands College)

Campus Address Firelands College  
The Learning Center

Huron, OH 44839  
Phone 2-0702

Administrative X Faculty \_\_\_\_\_ Student \_\_\_\_\_ Classified \_\_\_\_\_

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

Additional letters of reference have been requested.

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 7, 1995. Late submissions will not be considered. Be sure that all additional pages are attached to the nomination form.

*Gary D. Swegan*  
*Office of Admissions*  
*by July 7, 1995*





Bowling Green State University

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

MEMORANDUM

July 12, 1995

To: Ferrari Award Committee

From: Beth A. Casey  
Director, General Education and Special Programs

Re: Nomination of Dr. Joan Morgan,  
Director of Academic Enhancement

I am writing to nominate Dr. Joan Morgan, Director of Academic Enhancement for the Ferrari Award. I have worked with Dr. Morgan for 17 years. For the first seven of those years, Joan was on my staff in the Center for Academic Options as Director of the University Division. During the past ten years, I have continued to work with her on issues of advising and liberal education. During all of this time I have found Joan Morgan's leadership to be exemplary in the ways which I believe the Ferrari Award was intended to honor. Joan's efforts every year of her administrative life have been marked by a combination of visionary leadership, sound management, and an ability to assist in enhancing the quality of life at Bowling Green State University. She is always able to see the areas under her supervision in their context--that is as connected to other units in the university--and to honor and enhance that connection in imaginative and sound ways. Working with her is instructive and energizing.

I would like to cite a particular instance of Joan's sense of connection in the university. During her time in the Center, Joan saw clearly that we had no way at BGSU of coordinating academic advising and that advisors needed very much to talk with one another. Since they did not report to a common administrator, this was not possible. Joan, therefore, initiated the present Council (UASC) which permits academic advisors from all areas to assemble for important meetings with a rotating Chair. We have all lost our memories of the fact that Joan originated this and served as the first Chair.

Through Pre-Major Advising Joan enhanced the liberal education program at Bowling Green State University by enabling over 1200 students to enter without declaring a college to explore their choice of major. She and her staff make a major contribution to university retention in this way as well as the general education program itself. Joan developed this area singlehandedly at a time when it was not thought that such a unit would function well in the university. But it most certainly has flourished for the past

seventeen years in Academic Enhancement.

Last year Joan held a tenth anniversary celebration for Academic Enhancement and invited faculty and advisors to acquaint themselves with the offices there to support students: Writing Lab, Study Skills and Math Labs, Disadvantaged and Pre-Major Advising. I reflected as I walked through the areas how difficult it has been for us in the past decade to offer supports for undergraduate students. Joan Morgan's strong leadership is the reason for these flourishing programs. In Academic Enhancement, Student Affairs and Academic Affairs meet in an unusually imaginative way. I believe we need to support this particular kind of bonding, and hence I nominate Joan Morgan for the Ferrari Award. She offers an administrative model of this creative connection and union.

# The 1995 Michael R. Ferrari Award

## I. Nominee

Name Joan Morgan

Title Director, Academic Enhancement

Campus Address 100 University Hall

## II. Nominator

Name Beth A. Casey

Title Director, General Education and Special Programs

Campus Address 205 Admin. Bldg.

Phone 2 2623

Administrative  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 7, 1995. Late submissions will not be considered. Be sure that all additional pages are attached to the nomination form.

*Gary D. Swegan*  
*Office of Admissions*  
*by July 7, 1995*





Bowling Green State University

Firelands College  
901 Rye Beach Road  
Huron, Ohio 44839-9791

TO: Gary D. Swegan  
FROM: Margie A. Brodrick, Director *Margie A. Brodrick*  
The Learning Center (Firelands College)  
SUBJ: Michael R. Ferrari Award:  
Letter of Support  
DATE: May 23, 1995

I wish to nominate Joan Morgan, Director of Academic Enhancement, for the Michael R. Ferrari Award. As to innovation and initiative, Joan was the first director of academic enhancement. She has provided a university wide academic support program. She spearheaded research on reevaluating placement testing at the university, using ACT; inasmuch, correlations between the Nelson-Denny Reading Test and ACT results were compiled. She shared a committee with the Basic Skill Department.

As to performance, Joan developed the BG Effect which is a mentoring program between administrative staff members and students. She has served on Administrative Staff Council. In connection with the Athletic Department, she has worked with them as far as tutoring, etc. is concerned. For NACADA, she served as a placement chair. Through ACPA, she worked on the National Commission of Developmental Education. Since 1987, she has written a Student Support Services Grant for the Federal Trio Program which has brought in some \$300,000 a year since that time.

Concerning interaction with faculty, students, and staff, Joan has worked with the departments of reading, English, and math on ways to work with academic support services. She has served for a long time on the university ad hoc committee for recruitment and retention. She has interacted repeatedly with the student affairs staff on issues concerning multi-cultural avenues and academic advisors. She is the person who started the University Academic Support Council. She naturally interacts with her staff in an ongoing manner. As an advisor with undergraduate students, she interacts quite a bit with students.

In essence, Joan Morgan has been active in innovation and initiative, performance, and interaction with faculty, staff, and students.



# Bowling Green State University

Vice President for  
Academic Affairs  
230 McFall Center  
Bowling Green, Ohio 43403-0010  
Phone: (419) 372-2915  
FAX: (419) 372-8446

June 1, 1995

Ferrari Award Selection Committee  
C/O Gary Swegan  
Office of Admissions  
Bowling Green State University

Dear Members of the Selection Committee:

I wish to support the nomination of Dr. Joan Morgan as a candidate for the 1995 Ferrari award. I have worked with Joan directly for the past seven years, and feel confident to comment about her qualifications for the award.

In reviewing the criteria for the award, I was struck by the attribute entitled "Relationship with the University Community." It is this aspect of Joan's performance on which I shall concentrate in this letter because it epitomizes her performance as Director of Academic Enhancement.

One of the primary roles Joan performs in her position is that of "bringing people together" for the benefit of students. Her office provides academic support services to several different and distinct student groups, each of which comes to the University with an identifiable set of needs. First, her office provides services to students who are undecided about their academic major through the activities of Pre-Major Advising. These students require intensive guidance and advising as they seek to identify their long-term academic objectives. In the process, Joan and her staff help students realize that being undecided is OK, as long as they are taking meaningful steps to work their way through their uncertainty.

A second group of students which needs a unique academic support network is supported by the activities of the learning laboratories -- the Writing Lab, the Math Lab, and the Study Skills Lab. The quality of services provided by these labs has improved dramatically under Joan's leadership. I have particularly noticed the strengthened relationships between the individual labs and the chairs and faculty of various academic units. The linkages between the Writing Lab and the General Studies Writing Program have been strengthened, a new era of cooperation between the staff of the Math Lab and the Department of Mathematics and Statistics has blossomed, and unique relationships between the Study Skills Lab and departments such as Sociology, Biological Sciences, Psychology and others have developed during the recent past.



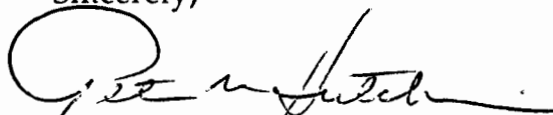
Ferrari Award Committee  
June 1, 1995  
Page 2

The third group of students benefiting from the services of Academic Enhancement is comprised of those who enter the University as academically or economically disadvantaged, first generation college students, or students who are physically challenged. These students are served through the Student Support Services Program. Unique academic support services not available to the general student population are provided for them through the substantial federal grant for which Joan is the administrator.

Certainly Joan is not involved directly in every single activity outlined above, and much of the credit goes to her fine staff. Joan is ultimately responsible for these services, however, and for the quality and care with which they are provided. As the Director of Academic Enhancement, she has hired, trained, and professionally developed the staff which carries out these responsibilities. She has helped imbue the staff with the same values she personally holds, and these attitudes and values permeate the activities of all staff members.

After working with and supervising Joan for the past few years, one of her personal characteristics has become overriding in my mind. Namely, Joan has an extremely high level of care and concern for students. This characteristic permeates everything she does as a professional staff member at BGSU. This sense of caring and concern has become the only accepted culture in her office, and it represents the commitment of each of her staff. It is because of this attitude and culture fostered by Joan that BGSU students have a meaningful and reliable academic support network on which to rely.

Sincerely,



Peter M. Hutchinson  
Associate Vice President  
for Academic Affairs



# Bowling Green State University

Medical Director  
Student Health Service  
Bowling Green, Ohio 43403-0147  
(419) 372-2271

6/27/95

MEMORANDUM

TO: Gary Swegan  
Ferrari Award Selection Committee

FROM: Josh Kaplan *Josh Kaplan*

RE: Jeanne Wright

I understand that Jeanne has been nominated for the Ferrari Award. I heartily endorse that nomination. Jeanne is a truly wonderful employee whose enthusiasm inspires all who work with her.

As her supervisor, I repeatedly find myself worrying that she is going to burn herself out, and asking her to pace herself a bit - but she assures me that she is not tired. She frequently schedules evening programs, and then shows up bright and early the next morning. And she has a 10 month contract, but it seems like she is here all summer anyway.

Jeanne routinely goes beyond what anyone would expect. For instance, she has written several successful grant applications that are supposed to include compensation for her time. And she puts in extra time to do the projects, often more than she originally estimated. But I have to argue to get her to accept the extra pay, because she wants to treat it as a contribution to the Health Service budget. Another example is the way she will personally pay for social events and incentives for the student volunteers who work at the Well. (These would be reimbursable expenses, but only if I could get her to apply for reimbursement.) Jeanne recruits, trains and supervises about 35 student peer educators each year. The extra part is how she encourages and supports them, and the tremendous loyalty she inspires.

I'll close by just listing some of Jeanne's activities in the last year, to give some idea of her incredible energy and enthusiasm. She does health promotion and health

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education, has appeared on radio and TV programs, does all the desk top publishing for our educational materials and brochures, and puts on annually the biggest and best health fair in northwest Ohio. She teaches CPR, and coordinated a two day HIV Instructor Workshop for the Red Cross. Her committee memberships include the Health Connections Committee (chair,) Administrative Staff Council, Professional Development Committee (chair,) Wellnet, Coalition Against Sexual Offenses, Wood County AIDS Task Force, and Northwest Ohio Health Promotion Network. And she was appointed this year to serve on the Ohio Department of Health Advisory Group for Cardiovascular Risk Reduction.

I got tired typing it. I do not know how she does it. Jeanne Wright would be a most worthy recipient of the Ferrari Award.



# Bowling Green State University

Student Health Service  
Bowling Green, Ohio 43403-0147  
(419) 372-2271  
Fax: (419) 372-8010

June 27, 1995

To Whom It May Concern:

I would like to nominate Jeanne Wright for the 1995 Michael J. Ferrari Award. I have worked with Jeanne since she was hired by the University in 1990. As a matter of fact, I was the chair of the Screening Committee and often congratulate myself on the good choice that we made!

Jeanne was hired as a Health Educator and Coordinator for the WELL (the student peer counseling group). Since that time, she has refined and redefined the position to encompass many facets of health education and student involvement in health issues.

Jeanne is tireless in her dedication to students, the Health Service and the University. Her background in nursing and public health has broadened her vision and enhanced her efforts in health promotion and prevention of risk behaviors in the student population. She has targeted the issues of AIDS, STDS, sexual assault and nutrition in her health campaigns on campus. The Health Fair which she took over in 1991 is now the largest health fair in Northwest Ohio. The health information, community networking and positive publicity for the University that is generated by the Health Fair is difficult to quantify.

Jeanne puts in numerous hours of overtime, without asking compensation, to present training sessions for student volunteers, staff and residence hall and classroom presentations. She has developed the WELL into a vital and growing student organization.

Jeanne has served on numerous University committees. She just completed a term on the Administrative Staff Council. As anyone who has worked with her knows, she is the first to volunteer her time for projects and especially for the routine, background tasks that no one knows about or gets recognized for. She is active in community organizations, among them the American Heart Association, the Red Cross and the Toledo Zoo.

Truly, no one deserves the Award more as she serves as a model for the colleagues that she works with daily.

Sincerely,

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

Joanne Navin  
Clinic Coordinator  
Student Health Service



# Bowling Green State University

Hazel H. Smith Off-Campus Student Center  
Division of Student Affairs  
105D Moseley Hall  
Bowling Green, Ohio 43403-0153  
(419) 372-2573/8015  
Fax: (419) 372-2300  
Cable: BGSUOH

July 3, 1995

Michael R. Ferrari Award Committee  
c/o Gary Swegan, Assistant Director  
Admissions Office  
B.G.S.U.

Dear Committee Members,

It is with great pleasure that I nominate Jeanne Wright for the Michael R. Ferrari Administrative Staff Award. I have known Jeanne since she began working at Bowling Green in August of 1990 and have worked with her on various University-wide committees and on joint projects between The Student Wellness Center ("The Well") and the Hazel H. Smith Off-Campus Student Center ("Center"). There is no one I can think of who is more dedicated to her job, her supervisors and the University than Jeanne.

As the University's Health Educator, Jeanne has been responsible for directing the The Well. Located on the second floor of the Student Health Service, this area provides education about healthy lifestyles, including nutrition, fitness, stress management, relationships and general wellness. The Well also offers a resource center and speaker's bureau, with the recent addition of a "stress-free zone" room where students and staff can unwind from the pressures of the day.

Another responsibility of Jeanne's has been to oversee The Well's Peer Consultants. She is in charge of hiring, training and evaluating each of the approximately 50 student wellness volunteers. The Peer Consultants are responsible for staffing The Well during the day, helping students with their questions and needs. Presenting wellness-related programs across the campus is another responsibility of the Consultants. As a testament to her ability to work with students, many of the Peer Consultants continue working at The Well for several years.

Jeanne's leadership skills can easily be seen whenever she chairs a committee or project. Meetings are started on time and end promptly within the allotted time. An agenda for the next meeting is distributed to the committee members when the minutes of the previous meeting are sent out. Items are discussed fully within a reasonable time limit. A sense of accomplishment can be felt when leaving a meeting over which she has presided.

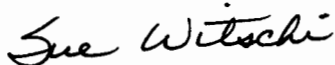
Jeanne is an administrative staff member who has a 10-month contract; however, she spends at least 60% of her "free time" in the summer working on various assignments for the upcoming year. During her contracted time, Jeanne often spends an additional 3-5 hours per day on campus after 5:00p.m., whether it is to present a program in a residence hall, doing a smoking cessation or weight loss class in the Health Center, developing a brochure/bulletin board/publicity material for the staff members in the Health Center or counseling one or more students on a variety of subjects.

It is Jeanne's "total quality commitment" to serving the students, staff and the University that motivates me to nominate her for this award. Regardless of the amount of work that awaits her attention, Jeanne will take whatever time necessary to help a person in need. Even after losing a half-time graduate assistant position, Jeanne assumed the additional responsibilities with hardly a change to her bubbly, extroverted personality. In addition to the ones mentioned above, other roles she has taken on frequently include confidant, cheerleader and trouble-shooter. To help fund a variety of activities (and sometimes her salary), Jeanne has also (co-)authored and received a number of grants from the government.

Jeanne's caring reaches beyond the University community. While I am not aware of all of her outside activities, I do know that she has taught a number of smoking cessation classes for the American Cancer Society in the Toledo area.

Therefore, it is my belief that Jeanne Wright is an exceptional candidate for the Michael R. Ferrari Administrative Staff Award. Her ability to keep a smile on her face in times of adversity is truly amazing. She definitely personifies the "We Care" attitude BGSU strives to communicate. Thank you in advance for giving Jeanne the careful consideration she deserves. Should you have additional questions, please feel free to contact me at 2-8015.

Sincerely,



Sue Witschi  
Assistant Dean of Students  
Commuter Student Programs



# Bowling Green State University

College of Health and Human Services  
Bowling Green, Ohio 43403-0280  
(419) 372-8242  
Fax: (419) 372-2897

June 20, 1995

Dear Ferrari Committee:

This letter is written in support of the nomination of Jeanne Wright for the Ferrari Award. I am beginning my twelfth year at BGSU and I would say that Jeanne is the hardest working, most caring, creative individual I have had the pleasure of working with during my time at BGSU. Her energy, skill and insight are an asset to any project or committee. Her attention to detail and to the individuals who work with her is remarkable.

Walking across campus with Jeanne is an experience. She will personally identify numerous students and staff by name and stop to interact with many. She supports many activities on campus because she has worked with an individual who has implemented the activity or she recognizes the effort put into an event, so she goes.

Jeanne is incredibly generous in sharing her skills and expertise (i.e. on the computer, writing grants, promoting events).

This remarkable individual is truly an asset to students and staff at BGSU and embodies the spirit of the Ferrari Award.

Sincerely,

A handwritten signature in cursive script that reads "B Keeley".

Barb Keeley

# Award preparer awarded as winner

Jay Young  
The BG News

The check prepared by Norma ~~Stickler~~ for the Michael R. Ferrari Award will have to be cancelled. While she prepared the \$1,000 award like she usually does, her colleagues were working behind the scenes to surprise her as the real winner.

Stickler, director of academic services, was presented with the Ferrari Award at an Administrative Staff Council reception Wednesday in Olscamp Hall. The award, which is named in honor of former administrator and

interim University president, recognizes administrative staff members for being innovative, for demonstrating initiative, for performing above and beyond their regular duties and for building positive relationships within the University community.

Beverly Stearns announced ~~Stickler~~ as the winner.

"This year's recipient, from nominations and letters of recommendation, certainly fits the criteria well," Stearns said. "This person is noted for being selfless

See WINNER, page four.

## WINNER

Continued from page one.

in the conduct of job responsibility and working extremely well and competently with all University constituents."

Stickler said when she realized Stearns was describing her, it came as a great surprise.

"I was thrilled," Stickler said. "I'm ordinarily the person that makes the arrangement to give the check to the recipient, so they

gave me a fake name so I would not think that I was getting it."

Stickler, who also received a plaque and a reserved parking spot for a year, said the award is very important to her.

"When Dr. Ferrari was here as provost he was my boss. For me it is more than just a name," Stickler said. "To receive an award in his name, for me, is real-

ly very special.

Stickler began her career at the University as a temporary clerk in the Registrar's Office in 1970, a position she had until 1975 when she became a statistician in the Office of Resource Planning.

She was named administrative assistant in the Office of Academic Affairs in 1979. She became administrative assistant to the provost in 1990, assistant to the vice president for academic affairs in 1993 and director of academic services and special assistant to the vice president for academic affairs in 1993.

Marshall Rose, director of Affirmative Action, said she has

always been there when help was required.

"I cannot think of a single occasion when I have needed to call upon her when she did not render valuable assistance," Rose said. "Whatever the setting or occasion, she is always well prepared and well spoken."

Stickler has been a member of Administrative Staff Council. She also serves as secretary of the Council of Deans, Undergraduate Council, Academic Planning Committee and on all the committees searching for new University deans.





# MONITOR

Nonprofit Organization  
U.S. Postage Paid  
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Bowling Green, Ohio

VOL. 19, No. 11

BOWLING GREEN STATE UNIVERSITY

SEPTEMBER 11, 1995

## Ferrari award winner

### Norma Stickler is honored for working quietly behind the scenes

There is a saying that behind every good man and woman there is always someone else working quietly in the background to help make things happen.

Many at the University say such a person behind them is Norma Stickler, director of academic services in the Office of Academic Affairs.

This is one of the reasons why she was recommended so highly and selected as the 1995 winner of the Michael R. Ferrari Award. The Administrative Staff Council annually selects one administrative staff person for the award, which is named in honor of a former staff member and interim University president. The award was presented last Wednesday at the annual administrative staff reception.

Any full-time contractual staff person is eligible for nomination. The award is based on the person's demonstration of innovation and initiative, performance above and beyond his or her regular duties and a positive relationship with the University community.

"Norma, perhaps unknowingly, has mentored many individuals at all levels at this institution," said Beverly Stearns, assistant to the dean of libraries and learning resources. "Because of the trust and confidence that faculty and staff members place in Norma, the nature of her contacts with them have changed considerably through the years from dealing with basic issues to advising in sensitive personnel and interpersonal conflict issues as well as in their career and retirement plans."

"As a fellow in the president's office, I probably learned as much about academic affairs at BGSU from Norma Stickler as I did from any other single individual during my fellowship year," said Dr. Peter Hutchinson, associate vice president for academic affairs.

Stickler has also provided behind-the-scenes support for the various committees on which she has served as well as in search and interview processes for new staff members, according to her colleagues.

Dr. R. Darby Williams said that when he interviewed for his current position as dean of Firelands College, Stickler exhibited a friendly and helpful attitude in "making various arrangements and in keeping me well informed about the cumbersome employment process ... had it not been for her professionalism and the positive impression she created in my mind about Bowling Green State University, I am certain that I would never had returned for a second or third round of interviewing."

Not only have many praised Stickler's quiet assistance, they have expressed admiration for her personal skills and for her effectiveness in completing many tasks quickly and efficiently.

"I cannot think of a single occasion when I have needed to call upon her when she did not render valuable assistance," said Marshall Rose, director of affirmative action. "Whatever the setting or occasion, she is always well prepared and well spoken. I think a tribute and testimony to her strengths and administrative abilities is the fact that she has been appointed to many of the most important University committees. From Project 90 to the Non-Academic

Functions Committee to the Administrative Job Analysis and Compensation Committee, she has made substantial contributions to improving the University."

Stickler has been a member of Administrative Staff Council, recently chairing the Personnel Welfare Committee. She also serves as secretary of the Council of Deans, Undergraduate Council, Academic Planning Committee and on all the committees searching for new University deans.

"Norma has to be one of the best liked individuals I have ever met," said Dr. Rush Miller, former dean of libraries and learning resources. "I have never heard one single word of criticism of her in the past eight years from anyone. Conversely, I have never heard her utter an unkind word about another person."

Stickler began her career at the University as a temporary clerk in the registrar's office in 1970, a position she held until 1975 when she became a statistician in the Office of Resource Planning. She was named administrative assistant in the Office of Academic Affairs in 1979. Subsequent title changes reflected her professional growth as she was named administrative assistant to the provost in 1980, assistant to the vice president for academic affairs in 1983 and director of academic services and special assistant to the vice president for academic affairs, her present position, in 1993.

She received a master's in business administration from Bowling Green in 1986 and a bachelor's from Alma College in Michigan in 1962.



Norma Stickler accepts the Ferrari Award.



During the administrative staff reception last week, Administrative Staff Council chair Bryan Banner presents a special plaque to Pat Green for her work as last year's ASC chair.



# Bowling Green State University

Office of Admissions  
Bowling Green, Ohio 43403-0085  
(419) 372-2086  
Fax: (419) 372-6955

## MEMORANDUM

COPY

TO: Stacie Schroeder  
Parking Services

FROM: Gary D. Swegan  
Office of Admissions / Ferrari Award Committee

DATE: September 11, 1995

SUBJECT: Reserved Parking Space for Norma Stickler

I am using this means to officially notify you that the winner of the 1995 Michael R. Ferrari Award is **Norma J. Stickler** of the Office of the Vice-President for Academic Affairs.

It is my understanding that a reserved parking space is among the benefits which accompany this award.

Please let me know if I need to provide any additional information.

pc: Norma Stickler



# Bowling Green State University

Office of Admissions  
Bowling Green, Ohio 43403-0035  
(419) 372-2036  
Fax: (419) 372-6955

## MEMORANDUM

TO: Sheila Rieser  
Monitor

FROM: Gary D. Swegan  
Office of Admissions / Ferrari Award Committee

DATE: August 29, 1995

SUBJECT: Ferrari Award Presentation

COPY

I would like to request a photographer to be available at the Administrative Staff Reception on Wednesday, September 6 by 4:00 p.m. in Olscamp Hall. The Ferrari Award Presentation will be made sometime after 4:00 p.m.

Also as discussed, I have enclosed a copy of all materials submitted by the main nominator of **Norma J. Stickler** for the Ferrari Award. The nominator is Ann Bowers, Archival Collections. I have also included a copy of the criteria for the award

If you need any additional information, please do not hesitate to contact me.



# Bowling Green State University

Office of Admissions  
Bowling Green, Ohio 43403-0085  
(419) 372-2086  
Fax: (419) 372-6955

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pc: Norma Stickler



# Bowling Green State University

Office of Admissions  
Bowling Green, Ohio 43403-0025  
(419) 372-2086  
Fax: (419) 372-6955

September 11, 1995

Michael R. Ferrari, President  
Drake University  
25th and University Ave.  
Des Moines, IA 50311

GDS

Dear Dr. Ferrari,

On Wednesday, September 6, 1995 Ms. **Norma Stickler** was named the recipient of the 13th annual Michael R. Ferrari Award. The award was presented during a ceremony of all administrative staff at Bowling Green State University.

Norma has been employed at the University since 1970, and can be credited with many significant accomplishments which have positively impacted students and the university community alike. I have enclosed a copy of the article which appeared in the *Monitor* today so that you may see first-hand the wonderful contributions Norma has made during her 25 year career at BGSU.

As the Chair of the selection committee, I can personally attest to the loyalty and character which Norma possesses, and the admiration which her colleagues feel for her. I hope that you will agree that our selection embodies the characteristics for which you believed.

Sincerely,

Gary D. Swegan  
Associate Director of Admissions

enclosure

GDS/cdt



October 5, 1995

OFFICE OF THE PRESIDENT

Dear Mr. Swegan:

Thank you very much for your letter indicating that Norma Stickler was selected for the 13th annual Michael R. Ferrari Award. This is wonderful news indeed, and I am delighted that Norma was chosen for her substantial contributions to students and the Bowling Green State University community.

I remember well Norma's skills and exemplary professional talents, and it does not surprise me that she continues to be held in such high esteem and trust by her colleagues.

Each year I am humbled by this selection process and the remarkable achievements of persons selected for the award. I recall often my rewarding experiences and association with BGSU, and I extend my very best wishes to you and the entire University community for continued distinction and service to the state, nation and world.

Thanks for sharing this exciting news with me.

Sincerely,

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

Michael R. Ferrari  
President

Mr. Gary Swegan  
Associate Director of Admissions  
Bowling Green State University  
Bowling Green, Ohio 43403-0085



ADMISSIONS OFFICE

# MONITOR

VOL. 19, No. 11

BOWLING GREEN STATE UNIVERSITY

SEPTEMBER 11, 1995

## Ferrari award winner

### Norma Stickler is honored for working quietly behind the scenes

There is a saying that behind every good man and woman there is always someone else working quietly in the background to help make things happen.

Many at the University say such a person behind them is Norma Stickler, director of academic services in the Office of Academic Affairs.

This is one of the reasons why she was recommended so highly and selected as the 1995 winner of the Michael R. Ferrari Award. The Administrative Staff Council annually selects one administrative staff person for the award, which is named in honor of a former staff member and interim University president. The award was presented last Wednesday at the annual administrative staff reception.

Any full-time contractual staff person is eligible for nomination. The award is based on the person's demonstration of innovation and initiative, performance above and beyond his or her regular duties and a positive relationship with the University community.

"Norma, perhaps unknowingly, has mentored many individuals at all levels at this institution," said Beverly Stearns, assistant to the dean of libraries and learning resources. "Because of the trust and confidence that faculty and staff members place in Norma, the nature of her contacts with them have changed considerably through the years from dealing with basic issues to advising on sensitive personal and interpersonal conflict issues as well as in their career and retirement plans."

"As a fellow in the president's office, I probably learned as much about academic affairs at BGSU from Norma Stickler as I did from any other single individual during my fellowship year," said Dr. Peter Hutchinson, associate vice president for academic affairs.

Stickler has also provided behind-the-scenes support for the various committees on which she has served as well as in search and interview processes for new staff members, according to her colleagues.

Dr. R. Darby Williams said that when he interviewed for his current position as dean of Finland's College, Stickler exhibited a friendly and helpful attitude in "making various arrangements and in keeping me well informed about the cumbersome employment process ... had it not been for her professionalism and the positive impression she created in my mind about Bowling Green State University, I am certain that I would never had returned for a second or third round of interviewing."

Not only have many praised Stickler's quiet assistance, they have expressed admiration for her personal skills and for her effectiveness in completing many tasks quickly and efficiently.

"I cannot think of a single occasion when I have needed to call upon her when she did not render valuable assistance," said Marshall Rose, director of affirmative action. "Whatever the setting or occasion, she is always well prepared and well spoken. I think a tribute and testimony to her strengths and administrative abilities is the fact that she has been appointed to many of the most important University committees. From Project 56 to the Non-Academic

Functions Committee to the Administrative Job Analysis and Compensation Committee, she has made substantial contributions to improving the University."

Stickler has been a member of Administrative Staff Council, recently chairing the Personnel Welfare Committee. She also serves as secretary of the Council of Deans, Undergraduate Council, Academic Planning Committee and on all the committees searching for new University deans.

"Norma has to be one of the best liked individuals I have ever met," said Dr. Rush Miller, former dean of libraries and learning resources. "I have never heard one single word of criticism of her in the past eight years from anyone. Conversely, I have never heard her utter an unkind word about another person."

Stickler began her career at the University as a temporary clerk in the registrar's office in 1970, a position she held until 1975 when she became a statistician in the Office of Resource Planning. She was named administrative assistant in the Office of Academic Affairs in 1979. Subsequent title changes reflected her professional growth as she was named administrative assistant to the provost in 1980, assistant to the vice president for academic affairs in 1993 and director of academic services and special assistant to the vice president for academic affairs, her present position, in 1993.

She received a master's in business administration from Bowling Green in 1996 and a bachelor's from Alma College in Michigan in 1962.



Norma Stickler accepts the Ferrari Award.



During the administrative staff reception last week, Administrative Staff Council chair Bryan Banner presents a special plaque to Pat Gresh for her work as last year's ASC chair.

To: gswegan@bgnet.bgsu.edu (Gary D. Swegan)  
From: gfinn@bgnet.bgsu.edu (Gaylyn Finn)  
Subject: Re: Ferrari Award  
Cc:  
Bcc:  
X-Attachments:

*Lori  
Please prepare the  
requested check. As I will  
be on vacation let's do  
it now so it is done  
Thanks  
GJF  
8/1/95*

Gary,

After you talk to Josh let me know. I will ask Lori to cut the check for Norma a week or so before you need it and will ask her the best way to camouflage the fake payment to Josh.

gjf

>As we discussed by phone last week, the winner of the 1995 Ferrari Award is  
>Norma J. Stickler.

>However, due to the fact that Norma is my contact person in the VPAA office  
>and typically arranges for the check to be produced by your office, I have  
>a little scheme in mind to circumvent this problem.

>Per your suggestion, I will submit Josh Kaplan's name to Norma for  
>processing so that she does not become suspicious at the lack of a name  
>coming forward to her.

>Will you actually cut a check in Josh's name that will need to be  
>destroyed, or simply put a blank piece of paper in a sealed envelope which  
>Norma will never see?

>I have been playing telephone tag with Josh, so he doesn't yet know he is a  
>spawn in our little game, but I will let him know eventually.

>Finally, I assume you and I can deal with one another directly so that I  
>have the actual check for Norma for the presentation on September 6.

>Thanks!

>Gary D. Swegan  
>Associate Director of Admissions  
>110 McFall Center  
>Bowling Green State University  
>(419) 372-2086 (Office)  
>(419) 372-6955 (Fax)  
>E-Mail: gswegan@bgnet.bgsu.edu

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# Bowling Green State University

June 27, 1995



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

## Memorandum

**TO:** Gary Swegan  
Chair, 1995 Michael R. Ferrari Award Committee

**FROM:** Ann Bowers *[Signature]*

**SUBJECT:** Nomination of Norma Stickler

Holdings: Northwest Ohio  
University Archives  
Rare Books and  
Special Collections

Gary, thanks so much for the memorandum regarding reactivating the nomination of Norma Stickler for the Ferrari Award. I am most pleased to request this and I know that the people who wrote recommendations last year will want their letters included again. I also will be requesting additional letters from other people which should arrive separately.

I can only state that all that was included in last year's nomination represents continuing activities on the part of Norma. She has been instrumental on the Mercer Study Committee, a committee which has put in unbelievable hours in analyzing administrative staff job descriptions as part of the process to achieve equitable titling and pay ranges. She continues to monitor the search process for Deans; that of the Libraries and Learning Resources was recently completed. As always a very positive picture of BGSU was provided due to her interactions with all candidates. She is instrumental in working with the academic computing committee to ensure that proper data needed for reporting purposes is developed and accessible. Although the report has been completed, she was a key person on the Non-Academic Functions Task Force. Many of the task force's recommendations have been implemented by President Olscamp and our new President, Dr. Ribeau, is looking at others.

Norma is not a high-profile person. She works very quietly behind the scenes and volunteers her time for projects which are of benefit to the entire university community. What has impressed me the most about Norma, is that all of her work is motivated by a genuine caring for and loyalty to BGSU, all of its staff, and especially administrative staff. For her many extra hours, her devotion to her work and to administrative staff, and her willingness to take on extra committee assignments and projects, I heartily recommend her to you and the Ferrari Award Committee. I urge you and the Committee members to take a close look at her file and her many contributions in your deliberations. I know it is not an easy decision. Good Luck.





**Bowling Green State University**  
FIRELANDS COLLEGE

Office of the Dean  
901 Pye Beach Road  
Huron, Ohio 44839-9791  
(419) 433-5560  
(800) 322-4787  
Fax: (419) 433-9696

June 29, 1995

**MEMORANDUM**

**TO:** Gary Swegan  
Office of Admissions

**FROM:** R. Darby Williams, Ph.D.  
Dean, Firelands College

*Darby Williams*

**SUBJECT:** 1995 Michael R. Ferrari Award Nomination for Norma J. Stickler

I understand that Norma Stickler, Director of Academic Services, has been nominated for the 1995 Michael R. Ferrari Award and am pleased to be able to strongly endorse her nomination.

My first experiences with Norma were during the interviewing and selection process for my current position in the Spring of 1993. I still recall the friendliness and helpfulness she provided in making various arrangements and in keeping me well-informed about the cumbersome employment process (which was complicated by involving multiple search committees on both the main campus and at Firelands College). Had it not been for her professionalism and the positive impression she created in my mind about Bowling Green State University, I am certain that I would never have returned for a second or third round of interviewing.

In my first two years as Dean of Firelands College, I have come to rely on Norma Stickler for learning the administrative policies of the University, for unravelling complex procedural conundrums, and for advice on ways to address sticky personnel problems on our campus. Her exceptional performance in guiding a new college dean has been clearly "above and beyond" her specific administrative staff position in the VPAA's office. Since Betsy Clark was not always immediately available to answer my many questions, Norma was often called upon for assistance and she was consistently candid, helpful, and sympathetic.

Getting all administrative reports, written recommendations, and university documents completed on time and in the proper formats can be a challenge for any new administrator. Norma helped both me and my administrative assistant streamline various reporting processes, saving us from duplicating efforts or having to correct earlier paperwork submitted. Norma has been quick to recognize the speed and efficiency of using electronic mail for a variety of routine messages and brief reports, and she has shown considerable initiative in getting the college deans to make better use of CICS and BG-Net as a communications tool.

I would finish by noting that Norma's human relations skills, cheerful personality, and positive attitude enable her to interact extremely well with other BGSU administrators, faculty, students, classified staff employees, and others from outside the University. In short, Norma Stickler fulfills all of the stated criteria and by virtue of her exemplary performance, initiative, and positive relationships is an outstanding candidate for this year's Ferrari Award.

rbn



# Bowling Green State University

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

July 6, 1995

Mr. Gary Swegan, Chair  
1995 Michael R. Ferrari Award Committee  
BGSU Administrative Staff Council

RE: *Nomination of Norma Stickler*

Dear Gary:

It is with great pleasure and enthusiasm that I write to support the nomination of Norma Stickler for the 1995 Michael R. Ferrari Award. I believe the Committee will find that Norma embodies all the attributes that would make her selection particularly appropriate.

It has been my good fortune to have worked closely with Norma for the last five years. In her position as Assistant to the Vice President for Academic Affairs and Director of Academic Services, she is among the administrators at the University with whom I regularly consult. Because I frequently am required to respond to requests for data involving our academic units and personnel, I often rely on Norma in facilitating these requests. Whether it is a rushed request from the Department of Labor, need for information for a discrimination investigation, or proposed changes to EEO classifications for academic personnel, I cannot think of a single occasion when I have needed to call upon her when she did not render valuable assistance. She is literally a wealth of knowledge regarding the University's most important governance documents. Indeed, for many people she is the resident expert on the Academic Charter.

What may be most impressive about Norma is her ability to manage multiple tasks at such a high level of professionalism and proficiency. Beyond excelling in a position in which the demands are always high, I have seen her first hand as a member of University task forces and committees. Whatever the setting or occasion, she is always well prepared and well spoken. I think a tribute and testimony to her strengths and administrative abilities is the fact that she has been appointed to many of the most important University committees. From Project 90 to the Non Academic Functions Committee to the Administrative Staff Job Analysis and Compensation Committee, she has made substantial contributions to improving the University. She has also been among the most active and productive members of the Administrative Staff Council, and most recently spent a productive term as Chair of the ASC's Personnel and Welfare Committee.

Gary Swegan, Chair  
1995 Ferrari Award  
Page 2

It is difficult to discuss Norma's qualities for this award without appearing to exaggerate her virtues. However, her high level of competence, professionalism and achievement clearly place her in that special category of administrators. While I am sure that ASC will receive other nominations for this prestigious award that might be worthy of consideration, I do not believe you will find any that are more outstanding or deserving. If I can provide you with any additional information, or answer any questions regarding my support for Norma's selection for the 1995 Michael R. Ferrari Award, please do not hesitate to contact me.

Sincerely,



Marshall Rose,  
Director

MR

# The 1994 Michael R. Ferrari Award

## I. Nominee

Name Norma Stickler

Title Director of Academic Services

Campus Address Vice President of Academic Affairs Office-McFall

## II. Nominator

Name Ann Bowers

Title University Archivist

Campus Address Jerome Library-fifth floor

Phone 372-2411

Administrative  Faculty  Student  Classified

III. Please include additional letters of reference from three other individuals for your nominee. Letters will be forwarded directly to Gary Swegan at Admissions Office by (1) Peter Hutchinson; (2) Beverly Stearns; and, (3) Rush Miller

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 8, 1994. Late submissions will not be considered. Be sure that all additional pages are attached to the nomination form.

*Gary D. Swegan  
Office of Admissions  
by July 8, 1994*





# Bowling Green State University



Center for Archival Collections  
5th Floor, Jerome Library  
1001 E. Woodner Street  
Bowling Green, Ohio 43403  
(419) 372-2411  
Fax: (419) 372-0155

Holdings: Northwest Ohio  
University Archives  
Rare Books and  
Special Collections

June 29, 1994

TO: The 1994 Michael R. Ferrari Award Committee

FROM: Ann Bowers *Ann Bowers*  
University Archivist

RE: Nomination of Norma Stickler for the 1994 Michael R.  
Ferrari Award

So many administrative staff at Bowling Green State University are deserving of this award, but one in my mind stands out in the crowd. Norma Stickler has provided exemplary service to this university and all of its faculty and staff, especially administrative staff, for many years. It is both for the accumulation of years of such service and also for her work this past year, that makes her such a worthy candidate for this award.

I have known Norma for several years, but have worked closely with her in more than one capacity during the past six to seven years. First, I work closely with Norma in my position as University Archivist. She has been a wonderful resource for me as her knowledge of the workings of the university, its people and its records, has been of immeasurable assistance as I work to establish a university-wide records management and archival program. The records management program itself is a cost-saving measure for the university and much of its success can be contributed to the behind-the-scenes assistance given to me by Norma. Secondly, I have worked with Norma on Administrative Staff Council. Again, much of what I accomplished as Chair of the Council was with the assistance of Norma, in her capacity as chair of the Personnel Welfare Committee and as a mentor to me. I also count Norma as a good friend. So I know her well and have worked closely with her and this knowledge is the basis of my nomination.

Enough, however, about my relationship with Norma; instead let me discuss her services to this University according to the criteria established for the Ferrari Award.

Innovation and Initiative: In her position as Director of Academic Services working directly for the Vice President of Academic Affairs, Norma has contributed much toward the smooth operations of the academic side of BGSU. Let me list just a few of many examples:

Nomination of Norma Stickler  
 June 29, 1994  
 Page two

- (1) Creates databases on faculty and staff which allow for more efficient and accurate reporting to national accrediting agencies, professional association surveys and government agencies.
- (2) Plans the Faculty Recognition Dinner and Workshop for New Faculty. At her initiative, many improvements to both of these activities have been successfully made and noted with approval by many faculty.
- (3) In her work as chair of the Administrative Computing Council and member of the HRS Executive Team, she has worked hard to more efficiently develop faculty service reports and computer coding of personnel data.
- (4) Serves on the Non-Academic Functions Task Force as a member of the task force, the executive committee, and as chair of a subcommittee. This committee is in the final stages of reporting after a year-long study of all non-academic functions at BGSU. This report will document ideas and processes to more efficiently manage the non-academic areas at BGSU.

Performance: Norma's workload has continually increased because of her capabilities, her own initiatives and the demands of the position. She recently received a well-deserved re-classification to Director of Academic Services which reflects not only her increased workload, but also the respect of her peers and supervisors in her judgement, independence of action and quality of work. I have never heard her say no to a request to serve on a committee or assume a position of leadership within a committee. Let me just list a few: Search Committee for Assistant Director of Personnel, Non-Academic Functions Committee, HRS Executive Committee, Administrative Computing Council, and Chair of ASC Personnel Welfare Committee. She also serves as secretary of the Council of Deans, Undergraduate Council and Academic Planning Committee, as well as executive secretary for all Dean's Searches (and there have been several these past two years). In all of these committees and assignments, she contributes much to successfully completing assigned responsibilities. She also tends to challenge each committee's members to always keep the greater university community in mind while completing the committee work.

Relationship with University Community: This is where Norma excels, but much of what she accomplishes is behind the scenes work. Part of her position's responsibilities is to assist faculty during the retirement process. Because of Norma's genuine kindness, her complete integrity in handling confidential

Nomination of Norma Stickler  
June 29, 1994  
Page three

information, and her knowledge of the retirement system, she has earned the high respect of faculty on campus. Many times, she becomes a confidant and advisor to faculty as they grapple with sometimes difficult decisions during the retirement process. She has served administrative staff extremely well. She was an organizer of the Administrative Staff Council, has served as its secretary and as chair of its Personnel Welfare Committee. Whether in these roles or as a quiet, yet persistent, advocate for administrative staff, she has contributed much to the professional status and welfare of administrative staff at BGSU.

Norma's loyalty to BGSU--its staff, programs and services--is reflected everyday in her work, her genuine regard for people, and her total commitment to excellence in all that she does. Norma is not a "limelight" type of person and much of what she accomplishes many times goes unnoticed. And that's the way she wants it. For that disregard for "fame" and for her total commitment to this University, I believe she is most deserving of receiving the 1994 Ferrari Award.





# Bowling Green State University

Libraries and  
Learning Resources

July 7, 1994

Gary D. Swegan  
Office of Admissions  
Bowling Green State University  
Bowling Green, OH 43403

Dear Gary and the Ferrari Award Committee:

This is to offer my strong support for the nomination of Norma Stickler for the 1994 Michael R. Ferrari Award. I have heard praise of Norma's work since I began employment at the University in the Academic Affairs area ten years ago. It wasn't until four years ago when I became Assistant to the Dean of Libraries & Learning Resources and within the past three years of serving on Administrative Staff Council including the Personnel Welfare Committee that I had the good fortune of working closely with Norma on a regular basis. During these years, I have sought her counsel and have unfailingly benefited from her vast experience at the University, impeccable judgment, and genuine concern for and loyalty to the institution. I believe that Norma exemplifies every award criterion listed and then some!

To describe her performance as "above and beyond" almost seems like an understatement. That she is so frequently asked to chair or serve on a variety of university committees such as the ASC Personnel Welfare Committee, the ASC Executive Committee, the Non-Academic Functions Committee, the Search Committee for Executive Director of Personnel Services, Administrative Computing Council, to mention a few attests to her leadership qualities and reputation for excelling at whatever she endeavors. She seems to have an infinite capacity for taking on monumental tasks and seeing them through to successful and timely completion. Yet, no task is too small. She exhibits the utmost in patience and tact regarding the smallest of details, and always makes the person seeking her advice feel that their question is significant.

Innovation and initiative often fall by the wayside when one is immersed in as many projects as is Norma. This certainly does not apply in her case. I think that creativity and resourcefulness are key to her success in dealing with the extraordinary amount and complexity of her work as well as the many conflicting demands on her time. She independently conducts indepth data analyses for the central administration. She has developed several sets of data that are readily available for requests that come to her in diverse forms and from a variety of requesters. She refined the search process for deans and developed changes in the search guidelines that have become the model used by other colleges on campus. Annually, she coordinates the Distinguished Teaching, the Distinguished Research, and the Distinguished University Professorships as well as the Faculty Recognition Dinner--all major projects that require a creative touch and incredible resourcefulness to pull off without a hitch as she does.

Norma epitomizes an exemplary relationship with the university community. Because of the trust and confidence that faculty and staff members place in Norma, the nature of her contacts with them has changed considerably through the years from dealing with basic issues to advising in sensitive personnel and interpersonal conflict issues as well as in their career and retirement plans. She consistently balances an acute awareness of university procedures with a sensitivity and genuine concern for the issue in carefully guiding individuals or committees whether in matters of litigation or through potentially explosive issues (especially noted in ASC meetings). She acts as a thoughtful and caring conduit for relaying relevant information in an appropriate manner. She is professional by every definition of the word--always acting with the benefit of the institution in mind rather than seeking the glory of the limelight. In fact, she unselfishly declined numerous nominations for chair of ASC and served as secretary instead because of her proximity to the central administration.

To sum up, Norma, perhaps unknowingly, has mentored many individuals at all levels at this institution. She exemplifies all that we strive for in service and dedication to the University through her integrity and high ethical standards. She is long deserving of the Ferrari Award, and I hope that her efforts are recognized in 1994.

Sincerely,



Beverly Stearns  
 Assistant to the Dean of  
 Libraries and Learning Resources



# Bowling Green State University

81  
Vice President for  
Academic Affairs  
230 McFall Center  
Bowling Green, Ohio 43403-0020  
Phone: (419) 372-2915  
FAX: (419) 372-8446

June 30, 1994

Gary Swegan  
Chair, Michael R. Ferrari Award Committee  
Assistant Director of Admissions  
Bowling Green State University

Dear Gary:

I am writing to support the nomination of Norma J. Sticker, Director of Academic Services, for the 1994 Michael R. Ferrari Award. Norma has provided years of dedicated service to the academic community at Bowling Green State University. I can think of no individual more deserving of this prestigious award.

I have known and worked with Norma in a variety of capacities during my tenure at Bowling Green. During the mid-70's, I first became acquainted with Norma as a faculty member. In 1981-82, I worked with her as a member of an ad hoc committee appointed by Interim President Ferrari. Norma provided staff support to the committee. During 1982-83, I developed a closer working relationship with Norma as I spent a year in the Office of the President as an ACE Fellow. From 1984-88, I interacted with her on a variety of academic and faculty issues as a member of the Dean's staff in the College of Business Administration. Finally, at the present time I work with Norma as a co-worker in the Office of Academic Affairs. As a result of these various contacts, Norma has come to be a source of support, a trusted colleague and advisor, and a friend.

The human dimension permeates Norma's entire approach to her job. Examples from my own experience lend credence to this assertion. As a relatively green faculty member, Norma patiently helped me understand the requirements for obtaining faculty development grants and helped me jump the appropriate hurdles successfully on several occasions. On the faculty committee appointed by Dr. Ferrari, Norma played the staff role to perfection. She identified and assembled literally a mountain of information for us to consider. She also demonstrated tremendous dedication, patience, and sagacity in dealing with a group of faculty not accustomed to analyzing administrative information.

As a Fellow in the President's Office, I probably learned as much about Academic Affairs at BGSU from Norma Sticker as I did from any other single individual during my fellowship year. While I was a collegiate administrator, Norma displayed a warm personal touch on all matters related to faculty development and welfare. On several occasions I have used Norma as a sounding board for critical professional and personal decisions related to my own career. She has always lent a willing ear and provided sound, candid advice.

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Gary Swegan  
June 30, 1994  
Page 2

I have also seen Norma act in similar fashion for other faculty and staff. Quite frequently she plays the role of trusted counselor for faculty and administrative staff who are attempting to work through problems related to the performance of their professional responsibilities. She also acts as a guide for faculty considering various retirement options. I have observed her as she patiently works through the complicated territory of STRS for faculty. At the very least, faculty come away feeling good about their previous decisions. On other occasions, her advice has pointed out options of which they were unaware, and she may actually identify options for them that significantly enhance their personal welfare. She always does these things out of a true sense of concern for the individuals involved, which usually results in a sincere sense of gratitude on the part of the faculty and staff.

With respect to the three criteria for the award, Norma can be praised for her performance in all three areas. Let me comment first on her innovation and initiative. Norma works regularly with the Faculty Development Committee whose charge is to provide professional development opportunities for faculty. In this capacity, Norma's creativity has led to several ideas to enhance the quality of professional development available to faculty at Bowling Green. She has helped create and direct orientation workshops for new faculty to assist in their adjustment to their new profession in general and to BGSU in particular.

Norma's performance in her job is amazing. I am constantly amazed at the amount of work Norma handles. She performs her various tasks with patience and aplomb, and the quality of her work is outstanding. I continually refer my own work to her for her advice and input. She never fails to provide a fresh insight in a timely fashion which enhances the quality of the output. She has directed the searches resulting in the hiring of every dean on campus as well as several of the vice presidents. She has done this part of her job in a manner which invariably makes the committee members and candidates feel good about the process. She accomplishes these tasks while voluntarily assuming other responsibilities which go beyond her job requirements. For example, she has been a key member of the Administrative Staff Council and has recently participated on the Non-Academic Functions Committee. These activities are done at the expense of her personal time with the intention of providing service for others.

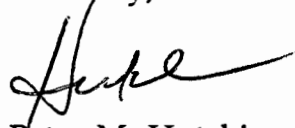
Regarding her relationship with the University community, I believe my earlier comments apply. She is the type of person whom others feel comfortable approaching for advice. She not only provides a willing ear, but she also is able to provide sound advice regarding avenues of recourse for staff and faculty to follow. Moreover, she does this all with a complete sense of confidentiality.

Gary Swegan  
June 30, 1994  
Page 3

In my opinion, Norma Stickler epitomizes what the Ferrari Award has come to mean at Bowling Green. She is selfless in the conduct of her job. Her primary concern is always to do what is best for the students, faculty, and staff - i.e. to do what is in the best interest of Bowling Green State University.

It is apparent that I have a great deal of professional respect and admiration for Norma. I shudder to think how the academic side of the University would get along without her. Norma is a trusted confidant, colleague, and friend. The best single word I can use to describe her is a professional. I heartily endorse her candidacy for the Ferrari Award.

Sincerely,



Peter M. Hutchinson  
Associate Vice President  
for Academic Affairs

ssm



# Bowling Green State University

Libraries and  
Learning Resources

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June 30, 1994

Gary D. Swegan  
Office of Admissions  
Bowling Green State University

Dear Gary:

I would like to support the nomination of Norma Stickler for the Michael R. Ferrari Award for 1994. I have worked closely with Norma for the past eight years and believe that I can provide some insight into why she would be an ideal selection for this important award.

No one at BGSU is more efficient, effective, and genuinely nice than Norma Stickler. She exemplifies the ideals of commitment, caring, service, empathy, and sincerity. When I was interviewed in 1986 for this position, it was Norma Stickler who most impressed me and who best represented the human side of the institution to me. I have heard similar praise of her from every single dean candidate since. She is the anchor in the Academic Affairs office that most of us lean on when we have questions or problems or concerns. She always listens patiently, provides relevant and useful information and advice, and carries our concerns to others so that they are not forgotten. And she is not just a major resource for deans, but for faculty and staff all over the university as well. She always gives of herself unselfishly and goes well beyond the call of duty. In fact, I would state unequivocally that she stays above the call of duty most of the time!

Norma Stickler has to be one of the best liked individuals I have ever met. I have never heard one single word of criticism of her in the past eight years from anyone. Conversely, I have never heard her utter an unkind word about another person. That in itself is phenomenal at a university. She has no enemies or even critics because she is genuinely interested in people and helpful to them and efficient in carrying out her very important responsibilities. I have been trying to hire her away from Dr. Clark ever since I arrived and I haven't given up yet! She is always willing to serve this university by serving on committees. I worked closely with her on the Intercollegiate Academic Planning Committee, where she was well grounded in the major organizational issues at the university and provided useful counsel to the committee. As if that wasn't enough punishment for her, she agreed to serve on the Non-Academic Functions Committee and has played a major role in that committee's work. She is an absolutely essential person on every dean search committee, without whom the committees would not be nearly so efficient and successful.

Norma represents what is best in all of us and exemplifies the highest ideals of service and dedication and loyalty to this institution. She is not just a nice person, though she is the nicest

Gary D. Swegan  
June 30, 1994  
Page two

person I know. She is a person of high integrity, strong character, and high ethical standards. She is indispensable to the effectiveness of every dean's office on this campus and of course to the success of the VPAA's office.

I have run the risk in this letter of flattering Norma and having others discount my praise of her. I am not flattering or exaggerating the situation whatsoever. Everyone at this university who knows Norma would echo these sentiments I am quite sure. Those who have the privilege of working closely with her as I do are universally thankful for her. She makes our daily tasks more pleasant and more effective. Whenever I am down or upset, I always call Norma. She can always put problems into a better perspective and provide a chuckle or two along the way.

Norma Stickler deserves to receive the 1994 Ferrari Award and I am pleased to support her nomination.

Sincerely yours,



Rush G. Miller  
Dean of Libraries and  
Learning Resources



# Bowling Green State University

Office of Admissions  
Bowling Green, Ohio 43403-0085  
(419) 372-2086  
Fax: (419) 372-6955

**Confidential**

## MEMORANDUM

TO: Dr. Eloise E. Clark  
Vice President for Academic Affairs

FROM: Gary D. Swegan  
Chair, Ferrari Award Committee

DATE: August 3, 1995

SUBJECT: Award check for 1995 winner of the Michael R. Ferrari Award

It is my understanding that your office arranges for the award check in the amount of \$1000 to be ready for the Ferrari Award presentation ceremony. The ceremony will be held on September 6, 1995.

The winner of the 1995 Ferrari Award is **Joshua Kaplan**, Director of Health Services.

Please let me know when the check is available and I will pick it up. Thank you for your attention to this matter.

This was a "dummy"  
letter sent to VPA so that  
Normy would not suspect anything.



# The 1995 Michael R. Ferrari Award

I. Nominee

Name \_\_\_\_\_

Title \_\_\_\_\_

Campus Address \_\_\_\_\_

II. Nominator

Name \_\_\_\_\_

Title \_\_\_\_\_

Campus Address \_\_\_\_\_

Phone \_\_\_\_\_

Administrative \_\_\_\_\_ 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 7, 1995. Late submissions will not be considered. Be sure that all additional pages are attached to the nomination form.

*Gary D. Swegan  
Office of Admissions  
by July 7, 1995*



# 1995 Michael R. Ferrari Award Selection Timeline (tentative)

*Copy*

- 5/17 Letters out to all administrative staff
- 5/22 Nomination forms available in Bookstore, Personnel, Union, and Faculty Senate Office.
- 5/31 Initial meeting of the Ferrari Award Committee  
Office of Admissions - 110 McFall Center
- 7/7 Deadline for nominations
- 7/11 Send acknowledgement of receipt of nominations
- 7/10 -  
7/14 Nomination review process
- 7/17 Selection meeting
- 7/18 Order plaques
- 7/18 Schedule picture and article in Monitor
- 8/29 Award presentation
- 8/30 Letter to Dr. Ferrari

*Copy*



# Bowling Green State University

Administrative Staff Council  
Bowling Green, Ohio 43403-0373

## MEMORANDUM

**TO:** Administrative Staff Members

**FROM:** Gary D. Swegan, Chair, 1995 Michael R. Ferrari Award Committee

**DATE:** May 15, 1995

**SUBJECT:** Nominations

A handwritten signature in black ink, likely of Gary D. Swegan, the chair of the award committee.

Nineteen ninety-five marks the thirteenth 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:

1983	Suzanne Crawford, Affirmative Action
1984	Zola Buford, Registrar's Office
1985	Patrick Fitzgerald, WBGU-TV
1986	Gregory DeCrane, Student Activities and Orientation
1987	George Howick, Management Center
1988	Richard 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
1993	Ann Bowers, Archival Collections
1994	Ken Schoeni, Athletics

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 criteria printed on the reverse side 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 full-time 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 a committee of administrative staff representing each of the Vice Presidential and Presidential areas. Selection will be made on the basis of the information supplied through the nomination process. Additional information and support over and above that listed in the Criteria Sheet are welcome.

A nomination form and criteria form are enclosed. Additional forms are available in the Administrative Staff Personnel Office, 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 Gary Swegan, Office of Admissions, no later than five o'clock **July 7, 1995.**

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.

# The 1995 Michael R. Ferrari Award

I. Nominee

Name \_\_\_\_\_

Title \_\_\_\_\_

Campus Address \_\_\_\_\_

II. Nominator

Name \_\_\_\_\_

Title \_\_\_\_\_

Campus Address \_\_\_\_\_

Phone \_\_\_\_\_

Administrative \_\_\_\_\_ 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 7, 1995. Late submissions will not be considered. Be sure that all additional pages are attached to the nomination form.

*Gary D. Swegan  
Office of Admissions  
by July 7, 1995*



**Ferrari Award Committee**  
**May 31, 1995**  
**Office of Admissions Conference Room**

1. Tentative timeline approval / revisions
2. Distribution to campus locations
3. Solicitation of past year nominations
4. Mailing to Deans/Dept. Chairs with Administrative staff subordinates
5. Other issues from past selections:
  - Nomination of a committee member
  - Non-selected nominees
  - Part-time administrative staff
  - Communication from committee to non-selected nominees
6. Selection sheet review and revision
7. Publicity
8. Next meeting

## **1995 Michael R. Ferrari Award Selection Timeline (tentative)**

- 5/17** Letters out to all administrative staff
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7/14** Nomination review process
- 7/17** Selection meeting
- 7/18** Order plaques
- 7/18** Schedule picture and article in Monitor
- 8/29** Award presentation
- 8/30** Letter to Dr. Ferrari

